



# BUY the WAY

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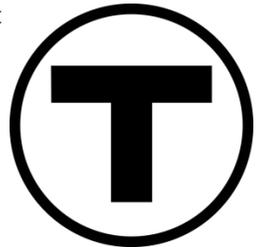


The Official Newsletter of the  
Operational Services Division  
September 2016

## OSD Welcomes the MBTA!

After much analysis and planning, the Massachusetts Bay Transportation Authority (MBTA) is working closely with the Operational Services Division to transition their state funded procurement and purchasing activity to Statewide Contracts and the Commonwealth's online procurement center, COMMBUYS.

For the MBTA, a quasi-public authority not obligated to follow OSD procurement policy and regulations (MGL c. 7, s. 22 and 801 CMR 21.00), their commitment is noteworthy, driven by their ability to garner significant cost savings and beneficial workflow efficiencies afforded by their use of Statewide Contracts and COMMBUYS. For the Commonwealth's public purchasers, the action by the MBTA opens the door to even stronger negotiation with state contractors and expansion of Statewide Contract product selection as OSD works to incorporate the MBTA, a new customer, into the COMMBUYS Market Center.



All in all, it's a real win for Massachusetts!

### A Wealth of Opportunity

In FY17, the MBTA plans to spend more than \$261 million on materials and services – items such as diesel fuel, electricity, vehicle parts, office equipment, and network services. Through their analysis and work with OSD, the MBTA already identified opportunities to shave a projected 20 – 30% off their last 12 months' expenditures for both Maintenance, Repair, and Operations (FAC94) and police uniforms (CLT07).

"There's significant opportunity for us to cut our spending using Statewide Contracts," comments Brian Shortsleeve, MBTA Acting General Manager and Chief Administrative Officer. "So far, we've conservatively been able to identify \$1.27 million in projected savings for this fiscal year alone."

Point of fact, MBTA's move toward Statewide Contracts already has yielded advantageous results. To address the MBTA's Commuter Rail diesel fuel requirements, OSD reopened negotiations with the ENE40 diesel fuel vendor servicing the greater Boston area (Zone 1) and was able to secure a lower rate. The negotiated pricing is projected to save the MBTA \$900,000 over FY17 and FY18.

The COMMBUYS Market Center is an important component of the MBTA's onboarding. Staff will be trained to use the Commonwealth's online procurement center for their purchasing and bid solicitations and they also will take advantage of COMMBUYS' features to electronically manage business workflows, maintain procurement documents, and provide ordering and spending data through dynamic reports. MBTA training on the use of COMMBUYS and Statewide Contracts currently is underway.

"The MBTA buys across a wide spectrum and in quantities that will have a positive ripple effect for the Commonwealth," explains Gary Lambert, Assistant Secretary for Operational Services. "As we continue to work to meet the needs of our MBTA customer, we expect to attract a broader vendor audience, increasing competition for our business, which will drive a better value and price for all of our state, local, and quasi-government customers."



## Municipal Modernization: Are You Ready?

The clock is ticking. With fewer than 60 days to go before the Municipal Modernization Act becomes law on November 7, local governments, state agencies, and OSD are eagerly anticipating the changes that will impact procurements related to small-scale construction projects and materials.

For local governments, a key part of the legislation is the required posting of certain bid notices on COMMBUYS. As a result, the COMMBUYS Help Desk and the Local Government Enablement Team have been fielding calls over the past month from forward-thinking communities who are requesting assistance in setting up their COMMBUYS accounts.

OSD strongly recommends that local governments take action now to ensure you are ready to meet the new requirements when the legislation takes effect on November 7. Those actions include:

1. Emailing OSD's Local Government Enablement Team to set up a COMMBUYS account for your city or town.
2. Attending COMMBUYS training to learn how to post notifications and bids, and utilize Statewide Contracts for the purchase of goods and services.
3. Recommending that your current vendors register in COMMBUYS, which will allow them to receive notices you post and also to receive notices of other opportunities from Commonwealth entities in their areas of business. Vendor registration in COMMBUYS is free and takes only a few minutes to complete. Simply advise your vendors to visit COMMBUYS.com and click the "Register" link to begin.

