



PROCUREMENT ADVERTISEMENT GUIDE

Updated December 2025




Procurement

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Help us Spread the Word: City Record Digital Newsletter!

The City Record is a digital newspaper published weekly that **highlights all advertised contracting opportunities** with the City. Invite interested vendors to subscribe [here](#) or email cityrecord@boston.gov.

Questions?

- If you have questions about the *advertisement requirements related to your procurement*, reach out to your [procurement analyst](#).
- If you have questions on how to submit your advertisement, email cityrecord@boston.gov

ADVERTISEMENT REQUIREMENTS BY M.G.L.

Supplies And Services – M.G.L c.30B

- < \$10,000
 - No Advertising Requirements (*but you can choose to post it publicly!*)
- \$10,000 - \$50,000 (or ≤ \$250,000 if [IQC](#))
 - No Advertising Requirements (*but you can choose to post it publicly!*)
- > \$50,000: Ads must run at least 2 weeks before bid due date
 - Newspaper ([City Record](#)): Ads must be submitted by **noon on Mondays** via [City Record / COMMBUYS Submission Form](#) in order to run the **following Monday**. A full guide to City Record advertising can be found [HERE](#)
 - Publish on [boston.gov](#) (acceptable replacement for in office): Handled by Procurement Department staff based on your City Record ad
 - Advertise on [COMMBUYS](#): Handled by Procurement Department staff based on your City Record ad
 - Publish in [Goods and Services Bulletin](#) (submit by 4pm Wednesday for the following Monday): **Department responsibility**

< \$10,000	\$10,000 - \$50,000	> \$50,000
No Advertising Requirements	No Advertising Requirements	Supplier Portal & boston.gov
		City Record
		COMMBUYS
		Goods & Services Bulletin (required if above \$100,000)

All ads should direct vendors to the Bid Event on the Supplier Portal

Please Note: Goods and Services Bulletin advertisements should be submitted to the MA Secretary of the State's Office [here](#). The submission deadline is 4:00 p.m. on Wednesday for publication the following Monday.

Design Services - M.G.L c. 7c

- Estimated Design Fee (EDF) < \$30,000 or Estimated Construction Cost (ECC) < \$300,000
 - No Advertising Requirements
- Estimated Design Fee (EDF) > \$30,000 or Estimated Construction Cost > \$300,000
 - Post in the [Central Register](#) (see note)
 - Publish in local newspaper (see note)
 - *Suggested but not required*: City Record Ad

EDF < \$30,000 ECC < \$300,000	EDF > \$30,000 ECC > \$300,000
No Advertising Requirements	Central Register
	Newspaper - <i>Globe, Herald, other local Newspapers encouraged</i>
	City Record (suggested)

Please Note: Central Register advertisements should be submitted to the MA Secretary of State on Wednesdays [here](#). The submission deadline is 4PM on Wednesday to be published on the following Wednesday.

The City Record does **NOT** count as a newspaper publication for design services and other types of procurement that are not goods/services under Chapter 30B.

Building Construction - M.G.L C. 149 & Public Works Construction - M.G.L C. 30 § 39m

- < \$10,000
 - No Advertising Requirements
- \$10,000 – \$50,000: All ads must run at least 2 weeks before bid due date
 - Publish notice on boston.gov (acceptable replacement for in your office):
Handled by Procurement Department staff if you submit to City Record
 - Advertise on [COMMBUYS](#): Handled by Procurement Department staff if you submit to City Record
 - Post in the [Central Register](#)
 - *Suggested but not required*: City Record Ad
- > \$50,000: All ads must run at least 2 weeks before bid due date
 - Publish notice on boston.gov (acceptable replacement for in your office):
Handled by Procurement Department staff if you submit to City Record
 - Advertise on [COMMBUYS](#): Handled by Procurement Department staff if you submit to City Record
 - Post in the [Central Register](#) - **including award information**
 - Publish in a **newspaper** (Globe, Herald)
 - *Suggested but not required*: City Record Ad

