



# BUY the WAY

The Official Newsletter of the Operational Services Division  
May 2016



## MASSBUYS 2016 Receives Rave Reviews

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Over the last 18 years, Massachusetts public purchasers and procurement officials have gathered at the Operational Services Division's annual MASSBUYS EXPO for the opportunity to network with Statewide and Departmental contractors and attend educational workshops. This year's EXPO on April 28, hosted for the first time at Gillette Stadium in Foxborough, was particularly noteworthy:

- Achieving the highest attendance level in its 18-year history;
- Featuring 1,037 exhibitors from 369 businesses;
- Offering small and diverse businesses from around the Commonwealth the opportunity to make business to business connections with contract exhibitors; and
- Welcoming for the first time a Massachusetts Governor, as well as Lieutenant Governor – Charlie Baker and Karyn Polito.

Receiving overwhelmingly positive feedback from both the attendee and exhibitor communities, the event has been deemed a success!

MASSBUYS exhibits, which started outdoors with the vehicle/specialty equipment zone and spanned both the east and west sides of Gillette Stadium, featured products and services that ranged from mulch to medical supplies. The MASSBUYS event offered a once-a-year opportunity for public purchasers to explore firsthand the range of goods and services offered by Statewide and Departmental vendors at pre-negotiated terms and pricing. These contracts provide cost saving opportunities for state agencies, as well as local government organizations around the Commonwealth, reducing their need to invest valuable time and money conducting solicitations, evaluating responses, and executing contracts.



*"Well done! It was one of the better trade shows/expos in recent years. Attendance at many of the other shows we've been to has been weak – not so at MASSBUYS! Thanks for a great job and being so helpful!"*

Ecologic Entomology LLC  
Statewide Contract FAC92





## First Governor to Attend MASSBUYS

Governor Charlie Baker embraced the opportunity to address the business and government purchaser audience at this, the largest business to government event of its type in New England. Given the importance of the MASSBUYS mission in supporting the Commonwealth business economy and promoting delivery of best value products and services to public purchasers, Governor Charlie Baker took pleasure in his status as the first Massachusetts Governor to attend MASSBUYS. He thanked contractors for their participation in the 100% exhibitor-funded event, and applauded state and municipal government purchasers for optimizing product and service value and performance for the Commonwealth. The Governor reinforced the importance of increasing diversity in goods and services contracting and expanding opportunity in state procurement, noting, "We all win if we get this right." Governor Baker's remarks were well received by attendees and exhibitors alike.



*Governor Baker chatted with attendees and posed for pictures after giving the opening remarks at MASSBUYS.*



## Upcoming Vendor Training

**COMMBUYS Vendors:  
Essentials for the Seller Role**  
May 17

**Connecting Your Business to the  
Commonwealth**  
May 19 (Brockton)

**SDO Pre-Certification Workshop**  
May 20 (Lawrence)

**Connecting Your Business to the  
Commonwealth**  
May 24 (Cambridge)

**SDO Pre-Certification Workshop**  
May 25 (Brockton)

**Small Business Purchasing  
Program Overview**  
May 25

**Demystifying the RFR: Responding  
to the Commonwealth's  
Procurement Opportunities**  
May 26

**Locate and Respond to  
Bids in COMMBUYS**  
May 31

**COMMBUYS Vendors:  
Essentials for the Seller Role**  
June 8 (Brockton)

**COMMBUYS Vendors:  
Organizational Design and  
Maintenance for the Seller  
Administrator**  
June 8 (Brockton)

**Connecting Your Business to the  
Commonwealth**  
June 14 (Springfield)

**Demystifying the RFR: Responding  
to the Commonwealth's  
Procurement Opportunities**  
June 15 (Brockton)

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

*"Had a great time at MASSBUYS looking for vendors to streamline our operations and save money. While here, we got some time with Governor Baker. Great show, as always. Very helpful staff assisted us with COMMBUYS, as well."*

Citizens for Adequate Housing  
Non-Profit

*"Just wanted to thank OSD for putting on such a nice program. I found it to be very informative and was able to make a lot of good connections. I'm also looking forward to the updates to COMMBUYS and increasing our presence in that market. All in all, we really enjoyed our first MASSBUYS!"*

Alliance Detective & Security Service, Inc.  
Statewide Contract FAC93

## Upcoming Buyer Training

**COMMBUYS - Organization Administrator**  
May 18

**Introduction to Statewide Contracts and COMMBUYS**  
May 19

**COMMBUYS Purchasing for Eligible Nonprofits**  
May 19

**Essentials of State Procurement**  
May 23

**Conducting Procurements in COMMBUYS**  
May 24

**COMMBUYS Purchasing for Eligible Nonprofits**  
June 8

**Essentials of State Procurement**  
June 9

**COMMBUYS - Organization Administrator**  
June 13

**How to Create a Departmental Master Blanket Purchase Order in COMMBUYS**  
June 14

**How to Use Master Blanket Purchase Orders (SWC)**  
June 14

**COMMBUYS Purchasing for Eligible Nonprofits**  
June 14

**Introduction to Statewide Contracts and COMMBUYS**  
June 15

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

## MASSBUYS by the Numbers

**1,037**  
exhibitors



**369**  
businesses

**1,544**  
attendees



**200+**  
municipalities

**19**  
attendee  
workshops



**842**  
workshop  
attendees

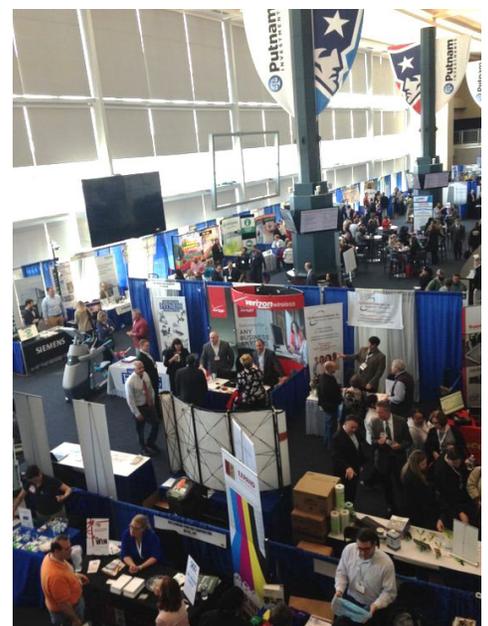
**92**  
exhibitors met  
with 16 OSD  
Strategic Sourcing  
staff for  
One-on-One  
sessions



**325**  
Certified diverse  
and small  
businesses  
attended  
afternoon  
networking  
session

## MASSBUYS Photo Contest

Congratulations to our three winners!  
Clockwise from top left: Jan Oleson of the Town of Wellesley DPW rests her feet after a long day of networking; Tatiana Swanson with the Town of Needham captures the spirit of MASSBUYS with a great shot of the exhibition floor; Greg and Sadie Spry catch a quick pose with Governor Baker. Each winner received a Fitbit!



# STRATEGIC SOURCING UPDATES | MAY 2016



## Schools and Libraries: There's Still Time to File for E-Rate Program Discounts

The Federal Communications Commission's (FCC) E-rate Program offers most schools and libraries discounts between 20-90% of the purchase price of eligible telecommunications services and products. Time is running out to apply for funding year 2016 discounts, as the E-Rate Program filing window closes on May 26, 2016.

Statewide Contracts (SWC) facilitate the E-Rate filing process, providing a selection of awarded vendors for buyer consideration. Moreover, OSD already has filed FCC Form 470 (Description of Services Requested and Certification Form) on behalf of buyers for each eligible SWC. Learn more about E-Rate and find associated resources on the OSD website. Contact Tim Kennedy at [tim.kennedy@state.ma.us](mailto:tim.kennedy@state.ma.us) for additional information.

## Experts Needed for Upcoming Statewide Procurement for Clothing



OSD soon will be developing the bid that will result in the new clothing Statewide Contract, CLT08, that will replace CLT07 – Clothing, Uniforms, Footwear, Accessories and Personal Care Products. OSD currently is looking for department and municipal buyers who have category expertise or buying history to participate on the Strategic Sourcing Team. Participants will perform activities ranging from needs identification to performance monitoring and assessment. Travel to Boston is not required. Please express interest to Steve Lyons, [steve.lyons@state.ma.us](mailto:steve.lyons@state.ma.us).

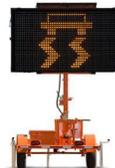
## New PunchOut for Safeware, Inc. Under HLS05



OSD is pleased to announce the launch of the Safeware, Inc. PunchOut, offering products for homeland security, public safety, emergency response, disaster preparedness, fire safety, traffic safety, and other related products under HLS05 – Statewide Contract for Homeland Security, Public Safety, and Traffic Safety Supplies.

Contract highlights include:

- Eighteen categories, including personal protective equipment, CBRNE\* search and rescue equipment, detection and decontamination equipment, and barriers;
- Traffic safety supplies including road cones, electronic message signs, and other related products;
- Single vendor – Safeware, Inc. with an expansive portfolio of manufacturers across the Homeland Security spectrum, accessible through COMMBUYS PunchOut;
- Volume discount opportunities;
- Prompt Payment Discounts: 1% discount for payments made in 45 days; 1.5% discount for payments made in 10 days.



\*CBRNE: Chemical, Biological, Radiological, Nuclear, and high yield Explosives

## Important Changes to Statewide Contract FAC76

Recently, OSD introduced significant changes to Statewide Contract FAC76 in response to feedback collected from our buyer community. These changes are outlined in our two-page flyer. [Click here to open the FAC76 informational flyer.](#)

Important Changes to Statewide Contract FAC76  
Maintenance, Repair & Operations (MRO)  
Products, Supplies and Equipment

The Operational Services Division has restructured the products and services on Statewide Contract FAC76, offering a broader product selection, deeper discounts, added services, and the flexibility to work in to local distributors. The changes are as follows:

Click here for additional details to the FAC94, FAC99 and new FAC76 Contract User Guide.

COMMBUYS

### New FAC94 Statewide Contract: Opportunity to Maximize Quality and Value

The FAC94 contract, providing industrial/commercial quality products from Fastenal, Grainger, and MSC, offers buyers significant savings over previous Maintenance, Repair, and Operations (MRO) contract pricing, with savings shown to be between 23-35%! Additionally, each of these vendors offer environmentally preferable product offerings, COMMBUYS PunchOut catalog purchasing and quote functionality, next-day delivery, and the option to pick up purchases at locations around the Commonwealth.

### New Category for Hand and Power Tools

FAC94 also features new contractors, Hilti and Snap-on-Tools, providing percentage-off discounts on small hand and power tools.

Don't miss the opportunity to meet these vendors at OSD's FAC94 Regional Events!

### FAC94 Regional Events

In the near future, OSD will begin hosting Maintenance, Repair, and Operations (MRO) Regional Events around the state, focusing in particular on ways buyers may maximize quality and value using the FAC94 Statewide Contract. Stay tuned for details!

In the interim, if you have questions about the new FAC94, FAC99, or updated FAC76 contracts, send an email to Maureen Barends, [maureen.barends@state.ma.us](mailto:maureen.barends@state.ma.us).

# STRATEGIC SOURCING UPDATES | MAY 2016

## Update for Diesel Fuel (ENE40) and Gasoline (ENE41) Statewide Contracts

The Statewide Contracts (SWCs) for Diesel Fuel, including alternative fuels such as B5 Bioheat, Ultra Low Sulfur Diesel and Biodiesel, (ENE40) and Gasoline (ENE41) were recently extended through July 31, 2018, offering new pricing effective April 1, 2016, that includes the **elimination of the \$75 service charge** for deliveries under 500 gallons.

### Statewide Contract Fuel Price Calculation

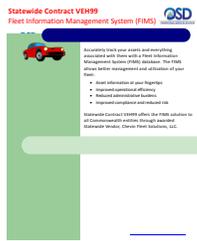
Invoice prices for Diesel Fuel and Gasoline, as well as other energy-related SWCs (No. 2 Heating Oil – ENE34; No. 4 and No. 6 Residual Fuel – ENE39; and Propane – ENE35) are determined as follows:

### Invoice Price = Daily Indexed Price + the Statewide Contract Differential Price

The **Daily Indexed Price** is posted each day in COMMBUYS under ENEFY16 Daily Index Pricing. For invoice calculation, vendors select the Daily Indexed Price based on the **date of fuel delivery**. **Differential Prices** are posted in the associated Statewide Contract User Guide and are based on volume: less than Truckload (0-7,999 gallons) or Truckload (8,000 gallons or greater).

Contact information for each Sourcing Lead is provided in the Contract User Guides.

## We're Taking the VEH99 Contract on the Road!



The new VEH99 Statewide Contract offers Executive Agencies and local government organizations software to accurately track their fleet of vehicles and other assets, such as trucks, lawnmowers, and wood chippers. VEH99 features a Fleet Information Management System (FIMS) database from awarded vendor, Chevin Fleet Solutions, LLC, enabling participants to quickly access fleet information and improve operational efficiency. [Click here to open the VEH99 informational flyer.](#)

### VEH99 Information Coming to a City or Town near You!

Lisa Westgate, Strategic Sourcing Lead for the VEH99 contract, along with Chevin Fleet Solutions representatives, will be visiting locations around the Commonwealth to present the attributes of the contract and demonstrate the FIMS product at OSD's VEH99 Information Sessions. We're hoping you'll join us, and we encourage you to bring a colleague or two as the price for the FIMS is dependent upon the number of units managed – as the number of users increase, costs decrease!

OSD also is forming a Governance Committee to determine the standard business configuration for the FIMS. We encourage you to be a part of the state fleet conversation by joining the Committee. Express interest now by emailing Lisa Westgate at [lisa.westgate@state.ma.us](mailto:lisa.westgate@state.ma.us), or sign up at one of our Information Sessions.

### Register for a VEH99 Information Session

McCormack Building, Boston	Thursday, June 9 / 1:30 p.m. – 4:00 p.m.	<a href="#">Register</a>
Transit Building, UMass Amherst	Monday, June 13 / 10:00 a.m. – 12:30 p.m.	<a href="#">Register</a>
Chevin Global Office, Fitchburg	Friday, June 17 / 10:00 a.m. – 12:30 p.m.	<a href="#">Register</a>

OSD continues to identify additional Information Session locations. Email Lisa to receive location updates, express interest in hosting a session, or obtain additional information.



## FAC77 – Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services

Sixty contractors are available to support coverage around the Commonwealth in the following areas:

- Groundskeeping and Landscaping
- Catch Basin Cleaning
- Tree Trimming and Removal
- Invasive Plant Control
- Turf and Landscape Integrated Pest Management
- Irrigation System Service and Repair

Get more information, including details on environmentally preferable product offerings, from the FAC77 Contract User Guide or contact John Walsh at [john.h.walsh@state.ma.us](mailto:john.h.walsh@state.ma.us).

## FAC88 – Lawns & Grounds Equipment, Parts and Services

Forty-one contractors provide comprehensive product selection in 11 categories, including:

- Tractors (50 HP – 100 HP)
- Lawnmowers
- Replacement Small Engines
- Roto-tillers, Wood Chippers, Stump Grinders, and Specialty Power Equipment
- Skid Steer Loaders and Accessories
- Utility Trailers and Related Accessories
- Lease/rental options for Utility Vehicles and Golf Carts

Find more information in the FAC88 Contract User Guide or contact Katherine Morse at [katherine.morse@state.ma.us](mailto:katherine.morse@state.ma.us).

# STRATEGIC SOURCING UPDATES | MAY 2016

Statewide Contract  
User Guides

Procurement  
Schedule

COMMBUYS

## 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.

**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.

## New Statewide Contracts Enabled for RPA Release

Effective immediately, two additional Statewide Contracts (SWC) support RPA Release requisition processing in COMMBUYS. They are:

- GRO30 – Prime Grocers – offering groceries/food products that include canned goods, cereals, meats, frozen foods, pasta, specialty foods, fruits, and non-organic and organic vegetables from two vendors – Performance Group and US Foods; and
- FAC99 – Walk-in Maintenance, Repair, and Operations (MRO) providing residential/retail products and services from Home Depot and Lowe's with the ability to walk in to retail stores around the Commonwealth.

### About RPA Release

You may recall RPA Release functionality enables Executive Departments that are required to document their purchases in COMMBUYS, as well as other organizations that choose to record their purchases in COMMBUYS, the ability to enter SWC purchases **after the fact**. These include circumstances where the normal COMMBUYS PO process is impractical, i.e. re-stock of pharmaceuticals, or for unanticipated purchases, such as windshield replacement.

Buyers are cautioned to consult OSD's [Contract User Guides](#) to determine if a SWC supports RPA Release processing and to understand under what circumstances RPA Release is warranted under the contract, i.e. RPA processing may be allowed only for certain vendors and/or categories on the contract.

The following SWCs are set up to support RPA Release processing to the extent outlined in each Contract User Guide. Select the SWC link for additional guidance.

- CLT07 – Clothing, Uniforms, Footwear, Accessories and Personal Care Products
- ENE34 – No. 2 Heating Oil
- ENE35 – Propane
- ENE37 – Electricity
- ENE38 – Natural Gas
- ENE39 – No. 4 and No. 6 Residual Fuel
- ENE40 – Diesel Fuel, including alternative fuels such as B5 Bioheat, Ultra Low Sulfur Diesel and Biodiesel
- ENE41 – Gasoline
- FAC82 – Hazardous/Universal, Medical, and Electronic Waste Disposal
- FAC92 – Integrated Pest Management
- FAC93 – Security Services, Private Investigative Services, and Fence Rental
- FAC99 – Walk-in Maintenance, Repair, and Operations (MRO)
- GRO30 – Prime Grocers
- ITC47 – IT Hardware and Services
- MED38 – Pharmaceutical Prime Vendor
- MED44 – Reference Laboratory Services
- OFF43 – Small Package Delivery
- OVM08 – Windshield and Glass Replacement for Vehicles
- PRF54 – Tax Exempt Lease Purchase (TELP)
- PRF61 – Management Consultants, Program Coordinators and Planners Services
- PRF62 – Energy Consulting Services Designated DOER
- VEH97 – Tires, Tubes, and Services

Buyers may learn more about RPA Release requisition processing by visiting the Buyer Job Aids page on the OSD website.

# COMMBUYS CORNER

## Q & A Feature in COMMBUYS: An Online Repository for Buyer/Vendor Bid Dialogue

When setting up a bid in COMMBUYS, buyers have the option to use the Q & A feature, a tool to facilitate online dialogue between the buyer and potential bidders. Utilization of this function is strongly encouraged as it provides an online repository, documenting conversations related to the bid for all potential bidders to view, and is consistent with open and fair procurement procedures under 801 CMR 21.00. For 801 CMR 21.00 entities, if you accept Questions, the answers MUST be published for all to view.

Here are a few tips for using the Q & A function in COMMBUYS:

- Be certain to select the **Allow vendor to submit questions** checkbox, an election that activates the online dialogue capability.
- Buyers also must select the **Show on Web** checkbox. Buyers only may select this checkbox once they have set up at least one question within the Q & A tab. For example:
  - ▶ **Question:** What is the deadline for submitting questions about this bid to the buyer?
  - ▶ **Answer:** The deadline for submitting questions about this bid is Wednesday, June 15, 2016, at 3:00 p.m.
- Buyers may select the **Send notification when vendor submitting question** election to receive email notification of a bidder question posted in COMMBUYS.
- Buyers must not select the **Show Original Vendor Only** election. Selecting this checkbox will display responses only to the requesting bidder, in conflict with 801 CMR 21.00.
- Character limits are as follows: Questions – 250; Answers – 500.
- Buyers should be mindful that, for security reasons, COMMBUYS has a 30-minute auto-session timeout feature that will engage even when users are typing within the Q & A tab. Buyers and vendors should select **Save and Continue** or navigate to another tab within that time frame to avoid being timed out of their session. Users also may wish to cut and paste questions/responses into the Q & A tab.
- Buyers should uncheck the **Allow vendors to submit questions** checkbox once the period to submit questions has expired.

Open Market Bid BD-16-1080-OSD01-OSDEP-00000000257 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes(1) Bidders Questions Amendments **Q & A** Reminders Summary

Question #	Created Date	User Created	Question Subject	Question	Answer	Show on Web	Show Original Vendor Only	Delete
Add New:			<input type="text"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allow vendor to submit questions  
 Send notification when vendor submitting question

Save & Continue Reset

Buyers may find additional resources for *Creating a Bid from Scratch* in COMMBUYS on the OSD website on the Job Aids for Buyers page. Vendors may find guidance for *Submitting Questions & Viewing Answers with the Q & A feature* on the Job Aids for Vendors page. Contact the COMMBUYS Help Desk with additional questions: 1-888-627-8283 or COMMBUYS@state.ma.us.





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.

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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# Small and Diverse Business Networking Event Launched by Lieutenant Governor

In line with her ongoing initiatives to support local government communities and the Massachusetts business economy, Lieutenant Governor Karyn Polito kicked off the first-ever Diverse and Small Business Networking Event at MASSBUYS, an effort to provide business resources and networking opportunities to Supplier Diversity Office (SDO) Certified firms, including those enterprises that have earned cross-certification status through SDO partner organizations, as well as Small Business Purchasing Program vendors. The enthusiastic group was addressed by the Lieutenant Governor who discussed Baker-Polito initiatives to expand business opportunity in all regions of the Commonwealth, new streamlined certification process and forms, and the unveiling of a new Massachusetts Veteran Certification program that will reduce



federal certification wait times and increase Veteran participation in state goods and services contracting. Read more in the press release here.

Prior to networking with Statewide and Departmental contractors on the Exhibit Hall floor, the business audience received an overview of how to do business with the Commonwealth, including locating bidding opportunities in COMMBUYS.

## Upcoming Outreach Events

### COMMBUYS Vendor Registration

*Tuesday, May 17*

*UMass Center at Springfield*

Are you a vendor looking to conduct business with the Commonwealth? Do you want to bid on contracts posted by the state, but don't know where to begin? Are you an SDO-Certified vendor whose certification is up for renewal? Your registration will never expire, and there's no fee to register. **Click here to register!**

### National Association of Housing and Redevelopment Officials Conference\*

*Monday, May 23*

*Sea Crest Hotel, North Falmouth*

OSD staff will review resources to identify and use Statewide Contracts. These contracts offer pre-negotiated terms and pricing on items such as commercial/ industrial-grade facilities maintenance and repair products, heating oil, equipment rental, integrated pest management services, mattress recycling, and lawn and grounds equipment and services. Maureen Barends, Senior Sourcing Manager at OSD, will highlight these and other contracts of interest. Sidney Moore, Training Specialist at OSD will offer a demonstration of COMMBUYS. **Click here to register!**

### Asian Business Resource Fair\*

*Tuesday, May 24*

*Tip O'Neill Federal Building, Boston*

In celebration of Asian American & Pacific Islander Heritage Month, the Small Business Administration (SBA) invites you to learn about current initiatives and programs, government contracting, certifications, SBA Business Loans, franchising, and partner programs. **Click here to register!**

### Massachusetts Commission on Aging Government Training Day\*

*Thursday, May 26*

*Foxborough Senior Center*

Topics to be discussed include ethics, statewide purchasing, political campaigning, paper retention laws, and much more.

**Click here to register!**

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