

## Job Aid: Using the Q&A Tab within a COMMBUYS Bid

### This Job Aid shows how to:

- Access the Bid Q&A tab via the Bids tab
- Electronically submit questions to a buyer who has posted a bid in COMMBUYS
- View answers to questions within the Q&A tab of a bid

### Of Special Note:

The Bid Q&A functionality allows bidders and the buyers to converse via COMMBUYS before the vendor commits to submitting a quote. If the buyer/agency flags the Q&A to “Show on Web,” all vendors will be able to see the dialogue.

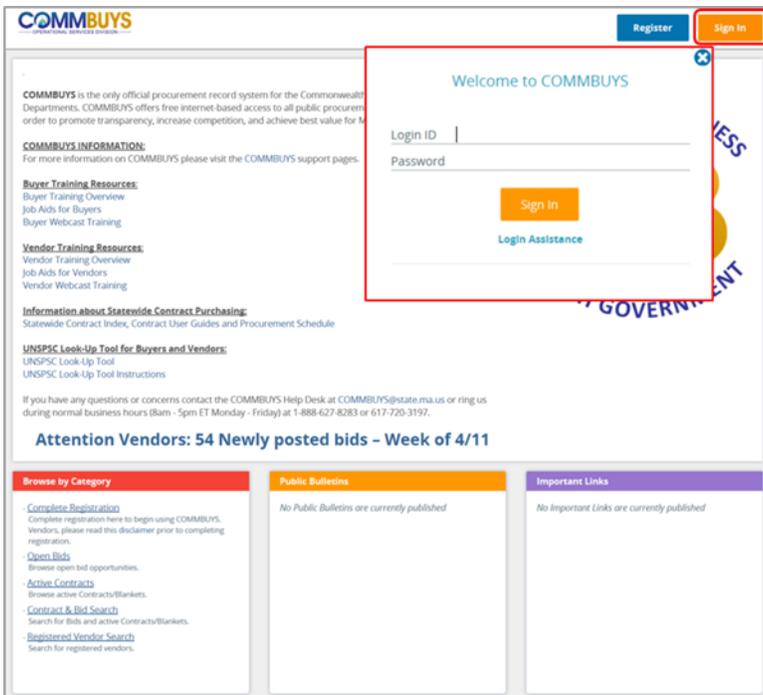
Not all bids allow for Q&A. Questions may only be entered into the Q&A tab if buying agency has activated this feature. Questions can be entered up until the Bid Opening Date. However, in their RFRs, agencies may set a date/time after which they reserve the right not to respond to questions.

If a department accepts written questions regarding a bid, all accepted written questions and answers must be published as part of the bid record in COMMBUYS. This requirement may be met by uploading Q&A document to the bid’s Attachments tab or by using the COMMBUYS Bid Q&A functionality.

Only users with Seller privileges can utilize the Bid Q&A functionality in COMMBUYS. These instructions assume the logged in user has Seller credentials.

### Screenshot

### Directions



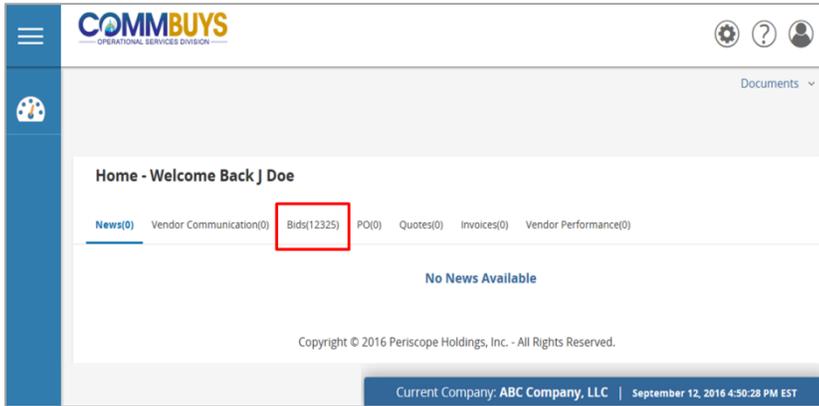
### Step 1: Launching COMMBUYS

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

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Home - Welcome Back J Doe

News(0) Vendor Communication(0) **Bids(12325)** PO(0) Quotes(0) Invoices(0) Vendor Performance(0)

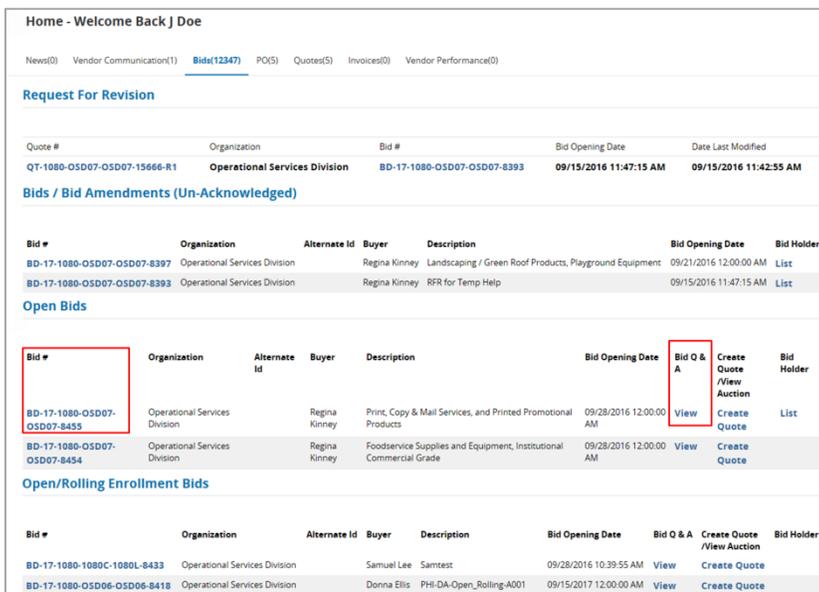
No News Available

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Current Company: ABC Company, LLC | September 12, 2016 4:50:28 PM EST

