

Job Aid:

How to Create a Grant Posting from Scratch

This Job Aid shows how to:

- Create a Grant from scratch in COMMBUYS

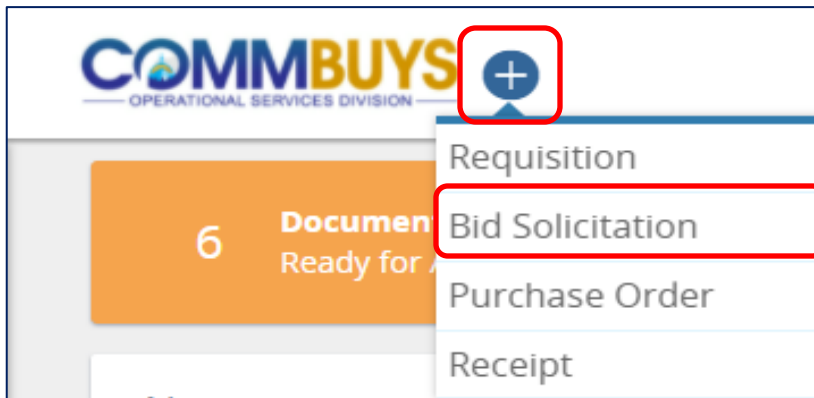
Of Special Note:

All state agencies are subject to 815 CMR 2.00, State Grants, Federal Grant Awards, Federal Sub-grants and Subsidies as well as the Office of the Comptroller's policy on State Grants, Federal Sub-Grants and Subsidies. Departments must use COMMBUYS to publicly post the availability of a discretionary Grant or Grant Program and publish the results of grantee selections. Use of COMMBUYS to receive electronic quotes for grant opportunities is optional; however, state agencies are encouraged to require grantees to register and submit quotes (applications) through COMMBUYS, which provides a central repository for receipt of electronic applications. As more grantees use COMMBUYS to identify grant opportunities, they will have a single location to apply for grants from multiple state agencies, resulting in efficiencies for both the grantees and the state agencies.

Bids (Grants) are documents used to request responses (quotes) from potential Grantees. This job aid will start at the point of creating a new bid for posting grants, which is a very similar process to posting any other bid document.

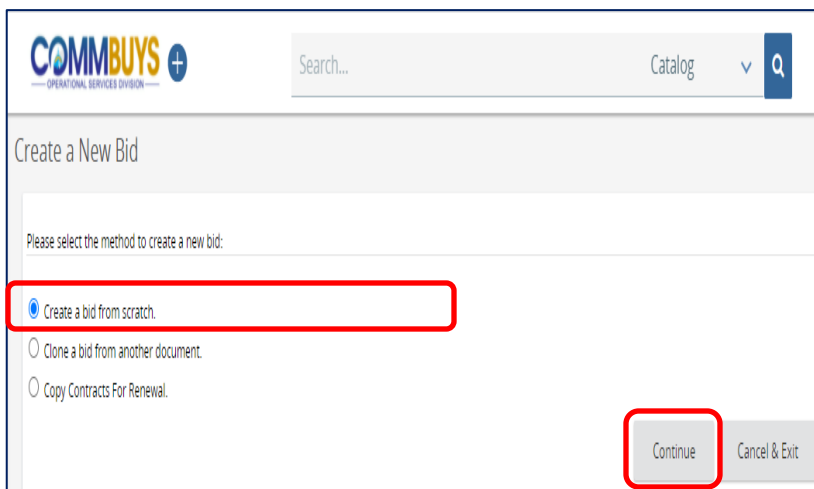
Screenshot

Directions



Step 1: Creating a New Bid

1. Click on the **Add Documents** (plus sign) icon.
2. Select **Bid Solicitation** from the dropdown menu.



Step 2: Creating a New Bid from Scratch

1. Ensure that the **Create a bid from scratch** radio button is pre-selected.
2. Click on the **Continue** button.

Step 3: Completing the Left Side of the New Bid Screen

The New Bid screen opens to the General tab. On the left side of the screen, fields with an asterisk are required. They are:

- **Type Code:** Select **NS** (non-statewide solicitation).
- **Department:** Select the desired Department from the dropdown menu by clicking on the down arrow.
- **Location:** Select the desired Location from the dropdown menu by clicking on the down arrow.
- **Available Date:** The date a Grantee is able to open and download the Grant application and other documents. Grantees can also begin to enter online responses at this time. For Grant Notices of Intent to Award, the date would be the date of the Notice.
- **Purchase Method:** Select **Blanket**.
- **Blanket Begin Date:** The anticipated beginning date of a contract or award. Click on the calendar icon to select the blanket start date.
- **SBPP (Small Business Purchasing Program) Eligible?:** Select **"Yes"** if up to \$250K or **"No"** if over \$250K.

NOTE: SBPP participation is recommended but not required for grant opportunities.

- **Procurement Type:** Select **Grant Opportunity** from the menu by clicking on the down arrow.

New Bid

General
Items
Address
Accounting
Routing
Attachments
Notes
Bidders
Amendments
Q & A
Reminders
Summary

Bid Number:
Status:

Type Code*:
NS - Non-Statewide Solicitation

Department*:
OSD01 - Operational Services Division

Location*:
OSDTR - Training, Events & Outreach

Show on Web:
☒

Required Date:

Available Date*: (MM/DD/YYYY HH:MM:SS AM or PM)

Bid Type:
Open Bid

Estimated Cost:
\$0.00

Alternate ID:

Purchase Method*:
Blanket

Blanket Begin Date*: (MM/DD/YYYY)

Tax Rate:

Solicitation Enabled:
No

Item Single Award Only:
☐

Allow Vendors to Submit Multiple/Alternate Quotes:
☒

Info Contact:

Pre-Bid Conference: (Max size: 250 characters)

Bulletin Desc: (Max size: 500 characters)

Quote Notification:
☐

SBPP (Small Business Purchasing Program) Eligible*:
NO

See SBPP requirements and exceptions at www.mass.gov/sbpp

Procurement Type*:
Grant Opportunity

CLM RFX ID:

Date Last Updated:

Save & Continue

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Screenshot

The screenshot shows a web form for creating a grant posting. The following fields are highlighted with red boxes to indicate they are required:

- Description:** A text input field.
- Purchaser:** A dropdown menu currently showing "Martin, Paul".
- Fiscal Year:** A dropdown menu currently showing "2022".
- Bid Opening Date:** A date and time input field with a calendar icon.
- Blanket End Date:** A date input field with a calendar icon.
- Print Format:** A dropdown menu currently showing "Bid Print".

Other visible fields include:

- Organization:** Operational Services Division
- Allow Electronic Response:** ☒
- Informal Bid:** ☐
- Catalog Id:** A dropdown menu.
- Enable Rolling Enrollment:** ☐
- Enable Open Enrollment:** ☐

Directions

Step 4: Completing the Right Side of the New Bid Screen

All fields with an asterisk are required. The required fields are:

- **Description:** Must include the title of the Grant (the word "Grant" must be included in the title) and any other identifiable information.
- **Purchaser:** This defaults to the Buyer's name. Use the dropdown to select a different purchaser.
- **Fiscal Year:** This field defaults to the current Fiscal Year. Use the dropdown to select a different year if appropriate.
- **Bid Opening Date:** The date selected on the Grant when the response period is closed to the respondent. COMMBUYS will no longer accept quotes and the Grantor will be able to open and view the quotes. For Grant Notices of Intent to Award, the date would be the final date for any challenges to be filed related to the Notice.
- **Blanket End Date:** The anticipated ending date of a contract or award. Click on the calendar icon to select the blanket end date.
- **Print Format:** Leave **Bid Print** as the default.

Once all the required fields are completed, click on the **Save & Continue** button at the bottom of the page.

NOTE: When the screen re-displays, you will receive a general validation error notice letting you know that you need to add items to your bid.

