



**The Official Newsletter of the Operational Services Division**  
June 2016

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## OSD Acknowledged for Fostering Sustainable Purchasing Choices

The Operational Services Division's (OSD) efforts to broaden and promote the availability of environmentally preferable purchasing options in Massachusetts Statewide Contracts (SWC) recently were recognized by two sustainable purchasing leadership organizations: the Green Electronic Council (GEC) and the Sustainable Purchasing Leadership Council (SPLC).

### EPEAT Purchaser Awards

During the second annual EPEAT Purchaser Awards on May 24, 2016, OSD was acknowledged for its work to incorporate greener electronics choices into SWCs. EPEAT, the Electronic Product Environmental Assessment Tool, managed by the GEC, verifies that electrical products meet multi-attribute environmental performance standards. The Commonwealth of Massachusetts, a Two-Star Award winner, was one of 38 organizations recognized for their commitment to sustainable product purchasing – products that consume less energy and minimize impact on the planet.

OSD's approach to incorporate greener electronics choices as part of the state's procurement process ultimately has enabled Massachusetts public purchasers to buy just short of 85,000 EPEAT registered computers, laptops, and monitors through Statewide Contracts in FY2015. Compared to products that do not meet the EPEAT criteria, these energy-efficient purchases are estimated to have returned \$713,665 in energy cost savings and have resulted in significant environmental impact reductions. Click here to view the GEC Press Release.



*Julia Wolfe, Director of the Commonwealth's EPP Procurement Program at OSD (left), with colleague, Alicia Culver, from the Responsible Purchasing Network.*

### SPLC Business Case and Purchasing Innovation Awards

On May 25, 2016, OSD was the recipient of two awards from the Sustainable Purchasing Leadership Council. Annually, the SPLC recognizes organizations that exemplify and support a constructive cycle of innovation that improves the environmental, social, and economic performance of their purchasing.

*(Continued on next page)*



## Upcoming Vendor Training

### COMMBUYS Vendors: Organizational Design and Maintenance for the Seller

Administrator  
June 16

### COMMBUYS Vendor Registration

June 16

### COMMBUYS Vendors: Essentials for the Seller Role

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### Small Business Purchasing Program Overview

June 30

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July 11

### COMMBUYS Vendors: Organizational Design and Maintenance for the Seller

Administrator  
July 13

### Connecting Your Business to the Commonwealth (Worcester)

July 14

## OSD Acknowledged for Fostering Sustainable Purchasing Choices (cont'd.)

OSD was honored to receive the SPLC Business Case Award, bestowed on the organization that best demonstrates the business value of a sustainable purchasing program. This year marks the 20th anniversary of the Commonwealth's Environmentally Preferable Products (EPP) Procurement Program at OSD. This program, which makes available thousands of EPPs on more than 40 SWCs, saved more than \$28 million in FY 2015:

- Reduced approximately 190,000 metric tons of carbon equivalent (MTCE<sup>2</sup>), achieved by energy-efficient product purchases and those that contain post-consumer recycled content;
- Diverted an estimated 19,222 tons of waste from disposal to recycling.

OSD also received accolades for its part in creating the nation's largest multi-state cooperative purchasing agreement for environmentally preferable cleaning supplies and equipment (SWC FAC85). For this contract, the Commonwealth assembled a sourcing team comprising 14 public entities to create green janitorial supplies specifications and a market basket list of certified low-toxicity cleaners that ultimately provided more than 13,000 EPP products on the FAC85 SWC and resulted in an estimated \$10 million in contract purchases in FY2015. Click to view the SPLC Press Release.

Julia Wolfe, Director of the Commonwealth's EPP Procurement Program at OSD, works alongside her Strategic Sourcing colleagues to incorporate sustainable product choices into Statewide Contracts and educate buyers about their availability and efficacy. Wolfe states, "As we have been able to expand the breadth and quality of EPP choices on SWCs, an ever-increasing number of public purchasers in Massachusetts are selecting these options and are helping us to drive prominent changes toward more sustainable business practices in the marketplace." The efforts led by Massachusetts over the last 20 years have helped raise the bar on quality, cost, and availability of EPPs.