< \$10,000	\$10,000 - \$50,000	> \$50,000
No Advertising Requirements	boston.gov	boston.gov
	COMMBUYS	COMMBUYS
	Central Register	Central Register
		Newspaper - Globe, Herald, other local Newspapers encouraged

Construction procurements have the same requirements as M.G.L Ch. 30B, with these differences:

- Advertising is required for any procurement >\$10K, not just >\$50K

- City Record **does not count as a newspaper**, so an ad in the Globe, Herald, etc. is required
- The Central Register (*published on Wednesdays, deadline still 4pm on Wednesday*) is substituted for the Goods & Services Bulletin (published on Mondays)
- Publication of the **award information** in the Central Register is also required

Please Note: Central Register advertisements should be submitted to the MA Secretary of State on Wednesdays [here](#). The submission deadline is 4PM on Wednesday to be published on the following Wednesday.

City Record Guide

for Advertisement Submission Deadline and Schedule

DEADLINES & PUBLICATION SCHEDULE

To publish ads on the City Record and COMMBUYS, advertisements **must be submitted to the Procurement Department via the [City Record /COMMBUYS Submission Form](#)** by NOON on **Mondays** for publication the following two Mondays.

When and where are advertisements published?

The City Record is **published weekly on Mondays at 8 AM**. The City Record is published on boston.gov/procurement, and a digital newsletter is emailed to subscribers every Monday. Sign up [here](#) to receive emails from the City Record.

Additionally, the Procurement Department will post all advertisements submitted to the City Record in [COMMBUYS](#) and [Boston.gov/bid-listings](https://boston.gov/bid-listings).

I. Plan Ahead: Important City Record Dates

When should I submit my advertisement?

- The weekly deadline for submitting an advertisement **is Monday at noon** for publication the following two Mondays.
- **IMPORTANT:** We strongly recommend that you submit the advertisement as early as possible. Submitting before the deadline provides time for corrections to be processed. If corrections are needed *after* the Monday deadline, you will have to resubmit the ad for the following week.

What is the required posting period before an opportunity can close?

- Ads must be published in the City Record and COMMBUYS for at least two consecutive weeks.
- Opportunities must be publicly advertised for at least **10 business days** before the opportunity can close (bid end date).

How Do Holidays Impact City Record Submission & Advertisement Dates?

- **Submissions:** If there is a Monday holiday, the submission deadline is shifted to **12PM the preceding Friday**.

- **Advertisement Dates:** City holidays do not count as a business day. As a result, you must **extend the bid end date by one extra day**.

EXAMPLE CITY RECORD / ADVERTISEMENT HOLIDAY CALENDAR

	M	T	W	Th	F
Dec 2025	8 Submit FINAL Ad by 12PM	9	10	11	12
	15 8AM: First Ad Publication Date Example: 12PM - Bid Start Date/Time	16 End of 1st business day	17 2nd business day	18 3rd business day	19 4th business day
	22 5th business day 8AM: Second Ad Publication Date	23 6th business day	24 7th business day	25 HOLIDAY	26 <u>8th</u> business day
	29 9th business day	30 Example: 12 PM - Earliest Bid End Date/ Time 10th Business Day	31		

SUBMITTING ADS TO THE CITY RECORD / COMMBUYS

II. Prepare your Ad for Submission – Advertisement Templates

To prepare your advertisement for publication in the City Record and COMMBUYS, **make a copy** or **copy and paste** the template for the relevant procurement type and fill in the **highlighted information**. Please **DO NOT** edit the font type, font size, color, or capitalization.

