# Job Aid:
## How to Create a World Trade Organization (WTO) Intent to Post

**This Job Aid shows how to:**

Create a World Trade Organization (WTO) Notice of Intent to Post from an approved requisition in COMMBUYS.

**Of Special Note:**

In compliance with the WTO's Agreement on Government Procurement (AGP), departments seeking goods and services including human and social services valued at more than $498,000 or construction valued at more than $7,008,000 must post either:

a) **Full Bid documents and materials** for at least 40 days prior to the Bid Opening Date (in which case, please use a different job aid titled *How to Create a Bid Using a Requisition* or *How to Create a Bid From Scratch)*,  **or**

b) **An Intent to Post notice with a later amendment to add the full bid documents and materials** for a combined period of at least 40 days prior to the Bid Opening Date.  This is a two-step process:

- As the first step, departments must create a bid record with the full bid title in the description field and attach the Intent to Post notice as provided in Appendix 1. The title of such a bid record should not include the words "announcement only," because this field cannot be amended after bid publication.

- As the second step of the process, departments must amend the COMMBUYS bid record and add the full bid documents to it.  A separate COMMBUYS bid record with the full bid documents may not be created.

Goods and services department bids with a total value of $492,000 or greater require a minimum of (40) days advance notice pursuant to the WTO Treaty on Government Procurement.

| Screenshot | Directions |
|---|---|

**Step 1: Logging in to COMMBUYS**

1. Launch the COMMBUYS website by entering the URL https://www.commbuys.com

2. Click on the orange **Sign In** button in the upper right-hand corner.
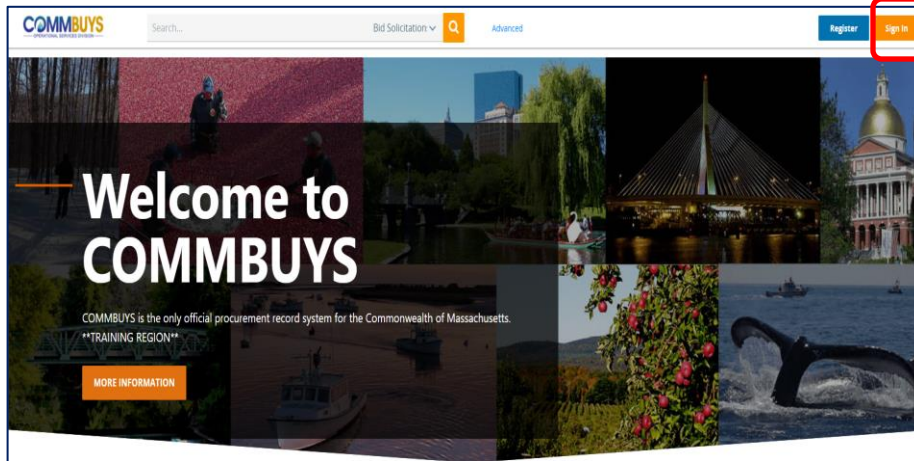
3. Enter your **Login ID** and **Password** and click on the **Sign In** button.

**NOTE:** If you forget either, click on the down arrow next to the **Login Assistance** field.

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**Step 2: Selecting the Requisition**

In the **Recent Documents** box, click on the blue hyperlink of the desired requisition.

**NOTE:** You may also locate the desired requisition by clicking on the green **Requisition(s) Ready for Purchasing** box in the top of the screen, or by clicking on the **Req** icon on the left side of the page.

| Screenshot | Directions |
|---|---|
|  | **Step 3: Converting the Requisition to a Bid**<br><br>The Requisition opens to the Summary tab. Scroll to the bottom of the page and click on the **Convert to Bid** button. |
|  | **Step 4: Confirming the Conversion**<br><br>A popup screen displays asking if you are sure about the conversion. If so, click on the **OK** button. |