Gary Lambert, Assistant Secretary for Operational Services, notes, "It's a real win for the Commonwealth when Statewide Contract product offerings not only satisfy buyer demand, but support a healthier environment as well. Our customers' receptivity to these choices and recent acknowledgement from environmental leadership organizations affirm our EPP procurement approach."

In FY2015, total Commonwealth EPP Statewide Contract purchases accounted for more than \$385 million. Learn more about OSD's EPP Procurement Program at [mass.gov/epp](http://mass.gov/epp).

### Click below for EPP Resources

EPP Program  
Annual Report  
FY2015

Find green  
products and  
services on  
SWC

Toxics  
Reduction  
Task Force  
Annual Report  
2015

# Sourcing Success: A Strategic Sourcing Certificate Testimonial



*Brittany Anderson, Accountant,  
Department of Mental Health*

“If not for the Strategic Sourcing Certificate Program (SSCP), I never would have had the confidence to apply and interview for my new position at the Department of Mental Health (DMH),” gushes Brittany Anderson, a recent graduate of OSD’s Strategic Sourcing Certificate Program.

After three years working at the Department of Transportation (DOT), Anderson was looking to make a change. Her former supervisor at DOT is a graduate of a similar program and encouraged Anderson to enroll in the SSCP. Following graduation, Anderson successfully applied and interviewed for a lateral move into DMH, where she now focuses primarily on contract management and procurement for the Department.

She continues, “80 to 90 percent of what I do in my new position is directly related to what I learned in the SSCP. When the time comes that I need to do an RFR in COMMBUYS, I’ll definitely need to apply what I learned in Strategic Sourcing.

“My classmates were from a variety of agencies and even included supervisors who wanted to see what their teams were tackling day-to-day. It was really useful to have different perspectives and experiences, since some people hadn’t really done much strategic sourcing before, while others had been doing it for 30 years.”

OSD Trainer Christine Tello-Lorenz highlights the small group exercises that allow for collaboration and exchange of ideas among agencies while applying concepts taught during instructional time. “We like the attendees to have time to put the lessons to the test to see how they may work in the ‘real world,’ where students may find resistance,” she explains.

Anderson has high praise for Tello-Lorenz and her fellow Trainer, Erin Powers: “The environment is very encouraging. Christine and Erin are some of the best teachers I’ve ever had, and they’re a big part of why the class is so successful.”

Anderson’s advice to anyone considering SSCP: “Even if you’re not directly involved with procurement, COMMBUYS, or requests for response, you can learn something in this class. My biggest takeaway was the importance of being proactive rather than reactive while realizing how challenging it may be to change habits at a given agency or department.”

## About the Strategic Sourcing Certificate Program

Provided free of charge through OSD’s Training department, the SSCP is a five-day course in which agency professionals learn about Strategic Sourcing best practices and have deep discussions on conducting the most effective procurements. The 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. Seasoned 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 details of the next sessions of SSCP are being finalized. Check out the next issue of *Buy the Way* for dates and locations. [Click here](#) to learn more about the SSCP.

***“I wouldn’t be where I am today  
without the Strategic Sourcing  
Certificate Program.”***

Brittany Anderson, DMH

## SSCP Graduates

Congratulations to the following June 2016 Strategic Sourcing Certificate Program graduates! Gary Lambert, Assistant Secretary of OSD, presented the participants with their certificates of completion on June 2, 2016.

- Kevin Ahern, MBTA
- Sean Burke, DCF
- Tracey Dionne, MBTA
- Lorraine Dowling, MBTA
- Stephen Dunn, City of Boston
- Aidan Flynn, MBTA
- Sidney Moore, OSD
- Coleen Kelter, OSD
- Judi Kidd, MBTA
- James Malary, DCAMM
- Charles R. Menard, Sr., MBTA
- Allison Newman, OSD
- Peter Papagno, MBTA
- Julie Pitts, MBTA
- John Reardon, EOEEA
- Chris Francis, MBTA
- Christopher Silva, DTA
- Timothy Sullivan, MBTA
- Jillian Wong, OSD
- Katrina Robinson, DPS
- Susan Morrissey, MBTA
- Elhame Kajtazi, MBTA
- Michelle Barry, MBTA
- Hillary Reil, MBTA



# STATEWIDE CONTRACT UPDATES | JUNE 2016



## Update to OFF44: Print, Copy & Mail Services and Printed Promotional Products

Statewide Contract OFF44 provides copy, offset, pre-press and post-press production services, mail services, and printed promotional products recently was reopened to **increase the number of available vendors** in Categories 1, 2, and 3, and to **expand regional coverage**.

