



## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### This Job Aid shows how to:

- Locate a Grant Posting
- Access the RFR and other attachments
- Create and submit a response

#### 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.*

This job aid is for potential grantee(s) that want to locate a grant opportunity and intend to submit a response online in the COMMBUYS system. This job aid will guide a COMMBUYS user, who has a Vendor account in COMMBUYS, through the process of creating a quote response for a bid/grant opportunity in COMMBUYS.

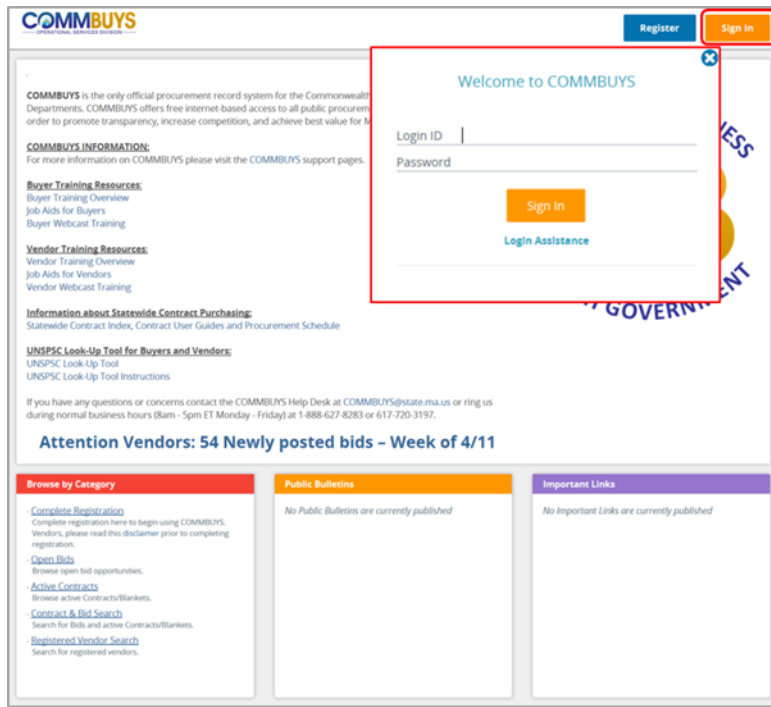
It is the potential grantee's responsibility to read the bid/grant application and all attachments in its entirety prior to creating a quote and submitting a response. It is recommended to create a bid specific folder that is easily accessible with any completed documents or forms that need to be uploaded with your quote response. Be sure to follow the file upload instructions that are indicated by the Grantor in the language of the Grant Notice/Application i.e. naming convention, file description, or other instructions. Upon award, there may be additional forms/signatures required to execute the grant award.

For questions concerning information required to set up a Vendor profile in COMMBUYS, please consult your business office or legal department.

## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### Screenshot



#### Directions

##### Step 1: Launching COMMBUYS

1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or ([commbuys.com](https://commbuys.com)) in your browser.
2. On the COMMBUYS, landing page click on the **Sign In** button.
3. Enter your **Login ID** and **Password** and sign in to COMMBUYS.

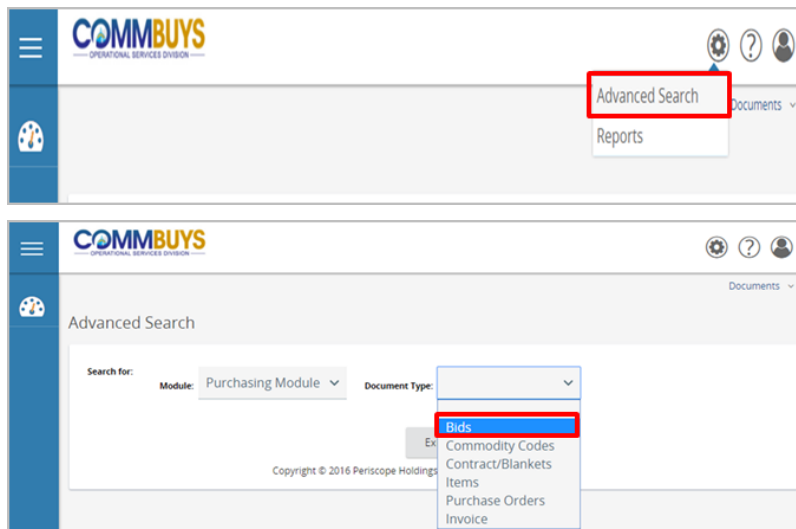
You must be logged into your COMMBUYS Vendor account to perform the tasks in this job aid.

