

Summary Response Instructions

1. Launch the COMMBUYS website by entering the URL (www.COMMBUYS.com) into the browser.
2. Enter login credentials and click the **Login** button on the COMMBUYS homepage. Or Set up a COMMBUYS account.
3. Upon successful login, click on the blue **Documents** link in the drop-down menu in the upper right corner to expand the navigation menu.
 - a. Click on the down-facing arrow next to **Bids** to expand the **Bids dropdown menu**
 - i. Click on the **Opening/Rolling Enrollment** selection from the dropdown menu
 1. Click the **Go** button to display a list of all the Open Enrollment and Rolling Enrollment bids available.
 - a. The bids will be displayed in descending order by **Bid #**.
 - i. You may need to search multiple pages to get to the Bid # depending on when it was originally posted.
 - b. Find **BD-24-1002-1003-001-97904**. Click on the blue hyperlinked Bid # to open, view, and respond to the bid.
4. A new page opens with a message requesting you acknowledge receipt of the bid. Click **"Yes"** to acknowledge receipt of the bid. Bidders should acknowledge receipt to receive any amendments/updates concerning this bid.
5. After the acknowledgment, the bid solicitation will open. Review the Header Information, Item Information, and all File Attachments before creating your Quote response.
6. Click **Create Quote** at the bottom of the Bid page to begin creating your Quote response.
7. The **General** Tab for a new quote opens. Click **Save & Continue**. This bid does not require you to enter any information on the General Tab.

The page refreshes with a Quote Number automatically assigned to your quote and several messages. Any message in Red is an error and must be resolved before the quote can be submitted. Any message in Yellow is only a warning and will allow processing to continue.
8. Click the **Items** Tab. The Items tab displays information about the items requested in the bid. Change the checkbox selection on the right from **"No Bid"** to **"No Charge"** and click **Save & Continue**.
9. Click the **Questions** Tab. Enter answers for all questions following the instructions provided for each question. Click **Save & Continue**.
10. Click on the **Terms & Conditions** Tab. This tab refers to the terms and conditions that apply to this bid. The terms and conditions must be accepted before your quote can be submitted. If your acceptance is subject to any exceptions, those exceptions must be identified here. Exceptions cannot contradict the requirements of the RFR or required Commonwealth standard forms and attachments for the bid. For instance, an RFR may specify that exceptions may or will result in the disqualification of your bid.
11. Click the **Summary** Tab. Please review the information and update/correct it as needed. If the information is correct, click the **Submit Quote button at the bottom of the page**. This is the most common error people run into, not completing the process by clicking SUBMIT QUOTE.
12. A popup window displays asking for verification that you wish to submit your quote. Click **OK** to submit the quote.
13. The **Summary** Tab redisplay with an updated Status for the quote of **"Submitted."**
14. Your quote submission is confirmed only after receiving a confirmation email from COMMBUYS. If you have submitted a quote and have not received an email confirmation, please review the steps in the instructions or contact the COMMBUYS Help Desk at COMMBUYS@mass.gov.
15. Then forward that confirmation email to Rebecca.davidson@mass.gov as notification of successful submission. MDAR will evaluate submissions and send their acceptance or exception to the list.