

TOWN OF BARNSTABLE

BID & RFP SYSTEM INSTRUCTIONS

1. Go to town website: www.town.barnstable.ma.us
2. Select 3rd item, Bid & RFP System
3. Find the ad for the project you are interested in
4. Click on "log in to view"
5. If you have registered before, enter your username and password (skip to #8). If you are not registered, Click on "Not Registered" at the bottom of the log in box (if you already have registered before, enter your user name and password, this info is emailed to you by the system when you registered.)
6. Complete the registration form (make sure your email is correct, this is how we send addendums)
7. When complete it will bring you back to the bid listing page
8. click on log on to view again for the bid you want
9. It will bring you to the bid page
10. Go to the bottom and you will see the main bid document and then the supporting documents.
11. Click on each document to open and print

If you follow these instructions and still can't get on the system, call Johanna Boucher (508) 862-4741 for assistance.

Special Features of the Bid & RFP System:

1. All addendums will be issued electronically through the Bid & RFP system. This is the only notification you will receive. That is why it is VERY IMPORTANT that you make sure that your email address is correct when you register. If for some reason your email address changes or needs to be corrected, please email the request to johanna.boucher@town.barnstable.ma.us.
2. Be sure to check the Bid & RFP system to make sure that you acknowledge all of the Addendums issued against the Bid or RFP that you are submitting against.
3. Down the bottom of the Bid or RFP Page, you can see who else has accessed the Bid or RFP documents.
4. Once the bid has closed, you can still go into the bid by clicking on "View Closed Bids & RFPs".
 - a. Bid results will be posted on the website after the bid opening. Go to that Bid and look for this information at the bottom of the page.
 - b. Award information will be posted after a contract is signed.