



# MLTC Bioenergy RFP Instructions

This document provides an overview of how to participate in RFPs for MLTC Bioenergy projects.

## Step 1: Register on our website

You can complete quick registration on our website at the following URL:

<https://mltcbioenergy.ca/rfp/>

Please enter all fields and **select the RFP** you intend to bid on.

## Step 2: CM Fusion Project Invite

After you register, you will receive an email invitation to join our project on cmfusion.com. This is a software platform we use to manage the RFP process.

### Respond to Invitation

Click [Respond to Invitation](#) to view the invite landing page and accept the invitation.

## Step 3: Create Free CM Fusion Account

Upon acceptance, you will be asked to create a free CM Fusion account. Complete the fields to create our free account and you will be logged into CM Fusion.

## Step 4: CM Fusion Project

After creating an account you will have access to your CM Fusion Dashboard.

Navigate to the project you just accepted. You should see three tabs in the left Project Menu:

- **Project Home**
- **Documents**
- **RFPS**

## Step 5: Review RFP

Click on the RFP tab to view active RFPs. Click [View](#) to open the RFP details.

From this page you can review the RFP Details and download any Attachments.

If the RFP Status is "Created" MLTC is still waiting to issue requests for proposals. You will receive an email notification when the RFP is ready for your proposal (response).

## Step 6: Request Clarification

If you have questions on this RFP you can request clarification on the RFP page using the [Request Clarification](#) link.

Submit your question for clarification and an answer will be posted within 3-5 business days (sometime sooner).

## Step 7: Respond to RFPs

You will get an email notification when RFPs are ready for your proposal. This email notification will have the subject of "Estimate Requested for an RFP on CM Fusion" and a direct link to the view the RFP in CM Fusion.

Click [View RFP](#) in that email and then you should see the RFP page with an area to submit your response/proposal. Please include a detailed Description and Attachments with any cost related items.

Once you submit this response your work is done!