



Introducing the Information Technology (IT) Small Business Incubator Pilot

In Fiscal Year 2016, the Commonwealth of Massachusetts spent more than \$21 million with Massachusetts-based small businesses providing IT professional services. For some companies, though, navigating the process of doing business with the State is confusing, burdensome, and time-consuming.

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The Commonwealth's procurement department, the Operational Services Division (OSD), in partnership with MassIT, invites small IT professional services companies to participate in the **IT Small Business Incubator Pilot**, which aims to reduce barriers to doing business with the Commonwealth, expedite contracting, and increase access to innovative services.

Who can participate?

Join the Pilot if your firm...

- ✓ Provides small-scale IT professional services (up to \$150,000 per engagement);
- ✓ Is a COMMBUYS-verified small business, which requires that you meet the following criteria:
 - Has its principal place of business in Massachusetts;
 - Has been in business for at least one year;
 - Employs a combined total of 50 or fewer full-time employee (FTE) equivalents;
 - Has gross revenues of \$15 million or less, based on a three (3)-year average; and
- ✓ Has completed at least one project with a client willing to provide a reference.



What types of services are we looking for?

Examples of services may include:

- Applications/systems design and development;
- Software and systems integration;
- Information technology planning; and
- Other intellectual work performed by IT professionals.

How do I participate in the Pilot?

1. **Register** as a vendor and be verified as a small business in COMMBUYS.
2. **Participate in two optional webinar training sessions:**
 - Introduction to the IT Small Business Incubator Pilot, which details critical steps for successful participation in the Pilot.
 - IT Small Business Incubator Pilot: COMMBUYS & Requests for Response (RFR) 101, which explains how to find and respond to the IT Incubator Bid and other business opportunities in COMMBUYS.
3. **Submit your qualifications** in response to the Bid titled "Small Business Incubator Program for Small-Scale Information Technology Services" in COMMBUYS, to be posted on July 19, 2016.
4. **Be evaluated and potentially awarded a contract** for Small-Scale IT Services, which signifies enrollment into the Pilot.

(Continued on next page)



The Official Newsletter of the
Operational Services Division
July 2016

Upcoming Vendor Training

**COMMBUYS Vendors:
Essentials for the Seller Role**
July 18

Basic Supplier Diversity Plan Overview
July 25 (Webinar)

**Locate and Respond to
Bids in COMMBUYS**
July 27

**Small Business Purchasing
Program Overview**
June 27 (Webinar)

SDO Pre-Certification Workshop
July 28 (Worcester)

**Connecting Your Business
to the Commonwealth**
August 3 (Quincy)

SDO Pre-Certification Workshop
August 10 (Quincy)

COMMBUYS Vendor Registration
August 17 (Webinar)

Basic Supplier Diversity Plan Overview
August 17 (Webinar)

**Small Business Purchasing
Program Overview**
August 18 (Webinar)

**COMMBUYS Vendors: Organizational
Design and Maintenance for the Seller
Administrator**
August 23

**COMMBUYS Vendors:
Essentials for the Seller Role**
August 25

**Locate and Respond to
Bids in COMMBUYS**
August 29

**Demystifying the RFR: Responding to
the Commonwealth's Procurement
Opportunities**
August 30

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

Introducing the Information Technology (IT) Small Business Incubator Pilot

When can I respond?

There is no deadline to act, but the Commonwealth is planning to guide the first cohort of Pilot participants in July!



Why should my firm participate?

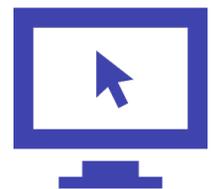
As part of the Pilot, you may receive:

- Training in marketing your services to the Commonwealth (Business to Government [B2G] Sales);
- Possible revenue, if awarded a contract for a specific engagement;
- An opportunity to provide your qualifications to the Commonwealth and establish a business relationship;
- Help in locating and responding to business opportunities;
- Formal contractor onboarding and regular education and training;
- Ongoing Commonwealth customer satisfaction tracking based on clear criteria;
- Ongoing contractor performance tracking based on clear criteria; and
- Possible graduation to a Massachusetts prime contractor status after successfully delivering \$150,000 worth of services, at which point additional criteria may apply.