Blanket Bid BD-21-1990-BIDS1-BIDS1-60864

General **Items** Address Accounting Routing Attachments Notes Bidders Questions Amendments Q&A Reminders Summary

General Address Accounting Attachments Notes Questions

There are no items. Please click 'Search Items' or 'Add Item' below to add an item.

Search Items Search Inventory Items **Add Item** Upload Items Export Items

Step 5: Opening the Items Tab

1. Click on the **Items** tab.
2. Click on the **Add Item** button.

Blanket Bid BD-21-1990-BIDS1-BIDS1-60864 Status: ZB - In Progress

General **Items** Address Accounting Routing Attachments Notes Bidders Questions Amendments Q&A Reminders Summary

General Address Accounting Attachments Notes Questions

Confirmation Messages

Changes saved successfully.

Item # 1 Item Type Normal

Print Sequence # 1.0 Item Status ZB - In Progress

Description: Sample Grant for training

Stock Item Number

Disable Pricing On Quote	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
<input checked="" type="checkbox"/>	1.0	1.00	\$1.00	EA	0.0	0.00	\$1.00

Step 6: Adding Items

The Items tab page opens to allow you to add an Item or narrative item to the grant. The following fields must be completed for a grant:

- **Item #:** No entry - Automatically issued by COMMBUYS.
- **Item Type:** Select one of two options in the dropdown menu:
 - Normal, the default value,
 - Narrative, which permits the addition of a non-item to allow an additional description to appear on the bid.
- **Print Sequence #:** Change this auto-filled field if the order of the grant items should print in a different order from the Item number order.
- **Description:** Enter a complete description of the grant, eligibility, or Notice of Intent to Award.
- **Disable Pricing on Quote:** Select this checkbox if you want the potential grantees to respond to the grant in an attachment.
- **Quantity:** Enter 1.
- **Unit Cost:** Enter 1.00.
- **UOM:** The default is EA. No need to change.

Continue to Step 7.

Screenshot

Directions

UNSPSC Segment-Family: 00-00 00-00 - Grant Opportunity

UNSPSC Class: 00 00 - Grant Opportunity

Commodity-EPP:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

Step 7: Adding UNSPSC Codes

Click on the dropdown arrow next to the **UNSPSC Segment-Family** field.

1. Select **00-00 Grant Opportunity** from the dropdown menu.
2. Click on the dropdown arrow next to the **UNSPSC Class** field.
3. Select **00 Grant Opportunity**.
4. Scroll to the bottom of the screen and click on the **Save & Exit** button to save and return to the Items tab. Add as many items as required for the Bid by clicking the **Save & Add New** button.

Click on the **Save & Exit** button once finished with all required bid items and the Items tab redisplay.

Blanket Bid BD-21-1990-BIDS1-BIDS1-60864

General Items **Address** Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders Summary

Ship-to Address

BIDS1 - Procurement

Andy Dwyer
80 West Avenue
Boston, MA 02117
US
Email: test@periscopeholdings.com
Phone: (123)456-7890

BIDS1 - Procurement

Andy Dwyer
80 West Avenue
Boston, MA 02117
US
Email: test@periscopeholdings.com
Phone: (123)456-7890

Save & Continue

Apply Ship-to to All Items

Apply Bill-to to All Items

Step 8: Reviewing Addresses

1. Click on the top-level **Address** tab.
2. The Address page should prefill. Update the Address page by clicking on the **magnifying glass** icon if items are being shipped to or billed to a different address than the default.
3. If no change is required go to Step 9.
4. If there is an error message indicating that no valid ship-to address exists, click on the **magnifying glass** icon to select a Ship-to address.
5. If a change is made, click on the **Save & Continue** button.

NOTE: If you want the option to ship to multiple addresses, go back to the Items tab and select the **Address** sub tab.

NOTE: Organization Administrators (OAs) maintain the Ship-to and Bill-to addresses. To update or add additional addresses to the system, contact your OA.

