



Job Aid: How to Locate a Grant Posting in COMMBUYS

This Job Aid shows how to:

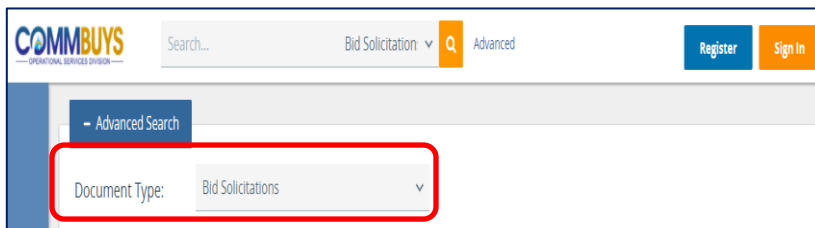
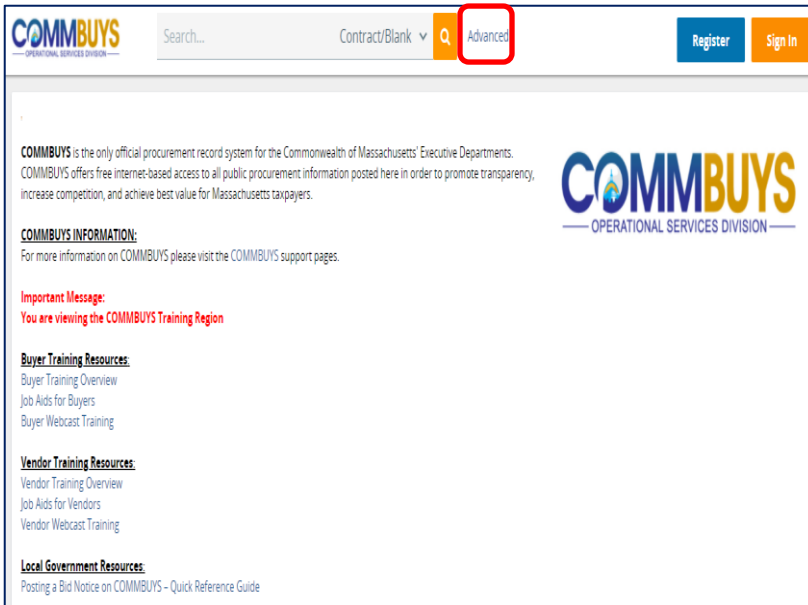
- Locate a Grant Posting
- Access the related attachments for review

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. The 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.

This job aid provides instructions for searching the COMMBUYS Market Center for potential grant opportunities from a public view. You do not have to be registered to navigate and download applications from the COMMBUYS system. However, if you find a grant opportunity of interest that requires online submission, you must register as a COMMBUYS vendor in order to create and submit a response. Many grant recipients are municipalities, who may already have a buyer account. A vendor account is required to respond. For questions concerning information required to set up a Vendor Profile in COMMBUYS, please consult your business office or legal department.

Use the **VENDOR** job aid "**NEW Vendor Registration**" for instructions on how to register in the COMMBUYS Market Center and use the **VENDOR** job aid "**Locate a Grant Posting and Create a Response**" to submit your grant application quote response.

**Step 1: Using the Advanced Search**

1. Launch the COMMBUYS website by entering the URL (commbuys.com).
2. At the top of the COMMBUYS landing page, click on the **Advanced** hyperlink.
3. When the Advanced page displays, click on the down arrow in the **Document Type** field and select **Bid Solicitations**.

The screenshot shows the 'Advanced Search' interface. At the top, there is a dropdown for 'Document Type' set to 'Bid Solicitations' and a 'Match Criteria' section with a radio button for 'All'. Below this, there are several search fields arranged in a grid:

- Bid Solicitation #**: A text input field, highlighted with a red box.
- Alternate ID**: A text input field.
- Description**: A text input field, highlighted with a red box.
- Item Description**: A text input field.
- Organization**: A dropdown menu labeled 'Select Organization...'
- Department**: A dropdown menu labeled 'Select Department...'
- Buyer**: A dropdown menu labeled 'Select Buyer...'
- NIGP Class**: A dropdown menu labeled 'Select NIGP Class...', highlighted with a red box.
- NIGP Class Item**: A dropdown menu labeled 'Select NIGP Class Item...'
- Type Code**: A dropdown menu labeled 'Select Type Code...'
- Opening Date From**: A text input field.
- Opening Date To**: A text input field.

