

Dear Municipality,

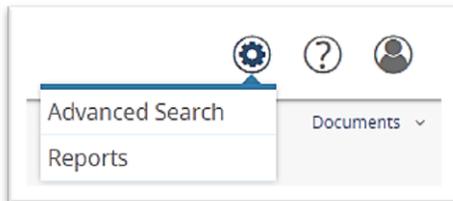
Thank you for your interest in joining the Massachusetts Animal Fund Spay/Neuter Voucher Program Network as a Municipal Partner.

We need you to complete the following initial steps through COMMBUYS, so that we can approve your application and generate your state contract. ****Please note all signed original contract paperwork must be received and countersigned by our Director before you are eligible for voucher reimbursement. You will get a Municipal Partner Welcome Handbook when your contract is accepted.****

1. Log in or create a COMMBUYS account.

2. Upon successful login

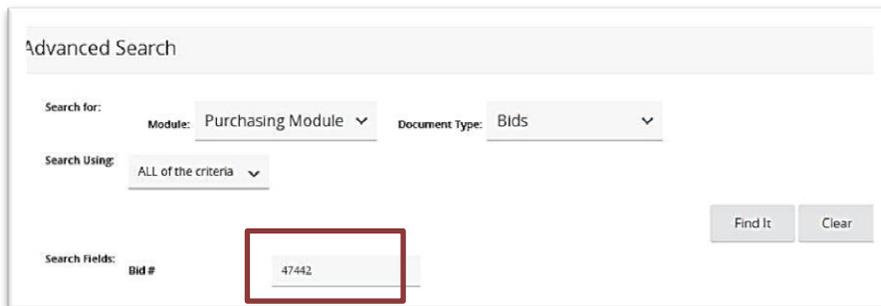
- a. Go to the **Settings** tab on the top right corner of the home page. Once you click on it select **Advanced Search** to find our Bid.



- b. Once you click on **Advanced Search**, a new window will pop up.

3. Advanced Search

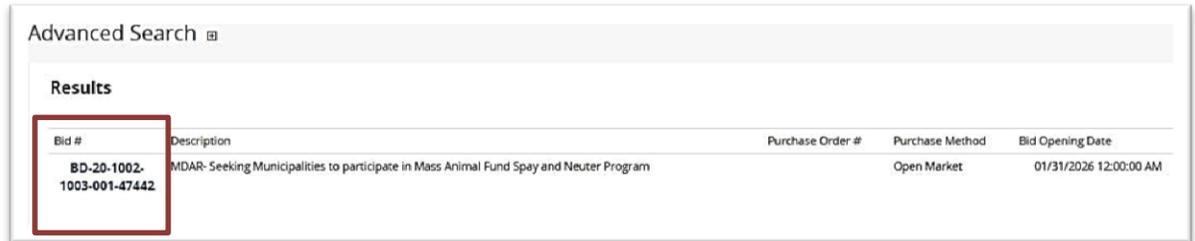
- a. On the right side of the page, click **Document Type**, and proceed to select **Bids** from the drop down menu.



- b. After selecting **Bids**, a new **Advanced Search** page will open up. On the **Search Fields** sub header fill in the **Bid #** field with the following: **47442**
- c. Go to the bottom of the page and click **Find It**.

4. Results

- a. Once the result page shows the Bid for **MAMunicipalVet_FY20**, BD-20-1002-1003-001-47442 click on the **blue hyperlink** underneath **Bid#**. (see **example** below)



Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date
BD-20-1002-1003-001-47442	MDAR- Seeking Municipalities to participate in Mass Animal Fund Spay and Neuter Program		Open Market	01/31/2026 12:00:00 AM

- b. An **Acknowledge Receipt and View Solicitation** window will open up. Click **Yes**. By Clicking **Yes**, you will receive any updates concerning the Bid and the bid will open.

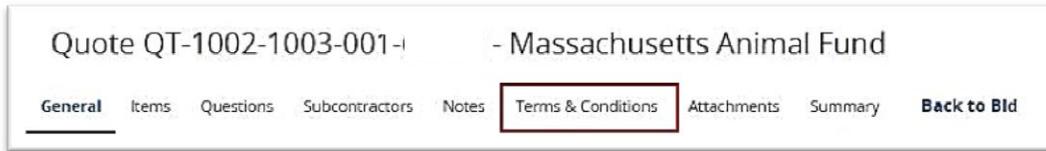
5. Bid Solicitation

- a. After acknowledging receipt, a new window will open up showing summary information regarding the Bid.
- b. ATTACHMENTS: Read through the following RFR & Documents:
 - **1. AGR-MAMunicipalVet-FY20.pdf**. This is the RFR Document.
 - **2. Participating Municipality Application.pdf**. Open and Download this form to your computer. Complete all the required fields on both pages and save the file. **This will be your Attachment you'll submit with your quote when you get to step 8.**
 - **3. REVIEW ONLY- Additional Documents needed IF Contract is Awarded**
These are the required forms that will need to be completed with your final Contract Package. Review each form but **do not complete them at this time.**
- c. Once you have reviewed and completed all the Attachments and are ready to proceed you can repeat steps 1-4 to return to the Bid Summary page.
- d. On the bottom part of the page, click **Create Quote**.