### OFF44 Categories

- Category 1 – Printing Services
- Category 2 – Copying Services
- Category 3 – Mailing Services
- Category 4 – Printed Promotional Products

OFF44 buyers now may select from **35 vendors** over the four contract categories. Buyers may review the updated list of vendors by category and service region in the Contract User Guide. The User Guide also summarizes OFF44 contract benefits, including: the elimination of shipping/freight charges; option to use Repeat Order pricing (see Contract User Guide for details); easy-to-use cost sheets for basic, low-volume copying (Category 2) and 10 popular promotional products (Category 4); and the requirement to use 30% post-consumer recycled content paper. There are many green options available on OFF44!

### Note for MMARS Users

The OFF44 Master Agreement (MA) in MMARS is OFF440000000000000000. Buyers **no longer should use** MA OFF44V2000000000000000.

If you have questions about OFF44, contact Sara Urato, Contract Manager, at sara.urato@state.ma.us.

## New IT Staff Augmentation Contracts (ITS63) Launching July 1 Contract Highlights, Tools, and Guidance to Manage Contract Transition

The ITS53 IT Staff Augmentation Contracts (Full Service and Lower Overhead) are coming to an end on June 30, 2016, and will be replaced by new ITS63 Contracts as of July 1. Significant enhancements include:

- More Full Service vendors – growing from 15 to 45 vendors – increasing competition and driving down rates;
- A new “Niche” category for vendors offering expertise in a particular area, i.e. Accela, PeopleSoft, Meditech, among others.



## Information, Tools, and Support during Contract Transition

While the new ITS63 contracts are being finalized, information about the ITS63 Contracts is temporarily housed in COMMBUYS. Under Agency Attachments, refer to the zip file called *ITS63 Vendors Forms and Contract User Guides* to locate:

- Updated forms such as the Statement of Work (SOW), Employee Certification Form, Job Posting Templates, and many others. Contract User Guides are provided, as well as a new Rate Calculator for use with the Lower Overhead Contracts;
- Descriptions of the new “Niche” offerings under the Full Service Contract;
- A list showing the vendors slated for ITS63 award (All\_Cats\_ApparentSuccessfulBidders), including vendors that have executed contracts and are set up in MMARS. This list will be updated as new vendor contracts are executed.

The document also provides guidance for MMARS users to handle:

- resources who are contracted through the vendors on the ITS43 contract – *expired June 30, 2013* – **and no longer can be carried forward under ITS43**, and
- contracts with vendors who currently are on ITS53, but will not be awarded under ITS63.

On July 1, the new ITS63 Contracts will be available in COMMBUYS: search using *ITS63StaffAug*. The Contract User Guides will be posted here. Reach Marge MacEvitt, Contract Manager, at marge.macevitt@state.ma.us.

## IT Staff Augmentation Statewide Contracts Overview

**Full Service Contracts** - Full Service placements of temporary IT staff (resource), where eligible entities post job requirements and contract vendors submit resumes for consideration.

**Lower Overhead Contracts** - Vendor services for temporary IT staff when eligible entities have located and recruited the resource and contract vendors hire the resource or subcontract with the resource employer.

## Click below for Statewide Contract Resources

COMMBUYS

Procurement  
Schedule

Statewide  
Contract User  
Guides

# STATEWIDE CONTRACT UPDATES | JUNE 2016

## Explore Savings Opportunities on Industrial/Commercial MRO Products & Supplies and Small Hand & Power Tools

### Attend an FAC94 Regional Information Session!

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.