| Screenshot | Directions |
|---|---|
|  | **Step 5: Opening the Bid**<br><br>The requisition re-displays with a status of Gone to Bid, and the yellow System Warning(s) box displays a blue hyperlink to the bid. Click on the **blue hyperlink.** |
|  | **Step 6: Viewing the Bid Summary Page**<br><br>The Bid Summary page displays with General Validation Errors identified in the red box, and General Validations Warnings identified in the yellow box. To begin resolving these, click on the **General** tab. |
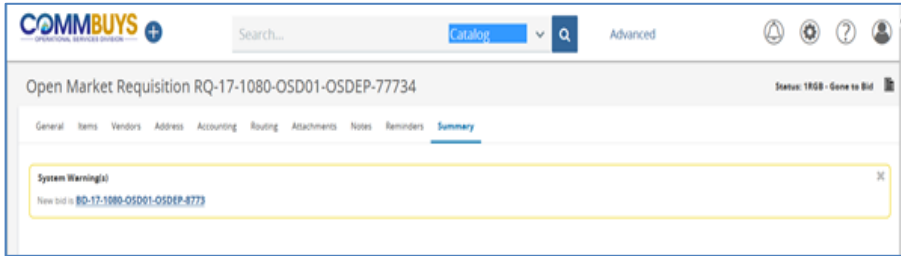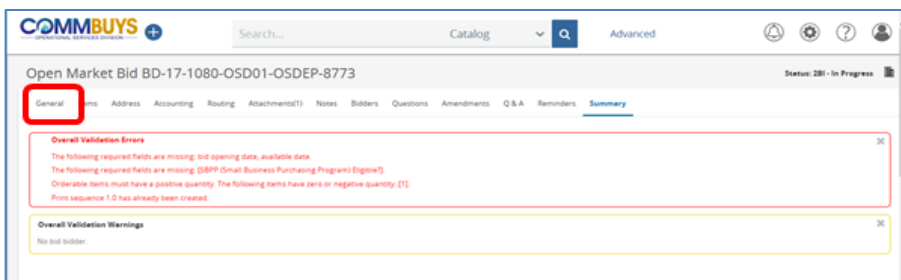
Open Market Bid BD-22-1990-BIDS1-BIDS1-69499                                    Status: 2BV - In Progress

General | ... | Address | Accounting | Routing | Attachments(1) | Notes | Bidders | Questions | Amendments | Q&A | Reminders | Summary

**General Validation Errors**                                                            ✕

The following required fields are missing: bid opening date, available date.

The following required fields are missing: [SBPP (Small Business Purchasing Program) Eligible?, Procurement Type, Estimated Award Date];

| Bid Number: | BD-22-1990-BIDS1-BIDS1-69499 | Description:* | test for job aid |
| Status: | | Purchaser:* | O'Malley15, Bill |
| Type Code: | ˅ | | |
| Department:* | BIDS1 - Procurement Department ˅ | Fiscal Year:* | 2022 ˅ |
| Location:* | BIDS1 - Procurement ˅ | Organization: | Department of State Purchasing |
| Show on Web: | ☑ | Allow Electronic Response: | ☑ |
| Required Date: | 📅 | Bid Opening Date:* (MM/DD/YYYY HH:MM:SS AM or PM) | 📅 |
| Available Date:* (MM/DD/YYYY HH:MM:SS AM or PM) | 📅 | | |
| Bid Type: | Closed Bid ˅ | Informal Bid: | ☐ |
| Estimated Cost: | $1.00 | | |
| Alternate ID: | | | |
| Purchase Method:* | Blanket ˅ | Catalog Id: | ˅ |
| Blanket Begin Date:* (MM/DD/YYYY) | 📅 | Blanket End Date:* (MM/DD/YYYY) | 📅 |
| Tax Rate: | ˅ | Print Format:* | Bid Print ˅ |
| Solicitation Enabled: | Yes | Enable Rolling Enrollment: | ☐ |
| Item Single Award Only: | ☐ | Enable Open Enrollment: | ☐ |
| Allow Vendors to Submit Multiple/Alternate Quotes: | ☑ | | |
| Info Contact: | Contact Bill O'Malley15 at (617)999-9999 | | |
| Pre-Bid Conference: (Max size: 250 characters) | | | |
| Bulletin Desc: (Max size: 500 characters) | | | |
| Quote Notification: | ☐ | | |
| SBPP (Small Business Purchasing Program) Eligible?*: | ˅ | | |
| See SBPP requirements and exceptions at www.mass.gov/sbpp | | | |
| Procurement Type*: | ˅ | | |
| Estimated Award Date*: (MM/DD/YYYY) | 📅 | | |
| Date Last Updated: | 12/30/2021 01:54:07 PM | User Last Updated: | Bill O'Malley15 |

