



The Official Newsletter of the Operational Services Division
 April 2016

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Esteemed Guests to Visit MASSBUYS 2016



Don't be surprised if you see the Governor and Lieutenant Governor at the MASSBUYS EXPO on April 28 at Gillette Stadium! Now in its 18th year, MASSBUYS is the largest Business to Government event in the Commonwealth of Massachusetts. MASSBUYS brings together Statewide and Departmental contract vendors and public purchasing and procurement officials from government agencies, municipalities, non-profit organizations, and educational institutions for a day of networking and learning.



This year at MASSBUYS, Governor Charlie Baker will speak to Commonwealth buyers about state procurement and its important role in supporting the Massachusetts economy, making available competitively priced products and services to public purchasers, and leveraging state purchasing programs and activities to ensure that opportunity is afforded to small and diverse businesses around the Commonwealth.

In support of initiatives that expand business opportunity, Lieutenant Governor Karyn Polito will kick off the MASSBUYS Vendor Networking Event that afternoon. Gathering Small Business Purchasing Program participants and Supplier Diversity Office-certified firms, the event will provide a forum for these business groups to network with Statewide and Departmental contract vendors and buyers.



Are you a Statewide or Departmental Contract Vendor?

[Click here to exhibit](#)

Are you a Public Purchasing and/or Procurement Professional?

[Click here to attend](#)

COMMBUYS Hall of Fame Winners: \$400MM Level

As of March 31, 2016, sales through COMMBUYS exceeded \$400MM and, with that, we have additional inductees into the COMMBUYS Hall of Fame.



You may recall that the COMMBUYS Hall of Fame was launched to acknowledge those individuals and organizations that have helped OSD reach significant COMMBUYS purchasing milestones. We congratulate our new winners below and our past Hall of Fame inductees and look forward to recognizing their accomplishment at MASSBUYS during the COMMBUYS Hall of Fame ceremony. Recipients will receive an award certificate and a bracelet to visit The Hall, home of the New England Patriots Hall of Fame at Gillette Stadium. Congratulations to our winners!

Criteria	\$400MM Level Inductees
Individual who placed the order in COMMBUYS that pushed us over the \$400MM level milestone	Annemarie Kates from MassIT
Individual who placed the highest number of orders in COMMBUYS, based on the total dollar value of those orders	Monica Auguste from MassIT
Executive/Non-Executive Department/Agency that placed the highest dollar value of orders in COMMBUYS	MassIT
Executive/Non-Executive Department/Agency that placed the highest number of orders in COMMBUYS	Department of Public Health
Municipality/Local Government that placed the highest dollar value of orders in COMMBUYS	Town of Nantucket
Municipality/Local Government that placed the highest number of orders in COMMBUYS	City of Lawrence

Upcoming Buyer Training

How to Use Master Blanket Purchase Orders
April 19

Conducting Procurements in COMMBUYS
April 22

Strategic Sourcing Certificate Program
May 5 (Session #1)

Upcoming Vendor Training

Basic Supplier Diversity Plan Overview
April 19

COMMBUYS: Organizational Design and Maintenance for the Seller Administrator
April 20

Small Business Purchasing Program Overview
April 21

Connecting Your Business to the Commonwealth
May 6 – Lawrence

*Dates are subject to change.
Click here to see the full calendar.*

MASSBUYS Contests & Activities for Attendees



Hunt for Patriots Hall of Fame Passes

Follow OSD on Twitter, receive push notifications on the MASSBUYS mobile app, and listen for announcements at MASSBUYS to get clues that will lead participants to hidden Patriots Hall of Fame passes!



MASSBUYS Photography Contest

Take photos throughout your day at MASSBUYS. Post them to social media using #MASSBUYS2016 or email them to OSDsocialmedia@state.ma.us. OSD Marketing and Communications staff will select the best photo of the day. Winner to receive a Fitbit!



Selfies with Brady & Gronk!

Locate life-size cutouts of Tom Brady and Rob Gronkowski for a memorable selfie. Listen for announcements to learn their location at MASSBUYS!

STRATEGIC SOURCING UPDATES

Statewide Contract
User Guides

Procurement
Schedule

COMMBUYS

We hear your feedback!

In an effort to consolidate OSD communications, all SWC news may be found in *Buy the Way* each month. OSD no longer sends weekly Strategic Sourcing and SWC News emails.

Reminder

Buy the Way is an interactive document. Use your cursor to hover and identify the hyperlinks and view photo captions.

COMMBUYS
Help Desk Assistance

Questions about
COMMBUYS?
Contact us for help.

1-888-627-8283
COMMBUYS@state.ma.us

Staff are available
8 a.m. to 5 p.m. ET,
Monday through Friday.

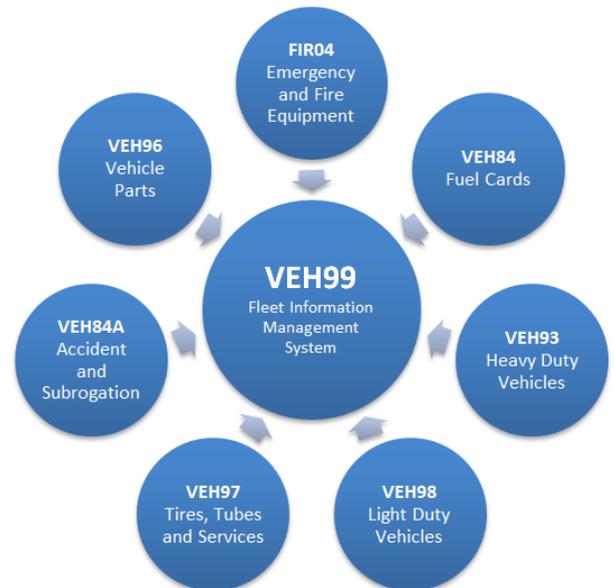
New Fleet Information Management System Statewide Contract (VEH99)

Chevin Fleet Solutions, LLC has been awarded the VEH99 Fleet Information Management System (FIMS) Statewide Contract, providing Agencies and local government organizations software to accurately track vehicles and other assets. FIMS services allow for better management and utilization of your fleet and related assets.

FIMS asset records may include cars, trucks, lawnmowers, boats, wood chippers, and specialty equipment. System capabilities enable users to track data points, such as VIN and plate number, required actions, such as registration renewal and inspection sticker updates, as well as fleet maintenance, accident repair, and driver records.

Through available VEH99 interfaces, all fleet-related data may be routed and housed in one repository:

- Vehicle (asset) Acquisition
- Vehicle Upfitting
- Fuel Transactions
- Maintenance Records
- Accident & Subrogation
- Windshield & Glass
- Tire Repair/Replacement
- Telematics
- Other Data: dates, costs, drivers, parts, etc.



FIMS platforms currently are being designed for the following categories of users:

- Executive Agencies that do not require an “in-house” work order system;
- Other Eligible Entities (non-Executive State agencies, Towns, Municipalities) that do not require an “in-house” work order system;
- Executive Branch agencies that do require an “in-house” work order system;
- Other Eligible Entities (non-Executive State agencies, Towns, Municipalities) that do require an “in-house” work order system.

Contract pricing is dependent on the number of users – as the number of users increase, costs decrease. Costs can range from \$2.40 to \$6.77 per vehicle per month.*

If your organization is interested in learning more about using VEH99 services, express interest by emailing Lisa Westgate, VEH99 Contract Manager, at lisa.westgate@state.ma.us.

**Additional fees may apply depending on configuration.*

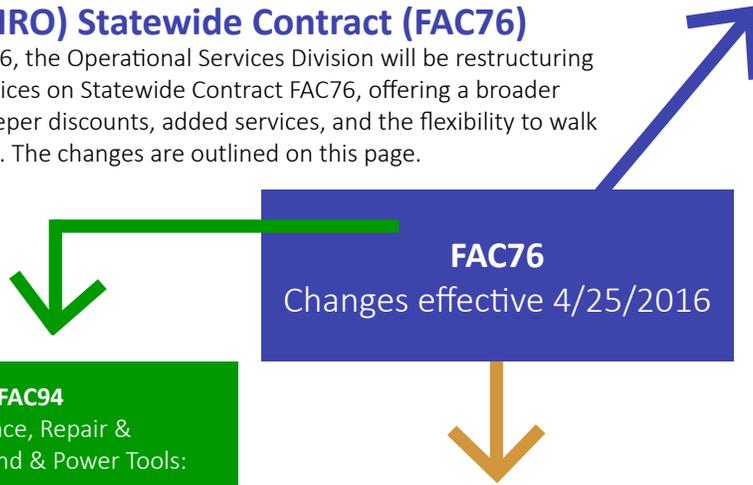
Join the VEH99 Governance Committee!

A Governance Committee is being formed and strategy teams will meet to determine the uniform business processes used within each of the system platforms. Additional members are welcome to join and are encouraged to contact Lisa Westgate.

STRATEGIC SOURCING UPDATES

Important Changes to Maintenance, Repair & Operations (MRO) Statewide Contract (FAC76)

Effective April 25, 2016, the Operational Services Division will be restructuring the products and services on Statewide Contract FAC76, offering a broader product selection, deeper discounts, added services, and the flexibility to walk in to local distributors. The changes are outlined on this page.



New FAC94

Facilities Maintenance, Repair & Operations, and Hand & Power Tools:

- Fastenal
- Grainger
- Hilti
- MSC
- Snap-On Tools

Awarded MRO Contractors Fastenal, Grainger, and MSC

- Significant savings for buyers on industrial/commercial quality products – savings over previous MRO contract pricing shown to be between 23-35%;
- Streamlined purchasing experience with more robust range of categories, making over one million items available with little or no restrictions;
- Option to pick up purchases at locations throughout the Commonwealth;
- Availability of vending machines in high-use locations to quickly purchase/rent a predetermined inventory of products. Vendor inventory management options available;
- Vendors offer PunchOut catalog purchasing and quote functionality;
- Commitment to Environmentally Preferable Products (EPPs). EPPs searchable on vendors' PunchOut catalogs;
- Vendors provide Technical Support and cross-referencing of manufacturer and competitor part numbers. Trained associates support buyers on standard and special orders. Refer to the Contract User Guide for vendor contact information.



Awarded Hand and Power Tools Contractors Hilti and Snap-On Tools

- Offering competitive percentage-off discounts by category. Locate pricing on each vendor's MBPO in COMMBUYS;
- Executive agencies must use solicitation-enabled functionality in COMMBUYS for quotes and orders. All other buyers should contact the vendor directly for quotes.



FAC76 Changes effective 4/25/2016

New FAC99

Walk-In Building Supplies & Materials:

- Home Depot
- Lowe's

FAC99 – Walk-in Building Supplies & Materials

- Residential/retail products and services from awarded vendors – Home Depot and Lowe's;
- Flexibility to walk in to retail stores around the Commonwealth to pick up parts, and building/carpentry/home improvement supplies and related materials;
- Addition of limited installation and repair services (not to exceed \$10K) for products and installation, covering installment of items such as cabinets, carpeting, flooring, countertops, and generators.
- FAC99 Purchase Guidance:
 - Buyers must establish an account with the vendor in order to transact business; procedures provided in the Contract User Guide.
 - COMMBUYS purchases are set up for RPA Release. Refer to the RPA Requisition job aid on the OSD website.

Please Note: Due to the nature of purchasing from this contract, the Home Depot PunchOut will be deactivated on Friday, April 22, 2016, at 5:00 p.m.

All Home Depot PunchOut orders should be placed no later than 2:00 p.m. on Wednesday, April 20, 2016, to allow for processing prior to deactivation.



Buyers should immediately begin using Home Depot's Master Blanket Purchase Order (MBPO), PO-14-1080-OSD01-OSD10-0000000388, for all Home Depot purchases. This MBPO is set up for RPA Release. Refer to the RPA Release Requisition job aid on the OSD website.

FAC76

Vendors providing products and services in the following categories will be extended through 9/30/2016:

Building Materials and Supplies

- Carr Hardware and Supply
- Curtis-Newton Lumber
- Design-Built Solutions (DBA Garland)
- Jackson Lumber & Millwork
- Richmond Hardware & Paint
- Shepley Wood Products

Electrical and Lighting Products and Supplies

- Electrical Wholesalers Inc. (Div of USESI)
- Granite City Electric Supply
- Graybar
- Sonepar Distribution US Inc. DBA NorthEast Electric Distribution
- Standard Electric (Div. of USESI) with sub Hampden/Zimmerman Electric

HVAC and Refrigeration Products and Supplies

- F.W. Webb Company
- Plumbers' Supply Company

Industrial Products and Supplies

- A&A Industrial Supply/ALBECO Fastener, Inc.
- Ferguson Industries
- Kaufman Company
- Motion Industries
- Supplyworks

LED Roadway and Outdoor Area Lighting

- Fred Davis Corporation
- Graybar
- Standard Electric (Div. of USESI) with sub Hampden/Zimmerman Electric

Plumbing and Heating Products and Supplies

- F.W. Webb Company
- Ferguson Enterprises
- Frank P. McCartin Co., Inc.
- Metropolitan Pipe & Supply
- Plumbers' Supply Company
- Premier Supply Group

Products and services in the above-referenced categories will be competitively bid to form new SWC FAC100, scheduled to launch on October 1, 2016.

The new FAC94 and FAC99 Contract User Guides will be published shortly, as will the updated FAC76 Contract User Guide. Locate Contract User Guides on the OSD website: mass.gov/osd > Buy from a Statewide Contract > Statewide Contract User Guides. Refer questions about these contracts to Maureen Barends at maureen.barends@state.ma.us.



Upcoming Outreach Events

COMMBUYS Vendor Registration

Are you a vendor looking to conduct business with the Commonwealth? Do you want to bid on contracts posted by the state, but don't know where to begin? Are you an SDO-Certified vendor whose certification is up for renewal? If you answered YES to any of those questions, then attending COMMBUYS Vendor Registration Day is a must! Your registration will never expire, and there's no fee to register.

Tuesday April 19

1:30 p.m. - 8:30 p.m. (1 hour slots)
 Worcester Public Library
 3 Salem Street
 Worcester, MA 01608
[Click here to register!](#)

MassHousing

26th Greater Boston Minority & Women Business Trade Fair

This trade fair will give minority- and women-owned businesses an opportunity to showcase their goods and services to property management companies, general contractors, government officials, and others in attendance. This information is provided as a courtesy, and should not be construed as an endorsement by OSD.

Thursday, April 21, 2016

5:00 p.m. to 8:00 p.m.
 Lombardo's
 6 Billings St.
 Randolph, MA 02368
[Click here to register!](#)



Thanks to the MASSBUYS Signature Sponsors!

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Platinum Sponsor

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Gold Sponsors

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 DSCI

Guardian Energy Management Solutions
 Price Waterhouse Coopers
 Standard Electric

Silver Sponsors

Accreon
 Applied Communication Services
 CAM Office Services
 Competitive Energy Services
 Fairfax Data Systems
 G.A. Blanco & Sons
 Government Scientific Source
 Granite City Electric Supply
 Lightship Engineering
 Rutter Networking Technology
 Standard Modern Company
 The Resource Connection
 Trans Med USA
 ePlus Technology
 RSM

Maximize Your Event Experience with the MASSBUYS Mobile App

After you register for MASSBUYS, download the MASSBUYS EXPO 2016 app to your mobile device to access all the information you'll need at the event, including the event schedule, vendor booth locations, speakers, sponsors, important updates, and contests! Connect with vendors and other attendees through the app, as well!

Take a few minutes to download the free MASSBUYS EXPO Mobile App! Search "MASSBUYS" at the **App Store**. You will need your MASSBUYS registration confirmation number (sent to you via email following your MASSBUYS registration) to access your workshop schedule and connect with vendors and other attendees.

Important: Buyers selected workshops during registration. Attendees should download the app to access their workshop schedule throughout the day.

If you have questions about downloading the MASSBUYS EXPO Mobile app, email us at osdsocialmedia@state.ma.us.

DOWNLOAD THE
MASSBUYS
 EVENT APP TODAY!





Click here to sign up for other email communications!

The Operational Services Division (OSD) administers the procurement process for the Commonwealth of Massachusetts' Executive Agencies by establishing Statewide Contracts for commonly purchased goods and services. OSD's mission is to help our government and business customers succeed in meeting their goals by providing outstanding customer service, competent advice and guidance, objectivity in our work, and to make available to our customers high quality products and services that exceed the expectations of those whom we serve.

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Celebrate Earth Day with an Update from the Environmentally Preferable Products Program



Annual Report - Fiscal Year 2015

This year marks the 20th anniversary of the Commonwealth of Massachusetts' Environmentally Preferable Products Procurement Program (EPP Program), part of the Operational Services Division (OSD).

The Program's primary goal is to leverage the Commonwealth's purchasing power to procure goods and services that have a lesser or reduced negative effect on human health and the environment when compared with competing products or services. Since the Program's inception, thousands of EPPs have been incorporated into more than 40 Statewide Contracts (SWCs).

The efforts led by Massachusetts over the last 20 years have helped raise the bar on the quality, cost, and availability of EPPs and also have driven prominent changes in the marketplace to more sustainable business practices.

Here are a few EPP Procurement Program highlights from the FY2015 Annual Report:

- Expenditures on environmentally preferable products and services in Statewide Contracts grew to more than \$385 million;
- Achieved more than \$28 million per year of estimated savings, primarily from purchases of energy-efficient products;
- Reduced approximately 190,000 metric tons of carbon equivalent (MTCE), achieved by purchasing products that are energy-efficient and those that contain post-consumer recycled content. This is equal to removing 64,776 passenger vehicles from the road;
- Diverted an estimated 19,222 tons of waste from disposal to recycling, which is equal to conserving 613 households' annual energy consumption for one year.

Earth Day is April 22, 2016! What Can You Do?



Install Solar

masssolarloan.com
Facilitates loan applications between \$3,000-\$60,000 (over \$30 million available).

Find Electric Vehicle Rebates

mor-ev.org
Offers individual rebates up to \$2,500 (varies by vehicle), with over \$4.2 million available.

Home Efficiency Recommendations to Save You Money!

masssave.com
Provides free energy audits and efficiency recommendations for homeowners and renters, in addition to facilitating loan applications to finance projects.

Choose Energy Efficient Products

energystar.gov/products

Look for Additional Earth Day Resources

epa.gov/earthday

EPP Resources

- Learn more about the EPP Program.
- Link to the EPP Program Annual Report for FY2015.
- Find EPPs on Statewide Contract and obtain information to set up an Environmental Purchasing Policy in your department or community in the Environmentally Preferable Products and Services Guide.

Jackets & Fleece Made from 100% Recycled Plastic

Environmentally Preferable Products Procurement Program Case Study

So what do cell phone cases, yogurt cups, and computer keyboards have to do with a clothing purchase? Read OSD's case study about the purchase of high-quality, high-performance jackets, obtained through Kenai Sports on Statewide Contract CLT07, to find out. It's a story fit for Earth Day!