When the Act was signed into law on August 9, OSD embarked on a rigorous program that includes:

- Amending and/or updating all Statewide Contracts impacted by the legislation to reflect the new thresholds for construction materials and construction services and detail any steps required to do this properly;
- Taking steps necessary to initiate a procurement to create a tradespersons contract to offer a list of regional, pre-qualified vendors to perform various construction services up to \$50,000;
- Investigating opportunities to develop new Statewide Contracts for the procurement of certain construction materials such as pipes, gravel, and asphalt, to name a few; and
- Creating a webinar and Quick Reference Guides that provide step-by-step instructions to post bid notices on COMMBUYS.

Efforts in all of these areas are well underway and OSD will provide an update on our continued progress in next month's edition of *Buy the Way*.

### Muni Reform by the Numbers as of 9/13/16

**351**

Cities & Towns in Massachusetts

**43%**

have activated a COMMBUYS account

**15**

SWCs to be updated or amended

**316**

Statewide Contractors to execute updated or amended contracts

## Neighbor-to-Neighbor: Working Together to Achieve Procurement Success

Throughout the fall, join your neighbors, the Massachusetts Office of the Inspector General, and OSD to learn procurement best practices, including how to:

- **Prepare for the Act to Modernize Municipal Finance and Government**, the new law streamlining municipal procurement, effective November 7
- **Comply with Chapter 30B**, the Uniform Procurement Act
- **Save time and money** using Statewide Contracts
- **Generate procurement efficiencies** by centralizing operations
- **Maximize grant dollars** awarded as part of the Community Compact

There are five currently scheduled stops in the Neighbor-to-Neighbor series. If you're a local government buyer, click the link below for the city or town nearest you to register today. We are grateful to the host cities and towns for their assistance in planning!



### City of Quincy

September 21

<http://conta.cc/2bf8FLm>



### Town of Needham

October 6

<http://conta.cc/2bmrAEb>



### City of Everett

October 12

<http://conta.cc/2b5i19S>



### City of Haverhill

October 26

<http://conta.cc/2bP3Zdw>



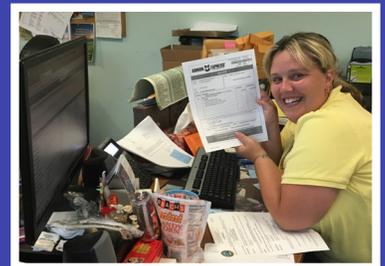
### Town of Dighton

November 3

<http://conta.cc/2bGExrO>

## Monthly Municipal Shoutout: City of Quincy

Under the leadership of Chief Procurement Officer Kathryn Hobin and Assistant Contract Coordinator Meredith Marini (pictured right), the City of Quincy has used COMMBUYS and 12 different Statewide Contracts to bid, procure, and execute city purchases of more than \$980,000 since July 1, 2016! Local Government Enablement Team Account Manager Trish Burke has worked with the procurement team, department managers, and other city buyers to increase their use of contracts and COMMBUYS. Quincy, the City of Presidents, will be hosting the first Neighbor-to-Neighbor outreach event on September 21 (details left). We look forward to a continued partnership!



# Dedicated Customer Service Makes an Impact on MA Cities & Towns

When a municipality in Massachusetts uses COMMBUYS, the Commonwealth's electronic market center, they not only receive access to Statewide Contract (SWC) pricing and streamlined purchasing; they're also given an unparalleled level of support every step of the way. The stories below highlight some of the ways that OSD is dedicating itself to improving municipal procurement throughout the Commonwealth.



## City of Lawrence

When the City of Lawrence recently prepared to make decisions about upcoming Information Technology (IT) purchases, they needed to know the ins and outs of their procurement options. OSD's Senior Strategic Sourcing Manager Tim Kennedy was there to help.

