



MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES
DEPARTMENTAL REQUEST FOR RESPONSE/QUOTE (RFR/RFQ)

Thank you for your interest in responding to this RFR. Please review this document to assist you in submitting a QUOTE/RESPONSE via COMMBUYS.

Title of Bid:	
COMMBUYS Bid Number:	
or just search by:	
COMMBUYS Submissions Due By:	

For further COMMBUYS information, you can follow the links below:

- 1. COMMBUYS Landing Page:**
<https://www.commbuys.com/bso/view/login/login.xhtml>
- 2. Instructional Job Aids for Vendors using COMMBUYS:**
<https://www.mass.gov/service-details/job-aids-for-vendors-using-commbuys>
- 3. COMMBUYS Help Desk:**
(888) 627-8283 Open M-F 8am – 5pm.

COMMBUYS Quote Submission Training and Instructions

The following links to resources are provided to assist Bidders in submitting Quotes:

- Step 1: If you are a New Vendor to COMMBUYS**
[Completing a New Vendor Registration in COMMBUYS | Mass.gov](#)
- Step 2: Once you have a Login for COMMBUYS**
[COMMBUYS Login Assistance for Vendors | Mass.gov](#)
 - i. If you need to update your Organizations Existing Users or Information:
 - [Maintain Existing Organization Information](#)
 - [Maintain and Add Users to an Existing Vendor Account](#)
- Step 3: Submitting a Quote**
[Locating and Responding to Bid Solicitations in COMMBUYS | Mass.gov](#)

COMMBUYS Support (Every effort is made to respond to inquiries within 48 Hours)

Email: Send inquiries to the OSD Help Desk at OSDHelpDesk@mass.gov

Telephone: Call the OSD Help Desk at **1-888-627-8283**. Open M-F 8am – 5pm

In addition to the links of COMMBUYS instruction job-aids linked above, we have developed this abbreviated cheat-sheet to help guide you through the COMMBUYS process.

Please follow the steps below to help assist you in successfully submitting your Quote.

PLEASE read through this entire document before trying to respond via COMMBUYS.

Most questions that may come up are answered in this document.

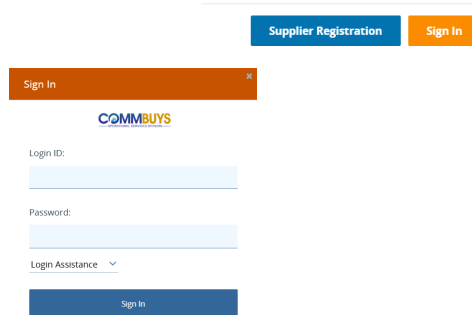
When you are ready to begin the Quote process,

PLEASE follow the steps to avoid issues with the submission process.

STEPS:

1) **SIGN IN to your existing COMMBUYS account or choose Supplier Registration.**

- a) <https://www.commbuys.com/bsv/view/login/login.xhtml>



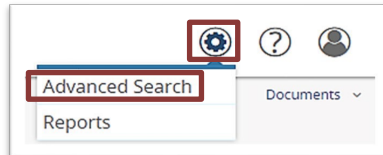
- b) If you do not have an account click or enter the below for the Job Aid of Completing Registration in COMMBUYS

<https://www.mass.gov/doc/commbuys-vendor-registration-job-aid/download>

- c) You can **View** a Bid without being Signed In, but you will **not** be able to start the **Create Quote Process** unless you are **SIGNED IN**.

2) **Upon successful login.**

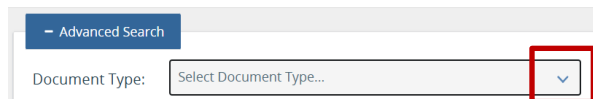
- a) Click the image that looks like a **GEAR** on the top right corner of the home page. Once you click on it select **Advanced Search** on the drop down to find our Bid.



- b) Once you click on **Advanced Search**, a new window will pop up.

3) **Advanced Search**

- a) In **Document Type** field click the drop down menu and select **BID Solicitations**



Then the **Advanced Search page** will open.

- b) In the **Bid Solicitation #** field enter:



- c) At the bottom of the page click **SEARCH**

See screen example below



MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES DEPARTMENTAL REQUEST FOR RESPONSE/QUOTE (RFR/RFQ)

Advanced Search

Document Type: Bid Solicitations

Bid Solicitation #

Alternate ID

Description

Item Description

Organization

Department

Buyer

Select Buyer...

Select Organization...

Select Department...

Type Code

Select Type Code...