### FAC94 Statewide Contract Highlights

*Industrial/Commercial Quality Products from Fastenal, Grainger, and MSC*

- Significant savings over previous MRO contract pricing, conservatively estimated to be between 23-35%! Reach out to your local vendor representative to discuss your organization's purchasing needs;
- Over one million items available, including expanded green product offerings;
- Inventory management programs offering vending machines in high-use locations;
- Technical assistance and product and safety training;
- Easily convert e-quotes to PunchOut catalog purchases;
- Next-day delivery for stock items;
- Nearly 50 pick-up locations around the state.

*New Hand and Power Tools Category Featuring Hilti and Snap-on-Tools*

- Percentage-off discounts on hundreds of products, including heavy-duty hand tools, torque wrenches, pneumatic tools, pullers & extractors, tool storage, and handheld diagnostic equipment;
- On-site tool trial and demonstration;
- Product and safety training, as well as dedicated sales representatives by region;
- Field inventory and cost analysis services.

**Sign up to attend!** Statewide Contract FAC94 offers many opportunities to stretch your budget dollars. Position your organization for success in the upcoming fiscal year by attending one of our events!

Holyoke - Holyoke Community College	June 22	<b>Click to Register</b> <b>Click to Register</b> <b>Click to Register</b> <b>Click to Register</b> <b>Click to Register</b> <b>Click to Register</b>
Boston - One Ashburton Place	July 21	
Barnstable - Old Jail Building	July 26	
Stoughton - Stoughton Police Department	July 28	
Haverhill - Northern Essex Community College	August 3	
Stockbridge - Stockbridge Town Offices	August 10	

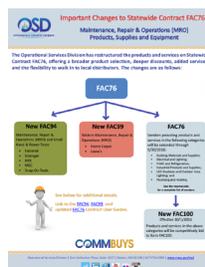
Additional sessions may be added. Visit OSD's Outreach Event Calendar for up-to-date information.

Refer questions to Maureen Barends at [maureen.barends@state.ma.us](mailto:maureen.barends@state.ma.us).

### New MRO Statewide Contract Offerings

Have you read about the updates to OSD's MRO Statewide Contracts? They include a broader product selection, deeper discounts, added services, and the flexibility to walk in to local distributors – all in response to your feedback!

Click on the flyer to get a brief overview.



**Does your school need art or instructional supplies?** Look no further than Statewide Contract OFF35: Art & Instructional School Supplies!

### Categories

**Part A - Fixed Price:** Providing products such as composition books, Crayola® washable markers, finger paints, construction paper, scissors, and many more items.

**Part B - Percentage-off Catalog:** Find mining/raw & moist clay supplies, Kemper® sculpting tools, language arts comprehension games, sports & foam balls for multiple sports, plus thousands of other products. **Discounts off catalog prices range from 10-62%** (excludes special order items).

### Awarded Vendors

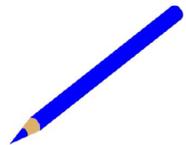
Part A & Part B contractors:

- School Specialty\*
- WB Mason\*



Part B contractors:

- Cascade School Supplies
- Kaplan Early Learning
- Kurtz Bros.
- Lakeshore Learning Materials
- Office Depot
- S&S Worldwide
- Staples



All vendors offer prompt pay discounts; range from 1-5%.



### Contract Guidance

Detailed information for each vendor, including ordering instructions, prompt pay and volume discounts, and vendor contact information may be found in COMMBUYS or the OFF35 Contract User Guide. Ask for recycled content and low-toxic products!

For additional information about OFF35, email Peter Etzel, Contract Manager, at [peter.etzel@state.ma.us](mailto:peter.etzel@state.ma.us).

\* Volume discount opportunity



## COMMBUYS Alternate ID Usage and Guidance

COMMBUYS enhancements were implemented to enable buyers to leverage the Alternate ID field on Requisitions and Purchase Orders in a manner that supports all G2B/PunchOut orders, as well as standard catalog-based orders. The following guidance provides context to the usage of the Alternate ID field as entered on the General Tab of Requisition and Purchase Order documents.

The Operational Services Division (OSD) recommends Commonwealth Agencies that use MMARS to leverage the Alternate ID fields to record their MMARS Encumbrance document IDs (CT or PC document IDs) as associated with orders they are placing. OSD also encourages Municipalities and other non-Commonwealth Agency organizations (non-MMARS users) to use this field to capture the related transaction number(s) from their financial ERP systems (MUNIS, SAP, etc.). We have advised all PunchOut catalog vendors to support the receipt of the data in the Alternate ID field, and ensure it is populated on all associated invoice documents. The implementation and enablement of this functionality provides Accounts Payable staff at buyer organizations with referential data to connect purchases to encumbrances on all transactions in COMMBUYS, when that data is present.

## COMMBUYS PunchOut Purchasing Now Available through Google Chrome Browser

COMMBUYS PunchOut purchasing now is supported by Google Chrome and continues to be available through most standard browsers, including Internet Explorer, Firefox, and Safari.

Reminder: COMMBUYS buyers must remember to turn off pop-up blockers to take advantage of the COMMBUYS PunchOut feature. There are browser add-ons in addition to the native blockers many people use – all should be disabled.

Find additional COMMBUYS support, including webcasts, job aids, user tips, and access to training, in the COMMBUYS Resource Center.

COMMBUYS allows data entry in the Alternate ID field at specific points in the ordering process, depending on the order and document type. The table below shows which documents and statuses allow for Alternate ID entry, based on Release Type.

		Document Status			
		In Progress	Ready For Approval	Ready For Purchasing	Ready To Send
Document Type	Release Requisition, Direct Release	Editable	Editable	N/A	N/A
	Release PO, Direct Release	N/A	N/A	N/A	Not Editable
	Release Requisition, Standard Release	Editable	Editable	N/A	N/A
	Release PO, Standard Release	Editable	Editable	N/A	Not Editable
	Open Market Requisition	Editable	Editable	Not Editable	N/A
	Open Market Purchase Order	Editable	Editable	N/A	Not Editable
	Release PunchOut Requisition	Editable	Editable	N/A	N/A
	Release PunchOut PO	Not Editable	Not Editable	N/A	Not Editable

## 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.

**For Commonwealth Agencies (MMARS users):** Enter MMARS encumbrance ID in the Alternate ID field of either Requisitions or Release Purchase Orders, depending on the Release Type, as described above. The data will pass to COMMBUYS Print Forms, Online Release Purchase Orders via COMMBUYS, and G2B/PunchOut orders.

**For Municipalities and other non-Commonwealth State Agency Orgs (non-MMARS users):** Enter ERP/accounting system transaction numbers in the Alternate ID field of either Requisitions or Release Purchase Orders, depending on the Release Type, as described above. The data will pass to COMMBUYS Print Forms, Online Release Purchase Orders via COMMBUYS, and G2B/PunchOut orders.

When a document is in 'Ready for Approval' status, Alternate ID may be edited by the Purchaser or any Approver. When Alternate ID is entered on a Requisition, it automatically is copied forward to the associated Release Purchase Order.

# Upcoming Buyer Training



## New and Improved Training Class: Introduction to Statewide Contracts and COMMBUYS

Are you new to the world of Statewide Contracts and COMMBUYS or a seasoned procurement or purchasing professional in need of a refresher? If so, please join trainer Leslie Doughty as she leads hands-on exercises to search for contracts, vendors, and items in COMMBUYS. Upcoming classes are scheduled for **June 29, July 13, and August 17, 2016.**

**Introduction to Statewide Contracts and COMMBUYS** provides information on:

- The features and benefits of using Statewide Contracts to achieve best value;
- The role of Contract User Guides in the purchasing process;
- Understanding COMMBUYS links to online resources; and
- How to use COMMBUYS to locate Master Blanket Purchase Order contracts, vendors, and items.

This introductory class highlights new statewide contracts, the most commonly-used contracts, and other cost savings that OSD offers. It is appropriate for all procurement and purchasing staff (eligible entities included) who are responsible for purchasing goods or services from Statewide or departmental contracts.

To register for **Introduction to Statewide Contracts and COMMBUYS**, you must be registered in PACE, the Commonwealth's online learning management system. Please click [here](#) to register for PACE access. Additionally, click [here](#) to send an email to Annemarie Espindola with your name, agency, email address, phone number, and desired class date.