Tim, who oversees the SWCs for IT, worked in conjunction with Local Government Enablement (LGE) Account Manager Jackie Abbott to conduct a modified training session in Lawrence (*pictured above*). Because IT goods and services can be complex, it was important to break down the details of how best to use the SWCs. This opportunity allowed Lawrence buyers, representing the City's budget and finance, fire, police, and school IT departments, to ask targeted questions about their upcoming purchases.

Lawrence's Chief Procurement Officer (CPO) Rita Brousseau, an expert user of COMMBUYS and Statewide Contracts, raves about OSD's commitment to municipal buyers. "It is so nice to have the opportunity to meet a Contract Manager in person and put a face to a name. From our previous conversations over the phone, I was confident that Tim knew everything about the IT SWCs. Our team knows how to proceed now because Tim had the answers – and he made sure to let us know he was available if we had additional questions." Because of this dedicated customer service, the City of Lawrence already has contacted one of their vendors to request that all qualifying purchases go through SWC ITC47 instead of consortium contracts.

## City of Haverhill

OSD's tailored approach to buyer training also has impressed the City of Haverhill's CPO, Orlando Pacheco (*pictured below*). Since May 2016, 36 Haverhill buyers have been trained in COMMBUYS navigation and buying from Statewide Contracts. With such a large group of newly enabled buyers, it's important each staff member feel included and understood.

Pacheco remarks, "Everyone on our team learns and adjusts in very different ways, which can make change difficult; but OSD has been incredibly flexible and accommodating." He continues, "The Training team adapts to different buyers' comfort levels instead of following a script. Because of that, we've seen a real ease of transition."



With training held during the summer months when finding a mutual meeting time can be tough, he commends the OSD team, saying, "They have been so dedicated and willing to meet with anyone at any time. That one-on-one attention is crucial."

Working with LGE Account Manager Jenn Forsey, the City strongly encourages the use of COMMBUYS to their buyers. "The administrative duplication of doing everything on our own all of the time was cumbersome and slowing us down, so the decision to use COMMBUYS was a matter of administrative expediency." Still, it was the relevance to every buyer's job that won the City over. "There's something for everyone on Statewide Contracts, and the OSD team was able to communicate that value to each and every buyer."

## Town of Needham

As the first Massachusetts municipality to become COMMBUYS-enabled, the Town of Needham has become exceptionally familiar with all of OSD's programs and services. Since November 2014, 79 Needham buyers have purchased more than \$337,000 worth of goods and services from 17 SWCs. In doing so, the Town not only has accumulated a wealth of knowledge about COMMBUYS, but town employees also have built many relationships across OSD. Tatiana Swanson, Needham's Finance and

Procurement Coordinator, highlighted how beneficial these relationships have been. She says, "Whether it was the OSD Training, Enablement, or Strategic Sourcing team, everyone has been so helpful to us. The staff doesn't just set you up in COMMBUYS and leave you to fend for yourself. From teaching us how to better navigate the system to managing vendor relationships, Jenn Forsey, LGE Account Manager and the OSD team have been instrumental in helping the Town save time and money."

It is not OSD's support alone driving Needham's procurement success. The Town has been incredibly proactive in its own COMMBUYS adoption, organizing a vendor forum to train business owners on the Town's procurement process (*pictured below*), and helping troubleshoot system problems. Tatiana elaborated, "Having used the system for two years now, we are COMMBUYS liaisons. If we encounter any issues, we relay those to OSD, which makes the system better for all buyers. I like that we can be an influential part of the process and that OSD takes seriously any suggestions that we may have."



## Additional Information

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

For more information on Lawrence's adoption, be sure to read next month's edition of *Buy the Way*. To learn more about the procurement best practices that Haverhill and Needham have instituted, register for the Neighbor-to-Neighbor events described on Page 2.

