

Buy the Way

The Official Newsletter of the Operational Services Division



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MA Supplier Diversity Regional Series is a Success!

Four of the five MA Supplier Diversity Regional Series ("The Series") events have taken place over the course of the last three weeks. From Lawrence to Worcester, Roxbury to New Bedford, the vibrant gatherings have provided small and diverse businesses the opportunity to network with state, municipal, and private buyers, State Contract vendors, and local development and non-profit organizations to advance their opportunity for growth.

Based on attendee participation and feedback, the events have been an overwhelming success. In Lawrence, Mayor Dan Rivera kicked off The Series with his opening remarks. In Worcester, we were joined by Lieutenant Governor Karyn Polito (pictured right), State Representative Hannah Kane of Shrewsbury, and Senator Michael Moore. At the Roxbury event, Chief of Economic Development John Barros from the City of Boston spoke, and several elected officials present were acknowledged, including State Senator Linda Dorcena-Forry, State Representative Byron Rushing, State Representative Russell Holmes, and State Representative Evandro Carvalho. In New Bedford, Mayor Jon Mitchell gave the opening remarks.



We want to give a special thanks to the resource organizations and municipalities who facilitated our panel discussions, including the U.S. Small Business Administration, the Massachusetts Office of Business Development, the City of Lawrence, the City of Worcester, the City of Boston, the New Bedford Economic Development Council, the Center for Women and Enterprise, and the Greater New England Minority Supplier Development Council. These panelists supplied a wealth of information to participants and we are grateful for their contributions.

On November 18, The Series will wrap up in Springfield at the UMass Center. To see the highlights from each event, check out the conversation using the hashtag #TheSeriesMA on Twitter!



Pictured above from left to right: Peter Milano (Massachusetts Office of Business Development), Frank O'Connor, Jr. (City of Lawrence), Bonnie Borch-Rote (Operational Services Division), Jessica Yamas (Center for Women & Enterprise), Lisa Gonzalez-Welch (U.S. Small Business Administration) & Jennifer Little-Greer (Greater New England Minority Supplier Development Council)

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Upcoming Training

To register for Buyer training courses, please see the online Training calendar here. To register for Vendor training courses, click on the desired date. Dates are subject to change as courses are added or removed.

BUYER TRAINING

COMMBUYS Organization Administrator Training

November 17
December 9

COMMBUYS Purchasing Training

December 16

COMMBUYS Procurement Training

November 30

How to Create a Departmental MBPO

November 23

How to Use MBPOs

December 11 (Webinar)

Essentials of State Procurement

December 14

How to Use Statewide Contracts/ MBPOs

December 7

Strategic Sourcing Certificate Program: One Day Update Class

November 20

VENDOR TRAINING

Connecting Your Business to the Commonwealth

December 14 (Springfield)

COMMBUYS How to Locate and Respond to Bids

November 18
December 18

Basic Supplier Diversity Plan Overview

December 15 (Webinar)

Small Business Purchasing Program Overview

November 20 (Webinar)
December 10 (Webinar)

COMMBUYS Essentials of Navigation, Searching & UNSPSC

November 19
December 16

Executive Order 565 Reaffirms & Expands Massachusetts Supplier Diversity Program



Photo Credit: Joanne DeCaro

"We are committed to ensuring diversity as the state engages business suppliers and contractors, and are excited about this opportunity to include LGBT, disability and veteran business owners in the state's network and procurement chain," said Governor Baker.

[Get the Details](#)

[Governor Baker's Press Release](#)

[Supplier Diversity Office Website](#)

[How to Apply for Expanded Certification Categories](#)

[Executive Order 565 Implementation FAQs](#)

Executive Order 565, issued by Governor Baker on November 3, reaffirms and expands his administration's commitment to fostering competitiveness and prosperity for small and diverse businesses across the Commonwealth, and it lays the foundation for several changes to the Operational Services Division's Supplier Diversity Office (SDO) including:

- Increasing the benchmarks for agency spending with Minority- (MBE), Women-Owned Business Enterprises (WBE), and Small Business Purchasing Program (SBPP) participants (previously announced);
- Adding new designations that will fall within the Supplier Diversity Program (SDP):
 - Veteran-Owned Business Enterprises (VBE);
 - Lesbian, Gay, Bisexual and Transgender-Owned Business Enterprises (LGBTBE); and
 - Disability-Owned Business Enterprises (DOBE).
- Expanding the existing 3% Service Disabled Veteran-Owned Business Enterprises (SDVOBE) benchmark to include Veteran-Owned Business Enterprises (VBE);*
- Streamlining the current SDO certification process for all certification categories;
- Entering cross-certification partnerships with public and nationally-recognized private certifying organizations;
- Improving the Supplier Diversity Program reporting processes; and
- Holding five Supplier Diversity Regional Series events (The Series) for small and diverse businesses to expand networks in state procurement, which were recently announced and are underway.

