

TO VIEW A CONCESSION RFP

- 1) Go to **WWW. COMM-PASS.COM**
- 2) Choose the **SOLICITATIONS** tab
- 3) Choose **BROWSE OPEN SOLICITATIONS**
- 4) Choose **By Entity/Department**
- 5) Enter **Conservation** in the search box

You should then see a screen that says:

ONE ITEM FOUND - Department of Conservation and Recreation

Click on Select (a box at the far right of the screen with a check mark in it)

- 5) **Click on Select** *again* for a list of open solicitations. (You should see a screen showing a list of open solicitations by DCR.)
- 6) Choose the RFP you are interested in (all concession RFPs will be numbered DCR 2012 - ### with descriptive title) by clicking on **“VIEW”** (an icon at the far right that looks like a **pair of glasses**)
- 7) Click on the **Intent** tab and
- 8) Select Document (i.e. Request for Proposals – Professional Golf Services) – **Click on glasses** at the far right **again**.
- 9) A box will pop up that is called “File Download” in that box:
Click on Open – to view AND print out the FULL RFP documents.

Or

Click on Save - to save the file on your computer in your own file system

(You will get another box that asks you what you want to save the file as and where on your computer).

- 10) Bring or send in all the information required in the RFP to DCR Offices with any deposits by the deadlines listed in the RFP documents.
- 11) Look at the Comm-Pass website frequently for your chosen RFP for updates, amendments and answers to questions.

ANY SUBSTANTIVE QUESTIONS ABOUT THE CONTENTS OF THE RFP SHOULD BE SENT IN WRITING BY EMAIL to Susan.Milano@state.ma.us OR FAX: 617-626-1351. HARD COPIES OF THE RFP CAN BE MADE AVAILABLE AT DCR’S MAIN OFFICE FOR .20¢/PAGE, PAYMENT BY CHECK ONLY. ALL QUESTIONS WILL BE ANSWERED VIA THE COMM-PASS WEBSITE – IN THE SAME AREA THE RFP IS LOCATED.