# Bridging the Gap: Statewide Contract Vendors & Diverse Suppliers Partner for Success

After completing a rigorous bidding process, Darby Bruno, CEO of BEI Net.works, received the news that she was selected as a vendor on Statewide Contract ITS53 for information technology professional services.



Bruno (*pictured right*) described one of the surprises she experienced after being selected for ITS53. “Although my company is both small and woman-owned, I didn’t realize that becoming a statewide contractor meant that I had to commit to a certain amount of spend with SDO-certified diverse businesses. Participating in The Series was critical to fulfilling my commitment, but it was so much more than that.”

The MA Supplier Diversity Regional Series was a collaborative effort in 2015 among Governor Baker’s Office of Access and Opportunity, the Massachusetts Office of Business Development, the Operational Services Division (OSD), and the OSD Supplier Diversity Office (SDO), where Bruno was able to meet a number of organizations with which to collaborate on goods and services for her own company.

“I met nearly all of my diverse suppliers at The Series event. I would encourage all Statewide Contract holders to attend these events and really network with the businesses there. It’s a true community, not just a database of potential connections. The SDO-certified suppliers I met at The Series are the nicest people to work with and the quality of goods and services I’ve received for my own business is outstanding.”



One of those SDO-certified supplier attendees was Doreen Blades, President and Founder of US Eco Products (*pictured left*). Blades is passionate about supply-chain diversity and believes strongly in the power of networking. As such, she’s also a proponent of the The Series, albeit from the supplier/small business perspective. Through her participation in The Series, Blades has made inroads with various government departments and quasi-public agencies with huge profit potential. “Not only have I met corporations and agencies with whom

to do business, I’ve also met other businesses like mine; we can all help one another with access and connections.”

When asked what advice she would give to other diverse businesses hoping to become involved in statewide contracting, Blades emphasized the importance of presence and persistence: “Just show up! You have nothing to lose by attending networking events like The Series, so make every effort to be there. It’s all about the network. Once you make a connection, it’s not about their contract or your certification—it’s about knowing your customers, what they need, and what their pain points are. Don’t give up, follow up!”

Bruno echoed Blades’ insistence on getting involved with programs and events. Additionally, she highlighted the work of the SDO: “it provides access to contracts, opportunities in the Commonwealth, resources, and partner companies to use their products and services I need to run my business. The Series humanized these connections and changed the way I do business.”

## About the MA Supplier Diversity Regional Series

The MA Supplier Diversity Regional Series aims to develop a partnership among the Commonwealth, local municipalities, and private buyers that will assist small and diverse businesses by:

- Convening procurement representatives from state, municipal, and private organizations with small and diverse business owners;
- Promoting networking between small and diverse businesses with buyers and key procurement decision makers; and
- Providing small and diverse businesses with access to capacity-building resources.

Look for details about the upcoming Series events in the next edition of *Buy the Way!*

## Upcoming Vendor Training

**COMMBUYS Vendors: Essentials for the Seller Role**  
September 20

**Connecting Your Business to the Commonwealth**  
September 20

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

**Connecting Your Business to the Commonwealth**  
September 23

**Supplier Diversity Program Overview**  
September 26 (Webinar)

**Demystifying the RFR: Responding to the Commonwealth’s Procurement Opportunities**  
September 27

**SDP and Sales Reports Overview**  
September 27 (Webinar)

**Locate and Respond to Bids in COMMBUYS**  
September 28 (Webinar)

**COMMBUYS Vendor Registration**  
October 6 (Webinar)

**Introduction to the IT Small Business Incubator**  
October 6 (Webinar)

**IT Small Business Incubator Pilot: COMMBUYS and RFRs 101**  
October 6 (Webinar)

**SDO Pre-Certification Workshop**  
October 11

*Click here to see the full calendar.*

# Small. **Business** Resource Fair

SEPTEMBER 28, 2016 10:00AM - 3:00PM  
**REGGIE LEWIS CENTER**  
1350 TREMONT STREET ROXBURY, MA

**Are you  
interested in:**

- Starting, Growing or Expanding your business
- Learning about resources available through City of Boston and Commonwealth of MA.
- Networking with small business owners
- Interacting with Small business support organizations
- Workshops Space is Limited, register NOW!

