

HOW TO SEE DCR CONCESSION PERMIT OPPORTUNITIES

Like many other state agencies, DCR uses the online procurement system **COMMBUYS** to buy equipment and services from vendors. The DCR Office of Long Term Permits and Leases also uses the COMMBUYS site to post concession opportunities offered by DCR. Although DCR is not purchasing goods or paying for services, COMMBUYS offers a convenient site to offer the opportunity to obtain a park use license. Although DCR has the authority to issue direct permits for park land use, where competition is known or there are a high number of locations, a competitive process is used. For example DCR may want to offer the opportunity for a boating concession license at 12 different parks some popular and some not. DCR's office of Long Term Permits and Leases will post a Request for Proposals (RFP) on the COMMBUYS site so that interested operators can read the requirements and find out how to submit a proposal.

COMMBUYS is run by the Commonwealth's Operational Services Division (OSD), which offers online videos and information for vendors, as well as a telephone Help Desk for users of the system.

- For more information search for COMMBUYS in your browser or go to:

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/>

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/register-to-become-part-of-the-cb-business-community.html>

The OSD website at <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/>

View videos at You Tube (search for COMMBUYS):

<https://www.youtube.com/watch?v=UhUTNokbhFY> (15 min YouTube)

https://www.youtube.com/watch?v=GAQ4DsO0_Yk (40 min YouTube)

[How to Find Bids \(Solicitations\) and Submit Quotes \(Respond\)](#)

<https://www.youtube.com/watch?v=UhUTNokbhFY> (16 minute YouTube)

These are all sites you can visit on your home or public library computer. If you absolutely need a paper copy of an RFP, please send an e-mail to DCR.Permits@state.ma.us or call our staff (617-626-1250 x1308, x1475 or x1496) to obtain a copy. You do not have to be a registered vendor to see or respond to RFPs posted by DCR's Office of Long Term Permits and Leases. The following instructions show you how to obtain a copy of the RFP via the internet.

PLEASE NOTE: if you do not see a Long Term Leases and Permits RFP as described then it means we have not yet posted it. Notices of RFPs will be posted on COMMBUYS and when possible (based on time and budget) in newspapers (such as the Boston Globe, Worcester Telegram and Gazette, The Metro, The Banner, El Planeta) based on the region or area of the solicitation. We will usually also send an e-mail notice to interested parties if we have your contact information. Publication or e-mail notice is not required to be sent by DCR or guaranteed to be sent. You are responsible for getting to know and checking the COMMBUYS site frequently. You may also send an e-mail inquiry about RFPs to DCR.Permits@state.ma.us.

It is important to note the open and close dates for proposals in the RFP as well as any other deadlines (such as site visits, submission of question deadlines, proposal submission dates and format, etc.) You should check COMMBUYS frequently until an award notice is posted.

SEARCHING FOR DCR OPEN RFPS

For Posted Requests for Proposals and other Solicitations

Go To: <https://www.COMMBUYS.com/bs0/external/advsearch/searchBid.sdo>

- Choose the Bids bubble to see open solicitations or RFPs.
- In the Organization Box *click* on blue arrow to get drop down menu and *choose* 1020 -Department of Conservation and Recreation
- Click Find It button

The screenshot displays the COMMBUYS website's Advanced Search interface. The search criteria are as follows:

- Search for:** Bids
- Search Using:** ALL of the criteria
- Organization:** 1020 - Department of Conservation and Recreation
- Bid Opening Date:** 05/27/2014 03:00:00 PM

