



# Town of Barnstable

## Administrative Services Procurement Office

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### TOWN OF BARNSTABLE

### BID & RFP SYSTEM ON LINE INSTRUCTIONS

#### OVERVIEW:

The Town of Barnstable maintains a Bid & RFP System on our Town website. All advertised Bids and Requests for Proposals are advertised on this website. Documents are available for download through this site for all requirements where the documents are able to be posted on line. If the documents packages are too large to post, only the advertisement will appear and you will be directed in that advertisement where to obtain the documents. You will need to register as a User of the Bid & RFP System to establish your user name and password, and then you will need to also register for each bid or RFP when it is advertised to become a bid/RFP "plan holder" for that specific bid. Once you are registered as a user, you will become registered for a specific bid or RFP when you log in, look at legal ad, and go into actual page where documents are posted.

#### TO START:

1. Go to town website: [www.townofbarnstable.us](http://www.townofbarnstable.us)
2. Under QUICK LINKS, click on "**Bids & RFPs - Purchasing Bid System**"
3. This will bring you to the Home page for the Bid & RFP System (Open Bids)
4. Find the ad for the project you are interested in
5. Click on "**log in to view**" at the bottom of the ad to go to the Log In page
6. If you have registered as a user before, enter your username and password (skip to #9). If you are not registered, Click on "**Not Registered**" at the bottom of the log in box
7. Complete the user registration form (**make sure your email is correct, this is how we send addendums**)
8. Write down your user name and password and keep for future use of the system. You will need it each time you log on.
9. When complete it will bring you back to the bid listing page
10. click on "**log on to view**" again for the bid you want
11. It will bring you to the bid or RFP page
12. Go to the bottom and you will see the main bid document and then the supporting documents.
13. Click on each document to open and print. Once you have opened one document, you are then registered for that specific bid or RFP and will receive addendums and notifications pertaining to that bid

If you follow these instructions and still can't get on the system, call the Procurement office (508) 862-4741 for assistance. If your User Name/Password don't seem to work or your forgot it, see below to see how to re-register.

**PLAN HOLDERS LIST** – all persons that view a bid are listed on the bottom of the Bid/RFP Page below the documents. Click on “Who Viewed This Item” at the bottom of the page and that will provide you a list of all interested parties.

Additional information and special features of the Bid & RFP System:

1. All Bidders and Proposers need to register as a user on the Bid & RFP System to use it, and then log on to download any bids or RFPs that you are interested in. **If you received the RFP from another source, you still need to register on the Town of Barnstable website.** The Town does not accept responsibility for bidders not getting the most current information if they have received Bid or RFP documents elsewhere (ie. RFP or Bid notification services).
2. Registering as a user on the Bid & RFP System and registering as a holder of a specific project advertised for bid are two different actions. Registering on the Bid & RFP System as a user enables you to use it and access the bid documents. When you actually logged into a bid, go down to the bottom and open the bid documents, you are then registered for that specific bid.
3. When you are registered for a specific bid or RFP that is completely posted on the website, you will receive all notifications, reminders and addendums through the system.
4. All addendums for bids and RFP's fully posted on the website will only 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.
5. 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. A missed addendum could be the cause of your bid or RFP to be rejected.
6. Down at the bottom of the Bid or RFP Page, you can see who else has accessed the Bid or RFP documents for informational purposes.
7. If a Bid is too large to be posted on the Bid & RFP Website, then only the Legal Advertisement and pertinent dates will be available on the website. It will state that the Legal Ad only is posted and instructions will be in the legal ad as to where the bid documents may be obtained.
8. Once the bid has closed, you can still go into the bid by clicking on “View Closed Bids & RFPs” on the Bid & RFP Homepage.
9. **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. After the Bid or RFP due date, they will be under Closed Bids & RFPs. If you are registered for a bid or RFP online, the results will be emailed to you after they are posted.
10. **WHO WAS AWARDED THE CONTRACT?** Award information will be posted after a contract is signed. It is viewable looking at the Bid & RFP Home page, look under Closed Bids/RFPs. You can do a search for a key word in the project name or just scroll through and look.
11. When you Register to use the Town of Barnstable Bid & RFP System, the system will email you your user name and password. **MAKE SURE YOU WRITE THIS DOWN** for future use.
12. **DID YOU FORGET YOUR USER NAME OR PASSWORD?** If you forget your user name and password, you can register again under a different user name (ie. J. Smith instead of John Smith). The system will not let you use the same user name twice. Then select a unique password. You can use the same email address again. Again... write it down your user name and password for future use.

Thank you for your interest in the Town of Barnstable's advertised requirements.

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