



The Official Newsletter of the Operational Services Division March 2016

March Sales Event in Full Swing

In This Issue

March Sales Event in Full Swing

Commonwealth Approach to Procurement Highlighted in Nationwide Study

Upcoming Buyer Training

Upcoming Vendor Training

Upcoming Outreach Events

Strategic Sourcing Updates

Registration is Now Open for MASSBUYS XVIII

COMMBUYS Corner

COMMBUYS Adoption One Year Later: Town of Nantucket

March is National Procurement Month! As you may know, on March 1, the Operational Services Division (OSD) launched a month-long sale on a wide array of Statewide Contract (SWC) Products and Services! We're halfway through the month, but all buyers eligible to purchase from SWCs still may take advantage of these special March to Savings offers.

More than 140 SWC Vendors have signed on to offer product and service discounts on top of their negotiated contract agreements for eligible purchases issued March 1- 31, 2016. This is an opportune time to match your organization's 2016 purchasing needs with our March to Savings offers.

Participation is simple.

1. Review OSD's list of Eligible **March to Savings Deals and Discounts**;
2. Follow your organization's prescribed method for purchasing from Statewide Contracts - process the Purchase Order through COMMBUYS or send the Purchase Order directly to the vendor;
3. Enter Promo Code "**Sale2016**" on your Purchase Order to receive the discount:
 - COMMBUYS buyers must enter the **Sale2016** Promo Code in the **Special Instructions** field on the Requisition. Buyers purchasing from a PunchOut must include the **Sale2016** Promo Code in the **Special Instructions** field on the G2B Requisition after Punching Out from the vendor's catalog.*
 - All others buyers must prominently display the **Sale2016** Promo Code on the top of the Purchase Order.
 - Orders placed without the Promo Code will not be eligible for the additional discounts.

Discounts will be applied by the vendor during invoicing.

** For Government Scientific Source PunchOut purchases (HSP41), buyers also will need to remit a copy of the PO Print form via email to Jeannie Ruiz at jruiz@govsci.com to receive the discount.*



Commonwealth Approach to Procurement Highlighted in Nationwide Study

The February 17 article featured in **Governing Magazine**, *Purchase Power: A Special Report on State Procurement*, outlines the results of a nationwide survey focused on state procurement practices and takes the stance that effective procurement methodologies are fundamental to state governments achieving spending efficiencies. Massachusetts' approach to state procurement of goods and services, managed by OSD, tied for fifth place overall and earned high marks in several focus areas.

The study reviews central procurement office activities from 37 states who responded to the comprehensive survey, looking at their approach to topics such as technology, contract management, and buyer engagement. In addition to its overall fifth-place finish, Massachusetts received a second-place standing for Information Technology Procurement along with a third-place ranking for both Sourcing and Use of Technology.

"We are pleased with these findings and how the focuses of the study align with many of our own priorities," states Gary Lambert, Assistant Secretary for Operational Services. "The study is another tool to assess our performance and plan our path as we continue to move forward."

In fact, over the last several years, OSD has shifted and refined its business in a number of areas to be in line with industry trends and responsive to customer needs.



Here are a few highlights:

- In 2014, OSD launched COMMBUYS, the Commonwealth's Market Center, enabling online bid posting, purchasing, and valuable data collection. As of March 11, 2016, COMMBUYS boasts 6,771 bids, 14,681 registered vendors, and \$379MM in sales;
- Introduced a municipal outreach group, the COMMBUYS Enablement Team, to help local government purchasers leverage Statewide Contracts and COMMBUYS and to maintain an open dialogue with municipal buyers;
- Enhanced contract sales reporting capabilities to support data-driven decisions and negotiation;
- Encouraged public buyer participation in state procurement activities. In FY2016, OSD recruited 113 new Strategic Sourcing Team members;
- Expanded OSD's training curriculum to include a five-day interactive course for Agency procurement officials that reviews the fundamentals of Strategic Sourcing. Since its introduction in 2013, more than 400 procurement professionals have attended, advancing procurement know-how throughout the Commonwealth;
- Continue to work in concert with Governor Baker's Office to engage small and diverse businesses in the procurement process by expanding and streamlining the state's certification process and planning and promoting business networking events targeted to their groups.

Read the complete **Governing Magazine** article here.

Upcoming Buyer Training

Purchasing in COMMBUYS – Creating Release Requisitions & Purchase Orders
March 16

COMMBUYS Purchasing for Eligible Non-profits
March 22

COMMBUYS Organization Administrator: Set-Up and Maintenance
March 23

Essentials of State Procurement
March 28

How to Use Master Blanket Purchase Orders
March 31

How to Create a Departmental Master Blanket Purchase Order in COMMBUYS
April 4

Discovering Statewide Contracts: Information, Demonstration & Application
April 5

Essentials of State Procurement
April 6

COMMBUYS Purchasing for Eligible Non-profits
April 7

COMMBUYS Purchasing for Eligible Non-profits
April 11

Purchasing in COMMBUYS – Creating Release Requisitions & Purchase Orders
April 11

Essentials of State Procurement
April 12

COMMBUYS Organization Administrator: Set-Up and Maintenance
April 14

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



SDO Pre-Certification Workshop
March 16 – New Bedford

**COMMBUYS Vendors:
Essentials for Seller Role**
March 18

**COMMBUYS Vendors:
Organizational Design and
Maintenance for the Seller
Administrator**
March 22

**COMMBUYS How to Locate and
Respond to Bids**
March 24

**Connecting Your Business
to the Commonwealth**
March 29 – Fitchburg

**Small Business Purchasing
Program Overview**
March 29

Vendor Registration
March 30

**Demystifying the RFR: Responding
to the Commonwealth's
Procurement Opportunities**
April 7

**Connecting Your Business
to the Commonwealth**
April 8- Boston

SDO Pre-Certification Workshop
April 12- Fitchburg

**COMMBUYS Vendors:
Essentials for Seller Role**
April 13

Vendor Registration
April 14

SDO Pre-Certification Workshop
April 14 – Boston

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

Vendor Registration Days

Are you a vendor looking to conduct business with the Commonwealth of Massachusetts? Do you want to bid on contracts posted by the Commonwealth, 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!

COMMBUYS is the online market center for Massachusetts. All Executive Agency bidding opportunities for goods and services are posted on COMMBUYS; construction-related bids also may appear on the site. Your registration will never expire, and there's no fee to register.

Wednesday, March 30
9:00 a.m.- 4:30 p.m. (1 hour time slots)
One Ashburton Place, 10th Floor
Boston, MA 02108
Click here to register!

Thursday, March 31
9:00 a.m.- 4:30 p.m. (1 hour time slots)
Wrentham Developmental Center
131 Emerald Street
Wrentham, MA 02093
Click here to register!

Tuesday April 19
1:30 p.m.- 8:30 p.m. (1 hour time slots)
Worcester Public Library
3 Salem Street
Worcester, MA 01608
Click here to register!

Friday, April 22
9:00 a.m.- 4:30 p.m. (1 hour time slots)
Department of Fire Services
1 State Road
Stow, MA 01775
Click here to register!

Tuesday, May 17
1:30 p.m.- 7:00 p.m. (1 hour time slots)
UMass Center at Springfield
Tower Square - 1500 Main St., Suite 260
Springfield, MA 01115
Click here to register!

Massachusetts Chiefs of Police Association Trade Show

Wednesday, April 6
Best Western Royal Plaza Hotel
181 Boston Post Road West
Marlborough, MA 01752
Click here to register!

Boston Small Business Expo

Thursday, April 7
OSD is excited to be exhibiting at the Small Business Expo being held at the Hynes Convention Center in Boston on Thursday, April 7, from 9:30 a.m. to 5:00 p.m. Admission to the Expo is free and it is a great opportunity for small business owners to network with exhibitors and other small business owners, attend workshops, and mingle with non-profit organizations and government agencies.

OSD will be located in the Government Resource Section, so be sure to stop by our booth where you can learn about OSD programs and services, including COMMBUYS, Supplier Diversity Office Certifications, and the Small Business Purchasing Program. Plus, get detailed information about the free training sessions offered by OSD to help businesses demystify the state contracting process! We look forward to seeing you at the show!
Click here to register!



STRATEGIC SOURCING UPDATES

Statewide Contract
User Guides

Procurement
Schedule

COMMBUYS

March Sales Event
Catalog

PunchOut Catalog
Resources

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 *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.



New Integrated Pest Management Statewide Contract (FAC92)

The new FAC92 Statewide Contract (SWC) for Integrated Pest Management (IPM) is set to launch on April 1, 2016, and will offer agencies and municipalities a pre-qualified list of vendors experienced in IPM. As with its predecessor contract, due to expire on March 31 (FAC74), FAC92 enables agencies in state buildings and other facilities to comply with Massachusetts Executive Order 403 – requiring the adoption of an IPM program – and assists schools in following regulations detailed in the Children and Families Protection Act of 2000 (333 CMR 14.00). In addition to state agencies, many municipalities are adopting the IPM approach – blending multiple pest control techniques, relying first on preventative measures and non-toxic controls and using pesticides only as a last resort.

FAC92 services are available in three categories: IPM for all users; Schools IPM; and Single Use Services, including services for Stinging Insects and Problem Animal Control outside of your IPM Plan (available to all users).

Contract Highlights

- Wide selection – 25 awarded vendors;
- Coverage across Massachusetts, including the Cape and Islands;
- All vendors offer a Board-Certified Entomologist and/or Associate Certified Entomologist for expert pest identification;
- Around-the-clock coverage with Night Inspection Service options;
- Online Pest Logging to record incidences as they occur and properly target problem areas;
- Prompt Pay Discounts and Service Fee Reduction opportunities;
- Credentials: CORE Applicator Licenses; PAC License and Code 44 Commercial Certification for Problem Animal Control; Code 37 Commercial Certification for Termite Treatment;
- Many vendors are GreenPro Certified – a green certification program for pest management professionals.



The FAC92 Contract User Guide will be posted to the Statewide Contract User Guide webpage over the next two weeks. Buyers who have questions about FAC92 are encouraged to contact Contract Manager Katherine Morse, Katherine.Morse@state.ma.us.

Attend Overview Sessions via Webinar!



OSD had an overwhelming response to our two recent networking events for Light-duty Vehicles (VEH98) and Records Management (FAC96), with more than 80 buyer organizations in attendance! In case you missed either of these events, Strategic Sourcing has scheduled VEH98 and FAC96 contract overview sessions via webinar! Click on the associated registration link below to attend and get the facts about these contracts.

Statewide Contract	Date	Time	Sign Up to Attend
VEH98	Monday, March 28	10 a.m.- 11 a.m.	Register here!
FAC96	Tuesday, April 5	11 a.m.- 12 p.m.	Register here!

STRATEGIC SOURCING UPDATES

Statewide Contract for Foodservice Supplies and Equipment (GRO35) Ready for Use

OSD recently launched the GRO35 Statewide Contract covering conventional and biodegradable/compostable paper product supplies and commercial grade large and small foodservice equipment.

Foodservice Equipment

Large items include refrigerators, ovens, dishwashers, and kettles.

Small items include microwaves, mixers, toasters, and blenders.

Vendors were selected based on their ability to provide the most competitive pricing for the products offered.

Buyers may choose from four awarded vendors in the Foodservice Supplies category and five in the Foodservice Equipment category. All vendors offer Prompt Pay Discounts. Consult each vendor's Rate Sheet in COMMBUYS for a list of products and the availability of Volume Purchase and Dock Delivery Discounts.

Refer additional questions to Katherine Morse, Contract Manager at Katherine.Morse@state.ma.us.



Foodservice Supplies

include hot and cold cups, plates, napkins, utensils, trays, and straws.

Attention HSP37 Buyers

HSP37, the Statewide Contract for Cylinder Gases and Related Equipment & Supplies, will be allowed to expire effective June 30, 2016. Be advised that all HSP37 products, including cylinder gases such as acetylene and oxygen, among others, are now available under FIR04, Public Safety Equipment, Supplies, Services and Repairs from the same vendor, Airgas. Buyers may purchase from Airgas via their recently launched COMMBUYS PunchOut catalog. Refer questions about HSP37 to Peter Etzel. For information about FIR04, contact Betty Fernandez.

Yes... It's Time to Get Ready for Flu Season



Though flu season is all but over, it's time to gear up for next season. Effective March 1, you may pre-book your supply of influenza vaccine for fall 2016 delivery through the MED50 Statewide Contract (SWC) for Influenza Vaccine. Each year only a finite amount of influenza vaccine is produced, so it is well-advised to order now for the 2016-2017 flu season, with payment for the vaccine due upon delivery in the fall. Search for SWC pricing in each vendor's catalog in COMMBUYS. Find additional purchasing guidance in the MED50 Contract User Guide. Contact Peter Etzel, Contract Manager, with additional questions.

Statewide Contract for Energy Consulting Services (PRF62)

Through the new PRF62 Statewide Contract, public sector buyer communities now have a list of 70 experienced and pre-qualified vendors offering an array of energy consulting services under seven specialty categories:

- Energy Research and Analysis Services
- Clean Energy Systems and Technology Analysis and Research
- Energy Programs Stakeholder Engagement Services
- Energy Project Advisory & Consulting Services
- Existing Building Commissioning
- Facility Maintenance and Operations Advisory Services
- High Performance Buildings Advisory Services

Awarded contractors provide a wide range of services and competitive pricing, allowing buyers the efficiency of one-stop-shopping for energy-related consulting services.

Interested buyers are advised to consult available PRF62 resources in COMMBUYS: Vendor Award Matrix and Contact Information Sheet; Vendor Category Profiles – outlining areas of vendor expertise in each awarded category; Statement of Work (SoW) document; and the PRF62 Contract User Guide.

This is a Department of Energy Resources (DOER) designated Statewide Contract. Forward additional PRF62 questions to Charles Tuttle at Charles.Tuttle@state.ma.us.

New Vendor Added to Tires, Tubes & Services Statewide Contract (VEH97)

Michelin North America, Inc., has been added to the Tires, Tubes & Services Statewide Contract (VEH97), joining Bridgestone Americas, Inc., and Goodyear Tire & Rubber Company. Tire services for each prime vendor are provided by their authorized distributors. The price list and a list of the authorized dealers



for all three vendors are available in COMMBUYS.

For more information, contact Lana Gunaratne at Lalana.M.Gunaratne@state.ma.us. **Page 5**

STRATEGIC SOURCING UPDATES

Offering Rentable Options That Range from Tools to Large Equipment FAC97 Equipment Rental



FAC97 Contract Highlights

- Single vendor (Hertz) with rental and service locations in MA, and an expansive network of support staff
- Daily, weekly, and monthly rates, plus standby agreements for power generation and disaster relief
- Equipment delivery and pickup available
- 24/7 emergency services and repair available, including disaster response
- Maintenance and safety training provided
- Excellent option for seasonal equipment to preserve capital and avoid storage, repair, and inventory costs
- Automatic “gold-tier” pricing for all Statewide Contract users
- Prompt Pay Discount available

What is available?

- Generators and Light Towers
- Pumps
- Disaster Response Equipment
- Aerial Lifts
- Forklifts
- Scissor, Personnel, and Boom Lifts
- Concrete and Masonry Equipment
- Trucks and Trailers
- Air Compressors
- Earthmoving Equipment
- Tools
- Compaction Equipment

Click here for the Statewide Contract User Guide. Find Hertz Gold and Platinum Price Lists at COMMBUYS.com > Contract & Bid Search > Contract/Blankets > Enter FAC97 in the Contract/Blanket Description field > Click Find It.

Need Additional Information? Contact Steve Lyons, Contract Manager at OSD, at Steve.Lyons@state.ma.us, or email Hertz Equipment Rental Rep Steve Kusmin at skusmin@hertz.com.



Energy Experts Needed for Upcoming Procurement

OSD is looking for Department and municipal buyers who have expertise in energy, utilities, and fuel to participate in the development of a new Statewide Contract. As a member of the Strategic Sourcing Team (SST), participants will work with an OSD Strategic Sourcing Lead to perform activities ranging from needs identification to performance monitoring and assessment throughout the life cycle of the procurement. Participation does not require travel into Boston. Express interest to Sara Urato at Sara.Urato@state.ma.us.

New Category for Inventory Tracking and Management Services Added to Clothing, Uniforms, Footwear, Accessories and Personal Care Products SWC (CLT07)

As of March 1, a new category covering Inventory Tracking and Management Services was added to the Clothing, Uniforms, Footwear, Accessories and Personal Care Products Statewide Contract (CLT07). The category allows the awarded vendor, Proforma Eagle Print & Promotion, to perform a variety of account management duties on behalf of the purchasing organization including, setting and tracking employee spending allowances, handling returns/cancellations, designing entity-defined shopping lists and reporting, among others. See the CLT07 Contract User Guide for a complete list and purchasing instructions. Contact Steve Lyons, Contract Manager with inquiries.

Upcoming Procurement for Print, Copy, and Mail Services

In the near future, the OFF44 Strategic Sourcing Team intends to reopen Statewide Contract OFF44 for the following categories:

- Category 1 – Print Services: Copying, duplicating, and printing of black and white and full color customer-supplied originals;
- Category 2 – Copy Services: Quick copying services of customer-supplied black and white and color originals;
- Category 3 – Mail Services: Automated, customized mailing services of printed materials. *



View the WTO Intent to Procure Notification in COMMBUYS. The procurement is expected to be issued in March 2016 with a June 1, 2016, start date. Interested bidders should monitor COMMBUYS for bid details and any modifications to projected time frames.

**Please note: Category 4, Printed Promotional Products, is not being reopened. Vendors that already have been awarded OFF44 do not need to take any additional action.*

Registration is Now Open!

Statewide &
Departmental
Contract Vendors

[Click here to exhibit](#)



Public Purchasing/
Procurement
Professionals

[Click here to attend](#)

COMMBUYS Corner

Recent Enhancements

Drawing on valuable feedback from our user community, the COMMBUYS Operations Team at OSD has implemented a number of enhancements to the COMMBUYS system. Buyers also should take note of procedural changes for Bid set-up, Blanket PO Change Orders, and Approval Paths.

Enhancements

- Ability to manage attachments associated with documents, allowing sorting and downloading, and introducing an improved visual display
- Improved functionality to download all **Bid Tab** attachments from a quote to one file (compressed folder)
- PO and Bid Print Form Improvements:
 - PO Print Form
 - New Time/Date stamp to validate when a document was processed to a “sent” status and when a document is printed
 - Display of **Alternate ID (ALT ID)** and **Short Description** fields
 - Ability to print **Notes** as a separate page. Notes only will appear on the vendor copy if the buyer selects the **Show to Vendor** box
 - PO type will display at the top of the page
 - Clarification of Terms and Conditions
 - Bid Print Form
 - Time/Date stamp to validate the bid open and print time frames
 - To include Bidders List, as well as new **ALT ID**, and **Description** fields
 - Clarification of Terms and Conditions

New Requirements

- Executive Departments will be prompted to identify Small Business Purchasing Program (SBPP) Bids during the bid set-up process, enabling SBPP bid search functionality for businesses. Read more about this enhancement on the OSD blog.
- Modifications to Blanket POs will require a **Change Order** and appropriate approvals
- Approval Path Change - In the past, users were required to select both the **Requisition** and **PO Release** checkboxes when creating or editing Approval Paths to capture **Direct Release** and **PunchOut Requisitions**. With this upgrade, users will be required to select only the **PO Release** checkbox under **PO Document Type** when formatting Approval Paths. OSD will reach out to organizations impacted by this change in a separate communication.

