Promotional Items RFP – Vendor Bid Instructions
(For this month, July 2019)

• You must be licensed to distribute UTD trademarked items via the Learfield/IMG College agency before you can bid – if you’re not sure or have questions, contact: marketing@utdallas.edu (972-883-4701)

• Then, visit this link daily to get to UT Dallas Bid Opportunities via Bonfire: https://www.utdallas.edu/finance/purchasing/bid-opportunities/

• Click on the first Bonfire button on the left (circled in yellow)

• Within the next few weeks, a new Promotional Items row will be added under the Open Public Opportunities tab (noted with red arrow)

• Once it appears, click on it and follow the guidelines

• If you have any questions about the bidding process, please contact: purchasing@utdallas.edu.