NIGP Class

Select NIGP Class...

Select NIGP Class Item...

Bids in Category

Select Category...

Opening Date From

Opening Date To

Custom Header Search:

SBPP (Small Business Purchasing Program) Eligible?

Select ...

Search Clear

Current Org: mdar_vendor test

4. Results Page

a. Once the **Results** page shows the Bid for



(see example below)

Advanced Search

Results

Bid Solicitation #	Description	Blanket #	Purchase Method	Bid Opening Date	Buyer	Organization	Dept/Loc	Status	Alternate Id
BD-20-1002-1003-001	MDAR- Seeking Municipalities to participate in Mass Animal Fund Spay and Neuter Program		Open Market	01/31/2026 00:00:00	Robert Monahan	Department of Agricultural Resources	1003 / 001	Sent	AGR-MAMunicipalVet-FY20

Once you click on the blue hyperlink, the **Bid Solicitation Summary Page** will open.

Bid Solicitation: BD-20-1002-1003-001

Responses Due in 338 Days, 9 Hours, 16 Minutes

Header Information

Bid Number: BD-20-1002-1003-001-47442	Description: MDAR- Seeking Municipalities to participate in Mass Animal Fund Spay and Neuter Program	Bid Opening Date: 01/31/2026 12:00:00 AM
Purchaser: Robert Monahan	Organization: Department of Agricultural Resources	Allow Electronic Quote: Yes
Department: 1003 - MDAR Administration	Location: 001 - Administration	Available Date: 01/16/2020 11:05:52 AM
Fiscal Year: 20	Type Code: NS - Non-Statewide Solicitation	Informal Bid Flag: Yes
Alternate Id: AGR-MAMunicipalVet-FY20	Required Date:	Open Enrollment Enabled: <input type="checkbox"/>
Info Contact: Sheri Gustafson- 617-626-1740 Program Coordinator, Mass Animal Fund	Bid Type: OPEN	
Purchase Method: Open Market	Rolling Enrollment Enabled: <input type="checkbox"/>	

Pre Bid Conference:

Bulletin Desc: The Mass Department of Agricultural Resources, MDAR, is seeking to solicit municipalities to participate in the Mass Animal Fund Spay/Neuter Program for costs associated with the vaccination, spaying and neutering of homeless dogs and cats incurred by municipalities throughout the Commonwealth in the course of performing their official duties associated with animal control activities.

Ship-to Address: Robert Monahan 180 Cambridge Street 9th Floor Boston, MA 02114-2151 US Email: robert.monahan@state.ma.us Phone: (617)626-1765	Bill-to Address: Robert Monahan 180 Cambridge Street 9th Floor Boston, MA 02114-2151 US Email: robert.monahan@state.ma.us Phone: (617)626-1765	Print Format:
---	---	----------------------

File Attachments:

- This Is the RFR- AGR-MAMunicipalVet-FY20.pdf
- REQUIRED- Municipality Application Form to be Submitted.pdf

b. At the bottom of this page, click on the **Follow** button.

Create Quote **Follow** Bid Q & A View Quote(s) Print Page Exit

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c. Then the **Acknowledge Receipt and View Solicitation** page opens. Click **YES** This will allow you to receive future updates regarding this Bid, including Amendments.



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Acknowledge Receipt and View Solicitation

Bid # MD-20-1002-1003-001-47442
 Bid Description MDAR- Seeking Municipalities to participate in Mass Animal Fund Spray and Neuter Program

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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d. After acknowledging receipt, you will return to the **Bid Summary page**.

5. Review Bid Solicitation Attachments.

a. **Scroll down to "FILE ATTACHMENTS"**: Open and Download & Read through all of the Documents so you are comfortable with all terms and required information and forms that must be submitted with your Quote. Then Complete your own documents and any Department required forms. This way you will have all the documents ready to upload when you are ready to begin creating your quote.

File Attachments:

1. This is the RFR- AGR-MAMunicipalVet-FY20.pdf
2. REQUIRED- Municipality Application Form to be Submitted.pdf
3. Instructions- How to submit a quote-bid for Municipal Partners v2.pdf
4. REVIEW ONLY- Additional Documents needed IF Contract is Awarded- DO NOT COMPLETE NOW.pdf

Form Attachments:

[JOB AID- How to Create Quote in COMMBUYS.pdf](#)
[JOB AID- How to withdraw-reopen-resubmit-quote-in-commbuys.pdf](#)

Required Quote Attachments

b. To begin later, you can repeat steps 1-4 to return to the Bid Summary page.

c. On the bottom part of the page, click **Create Quote**.

