

# Instructions for finding & downloading files on Comm-Pass

## BUYSMART

**Buyers:** Better manage the procurement process with *BUYSMART*, the *FREE* online system for Massachusetts public entities from Comm-PASS.

Buyer LoginID

Password

Login/Agree

Terms of Use

[Retrieve Forgotten Login ID](#)

[Reset Forgotten Password](#)

**BUYSMART** Helps you:

- > Receive more qualified competitive bids
- > Streamline workflow
- > Increase procurement efficiency
- > Simplify filing with an electronic paperless system [more benefits...](#)

## Bringing buyers and vendors together

When you're looking for state contracts, it helps to know where to look. Right here! Comm-PASS provides public access to all interested parties at no cost. Comm-PASS promotes fair and open competition by providing a single point of contact for procurement in Massachusetts. Buyers can post opportunities and vendors can currently search over 2500 contracts for free. Vendors can streamline their bidding process even **more by subscribing to SMARTBID**, our enhanced bid management and tracking service.

1. Click Search for Solicitations



Opportunities

### Business Opportunities Abound

Did you know the state spends more than \$4 billion per year in contracts? We need buildings repaired, uniforms made, websites designed and many other goods and services. Here on Comm-PASS you will find solicitations and contracts touching many industries.

- > [Search for solicitations](#)
- > [Search for contracts](#)
- > [Search for bidders' forums](#)

### Throughout Massachusetts

In addition to state contracts, we work with towns, schools and other public entities. Public buyers in Massachusetts may post solicitations and/or contracts on Comm-PASS at no charge, including:

- > 351 cities and towns
- > 119 courts
- > 12 district attorneys
- > 19 public authorities
- > 485 public school districts
- > 1,100 social service providers

## SMARTBID

**Vendors:** Stay on top of contract opportunities by subscribing to SMARTBID, the new online subscription service from Comm-PASS.

Vendor LoginID

Password

Login

[Retrieve Forgotten Login ID](#)

[Reset Forgotten Password](#)

**SMARTBID** Lets you:

- > Track bids online through the entire process
- > Get emails about amendments and updates
- > Receive emails with new solicitations / contracts that meet your criteria
- > List in the publicly accessible Comm-PASS Business directory [more benefits...](#)



Home > [Browse Solicitations](#) >

## Search for a Solicitation

### Search by Keyword

Keywords:

The keyword search is not case sensitive and searches only on entered characters. The keyword search does not conduct partial word searches and does not recognize an asterisk (\*) as a "wildcard" command.

### \*\*AND\*\* Search by Specific Criteria

For Statewide Contract:

Document Number:

Document Status:

Department: [Select Department](#)

Procurement Type:

Applicable Procurement Law:

Comm-PASS Category: [Select Subcategory](#)

2. Enter the BHA Project Number

3. Click Search

[Home](#) > [Browse Solicitations](#) >

4. Click Search Result Line

Search for a Solicitation

**There are 1 Solicitation(s) found that match your search criteria**

Search by Keyword

[Home](#) > [Browse Solicitations](#) > [Solicitation Search](#) >

**Solicitation Search Result**

One item found.

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
02/19/2009	BHA 06-015C Prequali...	Request for Qualifications - Bathroom Mode...	OPEN	01/28/2009	02/19/2009	

5. Click Eyeglass Icon

[Home](#) > [Browse Solicitations](#) > [Solicitation Search](#) > [Search Result](#) >

**Summary**

[Interested in Bidding?](#)

**Document Number:** BHA 06-015C Prequalification **Issued By:** Boston Housing Authority / Boston Housing Authority

**Summary** | **Rules** | **Issuer(s)** | **Forms & Terms** | **Specifications** | **Other Information**

**Document Title:** Request for Qualifications - Bathroom Modernization at Charlestown Development  
**Document Status:** OPEN **Version:** 00000

**Estimated Value (US\$):** 18,800,000.00  
**Estimated Units:** Not Available

**Open Date:** 01/28/2009 09:00AM **Close Date:** 02/19/2009 10:00AM  
**Amendment Deadline:** 02/19/2009 09:59AM **Last Changed Date:** 01/28/2009 09:00AM

6. Forms are located under the Specifications & Forms Tabs



**Specifications**

> [Interested in Bidding?](#)

Document Number: BHA 06-015C Prequalification Issued By: Boston Housing Authority

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Forms & Terms](#) [Specifications](#) [Other Information](#)

[Select All](#)

Select the View option to access one file at a time. To access multiple files through the Download Selected Files feature, you must have file decompression software or utilities. A trial demonstration of WinZip for PC's is available at [www.winzip.com](http://www.winzip.com).

[Download Selected Files](#)

Select	Upload Date	Solicitation Document Description	View
<input type="checkbox"/>	01/27/2009	Resident Employment Informational Only	
<input type="checkbox"/>	01/27/2009	General Contractor's Prequalification Package	
<input type="checkbox"/>	01/27/2009	RFQ Notice for Filed Subcontractors	
<input type="checkbox"/>	01/27/2009	MPP - Informational Copy	
<input type="checkbox"/>	01/27/2009	RFQ Notice for General Contractors	
<input type="checkbox"/>	01/27/2009	Filed Subcontractor's Prequalification Package	

7. Use Eyeglass Icons to view & download individual files

8. OR Select all files and download at once using "Download Selected Files" button