Step 9: Adding Attachments

NOTE: The **Accounting** tab is not currently used in COMMBUYS. The **Routing** tab is not activated until after you submit the transaction for approval.

1. Click the **Attachments** tab. If any files auto-attach, review, keep, or delete as necessary. Attachments include the grant application and required forms/contract documents.

For Notice of Intent to Award, the Notice and any supporting information should be posted as attachments.

2. Click on the **Add File** button to add a new file.

Blanket Bid BD-21-1990-BIDS1-BIDS1-60864

General Items Address Accounting Routing **Attachments** Notes Bidders Questions Amendments Q & A Reminders Summary

Files

Click **Add File** to add file attachments.

No File Attachments

Required Quote Attachments

(These are attachments requested by the Agency, and a Quote response must include them to be submitted)

Add Required Quote Attachment

This will require a Quote Response to have a file attached before Quote can be submitted.
This does not control what file is attached, the Vendor is responsible for attaching a relevant file.
This does not prevent a Vendor from attaching a non-relevant file, or a file of a different name than expected.

Save & Continue Add File

Step 10: Browsing and Selecting a File

1. When the **Add File** window opens, click the **Browse** button (also known as the **Choose File** button in Google Chrome). This will search for documents from your computer.

2. Click on the desired file from the popup window and click on the **Open** button to add.

3. Complete the following fields:
 - **Name** – required; but will be populated with the selected file name if left blank.
 - **Description** – optional.
4. Click on the **Save & Continue** button to add another file or click on the **Save & Exit** button when all files have been added.

Add File

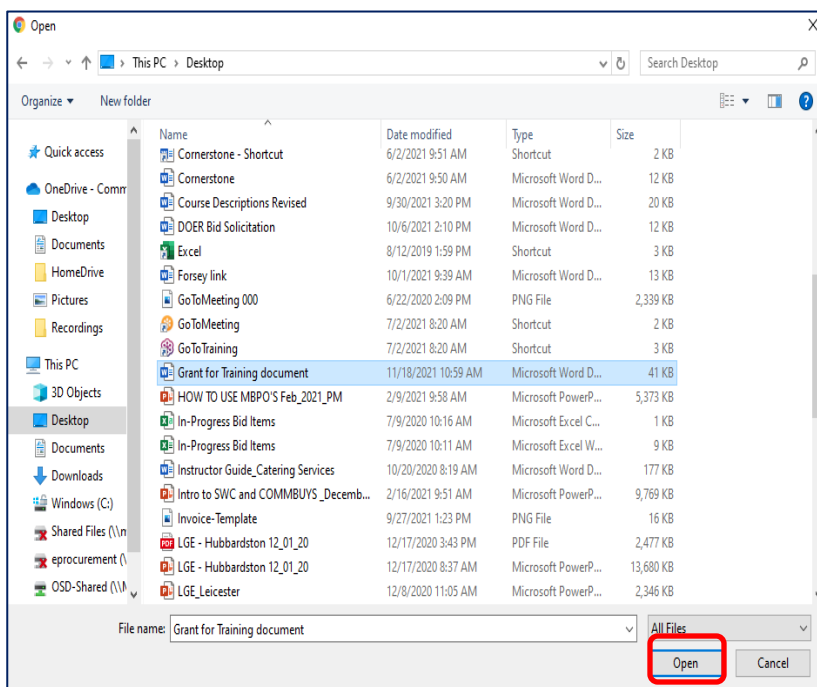
Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*: No file chosen

Location: 1990



Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*: Grant for Tr...cument.docx

Location: 1990

Screenshot

Directions

Step 11: Adding Notes

1. Click on the **Notes** tab if you would like to add a note. Notes are viewable only by Commonwealth users. Vendors cannot access or view these notes however they may be subject to Freedom of Information requests.

If a note has been added, click on the **Save & Continue** button.

