



## 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

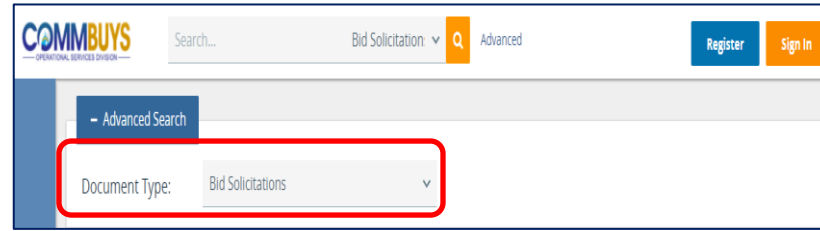
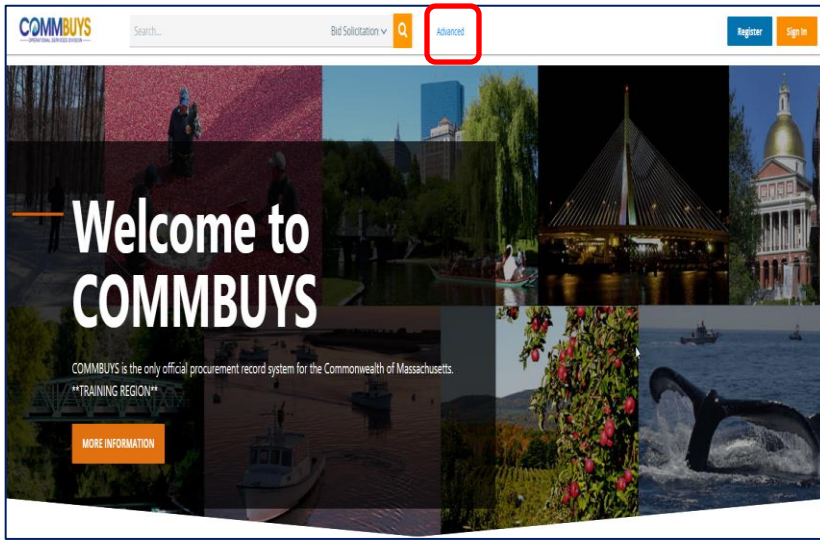
### Of Special Note:

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.

## Screenshot



## Directions

### 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 left, there is a blue button labeled '- Advanced Search'. Below it, the 'Document Type' is set to 'Bid Solicitations' and 'Match Criteria' is set to 'All'. The search criteria are organized into a grid:

- Row 1: Bid Solicitation # (highlighted), Alternate ID, Description (highlighted)
- Row 2: Item Description, Organization (Select Organization...), Department (Select Department...)
- Row 3: Buyer (Select Buyer...), NIGP Class (highlighted), NIGP Class Item (Select NIGP Class Item...)
- Row 4: Type Code (Select Type Code...), Opening Date From, Opening Date To

**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 five 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.

Bid Solicitation #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
<b>BD-21-1080-OSD01-OSD10-52102</b>		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 3: Selecting the Grant**

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

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

**Header Information**

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

**Pre Bid Conference:**

**Bulletin Desc:**

<b>Ship-to Address:</b>	Front Desk 1 Ashburton Place Room 1017 Boston, MA 02108 US	<b>Bill-to Address:</b>	Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US	<b>Print Format:</b>	Bid Print
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**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.

**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				
<b>Manufacturer:</b>		<b>Brand:</b>			<b>Model:</b>	
<b>Make:</b>		<b>Packaging:</b>				

**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.

The screenshot shows a web interface with the following sections:

- Attachments**: A section containing a list of files. A red rounded rectangle highlights this section. The files listed are:
  - RFQ 19\_500224\_4120 Needs Assessment Consultant Application Response Cover Page 19\_500224\_4120.
  - INFO Confidentiality Agreement - For Research RFQ
  - READ\_Vendors\_Create-Quote-In-COMMBUYS\_2016-09-22 19\_500224\_4120 QA
  - Intent to Award Notice RFQ 19\_500224\_4120
- Forms**: A section with the heading "Required Quote Attachments".
- Item Information**: A section with a heading "Item # 1: The Massachusetts Department of Public Health (MDPH) Bureau of Family Health & Nutrition (BFHN) is soliciting bids from qualified vendors to support the Maternal, Inf...

**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.