This job aid provides (3) options on how to search for the Grant opportunities:

- Search by UNSPSC Grant Commodity Code (step 3)
- Search by Bid Description (step 4)
- Search by Bid# (step 5)

**NOTE:** Click the Clear button between searches.

In addition, the instructions for How to Create and Submit a Quote are included and start on step 8.



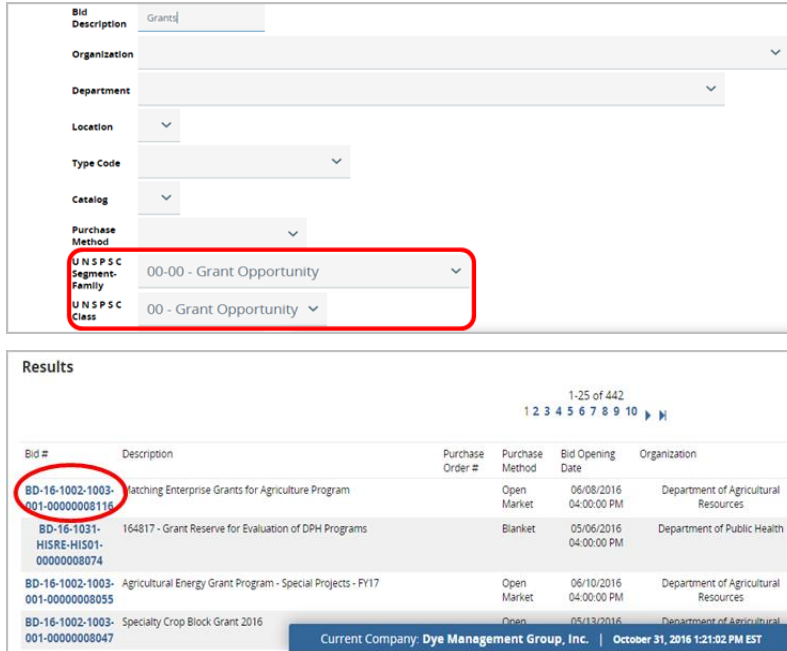
##### Step 2: Access Advanced Search

1. Click the **Settings** icon on the Header Bar.
2. Select **Advanced Search**
3. Select **Bids** from the Document Type drop down menu.

## Job Aid:

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#### Screenshot



The screenshot shows the bid search interface. The filters on the left include Bid Description (Grants), Organization, Department, Location, Type Code, Catalog, Purchase Method, UNSPSC Segment-Family (00-00 - Grant Opportunity), and UNSPSC Class (00 - Grant Opportunity). The results table shows a list of bids, with the first bid (BD-16-1002-1003-001-00000008116) highlighted. The current company is Dye Management Group, Inc., and the date is October 31, 2016 1:21:02 PM EST.

Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization
BD-16-1002-1003-001-00000008116	Hatching Enterprise Grants for Agriculture Program		Open Market	06/08/2016 04:00:00 PM	Department of Agricultural Resources
BD-16-1031-HISRE-HIS01-00000008074	164817 - Grant Reserve for Evaluation of DPH Programs		Blanket	05/06/2016 04:00:00 PM	Department of Public Health
BD-16-1002-1003-001-00000008055	Agricultural Energy Grant Program - Special Projects - FY17		Open Market	06/10/2016 04:00:00 PM	Department of Agricultural Resources
BD-16-1002-1003-001-00000008047	Specialty Crop Block Grant 2016		Open	05/13/2016	Department of Agricultural Resources

#### Directions

##### Step 3: Search by UNSPSC Grant Commodity Code – 00-00-00

1. Click the **UNSPSC Segment-Family** dropdown arrow and select the Grant segment-family Code (00-00).
2. Click the **UNSPSC Class** dropdown arrow and select the Grant class code (00).
3. Click **Find It** or press **Enter**
4. The page will refresh and display the search results for Grant opportunities.
5. Select Bid # hyperlink to view the details.

##### Step 4: Search by Bid Description – “Grant”

1. Enter **“Grant”** in the Bid Description field
2. Click **Find It** or press **Enter**
3. The page will refresh and display the search results for Grant opportunities.
4. Select Bid # hyperlink to view the details

##### Step 5: Search by Bid Number

1. Enter the last four (4) digits of the Bid number of the **Bid #** field.
2. Click **Find It** or press **Enter**
3. The page will refresh and display the search results for Grant opportunities.
4. Select Bid # hyperlink to view the details.

## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### Screenshot

##### Acknowledge Receipt and View Solicitation

**Bid #** BD-17-1080-OSD07-OSD07-8455  
**Bid Description** Print, Copy & Mail Services, and Printed Promotional Products

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes

No

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#### Directions

##### Step 6: Acknowledge Receipt and Access the Grant

Click the **Yes** button to acknowledge receipt and access the Grant

**Note:** In this acknowledgement, you agree to receive any future correspondence regarding this bid.

If you select **No** you may still view the Grant, but will not receive any notifications regarding updates or amendments.

Bid Solicitation: BD-17-1080-OSD07-OSD07-8455

##### Header Information

<b>Bid Number:</b>	BD-17-1080-OSD07-OSD07-8455	<b>Description:</b>	Print, Copy & Mail Services, and Printed Promotional Products	<b>Bid Opening Date:</b>	09/28/2016 12:00:00 AM
<b>Purchaser:</b>	Regina Kinney	<b>Organization:</b>	Operational Services Division	<b>Allow Electronic Quote:</b>	Yes
<b>Department:</b>	OSD07 - OSD TRAINING	<b>Location:</b>	OSD07 - OSD TRAINING	<b>Available Date:</b>	09/22/2016 10:54:04 AM
<b>Fiscal Year:</b>	17	<b>Type Code:</b>	SS - Statewide Solicitation	<b>Informal Bid Flag:</b>	No
<b>Alternate Id:</b>		<b>Required Date:</b>		<b>Open Enrollment Enabled:</b>	<input type="checkbox"/>
<b>Info Contact:</b>		<b>Bid Type:</b>	OPEN		
<b>Purchase Method:</b>	Open Market	<b>Rolling Enrollment Enabled:</b>	<input type="checkbox"/>		

##### Pre Bid Conference:

##### Bulletin Desc:

<b>Ship-to Address:</b>	OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Bill-to Address:</b>	Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Print Format:</b>	Bid Print
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**File Attachments:** Standard Contract Form  
Request for Response (RFR)  
Business Reference Form

##### Form Attachments:

SBPP (Small Business Purchasing Program) NO  
Eligible?:

##### Item Information

##### Item # 1: ( 82-12 - 15 ) Printing Services

UNSPSC Code: 82-12-15  
Printing

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: Brand: Model:  
Make: Packaging:

Print Page

Create Quote

Bid Q & A

Exit

##### Step 7: Review the Grant Posting

Review the following information about the Grant opportunity:

- **Bid Number:** COMMBUYS-generated document number.
- **Description:** the information displayed in this section varies by the buyer. It could be the agency's internal bid number, a brief description of the grant, title.
- **Bid Opening Date:** date the bid will be opened for evaluation. This is also the deadline for quote submission by vendors.
- **Purchaser:** contact person and/or the creator of the grant.
- **Organization, Department, Location:** grantor agency information.
- **Allow Electronic Quote:** - **Yes**. This allows vendors to submit quote response through COMMBUYS.
- **Available Date:** date the grant was posted on COMMBUYS.
- **Info Contact:** contact person for the grant.
- **Bid Type:** will be **Open** (any vendor can respond).
- **Informal Bid Flag:** will either be **Yes** (buyer can see quotes before the Bid Opening Date) or **No** (buyer cannot see quotes before the Bid Opening Date).

## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### Screenshot

#### Directions

- **Purchase Method:** will be either **Open Market** (one time bid) or **Blanket** (contract).
- **Pre-Bid Conference Details**
- **Ship-to and Bill-to Addresses**
- **File Attachments:** forms and documents uploaded by the agency. Be sure to read all attachments and complete/submit forms/documents as instructed.
- **Item Information:** item description, UNSPSC code, and other criteria entered by the buyer.

**Item Information**

**Item # 1: ( 82-12 - 15 ) Printing Services**

U N S P S C Code: 82-12-15  
Printing

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: Brand: Model:

Make: Packaging:

Print Page **Create Quote** Bid Q & A Exit

#### Step 8: Creating Quotes

Click the **Create Quote** button at the bottom of the **Bid Summary** page to open the **New Quote** page.

**New Quote**

**General** Items Questions Subcontractors Notes Terms & Conditions Attachments Summary **Back to Bid**

Quote #: Bid #: BD-17-1080-OSD07-OSD07-8455

Organization: Operational Services Division

Status: In progress

Delivery Days: 0

Is "No Bid": ☐

Shipping Terms:

Ship Via Terms:

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated: User Last Updated:

Save & Continue

#### Step 7: Enter General Quote Information

The **General** tab is populated with some information from the Grant. All fields on this page are optional with the exception of **Description**.

1. Update as needed and click the **Save & Continue** button to save your updates and generate a **Quote Number**.

Because this is a grant opportunity there may be little to update on this tab. However, the info contact box and the comments box allow the grantee to add info/comments for the buyer to view.

## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### Screenshot

#### Directions

**Quote Validation Errors**  
Terms & Conditions is not acknowledged.

**Quote Validation Warnings**  
Your quote has not been submitted.

Quote QT-1080-OSD07-OSD07-15710 - ABC Company, LLC

**General** Items Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Quote #: QT-1080-OSD07-OSD07-15710 Bid #: **BD-17-1080-OSD07-OSD07-8455**

Organization: Operational Services Division

Status: In progress Description\*: [Print, Copy & Mail Services, and Pr](#)

Delivery Days: 0 Discount Percent: 0.0 %

Is "No Bid": ☐ Alternate Bid: ☐

#### Step 8: Reviewing System Messages

The page will refresh and display two (2) system messages and a **Quote Number**.

- The following messages will be displayed:
  - A **red** error message that reads: **Terms and Conditions are not acknowledged**. To resolve this, click on the **Terms & Conditions** tab to accept the terms.
  - A **yellow** warning that reads: **Your quote has not been submitted**. No further action required to resolve this. This is an informational message.
- Click on the **Items** tab to continue creating your quote.

**General** **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

**General** Notes

Sort by Column: [Print Sequence](#) ☐ Sort Descending [Go](#)

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	Printing Services	1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description: <input type="text"/>												
2	2.0	No	Copying Services	1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description: <input type="text"/>												

Current Company: ABC Company, LLC | September 23, 2016 2:48:07 PM EST

#### Step 12: Items Tab

The **Items** tab displays showing information about the requested items/services By default the **No Bid** box is checked.

- Enter a **Unit Cost/ dollar value** or select the **No Charge** indicator, If item data is not required. (if you do not edit this tab it will default to "NO BID")
- Input your quote information and click **Save & Continue**.

## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### Screenshot

**Quote Validation Errors**  
Terms & Conditions is not acknowledged.

**Quote Validation Warnings**  
Your quote has not been submitted.

Quote QT-1080-OSD07-OSD07-15710 - ABC Company, LLC

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Standard Contract Form ()	Commonwealth Terms and Conditions	12,567 bytes
Request for Response (RFR) ()	Specifications and Requirements for Bid Submission	12,574 bytes
Business Reference Form ()	Provide at least 3 recent (w/in 12 months) customers' contact info	12,574 bytes

Do you accept the terms & conditions of the bid?

☒ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

[Save & Continue](#)

#### Directions

#### Step 13: Acknowledge/accept Terms and Conditions.

1. Click the **Terms & Conditions** tab
2. Click **Yes** to accept the terms and conditions.
3. Click **Save & Continue**.

**Note:** Any files uploaded to the Grant by the grantor can also be found in the Terms & Conditions tab

**Quote Validation Warnings**  
Your quote has not been submitted.

Quote QT-1080-OSD07-OSD07-15710 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary [Back to Bid](#)

**Files**

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

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

No File Attachments

[Add File](#)

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#### Step 14: Adding Attachments

The **Attachments** tab allows the potential grantee to upload documents and forms related to the Grant application that you have completed and need to attach to your response.

1. Click **Add File**
2. Click the **Browse** button to search for the document you wish to add. Name and describe the document as directed.
3. Click **Save and Exit** to proceed

**NOTE:** Repeat steps 1-3 if you need to upload more documents. Each document must be added individually unless they are in a zipped file.



## Job Aid:

### Locate a Grant Posting and Create a Response (logged-in)

#### Screenshot

Quote QT-1080-OSD07-OSD07-15710 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

**Header Information**

<b>Quote #:</b> QT-1080-OSD07-OSD07-15710	<b>Bid #:</b> BD-17-1080-OSD07-OSD07-8455	<b>Status:</b> In progress
<b>Organization:</b> Operational Services Division	<b>Delivery Days:</b> 0	<b>Discount Percent:</b> 0.0
<b>Description:</b> Print, Copy & Mail Services, and Project Promotional Materials	<b>Alternate Bid:</b> No	<b>Shipping Terms:</b>
<b>Bid Flag:</b>	<b>Ship Via Terms:</b>	<b>Payment Terms:</b>
<b>Freight Terms:</b>	<b>Info Contact:</b>	<b>Quote Total:</b> \$33.52
<b>Promised Date:</b>		
<b>Comment:</b>		
<b>Date Last Updated:</b> 09/29/2016 10:23:42 PM	<b>User Last Updated:</b> j.doe	

Vendor accepts the terms & conditions with no exceptions.

**Attachments**

Agency Files:

Agency Forms:

Vendor Files: Business Reference Form  
SOP Plan Form 1.docx

Vendor Forms:

**Item Information**

Print Sequence # 1.0 : ( 82-12 - 15 ) Printing Services

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Entered Amount	No Bid	No Charge
1.0	EA	\$34.20	2.0%	0.0%	\$0.00	\$33.52	No	No

Print Submit Quote Cancel Quote

#### Directions

##### Step 15: Summary Tab

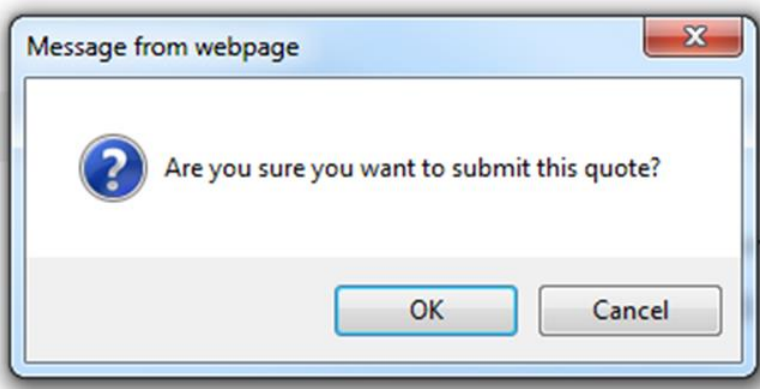
From the **Summary** tab review and submit the quote response

1. Click the **Summary** Tab
2. Review the bid. If needed, update.
3. Click the **Submit Quote** button at the bottom of the page.

##### Step 16: Verify Quote Submission

A dialogue box displays asking for verification of quote submission.

Click **OK** to submit the quote.





## Job Aid:

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#### Screenshot

#### Directions

Quote QT-1080-OSD07-OSD07-15710 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

**Header Information**

<b>Quote #:</b>	QT-1080-OSD07-OSD07-15710	<b>Bid #:</b>	BD-17-1080-OSD07-OSD07-8455	<b>Status:</b>	Submitted
<b>Organization:</b>	Operational Services Division				
<b>Description:</b>	Print, Copy & Mail Services, and Printed Promotional Products	<b>Delivery Days:</b>	0	<b>Discount Percent:</b>	0.0
<b>Bid Flag:</b>		<b>Alternate Bid:</b>	No	<b>Shipping Terms:</b>	
<b>Freight Terms:</b>		<b>Ship Via Terms:</b>		<b>Payment Term:</b>	
<b>Promised Date</b>		<b>Info Contact:</b>		<b>Quote Total</b>	\$33.52
<b>Comment:</b>					
<b>Date Last Updated:</b>	09/23/2016 04:07:34 PM	<b>User Last Updated:</b>	J Doe		

Vendor accepts the terms & conditions with no exceptions.

**Attachments**

Agency Files:

Agency Forms:

Vendor Files: Business Reference Form  
SDP Plan Form 1.docx

**Item Information**

Print Sequence # 1.0 : ( 82-12 - 15 ) Printing Services

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.20	2.0%	0.0%	\$0.00	\$33.52	No	No

Print Withdraw Quote

#### Step 16: Summary Tab

The **Summary** tab redisplay with an updated status for the quote. It is now **Submitted**.

You will receive a COMMBUYS generated confirmation email.