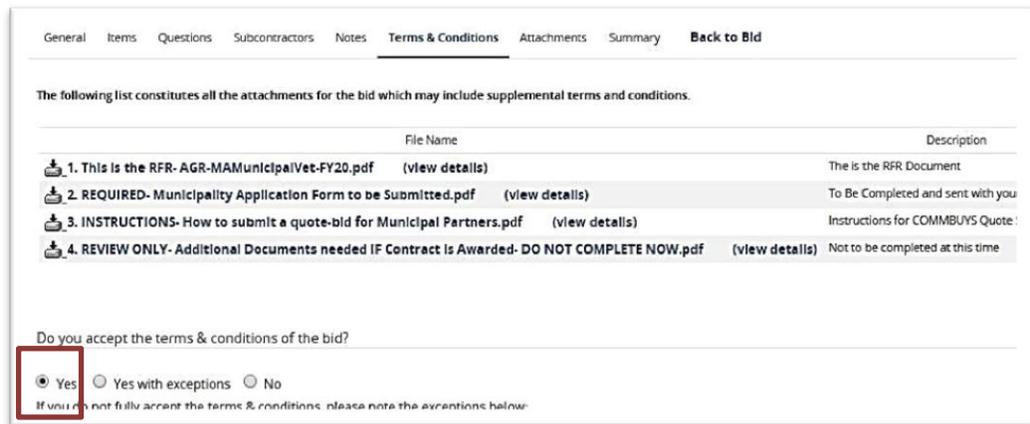
6. New Quote

- a. Skip to the bottom of the page and click on **Save & Continue**.

7. **“Quote Validation Errors / Terms & Conditions is not acknowledged”** will pop up on the top of the page. Click on **Terms & Conditions** Header.



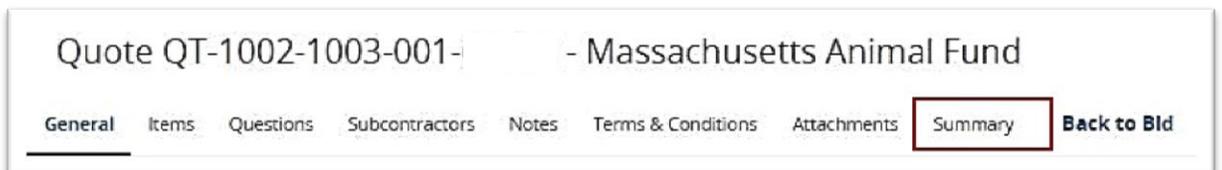
- a. Click **Yes** at the bottom of page under: **Do you accept the terms & conditions of the bid?** Then click **Save & Continue**.



8. Click the **Items** tab. The Items tab displays the line item information about the bid. On that line, be sure that **“see quote attachment”** is selected and click **Save & Exit**. Make sure the option is selected. (If “see quote attachment” is not selected it does not mean the attachment will not upload, it just notifies the reviewer).

9. Click on the **Attachments** Tab. Here you will upload your saved document **2. Participating Municipality Application.pdf “Participating Municipal Partnership Application Cover Sheet & Participating Municipal Application Veterinarian Contact”**. Follow the prompts to upload the forms, (like you would an attachment to an email). After uploading the necessary file, click **Save & Continue**. After that click **Save & Exit**. Be sure to review your attachment to make sure the required document has been submitted.

10. Go to Summary Tab.



- a. At bottom of page click **Submit Quote**

11. Upon completion you will receive an email confirmation that your quote has been accepted:

Please forward this email to sheri.gustafson@mass.gov

12. Thank you for submitting a bid to become a Mass Animal Fund Municipal Partner.

Your personalized contract package will arrive in just a few weeks.

If you are having difficulties with any step of the Mass Animal Fund Municipal Partner Process, please do not hesitate to contact us! 617-626-1740.

Partners like you make this program possible. We greatly appreciate you making this investment in your community. We are excited to have you as a partner and look forward to continuing to work with you to end animal homelessness in Massachusetts.

Take care,

A handwritten signature in black ink that reads "Sheri Gustafson". The signature is written in a cursive style with a long, sweeping underline.

Sheri Gustafson
Program Coordinator
Sheri.Gustafson@mass.gov
617-626-1740