**Previously established Fiscal Year 2016 benchmarks also include Minority-Owned Business Enterprises (MBE): 7%, Women-Owned Business Enterprises (WBE): 13%, and the Small Business Purchasing Program (SBPP): 3.3%. New certification categories will undergo a capacity-building period prior to establishing benchmarks.*

Mass BizWorks Connects Firms to Opportunities & Resources

Wish there was a guidebook to programs and resources available to businesses located in the Commonwealth? Mass BizWorks may be the answer. A part of the Executive Office of Labor and Workforce Development's Department of Career Services, Mass BizWorks serves as a "Business 411," connecting firm owners to state resources to help them through different business cycles. Their website, mass.gov/bizworks, houses a treasure trove of information relating to all aspects of business management and growth.



To support the goal of making it as easy as possible for Massachusetts business owners to take advantage of all services offered, Mass BizWorks publishes a Resource Guide (the Guide) containing contact information and overviews of many different state programs and resources. The Guide is divided into four categories: Recruiting and Hiring, Training and Workplace Safety, Layoff Aversion and Management, and Business Development and Partnerships. For each resource, the purpose of the resource is identified, allowing business owners to quickly gauge if the entry is pertinent to your business.

A major resource within the Guide is the Department of Career Services itself, which operates One-Stop Career Centers across the Commonwealth. The Centers house 250 Business Representatives statewide to assist firms with recruitment and training of new and existing employees, as well as access to tax credit programs and workforce training grants. The Department of Career Services is just one example, however. Mass BizWorks also collaborates closely with the Massachusetts Office of Business Development (MOBD) for growth and expansion, the Department of Labor Standards (DLS) for OSHA Consultations, and the Department of Unemployment Assistance (DUA) for WorkShare Programs and Unemployment Insurance information, among many others.

In addition to the wealth of information available on their website, business owners may contact Mass BizWorks, completely free of charge, for assistance with navigating what services and programs best suit their businesses. Therefore, the business owner does not have to contact multiple agencies and offices to take advantage of resources. Mass BizWorks can help sort through available resources and match each firm with the right services – reducing the cost of doing business, and saving time. To connect with a Mass BizWorks Rep, call 800-252-1591. Businesses also can follow the Department of Labor and Workforce Development on Twitter and stay in touch through the Office's Official Blog.

Strategic Sourcing Certificate Program

OSD is accepting applications for the upcoming Strategic Sourcing Certificate Program (SSCP) in Boston, to begin on January 12, 2016. The SSCP is a five-day class for Department procurement professionals providing the necessary skill and knowledge to tackle the fundamentals of strategic sourcing. Course topics include:

- Building a strategic sourcing team;
- Managing your procurement project;
- Building an RFR;
- Evaluating bid responses;
- Vendor relationship management; and
- Procurement policy.

For details and registration, [click here](#).

Upcoming Outreach Events

November 18

GNEMSDC - MBDA - CWE
Supplier Diversity Best Practices Forum
Boston

November 19

MassHousing
Western MA Minority & Women Business
Enterprise Trade Fair *Springfield*

December 11

Small Business Administration
Opening Doors
Boston

Congratulations to the following SSCP Section 23 graduates!

Graduate Name	Department/Agency		
Charles MacMurray	CDA	Dele Faly	DPH
Gretchen Losordo	CHIA	Kevin Stanton	DPH
Stephen Powers	CHIA	Jeffrey Burke	DPH
Marc Sulmonte	CHIA	Sudarshan Rangan	DPH
Lauren Dale	CHIA	Nathan Landers	EEC
Nancy Maroney	CHIA	Renee O'Rourke	OSD
Aubrey Gauthier	CME	Erin Powers	OSD
Ivanusa Dos Santos	DCR	John Walsh	OSD
Deborah Pierre	DIA	Steve Unhao	OSD
Jennyfer Cabral	DOE	Paul Debane	POL
Kerisotellia Akins	DOR	Maureen Daly	SDM
		Debbie Cincotta	SDM

Contract Highlights

New Statewide Contract for Equipment Rental

In response to buyer feedback, OSD is announcing a new Equipment Rental Statewide Contract, FAC97. With hundreds of makes and models available, this contract offers a variety of equipment rental products to Commonwealth public purchasers, including aerial lifts, forklifts, concrete and masonry, trucks and trailers, air compressors, earthmoving, material handling, compaction, generator and light towers, pumps, and disaster response. View the price lists on COMMBUYS, attached to the MBPO, for a complete list of products and associated costs.