### Introduction to Statewide Contracts and COMMBUYS At-a-Glance

**WHO:** All procurement and purchasing staff

**WHAT:** Introduction to Statewide Contracts & COMMBUYS

**WHEN:** June 29, July 13, or August 17 from 9:00 a.m. to 12:30 p.m.

**WHERE:** OSD Training Room, 1 Ashburton Place, 10th Floor, Boston, MA 02108

**WHY:** Learn the basics of Statewide Contracts and COMMBUYS

**HOW:** Hands-on, instructor-led training

#### Conducting Procurements in COMMBUYS

June 20

#### COMMBUYS Purchasing for Eligible Nonprofits

June 22

#### Purchasing in COMMBUYS – Creating Release Requisitions & Purchase Orders

June 23

#### Essentials of State Procurement

June 27

#### COMMBUYS Purchasing for Eligible Nonprofits

July 7

#### Conducting Procurements in COMMBUYS

July 11

#### COMMBUYS – Organization Administrator

July 12

#### Introduction to Statewide Contracts and COMMBUYS

July 13

#### How to Create a Departmental Master Blanket Purchase Order in COMMBUYS

July 14

#### How to Use Master Blanket Purchase Orders (SWC)

July 14

#### Essentials of State Procurement

July 21

#### COMMBUYS Purchasing for Eligible Nonprofits

July 21

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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# Supplier Diversity Regional Series

The 2<sup>nd</sup> Annual Massachusetts Supplier Diversity Regional Series kicks off at 8:30 a.m. on Wednesday, June 22, 2016, at Roxbury Community College's Reggie Lewis Center. The event will consist of networking and two panel options, which will address best practices in the arenas of Design & Construction and Goods & Services.

Registration is free and the event is open to all small and diverse businesses. Goals of the morning will be to:

- Increase the marketplace of business opportunities for small and diverse enterprises in Massachusetts;
- Convene procurement representatives from state, municipal, and private organizations with small and diverse business owners;
- Promote networking between small and diverse businesses with buyers and key procurement decision makers; and
- Provide small and diverse businesses with access to capacity-building resources.

The following organizations will be in attendance and have tables in the networking area to facilitate conversations with small and diverse businesses:

- Advanced Energy Intelligence, LLC
- Bay State Envelope
- Blue Cross Blue Shield of Massachusetts
- BNMC (Bredy Network Management Corporation)
- Capstone Turbine
- City of Boston- Office of Small & Local Business Enterprise
- Department of Elementary and Secondary Education
- Division of Capital Asset Management & Maintenance
- Greater New England Supplier Development Council
- Hill Holiday Advertising
- ICIC- Initiative for a Competitive Inner City
- KT&T Distributors, Inc.
- Massachusetts Department of Transportation
- Mass Growth Capital Corporation
- Massachusetts Business Development Agency
- Massachusetts Gaming Commission
- Massachusetts Parole Board
- Massport
- MBTA
- Northeastern University
- Operational Services Division/Supplier Diversity Office
- Suffolk Construction
- U.S. Small Business Administration
- UMass Procurement Office
- WesCon Personal Protection, Inc.

### Design & Construction Panelists

- Moderator: Charles Kelsey, DCAMM
- Brian McPherson, Director of Diversity and Workplace Compliance, Suffolk Construction
- Margaret Hinkle, Senior Director of Contract Administration, MBTA

### Goods & Services Panelists

- Moderator: William McAvoy, OSD
- John Healey, Senior Director of Enterprise Procurement, UMass
- Edward Glora, Business Manager/Department Head, Boston Public Schools
- Bernadette Macon-Bell, Goods and Services Program Administrator, Massport
- Kevin Coyne, Purchasing Agent, City of Boston

If you have questions regarding the Supplier Diversity Regional Series, email [Jennifer.Galvao@state.ma.us](mailto:Jennifer.Galvao@state.ma.us) or [John.B.Fitzpatrick@state.ma.us](mailto:John.B.Fitzpatrick@state.ma.us).

*Panelists and exhibitors are subject to change.*

Click here  
to register!