I am interested; now what?

Follow these steps to participate in the Pilot:

- Register as a vendor on COMMBUYS and, as part of the registration process, complete the SBPP tab. Need a hand? Call the COMMBUYS Help Desk at 1-888-627-8283 or check out the Job Aids for COMMBUYS Vendor Registration and How to Complete or Renew Your SBPP Application.
- Sign up for the Introduction to the IT Small Business Incubator Pilot webinar.



Wait, I have more questions!

For more information, please visit www.mass.gov/sbpp or contact John Fitzpatrick, OSD's Director of Supplier Diversity Programs, at John.B.Fitzpatrick@state.ma.us.

Upcoming Outreach Events

MBTA Small Business Vendor Fair
July 18, 2016
State Transportation Building

All small and diverse businesses are encouraged to attend, to:

- Meet MBTA Buyers to answer your procurement questions.
- Meet MBTA Prime Contractors to learn of new opportunities.
- Information on how to bid on future contracts.
- Meet our Business Partners that provide Support Services.

Click here to register!

This information is provided as a courtesy, and should not be construed as an endorsement by OSD.

Northeastern University / OSD Supplier Diversity Office Networking Event
August 17, 2016
Northeastern University

This event provides small and diverse businesses the opportunity to meet and present their companies to procurement professionals who may have diversity requirements for the procurement of goods and services. As in past years, procurement representatives from public and private institutions of higher education, cultural organizations, hospitals and medical facilities, and the Commonwealth of Massachusetts are expected to be in attendance.

Click here to register!

STATEWIDE CONTRACT UPDATES | JULY 2016

Act Now to Join the Road Salt Statewide Contract (VEH95) for the 2016/2017 Winter Season

Buyers wishing to take advantage of the supply and delivery of road salt through the VEH95 Statewide Contract are advised to submit the required paperwork



by August 5, 2016. Pricing for VEH95 has been decreased by an average of 2.85% from last season (based on estimated usage). To review the new pricing for each MassDOT Area, search for Contract/Blanket Description "VEH95" in COMMBUYS and select any of the four vendor pages. The new pricing appears in the attachment "VEH95 2016-2017 Awarded Pricing (Effective 9/1/16 – 8/31/17)."

To request VEH95 services, all interested parties are required to sign OSD's Memorandum of Understanding (MOU) or an Interdepartmental Service Agreement (ISA), as well as the Estimated Usage Form. You may obtain this form by contacting the Contract Manager, Stephen Lyons, at steve.lyons@state.ma.us or 617-720-3373

Find additional resources in the VEH95 Contract User Guide.

New Windshield and Glass Replacement for Vehicles Statewide Contract (VEH103)

The new VEH103 Statewide Contract replaces now-expired OVM08, providing vehicle windshield and glass services from two contractors: JN Phillips Auto Glass and Safelite Auto Glass.

Contract Highlights

- Competitive pricing – more than 50% off National Auto Glass Specifications (NAGS) list;*
- Comprehensive selection of repair and replacement services for windshields, flat glass, tempered glass, mirror glass, and back glass;
- Mobile services – bringing the convenience of repair and replacement services to your location at no additional cost;
- JN Phillips Auto Glass and Safelite Auto Glass store locations throughout Massachusetts and New England;
- Environmentally friendly – Each vendor recycles extracted windshields and glass;
- Prompt Payment Discounts of 1-2% available for payments received within 30 days;
- Dedicated sales representatives.

JN Phillips Auto Glass
Sean Mullane
781-938-3444
smullane@JNPhillips.com

Safelite Auto Glass
Guy Larose
508-328-4006
guy.larose@Safelite.com

Get more details in the VEH103 Contract User Guide. Reach the OSD Contract Manager, Lana Gunaratne at Lalana.m.gunaratne@state.ma.us.