## **Workshop 1**

How government resources can help you scale and grow your business

**Time: 12:00-1:15pm**

## **Workshop 2**

How to navigate government resources to look for contracting opportunities

**Time: 1:30-2:30pm**

**Featuring Keynote Speaker**  
**Roger Berkowitz**

**President and Chief Executive  
Officer of Legal Sea Foods**

[\*\*Click here to Register\*\*](#)

**Free Parking is available (refer to the next page for directions)**



MAYOR MARTIN J. WALSH



Brought To You By The Massachusetts's **Office of Business Development** and the City of Boston's **Office of Economic Development**

# The State Fall Fleet Event is approaching quickly!

- Learn about the array of fleet-related products and services on Statewide Contract
- Hear from the Office of the Inspector General about Chapter 30B
- Meet with fleet Statewide Contract vendors

- Light Duty Vehicles
- Heavy Duty Vehicles
- Golf Carts
- Vehicle Maintenance
- Vehicle Parts
- Tires
- Fuel
- Windshield Replacement & Repair
- Fuel Cards
- Fleet Management System
- Road Salt
- Surplus Property

## Where

Leicester Town Hall  
3 Washburn Square  
Leicester, MA 01524

## When

Wednesday, October 19, 2016  
9:00 a.m. - 1:00 p.m.

## Register for This Free Event!

[osdstatefallfleetevent.eventbrite.com](http://osdstatefallfleetevent.eventbrite.com)

**Reserve your spot today!**

## Agenda

9:00 a.m.	<b>Check-in and Vendor Networking</b>
9:30 a.m.	<b>Presentations:</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Overview of Chapter 30B by the Inspector General's Office</li> <li>• Purchasing Light Duty Vehicles (VEH98) and Heavy Duty Vehicles (VEH93)</li> </ul>
10:00 a.m.	<b>Vendor Networking</b>
10:30 a.m.	<b>Presentations:</b> <ul style="list-style-type: none"> <li>• Maintaining your Fleet: Tires, Fuel Cards, Auto Parts, Glass, Gasoline, Accident and Subrogation</li> <li>• Managing your Fleet: VEH99 Fleet Information Management System Demo</li> </ul>
11:00 a.m.	<b>Vendor Networking</b>
11:30 a.m.	<b>Presentations:</b> <ul style="list-style-type: none"> <li>• Green Fleet: Preserve the Environment and Save Money</li> <li>• Electric Vehicle Charging Stations, Fuel Conversions, and Idle Reduction Technologies (VEH102)</li> <li>• Green Fleet Policy Guidance</li> </ul>
12:00 noon	<b>Vendor Networking</b>
12:15 p.m.	<b>Presentations:</b> <ul style="list-style-type: none"> <li>• Fleet Accessories: Public Safety Equipment (HLS05); Golf Carts and Snowblowers (FAC88); Road Salt (VEH95)</li> <li>• Fleet Retirement: Surplus Property</li> </ul>

## Fleet-Related Statewide Contracts\*

- ENE40 - Diesel and Biodiesel
- ENE41 - Gasoline
- FAC88 - Lawns & Grounds, Equipment, Parts, and Services
- HLS05 - Homeland Security, Public Safety, and Traffic Safety Supplies
- VEH84A - Vehicle Maintenance Management Services & Accident Subrogation Services
- VEH93 - Heavy Duty Vehicles
- VEH95 - Sodium Chloride (Road Salt)
- VEH96 - Light, Medium, Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, and Lubricants
- VEH97 - Tires, Tubes, and Services
- VEH98 - Light Duty Vehicles - Passenger Cars, SUVs, Trucks, Vans, SSVs, and PPVs
- VEH99 - Fleet Information Management System
- VEH100 - Fuel Card & Fuel Management Services
- VEH102 - Advanced Alternative Technology Equipment, Supplies, and Services
- VEH103 - Windshield and Glass Replacement for Vehicles



