




HOW TO POST A BID NOTICE IN COMMBUYS

This Reference Guide:

Provides the minimum information required to post a bid notice on COMMBUYS. If you require more detail refer to the Buyer job aid “How to Create a Bid from Scratch”.

Of Special Note:

To post a bid or notice on COMMBUYS you must first be registered as a buyer. If you are not registered contact the COMMBUYS Help Desk at 1-888-627-8283 or osdhelpdesk@mass.gov. Executive Agencies **MUST** accept electronic bids only using COMMBUYS.

STEP	Action
1	Log In to COMMBUYS. Click on the Add Documents plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select Bid Solicitation from the dropdown menu. The screen defaults to Create a bid from scratch . Click on the Continue button.
3	<p>Complete the General tab information:</p> <ul style="list-style-type: none">• Description: The title of your bid.• Type Code: NS-Non-Statewide Solicitation.• Department: Select Department name from the dropdown menu.• Location: Select Location name from the dropdown menu.• Allow Electronic Response: This box is checked as a default. Vendors will be allowed to submit quotes online in COMMBUYS. Uncheck the box if you do not wish to accept electronic responses to your bid (non-Executive Agencies only). The bid will still be posted in COMMBUYS but vendors will not be able to submit online quotes in COMMBUYS.• Enter Bid Available Date: Select from the calendar icon the date & time based on your schedule.• Enter Bid Opening Date: Select from the calendar icon the date & time based on your schedule. This is the date that vendors can no longer submit quotes, and the bid can be opened to view the quotes.• Pre-Bid conference: (Optional).• Bulletin Description: Enter a brief description of your bid and where bid documents can be located. This is a 500-character limit field. If space does not permit. enter additional instructions in the Item Description field.• Quote Notification: Check the box if you are allowing electronic responses and you would like to receive a COMMBUYS generated email every time a quote is submitted.• SBPP (Small Business Purchasing Program) Eligible?: (Executive Agencies only). Select “Yes” if the total annual bid amount is under \$250K or “No” if over \$250K.• Leave all other fields at default or blank. <p>Click on the Save & Continue button (Result: The message <i>General Validation Error, No Items</i> displays).</p>



HOW TO POST A BID NOTICE IN COMMBUYS

STEP	Action
4	<p>Click on the Items Tab: Click on the Add Item button. Complete the following:</p> <ul style="list-style-type: none"> • <u>Description</u>: Enter manually or copy and paste the Bulletin Description from the General tab. • <u>Quantity</u>: must be at least 1. • <u>UOM (Unit of Measure)</u>: defaults to “EA” for each, can be changed as appropriate. • <u>Choose the appropriate UNSPSC Code - Example</u>: <ul style="list-style-type: none"> • <u>UNSPSC Segment/Family</u>: 72-13 (General building construction). • <u>UNSPSC Class</u>: 00 (General building construction). <p>Click on the Save & Exit button (Result: The message <i>Changes Saved Successfully</i> displays).</p>
5	<p><i>NOTE: Step 5 is optional if you want to notify all vendors in the designated commodity code of the bid. If not, skip to Step 6.</i></p> <p>Click on the Bidders Tab:</p> <ul style="list-style-type: none"> • Click on the Lookup & Add Vendors button. A popup box displays. • Scroll to the bottom of the popup box and click on the Find Vendors for All Commodity-EPPs on the Bid button. • When the page displays, select all Vendors by clicking on the checkbox at the top of the Select column in the upper left-hand corner. A popup warning message will appear saying that it may take a few minutes to load all the data. Click on the OK button. • Click on the Save & Exit button at the bottom. Ensure that all the selected Vendors display. • Select bidder participation at the top left of the page. Choose whether the bid is going to be restricted or unrestricted. Most bids will be unrestricted. <ul style="list-style-type: none"> ○ Unrestricted Bids: The default on the Bidders tab – the Bid is visible externally and open to all vendors for response. ○ Restricted Bids: User must make this selection on the Bidders tab – the Bid is visible externally but displays a security message when viewer not logged in. <p>You have the option on the lower left of this page to Show Unit Prices To Vendors or Hide Bid Holder List On Vendor Side once you have made your selection by clicking one of the checkboxes. Hide Bid Holder List on Vendor Side is the default option.</p> <p>Click on the Save & Continue button.</p>
6	<p>Click on the Summary Tab: Click on the Submit for Approval button and follow your organization’s approval path or click on the Automatic approval radio button.</p>
7	<p>After approval, the bid status changes from In Progress to Ready to Send. To post the bid:</p> <ul style="list-style-type: none"> • Scroll to the bottom of the Summary page. • In the Send Bid Actions section, click on the radio button for Change bid status to “Sent” and Notify vendors or Change bid status to “Sent” only. • Click on the Send Bid button. The bid status changes to Sent. (Displays in the upper right-hand corner of the page). • The Screen will refresh to the Email Recipients page. Scroll to the bottom and click on the OK button.