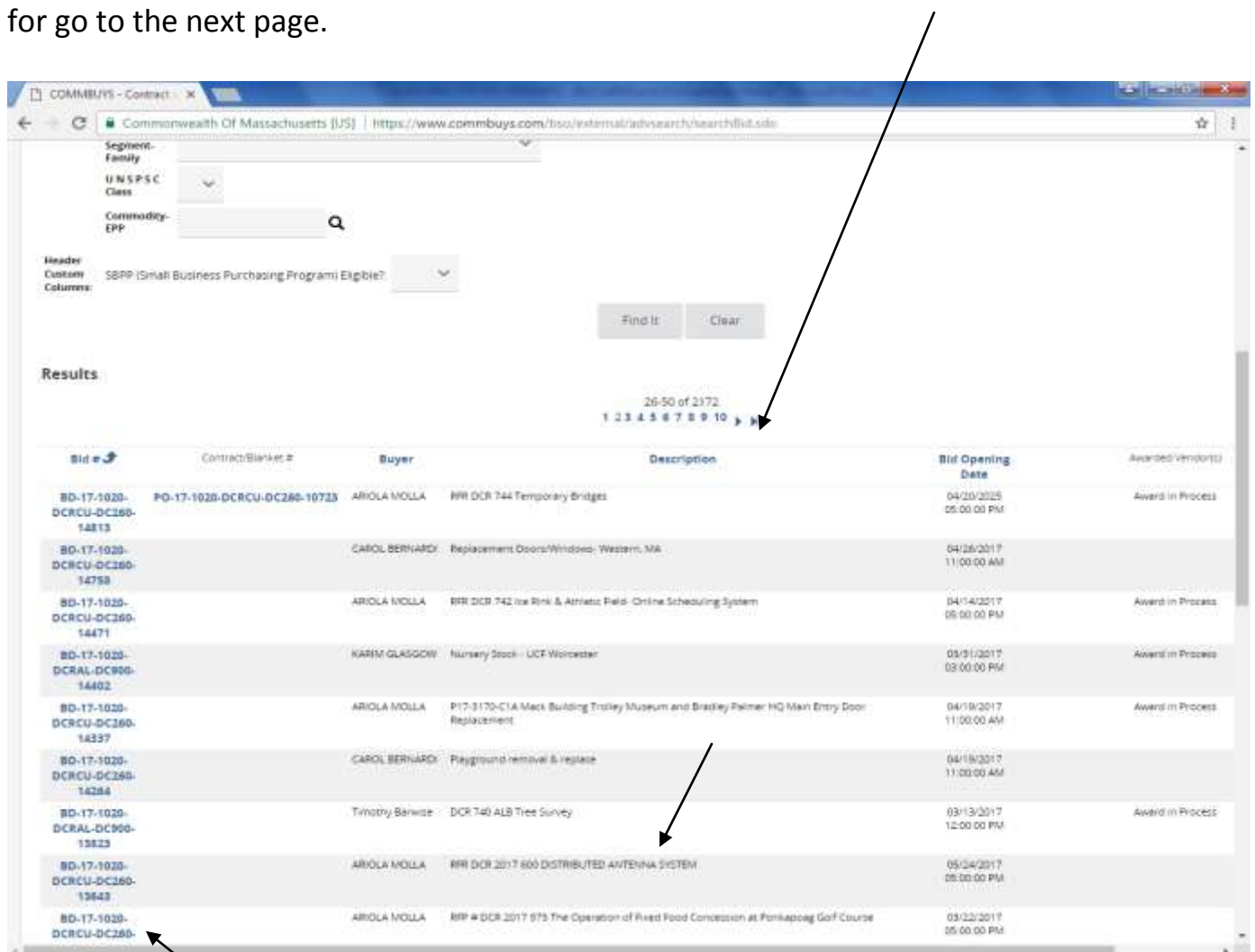
The search results table is shown below:

Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
80-14-1020- 0C0010C294- 0000000426		Jim Perry	REQUEST FOR EXPRESSION OF INTEREST	05/27/2014 03:00:00 PM	Not awarded yet.

After clicking on **Find it**, the page will look the same on the top but lower on the same page look for the description of the RFP. Look for the Long Term Permits and Leases RFP Number and title in the Description column which will normally be: DCR RFP # [year] [series no.], i.e. **DCR RFP # 2017 975**.

The DCR Office of Long Term Leases and Permits will put out RFPs for opportunities to place equipment, sell food or provide activities to the public in Massachusetts State Parks, Reservations and Facilities, so look for terms like boating, skiing, golf or golf professional, mobile food, fixed food, optical viewers, kayaking, parking, etc.

Note that there are several pages to this list. If you do not see the RFP you are looking for go to the next page.



By clicking on the BD# next to the corresponding description you will get to the RFP information window shown on the next page.

To see the actual RFP documents click on the File Attachments items. Document links appear in blue (for example, there are three documents here). These are documents showing the RFP information, schedule updates, question and answer postings, and award information.

COMMBUYS
OPERATIONAL SERVICES DIVISION

Bid Solicitation: BD-17-1020-DCRCU-DC260-13055

Header Information

Bid Number:	BD-17-1020-DCRCU-DC260-13055	Description:	RFP # DCR 2017 975 The Operation of Fixed Food Concessions at Ponkapoag Golf Course	Bid Opening Date:	05/22/2017 08:00:00 PM
Purchaser:	ARILA MOLLA	Organization:	Department of Conservation and Recreation	Allow Electronic Quote:	No
Department:	DCRCU - DCR CONTRACTS UNIT	Location:	DC260 - Construction contracts unit	Available Date:	02/19/2017 11:25:54 AM
Fiscal Year:	17	Type Code:	ND - Non-Statewide Solicitation	Informal Bid Flag:	No
Alternate Id:	RFP # DCR 2017 975	Required Date:	02/27/2017		
Info Contact:	Contact Office of Long Term Leases and Permits at (617)626-1324	Bid Type:	OPEN		
Purchase Method:	Open Market				

Pre Bid Conference: Pre-Proposal Site Visits must be completed by Feb. 17, 2017. Site Visit Contact: James Burke (Tel: (781) 891-1118; Cell: (617) 821-5101; E-Mail: Jim.Burke@MassWild.State.MA.US or David Farrag (Tel: (617) 626-1475; e-mail: david.farrag@state.ma.us)

Bulletin Desc:

Ship-to Address: Arila Molla
251 Causeway Street
6th Floor
Boston, MA 02114
US
Email: arila.molla@state.ma.us
Phone: (617)626-1324

Bill-to Address: Arila Molla
251 Causeway Street
6th Floor
Boston, MA 02114
US
Email: arila.molla@state.ma.us
Phone: (617)626-1324

Print Format:

File Attachments:

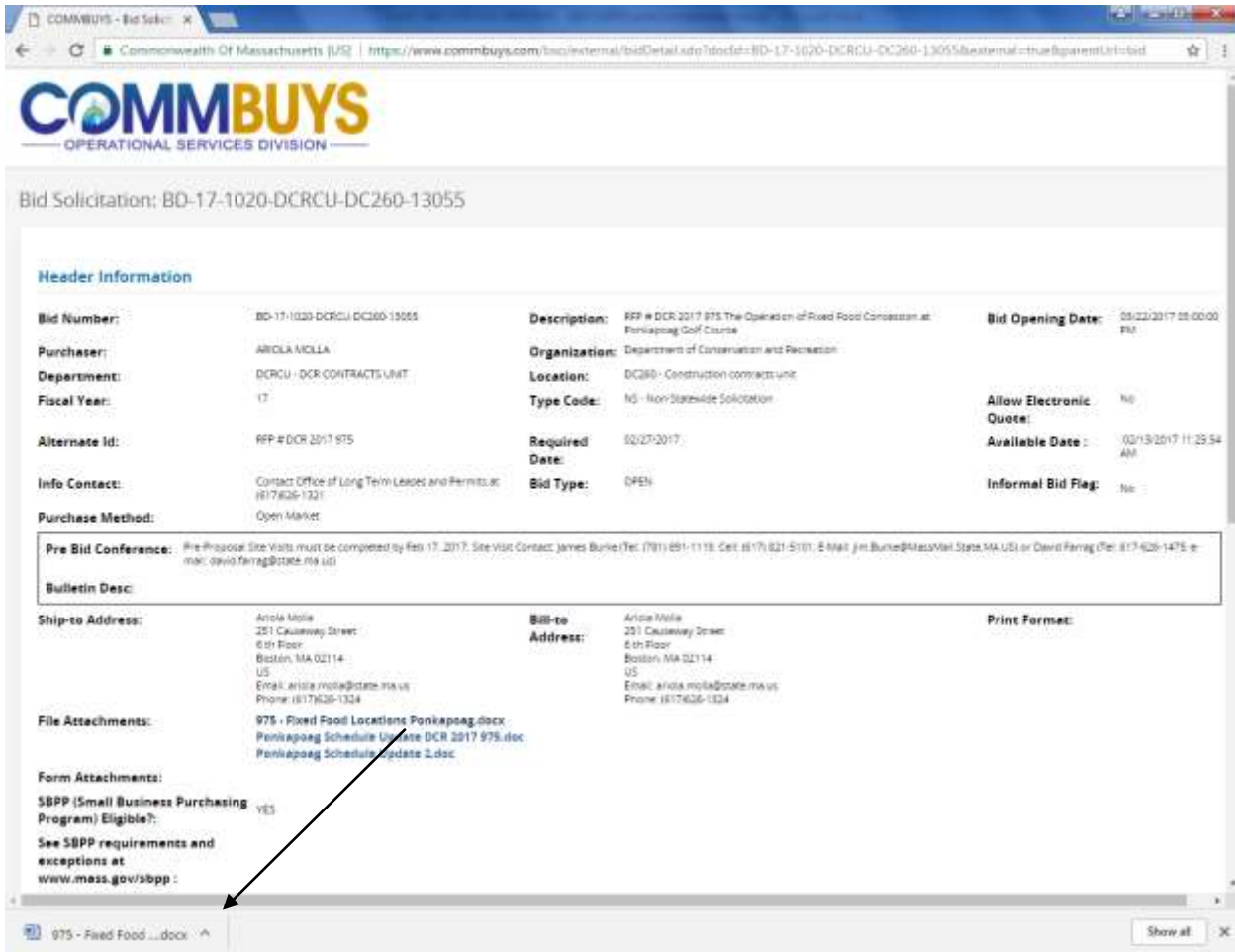
- [975 - Fixed Food Locations Ponkapoag.docx](#)
- [Ponkapoag Schedule Update DCR 2017 975.doc](#)
- [Ponkapoag Schedule Update 2.doc](#)

Form Attachments:

SBPP (Small Business Purchasing Program) Eligible?: YES

See SBPP requirements and exceptions at www.mass.gov/sbpp

On this window, when you *click* on the File name a download icon should appear (it may be a dialogue box or a line at the bottom of the page). A copy of the chosen document will download to your computer. It is best to save or print the documents so that you can be sure you have all the required documents and information related to the RFP. This site should be checked frequently until an award notice for that RFP is posted by DCR.



Please respond to the RFP fully and carefully. You may ask questions during the proposal period by sending them to dcr.permits@state.ma.us. How winners are chosen is listed in the RFP.