Step 2: Searching for Grants

1. When the page redisplay, there are a number of ways to search for Grant Opportunities using the following fields:

- **Bid Solicitation #** – Enter the **last four digits** of the bid number.
- **Description** – Enter the word **grant** to search for grant opportunities that have used “grant” as part of their description.

NOTE: This may result in a high number of search results. If so, use with another search criterion to narrow down results.

- **NIGP Class** - Click on the down arrow in the **Select NIGP Class...** field then select the UNSPSC code **00-00 Grant Opportunity** from the dropdown menu.

NOTE: In COMMBUYS, the NIGP fields are used for UNSPSC Codes.

NOTE: There are several other search fields that may be used such as Organization, Department, Type Code, etc.

2. Once you have entered information into the search field(s), click on the **Search** button at the bottom of the page to process the search.

Step 3: Selecting the Grant

1. Select the desired grant in the **Bid Solicitation #** column by clicking on the blue hyperlink.

Bid Solicitation #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
BD-21-1080-OSD01-OSD10-52102		Administrator System	Test Bid	07/04/2020 00:00:00	
BD-20-1046-DER-FWE01-51956		Ryan Barney	RFR DER 2020-05 Restoration and Revitalization Priority Projects	06/18/2020 17:00:00	
BD-20-1037-1CEN0-C0000-51926		Loida Marquez	SRF 200018 FY2021 Commonwealth Preschool Partnership Initiative-Cohort 2 (CPPI) FC 615	06/11/2020 16:00:00	
BD-20-1045-BAW00-BAW01-51909		Yit Ling Slayman	DEP-BAW-NOI-FY20-REDUCE, REUSE, REPAIR MICRO-GRANT-ANNOUNCEMENT ONLY	12/31/2020 17:00:00	
BD-20-1037-1CEN0-C0000-51852		Loida Marquez	SRF 190083 Renewal FY2021 Commonwealth Preschool Partnership Initiative Grant (CPPI)-Fund Code 515	06/11/2020 16:00:00	

Step 4: Reviewing the Header Information

1. In the **Allow Electronic Quote** field, if electronic response is indicated on the Header Information as **“Yes”** you are required to create and submit a response online.

If **“No”** is indicated be sure to read the submission instructions included in the grant application attachment.

NOTE: A COMMBUYS Vendor account is required to create and submit your grant quote response.

Bid Solicitation: BD-21-1080-OSD01-OSD10-52102

Header Information

Bid Number:	BD-21-1080-OSD01-OSD10-52102	Description:	Test Bid	Bid Opening Date:	07/04/2020 12:00:00 AM
Purchaser:	Administrator System	Organization:	Operational Services Division		
Department:	OSD01 - Operational Services Division	Location:	OSD10 - Ashburton RM/1017		
Fiscal Year:	21	Type Code:		Low Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date:	07/02/2020 05:59:21 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:	Front Desk 1 Ashburton Place Room 1017 Boston, MA 02108 US	Bill-to Address:	Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US	Print Format:	Bid Print
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Step 5: Reviewing Item Information

The bottom section of the document is Item Information.

Item information may provide the grantee with special instructions, restrictions, or information related to the grant application process. Be sure to read the posting in its entirety and follow the instructions.

Item Information

Item # 1: (00-00 - 00) Test Bid Item

UNSPSC Code: 000000
Grant Opportunity

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:		Brand:			Model:	
Make:		Packaging:				

Step 6: Downloading Attachments

Review the posting and download the attachments needed for your quote response from the middle section of the document.

Refer to the **VENDOR** job aid “**Locate a Grant Posting and Create a Response**” to submit your grant application quote response.

Pre Bid Conference:	
Bulletin Desc:	
Ship-to Address:	Front Desk 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890
Bill-to Address:	Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890
Print Format:	Bid Print
File Attachments:	Terms and Conditions.docx
Form Attachments:	
SBPP (Small Business Purchasing Program) Eligible?:	NO
See SBPP requirements and exceptions at www.mass.gov/sbpp :	