



The Official Newsletter of the Operational Services Division
February 2016

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OSD Attends Massachusetts Municipal Association Annual Meeting

Recognizing the importance of supporting small and diverse businesses across the Commonwealth, Governor Baker issued Executive Order 565 on November 3, 2015, expanding available Supplier Diversity Office (SDO) certifications and forging alliances between other certifying groups to streamline the certification process.

New SDO certification categories include:

- Veteran-Owned Business Enterprises (VBEs);
- Disability-Owned Business Enterprises (DOBEs); and
- Lesbian, Gay, Bisexual and Transgender-Owned Business Enterprises (LGBTBEs).

These designations supplement existing SDO business certification groups: Service-Disabled Veteran-Owned Business Enterprises (SDVOBEs), Minority-Owned Business Enterprises (MBEs), Women-Owned Business Enterprises (WBEs), Disadvantaged Business Enterprises (DBE), as well as Small Business Purchasing Program (SBPP) participants.

The SDO strives to increase business opportunities for certified businesses and SBPP participants through annual Executive Department spending benchmarks, criteria within the Statewide Contract procurement evaluation process, public access to certified business lists on the SDO website, and the distribution of business opportunity events to SDO participants. New certification categories

will undergo a capacity-building period prior to establishing benchmarks. The existing SDVOBE benchmark (3%) has been expanded to include VBE. Other Fiscal Year 2016 benchmarks include MBE (7%), WBE (13%), and SBPP (3.3%).

On the SDO website, find detailed information about certification for all designations, including streamlined policies, applications, and procedures that allow the SDO to accept certification applications submitted to the City of Boston, the Center for Women Enterprise (CWE), the National Gay and Lesbian Chamber of Commerce (NGLCC), the Greater New England Minority Supplier Development Council (GNEMSDC), the U.S. Business Leadership Network (USBLN), and VetBiz. Contact John Fitzpatrick, Director of SDO Programs if you have additional questions.

SDO Fiscal Year 2015 Accomplishments

- 2,980 certified firms in the SDO database
- 1,354 SBPP participants registered in COMMBUYS
- 523 new applications for certification processed
- Over \$960MM in direct spending and \$299MM in indirect spending with certified and small businesses

Click to view the Annual Report





Strategic Sourcing Certificate Program Benefits All Agency Buyers

Whether you're a procurement professional with decades of experience or you're preparing your first bid, the Strategic Sourcing Certificate Program (SSCP) has something to offer you.

In this five-day course, agency professionals learn about Strategic Sourcing best practices and have deep discussions on conducting the most effective procurements. SSCP is a highly interactive course where participants form small groups to engage in hands-on exercises, simulating the major processes involved in Strategic Sourcing.

With this emphasis on interagency collaboration, the course embraces a diverse set of student experiences. Experienced professionals bring years of practical knowledge to the discussion and new buyers provide a fresh perspective

and enthusiastic curiosity. Each participant learns something new by sharing advice and asking questions, while highlighting common themes across agencies. Beyond the range of experience and subject matter expertise, procurement roles also differ across the class. Participants often are from various functional groups, and include everyone from those who manage vendor relationships to those who provide legal advice.

The next session of SSCP will begin in May, and enrollment is now open!* To register, click here to complete the SSCP application. We hope to see you there!

**Completion of the Essentials of State Procurement, a one-day class, is a program prerequisite. This course is offered on February 22, March 7, March 28, April 6, and April 12.*

Upcoming Buyer Training

How to Create a Departmental Master Blanket Purchase Order in COMMBUYS

February 17

Essentials of State Procurement

February 22

How to Use Master Blanket Purchase Orders

February 24

COMMBUYS Organization Administrator: Set-Up and Maintenance

February 25

COMMBUYS Purchasing for Eligible Nonprofits

March 2

Essentials of State Procurement

March 7

Conducting Procurements in COMMBUYS

March 14

How to Create a Departmental Master Blanket Purchase Order in COMMBUYS

March 15

Purchasing in COMMBUYS – Creating Release Requisitions & Purchase Orders

March 16

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

"With advance handouts of presentations, real world case studies, team exercises and in-depth discussions, the course carefully and comprehensively allowed us to navigate the Seven Step Process of Strategic Sourcing. I highly recommend this course to get the best value for the people of Massachusetts."

Stan Slepoy, MassDOT
SSCP Graduate, December 2015

Congrats to the Recent SSCP Graduates!