→ To access advertisement templates by procurement type, [click here](#) ←

CITY RECORD / COMMBUYS INVITATION FOR BIDS (IFB) ADVERTISEMENT	CITY RECORD / COMMBUYS REQUEST FOR PROPOSALS (RFP) ADVERTISEMENT
8-DIGIT UNSPSC CODE DEPARTMENT NAME	8-DIGIT UNSPSC CODE DEPARTMENT NAME
INVITATION FOR BIDS	REQUEST FOR PROPOSALS
SHORT HEADLINE /TITLE OF PROCUREMENT	SHORT HEADLINE /TITLE OF PROCUREMENT
EV000XXXXX Project No. XXXX M.G.L. c. XX	EV000XXXXX Project No. XXXX M.G.L. c. XX
CONTACT INFORMATION First Name Last Name Phone number First.Lastname@boston.gov	CONTACT INFORMATION First Name Last Name Phone number First.Lastname@boston.gov
The City of Boston, acting by the Department Name, Department Address, Boston, MA Zip Code, hereinafter referred to as the Awarding Authority, hereby invites sealed bids for the project listed above.	The City of Boston, acting by the Department Name, Department Address, Boston, MA Zip Code, hereinafter referred to as the Awarding Authority, requests proposals for the project listed above.
Bids will be solicited from interested vendors through the City of Boston's Supplier Portal: boston.gov/departments/procurement .	Proposals will be solicited from interested vendors through the City of Boston's Supplier Portal: boston.gov/departments/procurement .
All bids for this project are subject to all applicable provisions of law and in accordance with the terms and provisions of the contract documents entitled: Full name of IFB as it appears in the Supplier Portal.	All proposals for this project are subject to all applicable provisions of law and in accordance with the terms and provisions of the contract documents entitled: Full name of RFP as it appears in the Supplier Portal.
Bids must be submitted before 2:00 P.M., Boston time, IFB End Date - Day of the Week, IFB End Date - Month IFB End Date - Day, IFB End Date - Year and opened forthwith.	Proposals must be submitted before 2:00 P.M., Boston time, RFP End Date - Day of the Week, RFP End Date - Month RFP End Date - Day, RFP End Date - Year and opened forthwith.
The IFB documents will be available on or about IFB Start Date - Day of the Week, IFB Start Date - Month IFB Start Date - Day, IFB Start Date - Year after 9:00 A.M., Boston time.	The RFP documents will be available on or about RFP Start Date - Day of the Week, RFP Start Date - Month RFP Start Date - Day, RFP Start Date - Year after 9:00 A.M., Boston time.
Optional 2-3 sentences specific to your procurement (e.g. certifications, site visits, etc.)	Optional 2-3 sentences specific to your procurement (e.g. certifications, site visits, etc.)
Department Head Name, Department Head Title (Please Ad Month) First Ad Date, Second Ad Month, Second Ad Date, Ad Date Year	Department Head Name, Department Head Title (Please Ad Month) First Ad Date, Second Ad Month, Second Ad Date, Ad Date Year

Each template includes a checklist specific to the procurement you are advertising. Use the checklist to confirm that your ad has all the information required for publication in the City Record / COMMBUYS:

- ☐ 8-digit UNSPSC Code – to see a list of active codes, [click here](#).
- ☐ Department Name
- ☐ Short Headline or Title of Procurement
- ☐ Event Number (if available)
- ☐ Project Number (if applicable)
- ☐ Relevant Mass General Law (if applicable)
- ☐ Contact Information (of the individual best able to answer questions about the opportunity / information being advertised)
- ☐ Bid Start & Bid End Dates
- ☐ Department Head Name & Title
- ☐ City Record / COMMBUYS Publication Dates (**must be two consecutive Mondays**)
- ☐ Once you fill in the required details, **remove the highlighting!**

III. Step-by-Step Submission Instructions

Open the [City Record/COMMBUYS Submission Google Form](#), fill in the required information and attach a copy of your advertisement. The form will prompt you to:

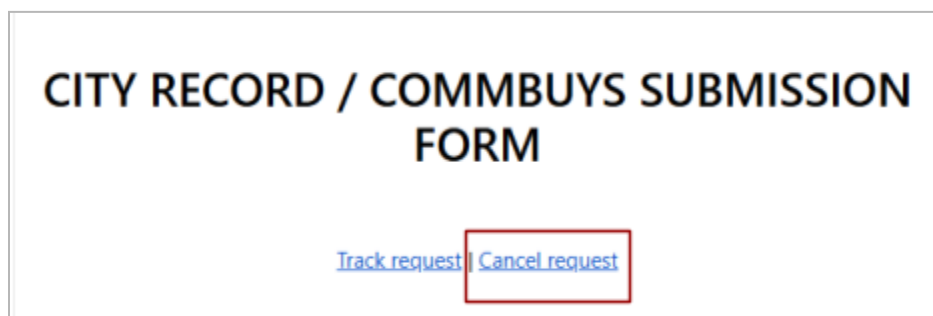
1. Fill in your contact information – Name, Email, Department
2. Select the relevant advertisement type:
 - a. **City of Boston Procurement Advertisements** include information about when a public procurement opportunity will become available for interested suppliers to submit their responses. For example, announcing the opening of an IFB or RFP opportunity.
 - i. For a **Procurement Advertisement** request you will be required to fill in the following information (***make sure that the details entered in the form match the information included in the ad***):
 1. Procurement Law (Ch. 30B, 149, 30 39M, etc.)
 2. Procurement Method (RFP, IFB, RFQ, etc.)
 - a. **Note:** if you are advertising an RFP, you will be prompted to attach an approved CB-04 form (signed by CFO's Office and OEOI).
 3. Short Headline / Title of Procurement
 4. Event Number (if available)
 5. Relevant 8-digit UNSPSC Code (to see a list of active codes, [click here](#))
 6. First Advertisement Publication Date
 7. Second Advertisement Publication Date
 8. Bid Start Date & Time - ***This date must be on or after your first advertisement date.***
 9. Bid End Date & Time
 - b. **Public Notice** can be used for more general announcements or to inform the public about important project milestones. For example, a notice announcing an intent to sell a City-owned parcel.
 - c. **Advertisement on behalf of an external party**, such as a general contractor or program partner to promote opportunities. Please note: wire payment from the external party is required for publication in the City Record. *You will be prompted to upload a confirmation of the payment as part of this submission process.*
 3. **Attach a Word doc copy of the advertisement.** Please use the template to ensure the advertisement is processed in a timely manner.
 4. **Submit!** You will receive an automated email acknowledging receipt of your submission.

Please allow 24-48 hrs for the City Record Administrator to review your submission. If your advertisement meets all the publishing requirements, you will receive an email from the City Record team approving your request and confirming the publication deadlines.

FREQUENTLY ASKED QUESTIONS

What if I need to make changes?

If you need to make any changes to your advertisement, you will have to cancel your request and submit a new form. To cancel your request, please go to the confirmation email you received and click “Cancel Request.” Unfortunately, limitations with the form do not allow for editing.



My request was pushed back, what do I do?

If the City Record team pushes back your request, you will receive an email denying your request. The email will include detailed comments explaining why your advertisement was pushed back. **Please read the comments carefully and address the corrections noted.**

You have until the Monday at noon deadline to resubmit a new request to publish your ad the following Monday.

What are Common Submission Errors?

1. **Wrong publication dates** – publication dates must fall on **Mondays**.
2. Bid end date is **less than 10 business days** from the bid start – make sure you take into account any holidays!
3. **CB-04 Form is not fully signed** – An approved CPO delegation form (CB-04) is required prior to advertising a Request for Proposals (RFP). Forms must be signed and approved by the CFO's Office and OEOI / Supplier Diversity.
4. **Missing UNSPSC Code** - The 8-digit code must be included in all procurement advertisements.
5. **Title mismatch** - The Ad Title must match your contract documents explicitly.
6. **Broken links** – Ensure all hyperlinks work and lead to the correct public page.
7. **Unauthorized visuals / formatting** – Do not add your own logos or images. Stick to the standard text format.