#### Step 2: Accessing Bids

1. From the Homepage click on the **Bids** tab to view bids that have been sent to your company.



Home - Welcome Back J Doe

News(0) Vendor Communication(1) **Bids(12347)** PO(5) Quotes(5) Invoices(0) Vendor Performance(0)

Request For Revision

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15666-R1	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
BD-17-1080-OSD07-OSD07-8397	Operational Services Division		Regina Kinney	Landscaping / Green Roof Products, Playground Equipment	09/21/2016 12:00:00 AM	List
BD-17-1080-OSD07-OSD07-8393	Operational Services Division		Regina Kinney	RFR for Temp Help	09/15/2016 11:47:15 AM	List

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
BD-17-1080-OSD07-OSD07-8455	Operational Services Division		Regina Kinney	Print, Copy & Mail Services, and Printed Promotional Products	09/28/2016 12:00:00 AM	View	Create Quote	List
BD-17-1080-OSD07-OSD07-8454	Operational Services Division		Regina Kinney	Foodservice Supplies and Equipment, Institutional Commercial Grade	09/28/2016 12:00:00 AM	View	Create Quote	

Open/Rolling Enrollment Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
BD-17-1080-1080C-1080L-8433	Operational Services Division		Samuel Lee	Samtst	09/28/2016 10:39:55 AM	View	Create Quote	
BD-17-1080-OSD06-OSD06-8418	Operational Services Division		Donna Ellis	PHI-DA-Open_Rolling-A001	09/15/2017 12:00:00 AM	View	Create Quote	

#### Step 3: Opening Bids

1. Click on the hyperlinked **Bid #** to open and review a bid in the **Bids/Bid Amendments (Un-Acknowledged), Open Bids, or Open/Rolling Enrollment Bids** sections.
2. To immediately access a bid's Q&A without reviewing the details of the bid, click on the blue **View** hyperlink under the **Bid Q&A** column of the bid.

#### 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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#### Step 4: Acknowledging Receipt of Bids

1. If the bid was not previously opened and acknowledged, a new page will open with a message requesting acknowledgement of the bid. Click the **Yes** button to acknowledge and access the bid.

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

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

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

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**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>Department:</b>	OSD07 - OSD TRAINING	<b>Location:</b>	OSD07 - OSD TRAINING		
<b>Fiscal Year:</b>	17	<b>Type Code:</b>	SS - Statewide Solicitation	<b>Allow Electronic Quote:</b>	Yes
<b>Alternate Id:</b>		<b>Required Date:</b>		<b>Available Date :</b>	09/22/2016 10:54:04 AM
<b>Info Contact:</b>		<b>Bid Type:</b>	OPEN	<b>Informal Bid Flag:</b>	No
<b>Purchase Method:</b>	Open Market	<b>Rolling Enrollment Enabled:</b>	<input type="checkbox"/>	<b>Open Enrollment Enabled:</b>	<input type="checkbox"/>

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**Pre Bid Conference:**

**Bulletin Desc:**

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<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) Eligible?:** NO

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

Print Page
Create Quote
Bid Q & A
Exit

#### Step 5: Accessing the Bid Q&A

1. A **Summary** of the bid will be displayed. Scroll to the bottom of the page and click on the **Bid Q&A** button to access the **Bid Q&A** tab.

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### Screenshot

Open Market Bid BD-17-1080-OSD07-OSD07-8455

**Current Q & A for this bid:**

Question #	Created Date	User Created	Question Subject	Question	Answer
1	10/03/2016	Regina Kinney	COMMBUYS	Will COMMBUYS training be made available to bidders?	Yes. The Training schedule will be posted in the Attachments tab of the bid.
2	10/03/2016	Regina Kinney/Regina's Testing Company	Recycled Materials	Will consideration be given to printing companies that use recycled paper?	

**Add new questions:**

Question Subject:  Question (max 2000 characters):

### Directions

#### Step 6: Reviewing Q&A Dialogue and Submitting Questions

1. The **Q&A** screen opens up. Review the top half of the screen to view questions submitted by other bidders, and the buyer's responses.
2. To submit a question regarding the bid, enter a subject for the question in the **Question Subject** column and then type the question in the **Question** column. The character limit for the **Question** field is 2000.
3. Click **Save & Continue** to save your newly added question and remain on the **Q&A** screen to add another question. Click **Save & Exit** to save your question and exit the **Q&A** screen. Clicking either button sends the question to buyer/agency.

**Note:** For each question asked through the Q&A functionality, COMMBUYS displays the name of the bidder who asked it. In cases where displaying the names of bidders may undermine the fairness or competitiveness of a procurement, the agency may choose to post questions and answers as a document attached to the bid.

Open Market Bid BD-17-1080-OSD07-OSD07-8455

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2	10/03/2016	Regina Kinney/Regina's Testing Company	Recycled Materials	Will consideration be given to printing companies that use recycled paper?	
3	10/03/2016	J Doe/ABC Company, LLC	Mailing Services	Are you also interested in messenger services?	

**Add new questions:**

Question Subject:  Question (max 2000 characters):

#### Step 7: Printing Q&A Dialogue

1. Because there is no Print button on the Q&A screen, printing may be done using one of the following methods:
  - Using your mouse, right-click in the browser window and select **Print** from the menu that appears.
  - On your keyboard, press **CTRL + P**, and click **Print**.
  - Press the **Print Scrn** key on your keyboard to take a screenshot of the information displayed on your monitor. Paste the screenshot into a program such as Word, and then print the document.