Create Quote Bid Q & A View Quote(s) Print Page Exit

6. New Quote page will open.

a. You only need to complete

• **Info Contact**: Contact information for questions regarding quote.

b. Immediately Skip to the bottom of the page and click on **Save & Continue**.

New Quote

Responses Due in 338 Days, 8 Hours, 52 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

Other Quotes for this bid by the same vendor: DT-1002-1003-001-144119

Quote #: Department of Agricultural Resources
 Status: In progress
 Delivery Days: 0
 Is "No Bid":
 Shipping Terms:
 Ship Via Terms:
 Promised Date:
Info Contact:
 Comments:
 Date Last Updated:

Bid #: MD-20-1002-1003-001-47442
 Bid Opening Date: 2020-01-31 00:00:00
 Description: MDAR- Seeking Municipalities
 Discount Percent: 0.0 %
 Alternate Bid:
 Freight Terms:
 Payment Terms:

User Last Updated:

Save & Continue

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c. The pages refreshes displaying your new **Quote Number**.

d. System messages are also displayed.

- A red error message "**Quote Validation Errors**: Terms & Conditions is not acknowledged". **Ignore for now**, that is a step later in this process.
- A yellow message reads: "**Quote Validation Warnings**: Your quote has not been submitted." This continues to show until successfully submitted.



MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES DEPARTMENTAL REQUEST FOR RESPONSE (RFR)

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote QT-1002-1003-001-148784 - mdar vendor test account

Responses Due in 338 Days, 8 Hours, 43 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Other Quotes for this bid by the same vendor: [QT-1002-1003-001-144119](#)

Quote #: QT-1002-1003-001-148784
 Organization: Department of Agricultural Resources
 Status: In progress
 Bid #: [BD-20-1902-1003-001-47443](#)
 Bid Opening Date: 2026-01-31 00:00:00.0
 Description: MDA-Seeking Municipalities
 Discount Percent: 0.0 %
 Alternate Bid:
 Freight Terms:
 Payment Terms:

Delivery Days: 0
 Is "No Bid":
 Shipping Terms:
 Ship Via Terms:
 Promised Date: (MM/DD/YYYY)
 Info Contact:
 Comments:
 Data Last Updated: 02/26/2025 03:15:01 PM
 User Created: Rob Monahan Vendor Test MDAR
 User Last Updated: Rob Monahan Vendor Test MDAR

[Save & Continue](#)

e. Click on the **Items** tab to continue creating the quote

Quote QT-1002-1003-001-148784 - mdar vendor test account

Responses Due in

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

7. Complete the Quote Items Tab

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Quote Items

Sort by Column: Print Sequence Sort Descending

QUOTE	Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	1.0	1.0	No	(42-12-00-00-0000) The Mass Department of Agricultural Resources, MDAR, is seeking to solicit municipalities to participate in the Mass Anim... Department of Agricultural Resources, MDAR, is seeking to solicit municipalities to participate in the Mass Anim...	1.0		\$0.00	0.0%	None	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternate Description:				<input type="text"/>										

Quote Response Total: \$0.00

[Save & Continue](#) [Export Items](#) [Upload Items](#)

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- Be sure that the **See Quote Attachment(s)** box is pre-selected ✓, and the **No Charge and Unit Cost** selections are disabled. **You don't need to enter any dollars on this screen.**
- These settings allow you to upload all required information in your attachments you'll upload in a later step.
- At the bottom of the page click **Save & Continue**

8. Answering Buyer Questions

- The Department **may** choose to use COMMBUYS to ask questions that must be answered before a quote can be submitted. In such cases, a red error message displays at the top of the screen. **But not used for every RFR.**
- If there are, type answers to questions then click **Save & Continue**. Any red Question related error message disappear.

General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

- Otherwise, click the **Terms & Conditions** tab.



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9. Click on **Terms & Conditions** Header.

Quote QT-1002-1003-001- - Massachusetts Animal Fund

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary Back to Bid

- a. Click **Yes** at the bottom of page under: **Do you accept the terms & conditions of the bid?** Then click **Save & Continue**.

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description
1. This is the RFR-AGR-MAMunicipalVet-FY20.pdf (view details)	The is the RFR Document
2. REQUIRED- Municipality Application Form to be Submitted.pdf (view details)	To Be Completed and sent with you
3. INSTRUCTIONS- How to submit a quote-bid for Municipal Partners.pdf (view details)	Instructions for COMMBLVS Quote
4. REVIEW ONLY- Additional Documents needed IF Contract is Awarded- DO NOT COMPLETE NOW.pdf (view details)	Not to be completed at this time

Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

- b. When the screen refreshes, the red warning “Quote Validation Errors: Terms & Conditions is not acknowledged” will be gone.
- c. Continue to the **Attachments Tab**.