### Questions about the event?

Lana Gunaratne: [lalana.m.gunaratne@state.ma.us](mailto:lalana.m.gunaratne@state.ma.us)/617-720-3315  
Lisa Westgate: [lisa.westgate@state.ma.us](mailto:lisa.westgate@state.ma.us)/617-720-3112

### \*Find Contract User Guides on our website:

[mass.gov/osd](http://mass.gov/osd) > Buy from a Statewide Contract > Statewide Contract User Guides

# STATEWIDE CONTRACT UPDATES | SEPTEMBER 2016

## Prepare for Emergencies by Using Statewide Contracts

In conjunction with the Federal Emergency Management Association's (FEMA) National Preparedness Month, Governor Charlie Baker has declared September as Emergency Preparedness Month for the Commonwealth. This month is the designated time to plan for safety during droughts, floods, blizzards, tornadoes, wildfires, and other disasters. Fortunately, by ordering from Statewide Contracts, your agency or organization may be better prepared to weather the storm.

During these weather-related emergencies, there are a number of essential items to have available, including food (GRO30), bottled water (GRO34), batteries (FAC76/FAC94/FAC99), and flashlights (FAC76/FAC94/FAC99). Be sure to have first aid kits (HSP40) and any medications (MED47) on hand as well. Services such as tree removal (FAC77), communications network disaster recovery services (ITT46), hazmat collection and disposal (FAC82), and disaster debris monitoring and management (HLS02 and HLS03) also may be imperative during an emergency.

To protect from the icy temperatures of winter, it is vital to have proper HVAC system supplies (FAC76/FAC94/FAC99), heating oil (ENE34), and portable generators (FAC76/FAC94/FAC99). Keep your vehicles stocked with necessities like blankets (CLT07), snow shovels (FAC76/FAC94/FAC99), and ice scrapers (FAC76/FAC94/FAC99). To recover from snowstorms, be sure to order snow removal supplies/equipment, such as road salt (VEH95), de-icing chemicals (FAC76/FAC94/FAC99), and snowblowers (FAC88), or use snow removal services (FAC77). For the complete updated listing of emergency goods and services available on Statewide Contract, along with the appropriate vendor contact information, click here to download the Emergency Response Guide.

To stay informed throughout National Preparedness Month, follow @Readygov and @PrepareAthon on Twitter, and use the hashtag #NatIPrep to join the conversation. Check out the Massachusetts Emergency Management Agency's (MEMA) website, Facebook, Twitter, and YouTube pages to learn how to plan better with the Ready Massachusetts emergency preparedness initiative. Finally, download the MEMA-developed app called Massachusetts Alerts, which will send emergency alerts, as well as information about public safety incidents and disasters, to your smartphone.

## New Statewide Contract for Fuel Card and Fuel Management Services – VEH100

Effective September 1, 2016, Fuel Card and Fuel Management Services are available under Statewide Contract VEH100 through WEX Bank (WEX Inc.), the provider from expired contract VEH84.



### VEH100 Contract Highlights:

Payment Timing Rebates through Prompt Pay Discounts (PPD):

- 0.08% on balances paid Day 0 to Day 5 following invoicing
- 0.06% on balances paid Day 6 through Day 10 following invoicing

Volume Rebates – based on monthly aggregate spend by the entire contract;

- \$1.00 to \$1,499,999 – Rebate of 1.30%
- \$1,500,000 or greater – Rebate of 1.45%

Organizations must pay their outstanding balance within 45 days of invoice – expanded from 30 days – to qualify for Volume Rebates.

### Gulf Rebate

- \$0.02 per gallon at all Gulf Oil locations

**Please note:** All rebates are posted to customer accounts two months in arrears.

Previous VEH84 customers may continue to use their existing WEX account(s) and fuel cards, without interruption. Prospective customers should complete WEX's Fuel Card Service Agreement, available in the VEH100 Contract User Guide.

### WEX Online Training

WEX is offering online training to acquaint clients with WEX website resources, downloading invoices, and general report building capabilities. The September 19th training, scheduled for 10:00 a.m., is geared toward Accounts Payable and/or Finance personnel. Click here to attend the webinar.

If you have questions about VEH100, contact Lisa Westgate at [lisa.westgate@state.ma.us](mailto:lisa.westgate@state.ma.us).



## FAC78 Moving and State Surplus Disposal Services Migrating to New Statewide Contracts

Effective September 30, 2016, the SWC for Moving and State Surplus Disposal Services (FAC78) will expire. However, these services will continue on the following SWCs effective October 1:



- Moving Services will migrate to FAC96, the SWC for Records Management, Storage, and Archiving Services. The Strategic Sourcing Services Team currently is in the process of awarding FAC96 moving services vendors. Buyers may reference these vendors beginning October 1 in the FAC96 Contract User Guide or in COMMBUYS. Refer questions about this change to Katherine Morse at [katherine.morse@state.ma.us](mailto:katherine.morse@state.ma.us).
- Users seeking State Surplus Disposal Services should utilize Statewide Contract FAC86 – Solid Waste and Recycling Services – Category 2. Contact Lana Gunaratne at [lalana.m.gunaratne@state.ma.us](mailto:lalana.m.gunaratne@state.ma.us) for additional information.

# STATEWIDE CONTRACT UPDATES | SEPTEMBER 2016

## Upcoming Buyer Training

**Essentials of State Procurement**  
September 19

**COMMBUYS Purchasing Training**  
September 21

**How to use Master Blanket Purchase Orders (SWC)**  
September 22 (Webinar)

**How to Create a Departmental Master Blanket Purchase Order In COMMBUYS**  
September 26

**COMMBUYS Purchasing for Eligible Nonprofits**  
October 11 (Webinar)

**COMMBUYS Purchasing Training**  
October 13

*Click here to see the full calendar.*

## Upcoming Outreach Events

**Mass. Higher Education Consortium Expo**  
September 16 (Sturbridge)  
<http://www.mhec.net/events/event/expo-2016/>

**Mass. Facilities Administrators Association Conference**  
September 22 (Amherst)  
<http://massfacilities.com/events/mfaa-fall-leadership-conferenceexpo-2016/>

**Mass. Association of Housing Authority Maintenance Supervisors Annual Maintenance Conference**  
September 25/26 (Hyannis)  
[http://www.mahams.org/mahams\\_new\\_010.htm](http://www.mahams.org/mahams_new_010.htm)

**New England Public Works Expo**  
September 28/29 (Boxboro)  
<http://www.nepublicworksexpo.org/>

*Information is provided as a courtesy only and should not be construed as an endorsement by OSD.*

## New Vendor Named to VEH96 - Light, Medium, Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

OSD has awarded a contract to Daniel J. Quirk, Inc. as a VEH96 OEM supplier, servicing Regions 3-5. Additional OEM vendors include:

OEM Vendors	Regions*
Imperial Parts Ford GM Dodge	1- 5
Jack Madden Ford	3, 4
Marcotte Ford Sales, Inc.	1- 4
Tri State Truck Center, Inc.	1- 5



### Overview of VEH96

This contract provides the purchase and delivery of OEM and Non-OEM motorized vehicle parts, refined motor oil, hydraulic oils, transmission fluids, specialty oils, greases, lubes, brake fluids, remanufactured antifreeze, and windshield washer solvent. Available products are required to meet all automotive and equipment manufacturers warranty standards and industry certifications. Equipment purchases offer a discount list, found in COMMBUYS under each vendor's MBPO. Check the Contract User Guide for a complete list of vendors and Category details. Contact Lisa Westgate at [lisa.westgate@state.ma.us](mailto:lisa.westgate@state.ma.us) for more information.

\* 1 - West Region: Berkshire, Franklin, Hampshire, and Hampden Counties; 2 - Central Region: Worcester County; 3 - Northeast Region: Middlesex, Essex Counties; 4 - Boston Region: Norfolk, Suffolk Counties; 5 - Southeast Region: Plymouth, Bristol, Barnstable, Dukes, Nantucket Counties.

### FIR04 Quote Requirement Relaxed

There's been a change to the quote requirement on FIR04, the Statewide Contract for Public Safety Equipment, Supplies, Services, and Repairs. Effective immediately, any purchase totaling \$10,000 or less no longer will require three quotes. This change allows direct purchases at this threshold. The guidance for bid/procurement spend over \$10,000 remains unchanged, requiring at least three quotes.

Find this updated guidance in the FIR04 Contract User Guide. Contact Betty Fernandez at [betty.fernandez@state.ma.us](mailto:betty.fernandez@state.ma.us) with additional questions.

### New No. 2 Heating Oil Statewide Contract ENE45

Effective October 1, 2016, OSD will roll out the ENE45 Statewide Contract for No. 2 Heating Oil, replacing ENE34. Services will be provided throughout the Commonwealth as follows:

Vendor	Servicing Zone*	Vendor Contact Information
Global Montello	1,3,7,8	<a href="mailto:kyoung@globalp.com">kyoung@globalp.com</a>
Peterson Oil Service Inc.	2,4,5,6	<a href="mailto:wrenzi@petersonoil.com">wrenzi@petersonoil.com</a>

Organizations wishing to utilize the ENE45 contract must make arrangements with the appropriate awarded vendor prior to October 31, 2016, to be included in the upcoming heating season.

The ENE45 Contract User Guide will be posted to the OSD website shortly and will include Truckload (more than 8,000 gallons) and Less Than Truckload pricing, as well as available Prompt Pay Discounts and options for BioHeat. In the interim, refer questions about ENE45 to Katherine Morse at [katherine.morse@state.ma.us](mailto:katherine.morse@state.ma.us).

\*Until the ENE45 Contract User Guide is posted, refer to the Zone Listing in ENE34.

# STATEWIDE CONTRACT UPDATES | SEPTEMBER 2016

## FAC76 Statewide Contract Extended:

### Maintenance, Repair & Operations (MRO) Products, Supplies, and Equipment

OSD is in the process of extending MRO Statewide Contract FAC76 through March 31, 2017. Vendors on this contract provide products and services in the following categories:

- Building Materials and Supplies: Carr Hardware and Supply; Jackson Lumber & Millwork; Richmond Hardware & Paint; and Shepley Wood Products.
- Electrical and Lighting: Electrical Wholesalers Inc. (Div. of USESI); Granite City Electric Supply; Graybar; Sonepar Distribution US Inc. DBA NorthEast Electric Distribution; and Standard Electric (Div. of USESI) with sub Hampden/Zimmerman Electric.
- Industrial Products and Supplies: A&A Industrial Supply/ALBECO Fastener, Inc.; Ferguson Industries; Kaufman Company; Motion Industries; and Supplyworks.
- Plumbing and Heating: F.W. Webb Company; Ferguson Enterprises; Frank P. McCartin Co., Inc.; Metropolitan Pipe & Supply; Motion Industries Inc. Plumbers' Supply Company; and Premier Supply Group.
- HVAC and Refrigeration: F.W. Webb Company; and Motion Industries Inc. Plumbers' Supply Company.
- LED Roadway and Outdoor Area Lighting: Fred Davis Corporation; Graybar; and Standard Electric (Div. of USESI) with sub Hampden/Zimmerman Electric.
- Specialty Products: Design-Built Solutions (DBA Garland).



As a reminder, OSD's suite of MRO contracts also includes:

FAC94 – Facilities Maintenance, Repair, and Operations, and Hand & Power Tools: Fastenal; Grainger; Hilti; MSC; and Snap-on-Tools.

FAC99 – Walk-in Building Supplies & