Buy the Way

The Official Newsletter of the Operational Services Division

December 15, 2015

Availability of Naloxone (Narcan®) through Statewide Contract

Additional Resources

- **Attorney General Healey's Press Release**
- **DPH Memo on the Municipal Naloxone Bulk Purchasing Program**
- **Frequently Asked Questions about the Bulk Purchase Trust Fund document**

In This Issue

Availability of Naloxone (Narcan®) through Statewide Contract

COMMBUYS Hall of Fame

Statewide Contract Highlights

New Guide Available to Post Building Construction Contracts

Consider Environmentally Preferable Snow and Ice Melt Products This Winter

Commercial Organic Materials Waste Disposal Ban

PunchOut Announcements

Strategic Sourcing Certificate Program Graduates

Local government buyers have increasingly been reaching out to the Operational Services Division (OSD) about the availability of naloxone on Statewide Contract. As you may know, naloxone, the generic version of Narcan®, is a medication to reverse the effects of overdoses from heroin or other opioids. OSD is pleased to offer naloxone under Statewide Contract MED38 and provides, below, instructions to facilitate its order and delivery. Attorney General Maura Healey's press release outlines additional monetary supports that may reduce the price of naloxone even further.

OSD does not oversee the pharmacy elements or legal requirements of naloxone purchasing, distribution, and dispensing/administration. The following guidance has been developed in consultation with Executive Office of Health and Human Services offices: the Department of Public Health (DPH), the Drug Control Program (DCP), and the State Office of Pharmacy Services (SOPS), which oversee these elements.

Guidance to Obtain Naloxone

There are prescribed actions local government organizations must undertake and complete to obtain and allow their public employees to administer naloxone:

1. File the Application for Massachusetts Controlled Substances Registration form to obtain a Massachusetts Controlled Substances Registration, which must be in place before naloxone is purchased. View the associated regulations, 105 CMR 700.000.

2. The method for purchasing naloxone depends upon the availability of a medical facility with a DEA- and State-licensed pharmacy:

   a. Purchasing organizations that have a municipal medical facility with a DEA- and State-licensed pharmacy may purchase naloxone directly from Statewide Contract MED38.* An account must be set up with the Statewide Contract vendor, Cardinal Health. Please refer to the MED38 Contract User Guide for ordering instructions and Cardinal contact information.**

   b. Purchasing organizations that do not have availability of a licensed municipal pharmacy may purchase naloxone from Statewide Contract MED38 through designated personnel at the State Office of Pharmacy Services, who accept naloxone purchasing requests and payments, and will forward shipments to the locations designated by the purchasing organization.** Naloxone purchase requests may be forwarded to the following individuals at the State Office of Pharmacy Services:

Edward Cavallari	Edward.Cavallari@massmail.state.ma.us	978-858-2153
Elizabeth Landers	Elizabeth.Landers@state.ma.us	978-858-2104
Alki Nacopoulos	Alkiviadis.Nacopoulos@state.ma.us	978-858-2101
Donald Rogers	Donald.P.Rogers@state.ma.us	978-858-2114

** Executive Branch agencies must use COMMBUYS to document their purchases. Eligible entities, including local government organizations, are encouraged to become a COMMBUYS purchasing organization. Email the COMMBUYS Enablement Team at COMMBUYSEnablement@state.ma.us to learn more.*

*** Massachusetts Controlled Substances Registration must be in force before naloxone may be purchased.*

Congratulations to all of our inductees!

OSD has launched an initiative to acknowledge those individuals and organizations that have helped us reach significant COMMBUYS purchasing milestones. OSD will recognize specific activities for each $100MM level gain in the COMMBUYS Market Center. The COMMBUYS Hall of Fame induction ceremony will be held during the MASS*buys* EXPO, scheduled for spring 2016. Information about the location of the 2016 MASS*buys* event will be distributed shortly.

We have implemented a new protocol that enables more comprehensive reporting of COMMBUYS purchase order (PO) activity. In the past, published PO sales data was based solely on purchase orders created off of Master Blanket POs, both Statewide and Departmental, and did not include other PO activity such as non-catalog purchases.

OSD's new reporting protocol provides a more comprehensive picture of COMMBUYS PO sales activity and puts COMMBUYS over the $300MM mark! Therefore, on the occasions of our reaching the $200MM and $300MM milestones, OSD is pleased to recognize the following individuals and organizations:*

Criteria	$200MM Inductees	$300MM Inductees
Individual who placed the order in COMMBUYS that pushed us over the next $100MM level milestone	Ariola Molla, Department of Conservation and Recreation Vendor: E.J. Paving Co. Inc.	Cheryl Brooks, Department of Conservation and Recreation Vendor: MHQ
Individual who placed the highest number of orders in COMMBUYS, based on the total dollar value of those orders	Monica Auguste, MassIT 141 Orders totaling $8,993,837.38	Monica Auguste, MassIT 202 Orders totaling $19,398,317.40
Executive/Non-Executive Department/Agency that placed the highest dollar value of orders in COMMBUYS	MassIT $30,988,995.21	MassIT $36,242,926.39
Executive/Non-Executive Department/Agency that placed the highest number of orders in COMMBUYS	Department of Public Health Number of Orders: 1,421	Department of Public Health Number of Orders: 1,228
Municipality/Local Government that placed the highest dollar value of orders in COMMBUYS	City of Lawrence $703,929.32	City of Lawrence $1,691,322.69
Municipality/Local Government that placed the highest number of orders in COMMBUYS	City of Lawrence Number of Orders: 188	City of Lawrence Number of Orders: 397

**Calculations were tabulated based on catalog and non-catalog orders placed between the $100MM and $200MM milestones for $200MM inductees and between the $200MM and $300MM milestones for $300MM inductees.*

Back in June 2015, OSD acknowledged the individual that pushed us over the $100MM milestone for catalog orders. That individual was Martha Levinson from MassIT who will be our first Hall of Fame inductee. At this time, we additionally wish to recognize those individuals and entities that meet the qualifications outlined above for catalog and non-catalog POs at the $100MM level:**

Criteria	$100MM Inductees
Individual who placed the order in COMMBUYS that pushed us over the $100MM level milestone	Nancy Fitzgerald, Department of Fire Services Vendor: American Fire Equipment Co., Inc.
Individual who placed the highest number of orders in COMMBUYS, based on the total dollar value of those orders	Jonna Willis, Dept. of Elementary and Secondary Education 70 Orders totaling $28,722,844.67
Executive/Non-Executive Department/Agency that placed the highest dollar value of orders in COMMBUYS	Dept. of Elementary and Secondary Education $33,237,422.89
Executive/Non-Executive Department/Agency that placed the highest number of orders in COMMBUYS	Department of Public Health Number of Orders: 2,884
Municipality/Local Government that placed the highest dollar value of orders in COMMBUYS	Bridgewater-Raynham Regional School District $144,295.00
Municipality/Local Government that placed the highest number of orders in COMMBUYS	Town of Nantucket Number of Orders: 18

***Calculations were tabulated based on catalog and non-catalog orders placed between $0 and $100MM.*

COMMBUYS Hall of Fame Inductees will be recognized during the 2016 MASSbuys EXPO. Stay tuned for more details coming soon about the event! (Pictures from 2015 EXPO)

Sign-up for other email communications!

Follow us on Twitter **@Mass_OSD**

Connect on LinkedIn **www.linkedin.com/company/ma-osd**

Statewide Contract Highlights

New Statewide Contract for Security Services, Private Investigative Services, and Fence Rental (FAC93)

OSD introduced a new Statewide Contract which offers Security and Fence Rental Services, as well as a new contract category for Private Investigative Services.

Contract Highlights

- Eight vendors to offer Security Guard Services: basic guard services, armed guards, wanding, patrol cars, and special event services;
- New Private Investigative Services category with seven awarded vendors to satisfy required CORI/SORI background checks and documentation and conduct other investigative services;
- Two vendors for Fence Rental: array of fencing choices including a 24-hour emergency fence rental option; sand bag, and labor services;
- Prompt-Pay Discount (PPD) available (See Vendor PPD attachment on Conversion Vendor MBPO in COMMBUYS);
- Vendor key performance indicators documented biannually.

View the list of awarded vendors by category, Statement of Work guidance, and COMMBUYS instructions in the FAC93 Contract User Guide. Locate vendor information and price lists on the MBPO in COMMBUYS.

Direct additional questions about the FAC93 Statewide Contract to Jodi Paris Anastos, Strategic Sourcing Lead.

New Statewide Contract for Purchase of Vehicles (VEH98)

OSD announced the new Gasoline, Hybrid and Other Alternative Fuel Vehicles Statewide Contract, VEH98, featuring an expanded selection of vehicles and related services.

Overview

- More than 500 base vehicle models: passenger cars, SUVs, vans, trucks, and Police Pursuit Vehicles (PPVs), plus new products that include small trucks, cargo vans, and Special Services Vehicles (SSVs);
- Larger selection of fuel-efficient and alternative vehicles;
- Original Equipment Manufacturer (OEM) products: Chevrolet, Dodge, Jeep, Ram, Ford, Honda, and Nissan

Contract Features

- Discretion to choose between two dealers for most vehicle options;
- Mini-bid feature for vehicles not on contract;
- Vehicle upfitting through awarded Dealers;
- Percentage discounts off all OEM Factory Options and Accessories;
- Standardized VEH98 Final Quote form;
- Prompt-Pay Discount offered by all Dealers.

For more information, click here.

New Statewide Contract for Athletic Supplies and Physical Education Equipment (FAC95)

OSD launched new Statewide Contract FAC95, Athletic Supplies and Physical Education Equipment, which encompasses physical education and athletic supplies, equipment, sports uniforms, and related physical education items. This new contract has been awarded to BSN Sports/U.S. Games, with BSN Sports, LLC acting as the primary vendor.

Contract Highlights

- Features the nation's largest manufacturer, marketer, and distributor of sporting goods products offering average savings of 30% off MSRP;
- Top brands for athletic and physical equipment;
- U.S. manufacturer of many products such as bleachers, backstops, and soccer goals;
- Custom weight room and fitness equipment;
- Physical education products designed for primary and physical education programs;
- Products focused on early childhood development, physical activity, and health;
- 1% Prompt-Pay Discount for payments made within 10 days;
- 24-hour quick-ship program for most products (22,000 SKUs);
- Ability to pursue bulk discounts on large orders.

For more information, click here.

Statewide Contract Procurement in Progress for Records Management, Storage, and Archiving Services (FAC96)

OSD issued a Request for Response (RFR) for Statewide Contract FAC96, Records Management, Storage, and Archiving Services.

Services under the contract will include, but may not be limited to, the following: storage space, transportation, retrieval, scanning, and data storage, and destruction of audio/video and paper files, legal files, criminal records (if applicable), and any associated files and records. The bid documents are available in COMMBUYS under the 78-13-00, Storage UNSPSC commodity code.

The bid opening date/time is December 17, 2015, at 3:00 p.m. Interested bidders should monitor COMMBUYS for current bid information. It is each bidder's responsibility to check COMMBUYS for any amendments, addenda, or modifications to the bid, and any Q&A records related to this bid. *For more information, click here.*

Request for Information (RFI) for Statewide Contract PRF63: Foreign Language Interpretation and Translation Services

OSD issued an RFI to gather information from the business community for Statewide Contract PRF63, Foreign Language Interpretation and Translation Services. Locate the RFI documents in COMMBUYS under Bid# BD-16-1080-OSD03-SRC3-00000006256. The United Nations Standard Products and Services Codes (UNSPSC) associated with the RFI are 82-11-00 for Writing and Translations and 82-11-20 for In-Person Language Interpretation.

Click here for the Procurement Schedule, now updated through April 2016!

New Vendor Added to Statewide Contract OFF44: Print, Copy, and Mail Services, and Printed Promotional Products

JLS Mailing Services was added to Category 3 (Mailing Services) on the Statewide Contract for Print, Copy, and Mail Services, and Printed Promotional Products, OFF44. Category 3 vendors provide automated, customized mailing services of printed materials that qualify for discounts by the U.S. Post Office. JLS Mailing Services joins Fowler Printing & Graphics, Lane Printing & Advertising, Standard Modern Company, and Universal Wilde in offering mailing services on OFF44. *For more information, click here.*

Future Technologies Group (FTG) Providing Services Under ITT50

MassIT awarded a contract to Future Technologies Group (FTG) under ITT50, the Statewide Contract for Converged Voice and Data Communications Systems, Services and Equipment. FTG will provide equipment, installation, maintenance, and other services for MassVoice. *For more information, click here.*

OSD Updates

New Guide Available to Post Building Construction Contracts

Municipalities are required to post building construction contracts in COMMBUYS as specified under M.G.L. c. 149. OSD has developed a one-page Quick Reference Guide to walk municipal buyers through the COMMBUYS bid posting process.

Find the Posting a Municipal Construction Advertisement or Bid Announcement on COMMBUYS Quick Reference Guide in the COMMBUYS Resource Center under Job Aids for Buyers. Read the Inspector General's communication outlining COMMBUYS posting requirements.

Commercial Organic Materials Waste Disposal Ban

Did you tune into the EPA's Food Recovery Challenge Webinar last month which outlined the Commonwealth's Commercial Organic Material Waste Disposal Ban? Did you know that Statewide Contract FAC86 Solid Waste and Recycling was designed with categories for Organic Waste, specifically Food Waste and Yard Waste? Many vendors offer services in accordance with the ban, particularly those who transfer collections to anaerobic digestion facilities which convert food waste into energy. Check out the Contract User Guide to help your agency comply with the ban!

Consider Environmentally Preferable Snow and Ice Melt Products This Winter

Did you know OSD offers snow and ice melt products on Statewide Contract that have been registered with the EPA's Safer Choice Program? These products provide environmentally preferable alternatives to the use of sodium chloride (salt) for deicing walkways, parking lots, and roadways as they use less or no sodium chloride and restrict the use of cyanide chemicals that can contaminate soil and water.

Safer Choice-registered snow and ice melt products are available on Statewide Contract FAC76 (Maintenance, Repair & Operations Products, Supplies and Equipment – Category 7) and Statewide Contract FAC85 (Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies – Category 7).

SAFER CHOICE
Meets U.S. EPA Safer Product Standards
epa.gov/saferchoice

Explore all available Environmentally Preferable Products (EPPs) on Statewide Contract in the Environmentally Preferable Products and Services Guide.

PunchOut Announcements

PunchOut Catalogs Information

OSD has introduced a new PunchOut webpage for buyers, a one-stop location for PunchOut resources, linkable from the COMMBUYS Commonwealth Agencies and Local Governments pages. Take a look at this new buyer resource!

Introducing Three New PunchOut Catalogs!
OSD's list of available PunchOut catalogs continues to grow with the introduction of the Grainger Laboratory Supplies and Equipment PunchOut under Statewide Contract HSP41, McKesson Medical-Surgical under Statewide Contract HSP40, and the Metropolitan Pipe and Supply Co. PunchOut for Statewide Contract FAC76, Category 9.

Available products on the Grainger PunchOut include laboratory supplies; minor laboratory equipment, peripherals, and furnishings; consumable and reagent agreements for specific instruments; extended warranties, service, and maintenance agreements; training on purchased equipment; general repairs; and test result reporting. Available products on the McKesson PunchOut include first aid products; exam supplies and instruments: stethoscopes, thermometers; disposable equipment; germicides, gloves, medical hosiery; protective wear; needles and syringes; medical linen, medicated soaps; and nursing charting and other supplies. The Met Pipe PunchOut provides Plumbing and Heating Products and Supplies that include pipes, valves, fittings, pumps, and water conservation products.

Each vendor has prepared a Buyer Navigation Guide, a resource that provides PunchOut utilization tips and user support services. The guides are available in COMMBUYS under their respective MBPOs.

Strategic Sourcing Certificate Program Graduates

Congratulations to the graduates of the most recent Strategic Sourcing Certificate Program!

Graduate Name	Department/Agency
Emily Bisbee	DCAMM
Michele Davis	DCAMM
Karim Glasgow	DCR
Ann Marie Niejadlik	DCR
Rob Shaughnessy	DEP
Meaghan Hencir	DFS
Mary Joslin	DFS
Julie Walrath	DFS
Laurie DiMucci	DMH
Catherine Duodu	DMH
Elizabeth Jones	DMH
Lia Fahey	DOB
Brittany Anderson	DOT
Thu Huong Nguyen	DOT
Stan Sleploy	DOT
Jim Houghton	DYS
Alan Simons	DYS
Jay Harney	LOT
Stephanie Ackerman	POL

COMMBUYS

Help Desk Assistance

Questions about COMMBUYS?
Contact us for help.
1-888-627-8283
COMMBUYS@state.ma.us
Staff are available
8:00 a.m. to 5:00 p.m. ET,
Monday through Friday.

About OSD

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.

© 2015 Operational Services Division

OSD
OPERATIONAL SERVICES DIVISION

Buy the Way
is published by:
Commonwealth of Massachusetts
Executive Office for
Administration & Finance
Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108-1552
(617) 720-3300
www.mass.gov/osd

Gary Lambert
Assistant Secretary for Operational Services