**Find each vendor's price list on their MBPO in COMMBUYS > Select Contracts/Blankets > Enter VEH103 in the Contract/Blanket Description field > click Find It.*

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.

Competitive Electricity Pricing Secured through Statewide Contract ENE43

Electricity pricing negotiated by the Operational Services Division on behalf of 219 commercial account customers has the potential to save the Commonwealth \$7.2 million over the three-year term of the new Statewide Contract for Electricity – ENE43.* This contract will launch in October 2016 with Statewide Contractor Direct Energy Business Marketing, LLC.

New Commercial Accounts Welcome – Contact Us to Determine Your Rate!

ENE43 is open to all eligible entities holding a commercial account for electricity. This may be an opportune time to align with the Electricity Statewide Contract. **

If your organization is interested in seeking an electricity rate under ENE43 for the October 2016 – September 2019 term, contact Lisa Westgate at 617-720-3112 or lisa.westgate@state.ma.us.

**Negotiated price of \$0.08468 per kWh, down from \$0.09145*

***Please note that the price quoted applies only to those 219 commercial account customers who were on the previous contract. OSD will work with the ENE43 vendor to obtain a competitive rate for new commercial account customers.*



STATEWIDE CONTRACT UPDATES | JULY 2016

PRF63 Foreign Language Interpretation and Translation Services

Statewide Contract PRF63 provides the following services:

- Foreign Language Interpretation – oral face-to-face interpretation services;
- Translation – accurate translation of written text from one language to another;
- Telephonic Interpretation – both scheduled and unscheduled telephonic interpretation services 24/7; and
- Video Remote Interpretation (VRI) – New Category – live video and phone interpreter services through tablets, computers, or smartphones.



PRF63 Benefits and Cost Savings

- Thirty vendors covering more than 340 languages – Find Vendor Profiles in COMMBUYS;
- New pricing offers savings opportunities over previous contract. Get rate details on the “PRF63 Price Table ALL VENDORS” document in COMMBUYS. Buyers may negotiate a maximum rate equal to or less than advertised rates. Volume Discount opportunities and Prompt Payment Discounts also available;
- Expedited services at no additional charge from select vendors;
- New lower minimum engagement commitment (one hour);
- Solution-based commitments through Statement of Work sub-agreements; and
- Inclusion of vendors verified by the Small Business Purchasing Program and/or certified by the Supplier Diversity Office.

Find additional contract details in the PRF63 Contract User Guide. If you have additional questions, reach the Contract Manager, Sorraia Tavares, at sorraia.tavares@state.ma.us.

Please note: American Sign Language (ASL) services are not covered under this contract, but are available through the Massachusetts Commission for the Deaf & Hard of Hearing (MCD) Contract – MCD01.

Explore Savings Opportunities on Maintenance, Repair, and Operations Products & Supplies and Small Hand & Power Tools

OSD is hosting Maintenance, Repair, and Operations (MRO) Regional Information Sessions around the state, focusing on ways buyers may maximize quality and value using the new FAC94 Statewide Contract. Senior Sourcing Manager Maureen Barends will present the contract's benefits and the five FAC94-awarded contractors will be on hand to answer questions about available products and services.

Click on the flyer to read all about the Statewide Contract's highlights, including a broader product selection, deeper discounts, and added services! Position your organization for success in the upcoming fiscal year by attending an event:

Boston - One Ashburton Place	July 21	Click to Register
Barnstable - Old Jail Building	July 26	Click to Register
Stoughton- Stoughton Police Department	July 28	Click to Register
Haverhill - Northern Essex Community College	August 3	Click to Register
Stockbridge - Stockbridge Town Offices	August 10	Click to Register
Leicester- Leicester Memorial School	August 23	Click to Register

Visit OSD's Outreach Event Calendar for up-to-date information. Refer questions to Maureen Barends at maureen.barends@state.ma.us.



New Process Flow for PunchOut Orders

Effective July 8, the COMMBUYS Operations Team enabled a system feature to streamline PunchOut catalog purchasing for buyers. With this change, PunchOut catalog orders are automatically sent to the vendor following final approval. Buyers no longer need to log in to COMMBUYS after approval to send the order to the vendor. As a result of this change, buyers automatically will receive a PO Sent email alert.

This process flow is exclusive to PunchOut purchasing; no other POs will auto-send to the vendor following approval. Please email the COMMBUYS Help Desk at COMMBUYS@state.ma.us should you have any questions.

Enrollment Update on OEM & non-OEM Light, Medium, Heavy Duty Vehicle Parts & Refined Motor Oil & Lubricants Statewide Contract (VEH96)

Due to the ever-changing needs of our users, Statewide Contract VEH96 now offers rolling enrollment to OEM vendors. Direct your OEM vendor(s) to COMMBUYS for registration and bidding.

New Statewide Contract for Pharmaceuticals Launched July 1

The new Pharmaceutical Prime Vendor Statewide Contract (MED47), replacing now expired MED38, covers all prescription and over-the-counter pharmaceuticals and related supply items at competitive prices from Cardinal Health. Buyers may contact the vendor directly to set up a COMMBUYS PunchOut account for MED47 or obtain current pricing. Vendor contact information and other contract specifics may be found in the Contract User Guide.

Obtain Naloxone (Narcan®) through MED47

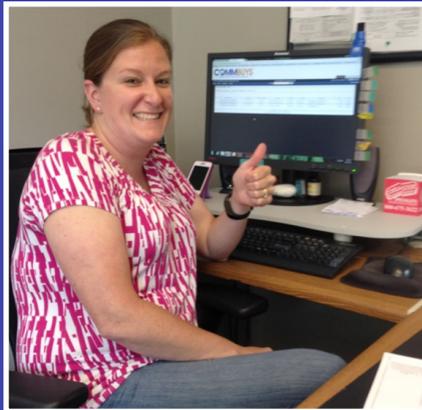
An increasing number of communities are inquiring about the availability of naloxone on Statewide Contract. All eligible entities may purchase naloxone through MED47. Locate detailed purchasing instructions for naloxone in our flyer and in the MED47 Contract User Guide.



The COMMBUYS Enablement Team is on the Road!



Shout-outs to Marilyn and Wendy at the Town of Easton (left) for leading the Town's COMMBUYS onboarding initiative! Tammy at Carver Public Schools (below) finishes off her order using ITT50 for the school district's Annual Network Services Agreement. Way to go Tammy!



To learn about how the COMMBUYS Enablement Team can help your city or town, click [here](#).

Upcoming Vehicle Auctions

From time to time, OSD offers the general public the opportunity to bid on vehicles and other equipment that no longer are of use by the State. Two such opportunities will take place next month:

State Police

Viewing: August 4, 10 a.m. - 1 p.m.

Auction: August 5, 10 a.m.*

31-69 Bishop Road
Ayer, MA 01432

Department of Corrections

Viewing: August 3, 10 a.m. - 2 p.m.

Auction: August 6, 10 a.m.*

27 Clark Street
Norfolk, MA 02056

You may review the list of planned sale items and associated photographs on the Auctions International website under the Live Auctions tab.** Please note there may be variances between what is advertised on the Auctions International website and the vehicles/equipment offered on the day of the auction: surplus items are made available to all Massachusetts municipalities in advance of the public auction. Public employees are not eligible to bid on items from their employing entity.

If your bid is accepted, payment in full is due immediately after the sale. Auctions International, Inc. will accept the following forms of payment on behalf of OSD: cash; bank check; money order; or credit card with two forms of identification, one being a valid driver's license. Positive identification is required regardless of your method of payment. Visit the Auctions International website to access OSD's Auction Terms and Conditions.

OSD oversees the State's Surplus Property Program ensuring the Commonwealth realizes the maximum benefit from State-owned surplus personal property. Learn more about the Surplus Property Program at mass.gov/osd > Surplus Property.

*The lot opens at 8:30 a.m.

**Auctions International is a professional auctioneer licensed by the Commonwealth's Division of Standards.

Upcoming Buyer Training

Essentials of State Procurement

July 21

COMMBUYS Purchasing for Eligible Non-Profits

July 21 (Webinar)

Purchasing in COMMBUYS

July 26

Introduction to Statewide Contracts and COMMBUYS

August 4

COMMBUYS Purchasing for Eligible Non-Profits

August 9 (Webinar)

Purchasing in COMMBUYS

August 11

Essentials of State Procurement

August 15

COMMBUYS - Organization Administrator

August 16

Introduction to Statewide Contracts and COMMBUYS

August 17

COMMBUYS Purchasing for Eligible Non-Profits

August 17 (Webinar)

How to Use Master Blanket Purchase Orders

August 18 (Webinar)

How to Create a Departmental Master Blanket Purchase Order in COMMBUYS

August 22

Conducting Procurements in COMMBUYS

August 24

Introduction to Statewide Contracts and COMMBUYS

August 30

*Dates are subject to change.
Click [here](#) to see the full calendar.*



[Click here to sign up for other email communications!](#)

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.

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New Partnership Streamlines State Fleet Registration

Thanks to an exciting collaboration between OSD's Office of Vehicle Management (OVM) and the Registry of Motor Vehicles (RMV), Executive Agencies are able to get their state vehicles on the road more quickly!

This partnership will allow OVM, which oversees the Commonwealth's Executive Branch Light Duty vehicle fleet, to conduct the fleet's registration process internally. Following protocol and performance measures set by the RMV, OVM now has authority to issue registrations, plates, and decals, as well as manage renewals and plate cancellations.

What once was a weeklong process now is a 10-minute transaction! With the simplified and more efficient process, a fleet manager may visit OSD's office, complete the required paperwork, and receive their registration on the spot. Previously, a fleet manager would ship the paperwork to OVM, which then would process the paperwork, physically deliver it to an RMV location, and wait several days for the transaction to be completed. With more than a thousand OVM fleet registration transactions processed each year, the time saved for all parties involved is significant.



OVM's Business Specialist Ted Bunnell led the initiative, which launched on July 1. Bunnell says, "We wanted to make our services more customer-oriented – and the RMV did, too. Cutting out unnecessary steps in the process makes everyone's experience better. The ease of doing business with OVM is dramatically increased, and that time savings truly is important for fleet managers."

This mutually beneficial partnership is a fantastic example of innovation in government processes – one that results in time and money savings for the Commonwealth!

For more information on the Office of Vehicle Management, including all policies and procedures, view the OVM web page. For specific questions about the partnership with the RMV, [click here to email Ted Bunnell](#).

Federal Surplus Property Program

Looking for a hard-to-find vehicle? Have a need for a piece of equipment but don't have room in the budget? The Federal Surplus Property program may be the answer!

Since 1949, many Massachusetts State departments, municipalities, and pre-approved non-profit organizations have benefited from the Federal Surplus Property Program. When the federal General Services Administration (GSA) determines that federal property is surplus, it is made available to all fifty states on a fair and equitable basis. Massachusetts State Agency Surplus Property, a department within OSD, is authorized by the federal government to act as the receiving agent for federal surplus property on behalf of eligible Commonwealth entities.

By participating in the Federal Surplus Property Program, you will have access to thousands of items eligible to be transferred by the Federal Government at minimal cost to your agency. A small service charge is assigned for each property transfer, depending on the condition of the item and distance involved in its transport, which may range from less than 1% to 10% of the original property value.

If you are interested in the Federal Surplus Property Program, contact Paul Guerino or Ted Bunnell for access to the federal website.