Fixes

- Removal of the “No Recommended Vendor” warning message on **Release Requisitions**
- **Convert to Bid** button will display as expected after approving a **Solicitation Enabled Release** via the **List and Approve** function

User Tip: Cloning Bids for Open & Rolling Enrollment

COMMBUYS offers buyers the facility to clone existing bids to simplify new bid setup. This feature is available for Open and Rolling Enrollment bids, as well. Buyers should be advised, however, that if a cloned bid was not previously set up for Open and Rolling Enrollment, buyers will need to enable this feature if the procurement is utilizing one of these enrollment options. Please review the **General** tab of your cloned bid to be sure the enrollment options and response deadlines are set up to match those listed within the RFR.

New Improvements to the OFF36 Shopping Experience

As part of our continued effort to improve the shopping experience in COMMBUYS, OSD has been working with vendors on Statewide Contract OFF36 - Category 2 (recycled paper products), as well as a cross-section of buyers, to identify and resolve challenges when searching for and purchasing paper. Currently, there are two vendors on Statewide Contract OFF36 - Category 2: XPEDX LLC, a Veritiv Company, and Lindenmeyr Munroe. [Click here to read more about the implemented COMMBUYS catalog improvements for these vendors.](#)

Become a COMMBUYS Vendor

You must be a COMMBUYS registered vendor to respond to bidding opportunities posted in COMMBUYS. As a registered vendor you will receive automatic email notifications about opportunities posted in your area(s) of interest. Visit the COMMBUYS Vendor page for registration information and other vendor resources.



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.

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

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COMMBUYS Adoption One Year Later: Town of Nantucket

From streamlined purchasing to competitive pricing, COMMBUYS offers numerous benefits to price-conscious municipalities. In February 2015, the COMMBUYS Enablement Team and OSD Trainers traveled to the Town of Nantucket to provide buyer training. In April, the Town went live in using COMMBUYS for all Statewide Contract purchases orders. With 237 orders placed from 18 different Statewide Contracts,* the Town of Nantucket truly is a great example of the breadth of implementation and the depth of buying through COMMBUYS. "The key with us is not only the amount of purchasing we do, but it's the variety. Whether it's a truck, a window, a lawnmower – we buy it off of Statewide Contract," says Town Engineer, Silvio Genao.

As a one-person department, Chief Procurement Officer, Heidi Bauer did not have the capacity to send all of the Town's needs to bid. With direct access to the Commonwealth's competitively priced and previously negotiated Statewide Contracts, COMMBUYS generated an invaluable time savings for the Town. "We are buying the same things as other municipalities, so anything we can do to shorten the procurement process is helpful. OSD is my procurement office. You all go out and vet everybody first," Bauer states.

As an island, Nantucket also had its own unique set of needs and challenges. With very few local businesses and complicated logistics, the Town was enthusiastic for



new channels to goods and services. They found that the wide range of vendors on Statewide Contracts exponentially increases their chances of finding the right items at the best price. "The Town of Nantucket really is a model community for how we would like municipalities to use COMMBUYS to their unique advantages," remarks Trish Burke, Enablement Team Account Manager.

One of the most significant ways that the Town administration has committed to COMMBUYS is by mandate. Since implementation, Bauer has required buyers to become COMMBUYS-trained so they may leverage the benefits of Statewide Contracts. "Our Department of Public Works (DPW) team now is a bunch of procurement professionals," remarks Bauer. Another way that the Town has been instrumental in its success is by proactively establishing and managing their vendor relationships. For instance, when DPW had a vendor delivery issue, Genao visited the vendor

"COMMBUYS is really a lifesaver for us."
Silvio Genao, Town Engineer

and walked through the COMMBUYS process from both perspectives to find and solve the gaps in ordering. Because of this level of engagement, Nantucket has completed eight orders that were the first COMMBUYS orders with those vendors. By communicating their needs clearly and understanding OSD's processes, the Town has created a natural partnership with the Commonwealth. Bauer and Genao have participated on Strategic Sourcing Teams, and Genao states, "We have great relationships with the folks at OSD. I really can't say enough good things about our experience with you all."

If you're a municipal procurement professional wanting to learn more about how COMMBUYS can work for you, visit the Local Governments webpage. Contact the COMMBUYS Enablement Team to set up a time to meet by emailing COMMBUYSEnablement@state.ma.us.

* Data from 1/1/15 - 2/9/16