10. Click on the **Attachments Tab**.

Quote QT-1002-1003-001- - Massachusetts Anim

General Items Questions Subcontractors Notes Terms & Conditions **Attachments**

Here you will upload all of your previously saved documents you had prepared.

- Click **Add File** and follow the prompts to upload the forms from your computer, (like you would an attachment to an email)
- After uploading the necessary file, click **Save & Exit** then repeat the **Add File** step for as many documents as you have.
- Be sure to review your attachments to make sure the required document(s) are correct and ready to be submitted. You can open them from the blue hyperlink.**
- Once everything is uploaded, click **Save & Exit**.
- You have the option to check off the Confidential box to designate an attachment as confidential. Mark only those documents that contain confidential information not subject to the Massachusetts Public Records Law (e.g., those containing your Tax ID, bank account information, etc.) as confidential.
- Similarly, to remove an attachment uploaded in error, click the Delete box for the item. Click **Save & Continue** to save any changes.



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Attachments screen examples:

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary [Back to Bid](#)

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

[Files](#)

Click **Add File** to add file attachments.

No File Attachments

Required Attachments

No required attachments

[Save & Continue](#) **Add File**

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*: No file chosen

Location: 00026274

Confidential:

[Save & Exit](#) [Save & Continue](#) [Save & Add New](#) [Reset](#) [Cancel & Exit](#)

[Files](#)

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
Attach A - PVEP Application Response Form- REQUIRED with Submission.pdf		<input type="checkbox"/>	0	Rob Monahan Vendor Test MDAR	02/26/2025	<input type="checkbox"/>

Required Attachments

No required attachments

[Save & Continue](#) [Add File](#)

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11. Go to Summary Tab. see example.

Quote Validation Warnings

Your quote has not been submitted.

Quote QT-1002-1003-001-148784 - mdar vendor test account

Responses Due in 33:

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** [Back to Bid](#)

- At the top of this page, you will still see the yellow **“Quote Validation Warning: Your quote has NOT been submitted”**.
- Review the summary page to make sure all your attachments are correct.
- At **bottom of page** click **Submit Quote**

Submit Quote [Cancel Quote](#)

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The most common error in completing the process is NOT clicking SUBMIT QUOTE.



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DEPARTMENTAL REQUEST FOR RESPONSE (RFR)

d. The **Summary Page** will refresh, and the Status field will read **Submitted**.

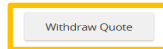
Quote QT-1002-1003-001-148784 - mdar vendor test account
Responses Due in 338 Days, 7 Hours, 28 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** [Back to Bid](#)

Header Information

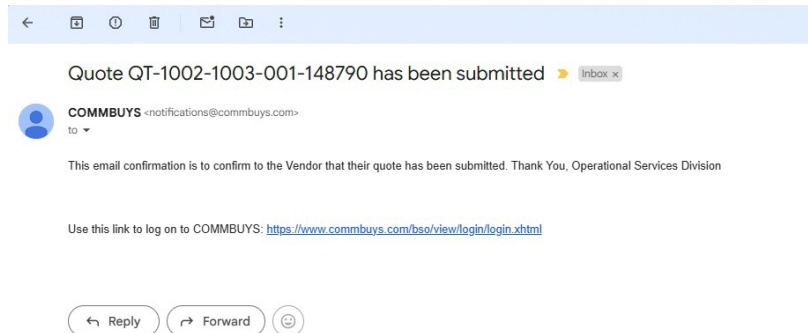
Quote #:	QT-1002-1003-001-148784	Bid #:	BD-20-1002-1003-001-47442	Status:	Submitted
Organization:	Department of Agricultural Resources			Discount Percent:	0.0
Description:	MDAR- Seeking Municipalities to participate in Mass Animal Fund Spay and Neuter Program	Delivery Days:	0	Shipping Terms:	
Bid Flag:	Yes	Alternate Bid:	No		

e. And at the bottom the only option should be the **Withdraw Quote** button.



12. Upon successful submission

a. You will also receive an automated email confirmation from **COMMBUYS <notifications@commbuys.com>** that your quote has been accepted: That is when you know your Quote went through. **Check your Junk Email folder as well.**



If you do not receive a confirmation email, your submission was not successful. Retrace the above steps or contact the COMMBUYS Help Desk.

