

Town of Barnstable

Administrative Services

Procurement & Risk Management

230 South Street, Hyannis, MA 02601

www.town.barnstable.ma.us

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TOWN OF BARNSTABLE

BID & RFP SYSTEM ON LINE INSTRUCTIONS

1. Go to town website: www.town.barnstable.ma.us
2. Click on 2nd item, "Doing Business",
3. Click on Bid on Town Projects, then click on Bids & RFPs
4. Find the ad for the project you are interested in
5. Click on "log in to view" at the bottom of the ad
6. 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
7. Complete the registration form (make sure your email is correct, this is how we send addendums)
8. When complete it will bring you back to the bid listing page
9. click on "log on to view" again for the bid you want
10. It will bring you to the bid or RFP page
11. Go to the bottom and you will see the main bid document and then the supporting documents.
12. 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 Bidders and Proposers need to register 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. 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.
3. 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.
4. Down at the bottom of the Bid or RFP Page, you can see who else has accessed the Bid or RFP documents.
5. Once the bid has closed, you can still go into the bid by clicking on "View Closed Bids & RFPs".
6. 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.
7. Award information will be posted after a contract is signed.
8. 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.
9. FORGOT YOUR 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.