For more information, [click here](#).

New Statewide Contract for Homeland Security, Public Safety & Traffic Safety Supplies

OSD is pleased to announce the new Homeland Security contract, making available a variety of homeland security products, public safety products, emergency preparedness equipment, traffic safety supplies, as well as other related services under Statewide Contract HLS05. The contract replaces HLS01/HLS04, Hazardous Incidence Response Equipment (HIRE).

For more information, [click here](#).

New Category Added to Statewide Contract ENE40 to Include Biodiesel

OSD has introduced biodiesel as a new category on Statewide Contract ENE40, Ultra Low Sulfur Diesel and Biodiesel. This newly updated Statewide Contract replaces Statewide Contract ENE33 which expired October 31, 2015.

For more information, [click here](#).

Click here for the updated Procurement Schedule!

Help Desk Hints: UNSPSC Look-Up Tool

OSD uses United Nations Standard Products and Services Codes (UNSPSC), a global products and services classification system, to categorize goods and services in the COMMBUYS Market Center. Purchasers use these codes when posting bids and vendors select UNSPSCs as part of their COMMBUYS Vendor Profiles to receive bid notifications that align with their businesses.

Given the importance of UNSPSCs to the procurement process, OSD developed an easy-to-use tool for buyers and vendors that connects business categories and sub-categories to relevant UNSPSCs. Since its debut over the summer, OSD has continued to refine the tool with one recent enhancement expanding the UNSPSCs related to professional services.

Users may find this useful tool on COMMBUYS.com or on the OSD website in the COMMBUYS Resource Center.

Explore the Functionality

To view the UNSPSCs associated with business categories and sub-categories:

- Download the UNSPSC Look-Up Tool by clicking here;
- Select a Business Category from the drop-down menu (Step 1); and
- Refine your selection by choosing a Business Sub-Category (Step 2).

These selections will return a suggested six-digit UNSPSC classification code under Step 3, and offer more refined choices under Step 4.

Tailor Your Search Results

Users may modify the UNSPSC search results from the Look-Up Tool using the Crosswalk tab:

- Select the desired Business Category and Business Sub-Category; and
- Choose an appropriate Segment/Family/Class UNSPSC.

The Look-Up Tool will return UNSPSCs based on the customization created by the user in the Crosswalk. Users have the option to save a copy of the UNSPSC file. This action will incorporate any codes identified from the Crosswalk search into the Look-Up Tool for future reference.



Help Desk Assistance

Questions about COMMBUYS?

Contact us for help.

1-888-627-8283

COMMBUYS@state.ma.us

Staff are available
8:00 a.m. to 5:00 p.m. ET, Monday
through Friday.

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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Environmentally Preferable Clothing

Planning a clothing purchase? Take a look at the environmentally preferable options offered on Statewide Contract CLT07. Products under Category 11 offer eco-friendly choices that may be made with recycled materials, such as recycled polyester and/or PET plastic, manufactured with organically grown cotton, or bleached without the use of chlorine or similar environmental attribute. Refer to the CLT07 Contract User Guide for Category 11 vendor information and links to the associated vendor MBPO in COMMBUYS where buyers will find product and pricing details.



The Operational Services Division offers environmentally preferable options on many of its Statewide Contracts. Reference the Environmentally Preferable Products and Services Guide to identify goods and services information broken out by Statewide Contract. Learn more about OSD's Environmentally Preferable Products (EPP) Procurement Program at mass.gov/EPP.

EPA's Food Recovery Challenge Webinar

Did you know: the Commonwealth of Massachusetts implemented the Commercial Food Waste Disposal Ban on October 1, 2014, to promote food recovery and decrease disposal of food scraps in landfills?

Join the EPA on this FREE webinar on Thursday, November 19th at 1 p.m. EST to learn more about the EPA's Food Recovery Challenge! Click here to register.

MA Ranked #1 in Utility Energy Efficiency!

The American Council for an Energy-Efficient Economy has ranked Massachusetts #1 in the 2015 State Energy Efficiency Scorecard for the fifth year in a row! See the scorecards and learn more here!



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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

Gary Lambert
*Assistant Secretary for
Operational Services*