13. Once Quotes are received, the Department will review submissions after the Bid Opening Date and be in contact for next steps.

END

FY27 Request for Bids: Agricultural Commissions Planning Assistance

Request for Bids: Farm Viability Enhancement Program. Agricultural Commissions Planning Assistance

The Massachusetts Department of Agricultural Resources (“Department”) seeks to contract with a single individual or entity to provide assistance to Massachusetts Agricultural Commissions (“Commissions”).

Background

Commissions, established through legislatively-authorized action taken by a municipality, serve as a local voice advocating for farmers and agriculture-related interests. They provide visibility for farming and forestry activities within a municipality, and work to implement Right-to-Farm bylaws, which may be adopted by the municipality. Commissions may also work with other municipal officials, boards, and/or committees on issues facing individual farmers and/or the municipality as they relate to agriculture and natural resource management and how those issues relate to other municipal priorities.

Commissions’ authority comes from state statute ([MGL Ch. 40 Sec. 8L](#)):

“Unless otherwise restricted by law, a municipal agricultural commission may: (i) buy, hold, manage, license or lease land for agricultural purposes; (ii) educate the public on agricultural issues; (iii) advocate for farmers, farm businesses and farm interests; (iv) assist farmers in resolving municipal problems or conflicts related to farms; (v) seek to coordinate agricultural-related activities with other governmental bodies or unofficial local groups or organizations that promote agriculture; (vi) receive grants, gifts, bequests or devises of money or personal property of any nature and interests in real property in accordance with this section; (vii) apply for, receive, expend and act on behalf of the municipality in connection with federal and state grants or programs or private grants related to local agriculture, with the approval of the mayor or city manager in a city or the board of selectmen in a town; and (viii) advertise, prepare, print and distribute books, maps, charts and pamphlets related to local agriculture that the municipal agricultural commission deems necessary for its work.”

The RFQ will result in the selection of a single individual or entity (“Contractor”) to provide support to Commissions by providing the services listed in the RFQ. The Contractor shall provide services in accordance with a contract executed between the parties.

Scope

The purpose of this procurement is to find a single, qualified Contractor with proven expertise providing technical assistance services to Commissions. The Contractor shall facilitate the development of new Commissions in the Commonwealth and enhance the effectiveness of existing Commissions. The Contractor shall provide technical support for Commissions by providing the following services:

1. Attend Commission meetings to assist with the development of mission statements, workplans, procedures, and awareness of applicable federal, state, and local programs, statutes, regulations, and bylaws that may impact agricultural activity.
2. Meet with agricultural leaders, commodity groups, farmers, residents, community leaders, and municipal representatives to inform them about the benefits of Commissions.
3. Promote Commissions at appropriate events, as determined by both Contractor and approved by the Department.
4. Create opportunities to educate municipalities and the general public about Commissions.

FY27 Request for Bids: Agricultural Commissions Planning Assistance

5. Work with MDAR's Environmental Justice liaisons to ensure the Executive Office of Energy & Environmental Affairs [Environmental Justice Policy](#) is implemented by providing inclusive outreach to EJ communities and populations. See link for more information: [Environmental Justice | Mass.gov](#)
6. Hold at least five (5) regional or local informational sessions/workshops throughout the Commonwealth to provide educational information on issues important to agriculture, including but not limited to: neighbor relations and conflict management; state and local wetlands requirements and exemptions; local zoning requirements and M.G.L. c. 40A, Section 3; the Massachusetts Farmland Action Plan; land acquisition and leasing; the role of Commissions with respect to Boards of Health; and application information on state, federal, and other funding programs. When necessary, the Contractor shall seek participation of Department staff and qualified professionals to assist with these sessions. The Department shall not provide compensation to any individual or entity other than the Contractor.
7. Maintain an up-to-date list of Commissions in the Commonwealth as well as a list of those municipalities that have adopted Right-to-Farm bylaws. This information shall be made available on the Department's website and shall be updated by the Contractor. The Department shall review and approve all information prior to posting.
8. Explore the development of a statewide association to support the continued development of Agricultural Commissions.

Responses to Request for Bids must be sent through COMMBUYS by 5:00 PM, Tuesday, July 14, 2026.

Refer to the **How to submit a Quote via COMMBUYS document** and if you still need assistance with COMMBUYS, please contact Rob Monahan at Robert.Monahan@mass.gov. For questions about the services being required, please contact Gerard Kennedy at Gerard.Kennedy@mass.gov or 617-921-4018.