[ Save & Continue ]

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**Step 7: Completing the Bid General Tab**

The **General** tab displays. All information from the requisition (except Notes/Reminders) is automatically populated into the bid. The fields that require completion include:

**Type Code:** Using the dropdown arrow, select one of the following:

- **NS**: Bid for a non-statewide (departmental) solicitation
- **SS**: Bid for a statewide solicitation – **for OSD use only.**

**Available Date**\*: Enter the date the bid (solicitation) will be made available for vendors to view and submit quotes. Click on the calendar icon to set the desired month, day, and time.

**Purchase Method**\***:** The following options display in the dropdown menu:

- **Open Market:** Select for a one-time purchase/award
- **Blanket:** Select if the Bid is going to result in a contract award. If selected, a pop-up message appears. Click on the **OK** button and two new fields will display and must be completed:

  - **Blanket Begin Date**: (the estimated contract beginning date)
  - **Blanket End Date**: the (estimated contract ending date).

**Bid Opening Date**\***:** Enter the date that quotes will no longer be accepted and submitted quotes can be opened for viewing. Click on the calendar icon to set the desired

| Screenshot | Directions |
|---|---|
| | month, day, and time (using the slide bars).<br><br>**NOTE:** If the year must be changed, select the desired year before selecting the month, day, and time.<br><br>**SBPP (Small Business Purchasing Program) Eligible**?* – If displayed, select **Yes** from the dropdown menu if the transaction will likely total $250K or less. Select **No** if over $250K or if not applicable.<br><br>**Procurement Type:** Use the dropdown menu to select the type of solicitation.<br><br>**Estimated Award Date:** Enter the anticipated date the solicitation will be awarded.<br><br>When complete, click on the **Save & Continue** button to save the information entered on both sides of the General tab. |
|  | **Step 8: Reviewing the Items and Address Tabs**<br><br>1. Click on the **Items** tab.<br><br>2. Review to ensure all items were imported from the Requisition.<br><br>**NOTE:** Items may be amended once the full Bid materials are published.<br><br>3. Click on the **Address** tab and verify the Ship-to and Bill-to addresses. |

| Screenshot | Directions |
|---|---|

**Screenshot**



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

ℹ️ Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

**Files**

ℹ️ 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

ℹ️ 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

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ℹ️ Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

**Files**

ℹ️ 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)

Desired Attachment Name:          Description:                                             Remo

Add Required Quote Attachment

ℹ️ 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.

**Directions**

**Step 9: Accessing the Attachments Tab**

1. Click on the **Attachments** tab.

2. To add a file, click the **Add File** button.

**NOTE:** Attachments that require a vendor response are identified by clicking on the **Add Required Quote Attachment** button and completing the **Desired Attachment Name:** and **Description** fields.

| Screenshot | Directions |
|---|---|

**Step 10: Adding Files**

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*: Intent to Post

Description:

File*: Browse...

Search File

Location: 1080

Save & Exit    Save & Continue    Reset    Cancel & Exit

1. In the **Name** field enter **"Intent to Post".** The Description field is optional.

2. Click on the **Browse** button to select a file. **NOTE:** This button is called Choose File in Google Chrome.

3. You must select the **Intent to Post** file that includes the verbiage in Appendix 1 that is displayed at the end of this job aid.

4. To add any additional files, click on the **Save & Continue** button**.**

5. Repeat as necessary until all required documents are added.

After file upload is complete, click on the **Save & Exit** button.

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**Step 11: Viewing the Attachment**

Open Market Bid BD-17-1080-OSD01-OSDEP-8773    Status: 2BI - In Progress

General   Items   Address   Accounting   Routing   **Attachments(1)**   Notes   Bidders   Questions   Amendments   Q & A   Reminders   Summary

**Files**

| Name | Description | Show Vendor | Order | Attached By | Attached Date | Delete |
|---|---|---|---|---|---|---|
| Intent to Post   (view details) | | ☑ | 0 | | 12/14/2016 | ☐ |

Save & Continue    Add File

The Attachment Tab page displays the attached file name after a file upload completes.

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**Step 12: Completing the Notes Tab**

Open Market Requisition RQ-17-1080-OSD01-OSDEP-77734    Status: 1RGB - Gone to Bid

General   Items   Vendors   Address   Accounting   Routing   Attachments(1)   **Notes**   Reminders   Summary

| Delete All | Note Date | User | Note |
|---|---|---|---|
| ☐ | | | |
| | | Paul Martin | |

Save & Continue    Reset

1. Click on the **Notes** tab.

2. Enter any desired notes pertaining to the bid. This is an internal note.

3. Click on the **Save & Continue** button when done.

| Screenshot | Directions |
|---|---|
| Open Market Bid BD-17-1080-OSD01-OSDEP-8773      Status: 2BI - In Progress<br><br>General   Items   Address   Accounting   Routing   Attachments(1)   Notes   **Bidders**   Questions   Amendments   Q & A   Reminders   Summary<br><br>**General**   Subcontractors   Quote Activity<br><br>**Vendor Validation Warnings**       ✕<br>No bid bidder.<br><br>Select bidder participation, open or closed, and select vendors to notify<br>⦿ Unrestricted bid, all vendors can view and respond ⬅<br>◯ Restricted bid, only selected vendors can view and respond<br><br>Vendor ID      Vendor Name      Vendor Address      Preferred Delivery Method<br><br>☑ Show Unit Prices to Vendors ⬅<br>☐ Hide Bid Holder List on Vendor Side<br>ⓘ Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes.<br><br>Save & Continue     **Lookup & Add Vendors** | **Step 13: Completing the Bidders Tab**<br><br>1. Click on the **Bidders** tab.<br><br>2. Bids that fall under the WTO requirement are open bids. Click on the **Unrestricted bid** radio button.<br><br>3. Click on the **Save & Continue** button.<br><br>4. If you want vendors to see your price, select the **Show Unit Prices to Vendors** checkbox, and ensure that the **Hide Bid Holder List on Vendor Side** checkbox is deselected**.**<br><br>To add Vendors to be notified of the bid via email, click on the **Lookup & Add Vendors** button. |

| Screenshot | Directions |
|---|---|

**Step 14: Adding Vendors**

1. Scroll to the bottom of the Lookup & Add Vendors screen.

Click on the **Find Vendors for All Commodity-EPPs on the Bid** button

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**Lookup & Add Reference Vendors - Bid BD-17-1080-OSD01-OSDEP-8773**

**Vendor Lookup** ⊟

Search Using: ALL of the criteria ▾

[Find It] [Clear]

Search Fields:
- Vendor ID
- Vendor Tax ID
- Vendor Keyword
- ZIP Code
- State
- ☐ Emergency Suppliers ☐ Reference Vendor
- U N S P S C Segment-Family
- U N S P S C Class
- U N S P S C Keyword
- Disadvantaged Business Enterprise — Not Certified
- DOBE Category — Not Certified
- DUNS Number — This is the DUNS number assigned to my Business
- Environmentally Preferable Product — No
- Lesbian, Gay, Bisexual and Transgender Owned Business Enterprise — Not Certified
- Minority Owned Business Enterprise — Not Certified
- Portuguese Owned Business Enterprise — Not Certified
- Prompt Pay Discount — No
- Are you interested in partnering as a Prime/Sub contractor? — No
- Geographical Service Area in Massachusetts — Western Massachusetts
- Service Disabled Veteran Owned Business — Not Certified
- Women Owned Business Enterprise — Not Certified
- Business Structure — Sole Proprietor
- AGREEMENT AND TERMS OF USE FOR SELLERS — Yes
- Business Type — Business Enterprise ( for profit )
- Veteran Owned Business Enterprise — Not Certified
- Women Non-profit Organization (W/NPO) — Not Certified

Vendor Name
Show ☐ Vendor Legal Name
Alternate ID
County

Program ☐ Small Business Purchasing Program

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

[Find It] [Clear]

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

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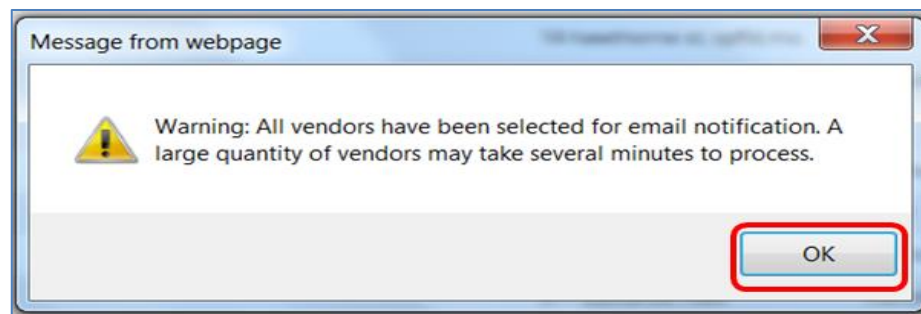| Screenshot | Directions |
|---|---|
|  Lookup & Add Reference Vendors - Bid BD-17-1080-OSD01-OSDEP-8773 | **Step 15: Selecting Vendors**<br><br>1. To select vendors, click the checkbox in the **Select** column of the desired vendor row.<br><br>**NOTE:** If you would like to select all the vendors displayed on this page to receive email notification, select the checkbox at the top of the **Select** column. |
|  Message from webpage<br><br>Warning: All vendors have been selected for email notification. A large quantity of vendors may take several minutes to process.<br><br>OK | **Step 16: Saving the Vendors**<br><br>1. If you have selected the checkbox at the top of the **Select** column, a popup message notifies that all vendors have been selected.<br><br>2. Click on the **OK** button.<br><br>3. Click on the **Save & Exit** button at the bottom of the screen to save your selections. |

| Screenshot | Directions |
|---|---|

**Screenshot**

Lookup & Add Reference Vendors - Bid BD-17-1080-OSD01-OSDEP-8773

**Vendor Lookup** ⊟

Search Using: ALL of the criteria ▾

Find It    Clear

Search Fields:
Vendor ID _____    Vendor Name _____
Vendor Tax ID _____    Show ☐ Vendor Legal Name _____
Vendor Keyword _____    Alternate ID _____
ZIP Code _____    County _____
State ▾
☐ Emergency Suppliers ☐ Reference Vendor
U N S P S C Segment-Family _____ ▾
U N S P S C Class ▾
U N S P S C Keyword _____
Disadvantaged Business Enterprise    Not Certified ▾
DOBE Category    Not Certified ▾
DUNS Number    This is the DUNS number assigned to my Business
Environmentally Preferable Product    No ▾
Lesbian, Gay, Bisexual and Transgender Owned Business Enterprise    Not Certified ▾
Minority Owned Business Enterprise    Not Certified ▾
Portuguese Owned Business Enterprise    Not Certified ▾
Prompt Pay Discount    No ▾
Are you interested in partnering as a Prime/Sub contractor?    No ▾
Geographical Service Area in Massachusetts    Western Massachusetts ▾
Service Disabled Veteran Owned Business    Not Certified ▾
Women Owned Business Enterprise    Not Certified ▾
Business Structure    Sole Proprietor ▾
AGREEMENT AND TERMS OF USE FOR SELLERS    Yes
Business Type    Business Enterprise ( for profit ) ▾
Veteran Owned Business Enterprise    Not Certified ▾
Women Non-profit Organization (W/NPO)    Not Certified ▾
Program ☐ Small Business Purchasing Program
Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

Find It    Clear

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

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**Directions**

**Step 17: Selecting Additional Vendors**

1. Repeat Step 13 to add additional vendors.

The Lookup & Add Vendors screen allows you to search for vendors by vendor characteristics such as vendor name and ID or by entering all relevant commodity codes to the notification list then clicking the **Find It** button.

Repeat Step 15 (mark check boxes) to select additional vendors.

| Screenshot | Directions |
|---|---|

**Step 18: Completing the Questions Tab**

If desired, click on the **Questions** tab. If questions are added click on the **Save & Continue** button.

**Note:** It is recommended that questions be populated as an attachment at the time of publication of the full bid materials.

**Note:** The **Amendments** tab has no functionality until after the bid is posted. It is used only after bid is final and complete and the actual bid solicitation is attached.

**Step 19: Completing the Q&A Tab**

1. Click on the **Q&A** tab. If a dialogue with the vendor is desired, select the **Allow vendor to submit questions** checkbox.

*Recommendation:* Don't enable the Q&A functionality until after the publication of the full Bid materials.

2. If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox.

3. 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.

If you wish to display the dialogue on the Web, select the **Show on Web** checkbox. This is the best practice since all vendors will be able to view the questions and answers while maintaining a fair, open, and competitive environment.

| Screenshot | Directions |
|---|---|

**Screenshot**

Open Market Bid BD-17-1080-OSD01-OSDEP-8773                    Status: 2BI - In Progress

General   Items   Address   Accounting   Routing   Attachments(1)   Notes   Bidders   Questions   Amendments   Q & A   **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 |
|---|---|---|---|---|---|---|---|
| 📅 | | ⌄ | 0 | | ☐ | | |

[ Save & Continue ]   [ Reset ]

**Directions**

**Step 20: Completing the Reminders Tab**

1. If desired, click the **Reminders** tab to send a reminder to yourself or another person internal to your organization.

2. Use the calendar icon in the **Due Date** field to select the date of the reminder 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 you would like to send a "tickler" or pre-notification in advance of the reminder, enter the number of days of the pre-notification in the **Days Prior to Reminder** field.

5. If you would like the reminder sent via email, select the **Send Email** checkbox.

When complete, click the **Save & Continue** button.

| Screenshot | Directions |
|---|---|
| | **Step 21: Submitting for Approval** |



**Step 21: Submitting for Approval**

1. Click on the **Summary** tab to review the bid information.

2. Scroll to the bottom of the page and click the **Submit for Approval** button.



**Step 22: Sending the Bid**

Once the Bid has been approved, the status shows Ready to Send. Return to the Summary tab of the bid, scroll to the bottom of the page and click on the **Send Bid** button.

| Screenshot | Directions |
|---|---|
| | **Step 23: Completing the Process** |
|  | Click on the **OK** button to complete the process. This will notify any vendor listed on the bid as well as post the bid on COMMBUYS for all vendors to search and quote. This also changes the bid status to **Sent.** |
| | **Step 24: Retrieving the Bid** |
|  | After posting the announcement, once the full bid information (e.g. the Request for Response document, final wording of the bid Items, questions for the Questions tab, etc.) is finalized and complete, select the bid from the Recent Documents box by clicking on the blue hyperlink or search by clicking  on the Bid Solicitations icon in the left column. |
| | **Step 25: Activating the Q&A Tab** |
|  | If the **Q&A** functionality was not previously activated in Step 19, it can be activated at this time. |

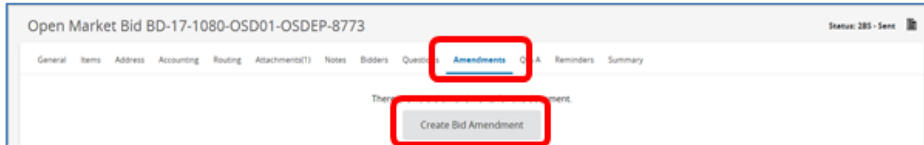| Screenshot | Directions |
|---|---|
| Open Market Bid BD-17-1080-OSD01-OSDEP-8773 ⬚ Status: 2BS - Sent<br><br>General  Items  Address  Accounting  Routing  Attachments(1)  Notes  Bidders  Questions  **Amendments**  Q&A  Reminders  Summary<br><br>There is no Bid Amendment.<br><br>[ Create Bid Amendment ] | **Step 26: Creating a Bid Amendment**<br><br>If an amended bid is required:<br><br>1. Click on the **Amendments** tab.<br><br>Click on the **Create Bid Amendment** button. |
| **COMMBUYS** ⊕  Search...  Catalog ∨ 🔍  Advanced  △ ⚙ ⑦ ☺<br><br>Bid Amendment - Open Market Bid BD-17-1080-OSD01-OSDEP-8773  Status: 2BS - Sent ⬚<br><br>General  **Items**  Attachments(1)  Summary  **Back to Bid** | **Step 27: Accessing the Items Tab**<br><br>On the Bid Amendments screen click on the **Items** tab to modify the items. |
| Bid Amendment - Open Market Bid BD-17-1080-OSD01-OSDEP-8773  Status: 2BS - Sent ⬚<br><br>General  **Items**  Attachments(1)  Summary  **Back to Bid**<br>**General**  Attachments<br><br>Sort by Column:  Print Sequence ∨  ☐ Sort Descending  [ Go ]<br><br>Item #  Print Sequence  Item Description  Total Cost  Cancel All ☐<br>Quantity  UOM  Unit Cost  Net Unit Cost  Total Discount Amt.  Tax Rate  Tax Amount<br>1  1.0  construction goods  $0.00  ☐<br>1.0  EA ∨  0.00  $0.00  $0.00  0.0  $0.00<br>Total  $0.00<br><br>[ Save & Continue ]  [ Search Inventory Items ]  [ Add Item ] | **Step 28: Amending Items**<br><br>1. On the Items tab, you can amend the print sequence, quantity, unit of measure (UOM), unit cost, or cancel an item(s).<br><br>If you make changes, click on the **Save & Continue** button. |

| Screenshot | Directions |
|---|---|
|  | **Step 29: Inserting Bid Amendment Attachments**<br><br>On the Bid Amendments screen, click on the **Attachments** tab if you need to add an attachment. See Steps 9-11 on how to add an attachment. |
|  | **Step 30: Viewing the Bid Attachment**<br><br>1. The Bid Amendment screen displays the addition of the complete bid solicitation attachment.<br><br>2. Repeat Steps 9-11 to attach the list of questions required from the vendor as part of the bid. |
|  | **Step 31: Applying the Amendment**<br><br>1. Click on the **Summary** tab to review the amended bid information, including the addition of the new attachment containing the completed final Bid information<br><br>2. Click on the **Apply Bid Amendment** button.<br><br>This will notify any vendor listed on the bid of the amendment, as well as post it on COMMBUYS for all vendors to search and quote against.<br><br>These vendor names display as email recipients. Click on the **OK** button. |
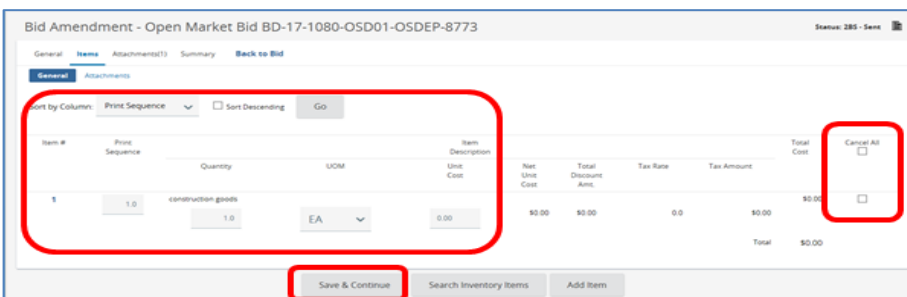
APPENDIX 1

**World Trade Organization (WTO) Intent to Post Notice**

**Instructions:** To create a WTO posting, Departments must create a Bid record with the full bid title in the Description field.  The Description field cannot be amended once the Bid is posted, so the Description field should not contain the words "announcement only."  An attachment with the file name "IntentToPost" and the following content (with appropriate customization) must be attached to the Bid.

This is an announcement only. [Department Name] of the Commonwealth of Massachusetts intends to post a Bid for [scope description] and to require online Quote submission via COMMBUYS.  Please do not contact the Purchaser with questions about the anticipated Bid. Bidders are solely responsible to monitor this site for amendments to this announcement, if any, and for the complete Bid posting, if any. Bidders may monitor the site through publicly accessible search and browse tools, or through COMMBUYS email notification and record tracking tools by ensuring the commodity codes associated with this record are included in the commodity codes section of their COMMBUYS profile. Bidders may elect to subscribe to COMMBUYS immediately or wait until they have reviewed the complete Bid posting including the RFR and its amendments, if any. Bidders who elect to establish a COMMBUYS account must select the Register button on www.commbuys.com and complete the online subscription process.