Krystle Joseph	CHIA
Catherine West	CHIA
Webb Sandquist	CME
Andy Van Holt-Mejia	DCF
Jason Silva	DCR
Charles Smith	DDS
Jerome Collins	DMH
Deborah Combra	DMH
Marjorie Weinberger	DOT
Kathy Stinson	EOE
Douglas Thompson	MassHealth



Michelle McDowell	MBTA
Rosa Rodriguez	MRC
Matt Chester	OSD
James Guerrier	OSD
Kim McPhail	OSD
Jameel Moore	TRE

STRATEGIC SOURCING UPDATES

Statewide Contract (SWC) User Guides

Procurement Schedule

COMMBUYS

E-Rate Filing Window Now Open

Emergency Suppliers on SWC

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.

We hear your feedback!

In an effort to consolidate OSD communications, all SWC news may be found in this insert of *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.

Records Management, Storage & Archiving (FAC96)

Records management, storage, and archiving services are now available under new SWC FAC96. Buyers have available 10 vendors for comprehensive coverage in seven service categories, and will have an opportunity to network with vendors at our upcoming FAC96 Kickoff Event. Click here for additional contract guidance.

Meet the Vendors!

FAC96 Kickoff Event
One Ashburton Place, Boston
Wednesday, March 9, 2016

[Click here to register!](#)

Consider Digital Records Storage

State Agencies: This may be a logical time to consider digitizing your State Archive Center records instead of simply transferring them to another facility. Review the FAC96 options by clicking here.

Explore the Possibilities on FAC96 It's more than storage...



- Monthly Storage
- Transportation Delivery/Pick-up
- Emergency Delivery/Pick-up
- Scanning
- Archiving
- Retrieval
- Destruction



Light-Duty Vehicles (VEH98) Kickoff Event

Friday, February 19, 2016

10:30 a.m. to 12:30 p.m.

One Ashburton Place, Boston – 21st Floor

[Click to view the agenda and register.](#)



A/V, Multimedia Presentation Equipment & Services (OFF40) Rescheduled Kickoff Event

Thursday, March 3, 2016

2:00 p.m. to 4:30 p.m.

One Ashburton Place, Boston – 21st Floor

[Click to view the agenda and register.](#)

Environmentally Preferable Products Program Recognized

The Sustainable Purchasing Leadership Council (SPLC) spotlighted the Commonwealth's Environmentally Preferable Products (EPP) Program in their most recent newsletter update. Among the many benefits of the EPP Program, SPLC highlighted results from the FY14 Annual Report to the Governor, including:

- More than \$402MM in purchases of EPPs on Statewide Contracts;
- Calculated \$18MM savings through the purchase of energy efficient lighting, computers, laptops, monitors, and remanufactured toner cartridges;
- Diversion of ~17,500 tons of waste from disposal to recycling; and
- Reduction in ~106,500 metric tons of carbon equivalent.



STRATEGIC SOURCING UPDATES

Apple Products & Services Now Available on SWC ITC47 Apple Informational Webinar

Tuesday, February 23, 2016
11:00 a.m. to 12:00 noon
Click here to register!



OSD staff and Apple representatives will:

- Review the array of products/services available on contract;
- Explain how to locate online resources for Apple product and pricing info;
- Discuss account set up and purchasing instructions to receive Statewide Contract discounts;
- Take questions from participants.

Find information about Apple Products and Services in the ITC47 Contract User Guide.

Lawns & Grounds, Equipment, Parts & Services (FAC88)

A recent amendment to SWC FAC88 adds leasing and rental options to Category 5: Utility Vehicles, Golf Carts, Snowmobiles, and Related Accessories. Find available vendors and associated pricing in COMMBUYS under Conversion Vendor FAC88 Category 5 Leasing and Rental.



COMMBUYS Corner

Bill-to/Ship-to Addresses in COMMBUYS

Proper formatting of Bill-to/Ship-to information in COMMBUYS is important for accurate and timely processing of orders. Organization Administrators (OAs) should review their organization's Bill-to/Ship-to addresses to ensure the following:

- The Address Line 1 field should not contain a P.O. Box or forwarding directives (Attention: Susan). In addition, OAs are encouraged to format street addresses using a numeric value (5, not five);
- Many vendor systems only are able to accept two lines of address information. Therefore, OAs should ensure that Address Lines 1 and 2 provide valid street/delivery information.
- If you have questions about proper address set up in COMMBUYS, please contact COMMBUYS Help Desk staff at 1-888-627-8283 or COMMBUYS@state.ma.us.

Change Orders and Vendor Notifications

When processing a Change Order in COMMBUYS, buyers are provided the option to forgo vendor notification by unchecking the Show to Vendor box on the Summary tab of the Change order. When making this election and choosing to include comments as part of the Change Order, buyers must use the Comment box provided at the item level, i.e. the section that contains the Show to Vendor checkbox. Comments entered in the Comment for the whole change order box at the top of the screen will prompt an email to the vendor even if the Show to Vendor box is unchecked.

Change Order (In Progress) - Master Blanket Purchase Order PO-16-1000-ADD-ADD-00000002339 Status: 3PS - Sent

General Items Subcontractors Distributors Control Attachments(1) Summary [Back to PO](#)

Comment for the whole change order:

HeaderItem Changes

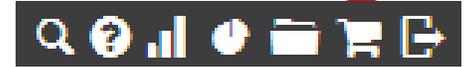
Modified Field	Item #	Description	User Updated	Date Updated	Show to Vendor
Unit Cost	1	Unit Cost changed from "250.00000" to "25.0"		01/05/2016 12:58:58 PM	<input type="checkbox"/>

Comment: ← Include comments here.

PunchOut Purchasing: Easy as 1 – 2 – 3

We're all looking for ways to simplify tasks and save time. Using COMMBUYS PunchOut purchasing, buyers are ready to search and purchase with a few clicks. Here's how...

1. Once logged into COMMBUYS, select the shopping cart icon;



2. Click the Vendor drop-down arrow and choose from the 27 vendor PunchOut catalogs;
3. Select PunchOut.

PunchOut Catalog Resources

Visit OSD's PunchOut page for a list of available vendors by contract and find PunchOut resources including the PunchOut job aid and user tips.

Five New PunchOuts Launched

- Airgas, Inc. (FIR04) Public safety supplies including safety glasses/goggles, hearing protection, protective clothing, gloves, boots, fall protection, safety tools, and signage. Also available are gases that were previously offered under HSP37, as well as gas handling equipment such as regulators, manifolds, and hoses;
- Genuine Parts Company – NAPA (FAC76) Purchase and delivery of Non-OEM motorized vehicle parts;
- Kaufman Company (FAC76) Industrial distributor supplying a wide variety of tools, supplies, and equipment including cutting tools, hand tools, abrasives, safety equipment, and MRO supplies;
- Uni-Select USA (VEH96) Purchase and delivery of Non-OEM motorized vehicle parts; and
- Wilkem Scientific (HSP41) Laboratory supplies and minor laboratory equipment, peripherals, and furnishings, as well as installation services, training on purchased equipment, general repairs, and test result reporting.

Upcoming Outreach Events

LGBT Business Builder Wednesday, February 17

The National Gay and Lesbian Chamber of Commerce (NGLCC) and the Small Business Administration (SBA) are kicking off the first of nine national events, designed to remove barriers and increase access to strategic growth opportunities for LGBT business owners. OSD is a sponsor of the event, and will be present to speak with attendees about selling to the state.

Click here to register!

Wynn Everett Trade Partner Session Wednesday, February 17

Suffolk Construction officials and Wynn representatives will provide an overview of the potential bidding opportunities that will become available through the construction of the Wynn Resort in Everett. This information is provided as a courtesy, and should not be construed as an endorsement by the Operational Services Division.

Click here to register!

BuildingEnergy Boston Conference Wednesday, March 9-10

Produced by the Northeast Sustainable Energy Association (NESEA), this annual event attracts more than 3,500 practitioners working to advance the adoption of sustainable energy practices in the built environment. This information is provided as a courtesy, and should not be construed as an endorsement by the Operational Services Division.

Click here to register!

Upcoming Vendor Training

Basic Supplier Diversity Plan

Overview Webinar

February 17

COMMBUYS: Organizational Design and Maintenance for the Seller

Administrator

February 18

COMMBUYS Vendors: Essentials for Seller Role

February 23

Vendor Registration Training

February 24

SDO Pre-Certification Workshop

February 24 – Worcester

Connecting Your Business to the Commonwealth

March 2 – New Bedford

Demystifying the RFR: Responding to the Commonwealth's Procurement Opportunities

March 9

Basic Supplier Diversity Plan Overview

March 15

SDO Pre-Certification Workshop

March 16 – New Bedford

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

Save the Date for MASSBUYS XVIII



Do you have an idea about how to make this year's MASSBUYS EXPO the best yet? From the new location at Gillette Stadium to the MASSBUYS app we are developing, we want your input every step of the way. Join the MASSBUYS EXPO LinkedIn Group by clicking here! For more info, check out www.mass.gov/osd/massbuys. Registration coming soon.

Changes to World Trade Organization/ Government Procurement Agreement (WTO/GPA) Thresholds

Procurement officials should be aware of recent changes to WTO/GPA US dollar thresholds. Effective January 2016, the WTO/GPA applies to all procurements for commodities/goods and/or services if the maximum potential value of the contract will be in excess of \$522,000 (US). Construction services procurements in excess of \$7,358,000 (US) also are subject to the WTO/GPA.

The WTO/GPA is an international treaty to which the United States is a signatory. Its basic mission is to create an effective, multilateral, international framework of rights and obligations regarding governmental procurements with a goal of achieving greater liberalization and expansion of world trade. Refer to the WTO/GPA frequently asked questions document for additional information.

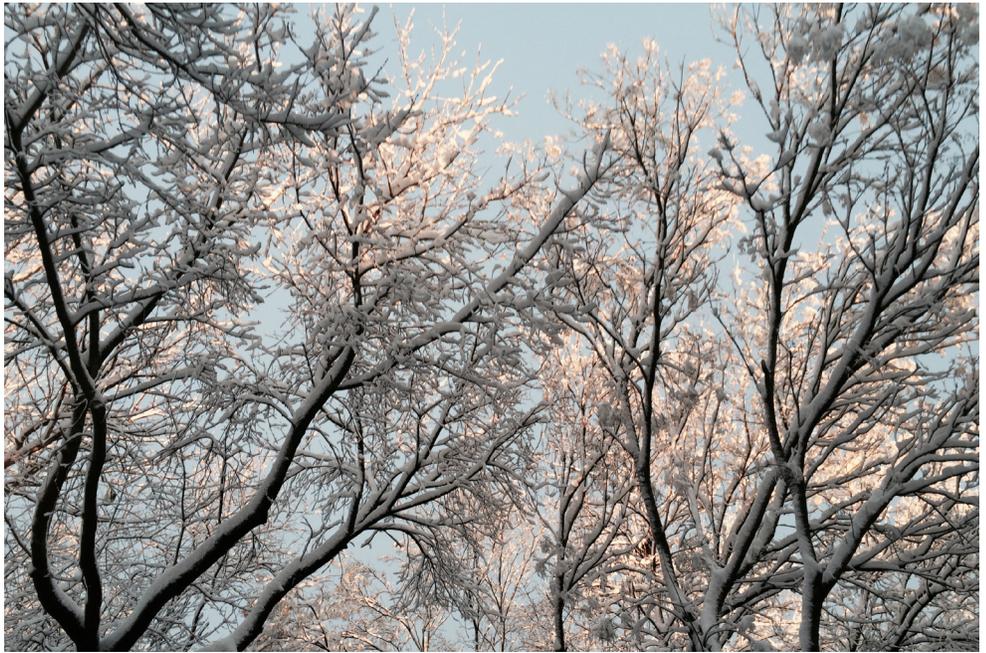


Click here to sign up for other email communications!

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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OSD Attends Massachusetts Municipal Association Annual Meeting

On January 22 and 23, OSD attended the Massachusetts Municipal Association (MMA) Annual Meeting and Trade Show. The event, which is the largest regular gathering of Massachusetts local government officials, allowed OSD the opportunity to network with municipal officials from across the state.

Three COMMBUYS Enablement Team members (pictured below: Eric Murphy, Trish Parker, and Jennifer Forsey), Outreach Lead Bonnie Borch-Rote, and Lana Gunaratne and Steve Lyons from Strategic Sourcing Services attended. They spoke with approximately 45 municipalities, ranging from clients that are fully COMMBUYS-enabled, to towns that were unfamiliar with Statewide Contracts.



If you didn't get a chance to chat with the Enablement Team at MMA, email COMMBUYSenablement@state.ma.us and we will contact you to discuss your needs and interests and available training opportunities. For more information, visit our website at www.mass.gov/osd/commbuys and view "Local Governments."

Are you a municipal procurement professional? Check out the resources below available to your city or town!

Popular Statewide Contracts

- VEH98: Light-Duty Vehicles
Now includes 10 vendors
- ITC47: IT Hardware & Services
Apple products/services now available
- MED38: Pharmaceuticals
Naloxone (Narcan®) now available
- ITT57: Two-Way Radio Equipment
- FAC97: Equipment Rental
Single vendor: Hertz
- FAC95: Athletic Supplies & Physical Education Equipment

Grant Opportunities: Sign up as a Vendor and assign the Grant UNSPSC to your profile to receive Grant notifications. Click here for more information!

Job Aids: Click to download the COMMBUYS New User Bid Posting Request document.