The screenshot shows the 'Notes' tab selected in a bid management system. The title is 'Blanket Bid BD-21-1990-BIDS1-BIDS1-60864'. The navigation bar includes 'General', 'Items', 'Address', 'Accounting', 'Routing', 'Attachments()', 'Notes', 'Bidders', 'Questions', 'Amendments', 'Q & A', 'Reminders', and 'Summary'. The 'Notes' tab is highlighted with a red box. Below the navigation bar, there is a table with columns 'Delete All', 'Note Date', 'User', and 'Note'. A red box highlights a text input area for adding a note, with the text 'Bill O'Malley15' visible. At the bottom right, there are buttons for 'Save & Continue' (highlighted with a red box) and 'Reset'.

Step 12: Adding Vendors

1. Click on the **Bidders** tab.
2. When the Bidders page opens, click on the **Lookup & Add Vendors** button at the bottom of the page.

The screenshot shows the 'Bidders' tab selected in a bid management system. The title is 'Blanket Bid BD-21-1990-BIDS1-BIDS1-60864'. The navigation bar includes 'General', 'Items', 'Address', 'Accounting', 'Routing', 'Attachments()', 'Notes', 'Bidders', 'Questions', 'Amendments', 'Q & A', 'Reminders', and 'Summary'. The 'Bidders' tab is highlighted with a red box. Below the navigation bar, there is a sub-tab bar with 'General', 'Subcontractors', and 'Quote Activity'. The 'General' sub-tab is selected. A yellow box highlights the 'Vendor Validation Warnings' section, which states 'No bid bidder.' Below this, there is a section for 'Select bidder participation, open or closed, and select vendors to notify' with two radio button options: 'Unrestricted bid, all vendors can view and respond' and 'Restricted bid, only selected vendors can view and respond'. A table with columns 'Vendor ID' and 'Vendor Name' is visible. At the bottom, there are checkboxes for 'Show Estimated Total To Vendors', 'Show Unit Prices to Vendors', and 'Hide Bid Holder List on Vendor Side' (which is checked). A red box highlights the 'Lookup & Add Vendors' button at the bottom right. A message at the bottom states: 'Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes.'

Step 13: Searching for Vendors

1. The Lookup and Add Reference Vendors popup window appears. This should be used ONLY to select non-public entities if they are eligible to respond to the grant opportunity.
2. Enter search criteria and click on the **Find It** button.
3. Alternatively, scroll to the bottom of the page and click **Find Vendors for All Commodity-EPP on the Bid** button.

COMMBUYS automatically matches the vendors who have registered with the associated UNSPSC codes. These vendors will receive an email notification of the bid.

4. Select the desired vendor(s) from the search results by clicking on the checkbox next to the vendor's name or click on the top Select checkbox to select all vendors on the list.

5. A popup window displays with a warning message when selecting all vendors. Click **OK**. The popup window will disappear.

6. Scroll to the bottom of the page and click the **Save & Exit** button to return to the Bidders tab.

Find It Clear

Find Vendors for All Commodity-EPPs on the Bid Close Window

Vendor Lookup

1/25 of 1864
1 2 3 4 5 6 7 8 9 10

Select	Vendor ID	Vendor Name	Alternate ID	Last PC Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input checked="" type="checkbox"/>	00000000	Sandwich Public Schools		Sep 22, 2014	Jan 11, 2019	55 Water Street	Sandwich	MA	Elizabeth Hingray	(124)45-7890	No
<input checked="" type="checkbox"/>	00000001	"COMPTON DE MORT" Family Child Care				4400 North Ave #2	Lynn	MA	Elizabeth Lige	(124)45-7890	No
<input checked="" type="checkbox"/>	00000002	00000000				810 Park St	Lynn	MA	Elizabeth Lige	(124)45-7890	No
<input checked="" type="checkbox"/>	00000003	11000000 - Jones William				1000 Park St	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000004	12000000 - Jones William				12000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000005	13000000 - Jones William				13000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000006	14000000 - Jones William				14000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000007	15000000 - Jones William				15000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000008	16000000 - Jones William				16000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000009	17000000 - Jones William				17000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000010	18000000 - Jones William				18000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000011	19000000 - Jones William				19000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000012	20000000 - Jones William				20000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000013	21000000 - Jones William				21000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000014	22000000 - Jones William				22000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000015	23000000 - Jones William				23000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000016	24000000 - Jones William				24000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000017	25000000 - Jones William				25000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000018	26000000 - Jones William				26000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000019	27000000 - Jones William				27000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000020	28000000 - Jones William				28000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000021	29000000 - Jones William				29000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000022	30000000 - Jones William				30000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000023	31000000 - Jones William				31000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000024	32000000 - Jones William				32000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000025	33000000 - Jones William				33000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000026	34000000 - Jones William				34000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000027	35000000 - Jones William				35000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000028	36000000 - Jones William				36000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000029	37000000 - Jones William				37000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000030	38000000 - Jones William				38000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000031	39000000 - Jones William				39000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000032	40000000 - Jones William				40000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
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<input checked="" type="checkbox"/>	00000075	83000000 - Jones William				83000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000076	84000000 - Jones William				84000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000077	85000000 - Jones William				85000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000078	86000000 - Jones William				86000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000079	87000000 - Jones William				87000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000080	88000000 - Jones William				88000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000081	89000000 - Jones William				89000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000082	90000000 - Jones William				90000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000083	91000000 - Jones William				91000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000084	92000000 - Jones William				92000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000085	93000000 - Jones William				93000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000086	94000000 - Jones William				94000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000087	95000000 - Jones William				95000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000088	96000000 - Jones William				96000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000089	97000000 - Jones William				97000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000090	98000000 - Jones William				98000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No
<input checked="" type="checkbox"/>	00000091	99000000 - Jones William				99000000 - Jones William	Spring	MA	Jones William	(124)45-7890	No

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1 2 3 4 5 6 7 8 9 10

Save & ExitSave & ContinueSave & Next PageFind Vendors for All Community-EPNs on the BidClose Window

Step 14: Adding and Deleting Vendors

The **Bidders** tab now displays all the Vendors you selected with the same UNSPSC as the grant.

1. Click on the **Unrestricted bid radio button** for grants so that any vendor can respond to the bid. Click on the **Restricted radio button ONLY** for grants where all eligible Grantees are confirmed as registered vendors in COMMBUYS. This step needs to be done after you select your vendors. If done prior, it will de-select and not be saved. Click **Save & Continue** when complete.
2. You can delete vendors using the checkboxes in the left **Delete** column or delete all vendors by selecting the top **Delete All** checkbox at the top of the column.

NOTE: Deleting vendors means that the bid is no longer unrestricted. Refer to OSD and your department policy for guidance.

3. You can continue to add Vendors by clicking on the **Lookup & Add Vendors** button at the bottom of the page.
4. When you are done, click on the **Save & Continue** button at the bottom of the page.

Blanket Bid BD-21-1990-BID51-BID51-60864 Status: 201 - In Progress

General Items Address Accounting Routing Attachments() Notes **Bidders** Questions Amendments C&A Reminders Summary

General Subcontractors Quote Activity

Select bidder participation, open or closed, and select vendors to notify

☐ Unrestricted bid, all vendors can view and respond

☐ Restricted bid, only selected vendors can view and respond

Delete All	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
<input type="checkbox"/>				
<input type="checkbox"/>	0000046	Blot Community Human Services, Inc.	Bid Mailing Address: General Mailing Address - Matthew Dowd 186 Bedford St Lexington, ... 186 Bedford St Lexington, MA 02420 US	Email
<input type="checkbox"/>	0000068	Colaborative for Educational Services	Bid Mailing Address: Bid Mailing Address(default) - Isolda Ortega-Bustamante 97 Hawley Street... 97 Hawley Street Northampton, MA 01060 US	Email
<input type="checkbox"/>	0000102	WMA of Central Massachusetts	Bid Mailing Address: General Mailing Address - Gina MacConnell 1 Salem Square Worcester... 1 Salem Square Worcester, MA 01608 US	Email

<input type="checkbox"/>	00000791	CITY OF PAUL RIVER	Bid Mailing Address: General Mailing Address - Jane Dibasio One Government Center 6th ... One Government Center 18th Floor Fall River, MA 02722 US	Email
<input type="checkbox"/>	00000001	Commonwealth of Massachusetts	Bid Mailing Address: Bid Mailing Address(default) - Jackie Brownell 1 Ashburton Place Room ... 1 Ashburton Place Room 1017 Boston, MA 02108 US	Email
<input type="checkbox"/>	00000016	TOWN OF STOUGHTON	Bid Mailing Address: General Mailing Address - RANDOLPH DEWAR 950 CENTRAL STREET STOUG... 950 CENTRAL STREET STOUGHTON, MA 02072 US	Email

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12345678910 >

☐ Show Estimated Total To Vendors

☐ Show Unit Prices to Vendors

☒ Hide Bid Holder List on Vendor Site

Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes.

Save & Continue **Lookup & Add Vendors**

Screenshot

Directions

Step 15: Entering Questions

1. Click on the **Questions** tab.
2. You can ask vendors questions by entering text in the **Question** field.
3. Select the **Required** checkbox if the questions must be answered before the quote can be submitted by the vendor.
4. Select a value from the **Response Type** dropdown menu to establish a format for the vendor response.
5. Click on the **Save & Continue** button to save your entries.

Step 16: Opening Q&A Dialogue

NOTE: The **Amendments** tab is not activated until after the bid is sent.

1. Click on the **Q&A** tab.
2. To allow dialogue with vendors, select the **Allow vendor to submit questions** checkbox (recommended best practice).
3. If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox (recommended best practice).
4. If desired, you and/or the vendor can enter a **Question Subject** and **Question** into the respective fields, and the other party can respond in the **Answer** field.
5. Select the **Show All on Web** checkbox.



NOTE: It is a best practice to check **Show All on Web** and uncheck **Show Original Vendor Only** when answering vendor questions. This allows all vendors to see who asked the question, what the question is, and what answer was given to the vendor.

Click on the **Save & Continue** button.

Step 17: Entering Reminders

Blanket Bid BD-21-1990-BIDS1-BIDS1-60864 Status: Bid - In Progress

General Items Address Accounting Rating Attachments Notes Bids Questions Amendments **Reminders** Summary

Due Date [*] (MM/DD/YYYY)	Comment [*] (Max 250 characters)	Remind Whom [*]	Days Prior to Remind [*]	Date Completed (MM/DD/YYYY)	Send Email	Date Entered	Entered By
	<input type="text"/>		<input type="text" value="0"/>		<input type="checkbox"/>		

1. Click on the **Reminders** tab if you want to send a reminder to yourself or another person within your organization.
2. Use the calendar icon in the **Due Date** field to select the date of the reminder, and then enter your reminder text in the **Comment** field.
3. Select yourself or another internal recipient in the drop-down menu next to the **Remind Whom** field.
4. If an advanced reminder is desired enter a number in the **Days Prior to Remind** field.
5. If you would like to receive an email when your reminder is due, select the **Send Email** checkbox.
6. When complete, click on the **Save & Continue** button.

Screenshot

Directions

Step 18: Reviewing the Bid

1. Click on the **Summary** tab to review all of the entered data.

Blanket Bid BD-21-1990-BIDS1-BIDS1-60864 Status: 28 - In Progress

General Items Address Accounting Routing Attachments(?) Notes Bids Questions Amendments Q&A Renew **Summary**

Header Information

Bid Number:	BD-21-1990-BIDS1-BIDS1-60864	Description:	Grant	Status:	28 - In Progress
Purchaser:	BI O'Malley/IS	Minor Status:		How Solicited:	Email
Organization:	Department of State Purchasing	Department:	BDS1 - Procurement Department	Location:	BDS1 - Procurement
Fiscal Year:	21	Allow Electronic Quote:	Yes	Required Date:	
Show On Web:	Yes	Available Date:	11/17/2021 12:24:47 PM		
Bid Opening Date:	12/17/2021 12:00:00 PM				
Purge Date:		Informal Bid:	No		
Bid Type:	Open Bid	Estimated Cost:	\$1.00	Print Desc Detail:	
Control Code:		Purchase Method:	Blanket	Catalog Id (for contract):	
Alternate ID:		Blanket/Contract Begin Date:	01/03/2022 12:00:00 AM	Type Code:	NIS
Blanket/Contract End Date:	01/03/2022 12:00:00 AM	Bulletin Desc:		Pre-Bid Conference:	
Info Contact:		Acknowledge inclusion required:	No	Hour of Acknowledge Inclusion:	0.0
UNSPSC Code Certified Required:	No	Quote Notification:	No	Item Single Award Only:	No
Subcontractor Info:		User Last Updated:	BI O'Malley/IS	Print Format:	
Date Last Updated:	11/18/2021 10:39:08 AM	Bill-to Address:	Andy Dwyer 80 West Avenue Boston, MA 02117 US Email: andy@commbuys.com Phone: (246) 6700		
Ship-to Address:	Andy Dwyer 80 West Avenue Boston, MA 02117 US Email: andy@commbuys.com Phone: (246) 6700	Rolling Enrollment Enabled:		Allow vendors to submit multiple / alternate quotes:	
Solicitation Enabled:	No	Open Enrollment Enabled:		Close Q&A For Vendor Date:	
Invoice Method:	Three Way Match				

Item Information

Item # 1: Sample Grant for training 28 - In Progress

UNSPSC Code: 80302000
Grant Opportunity

Disable Pricing On Quote	Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Yes	1.0	\$1.00	EA - Each	\$0.00		\$0.00	\$1.00
Manufacturer:	Brand:	Model:					
Make:	Packaging:	Product Weight:					
Product Length:	Product Width:	Product Height:					
UPC/EAN:	SKU:						
Tags:	URL:						
Account Code		Amount					
There is no item accounting available for this item.							

Submit for Approval **Cancel Bid** **Clone Bid** **Print**

2. When finished, scroll to the bottom of the page and click on the **Submit for Approval** button.

Step 19: Approval Path

The approval path is shown, or you're given the option to select the appropriate one. Click on the **Save & Continue** button to complete.

NOTE: The bid will now proceed through your department's approval path (**no image is provided here as your approval path will vary**). You will be informed by COMMBUYS email when the approval is complete, at which point you can log back into COMMBUYS and continue with Step 20.

Step 20: Sending the Bid to the Vendor

Item Information

Item # 0: Sample Grant for training 2000 - Ready to Send

UNSPSC Code: 000000 Grant Opportunity

Disable Pricing On Quote	Qty	Unit Cost	UOM	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
Yes	1.0	\$1.00	EA - Each	\$0.00		\$0.00	\$1.00

Manufacturer: Brand: Model:

Name: Packaging:

Product Length: Product Width: Product Weight:

UPC/EAN: SKU:

Tags: URL:

Account Code: Amount:

There is no item accounting available for this item.

Pre-Bid Approval Path:

There are no approval paths found for this Bid.

Send Bid Actions

Options: ☒ Change bid status to "Sent" and notify vendors ☐ Change bid status to "Sent" only

Send Bid

Cancel Bid Close Bid Print

- Once approved the bid status changes to **Ready to Send**. Locate the bid on the COMMBUYS Home Page in the:
 - Recent Documents** section, OR
 - Bid Solicitation(s) Ready to Send** tile box, OR
 - Bid Solicitations** icon on the left side of the home page.
- At the bottom of the Summary tab page select either the **Change bid status to "Sent" and notify vendors** radio button or the **Change bid status to "Sent" only** radio button.
- Click on the **Send Bid** button.

The bid is now posted on **COMMBUYS**. Vendors may be able to respond depending on the available date set on the General tab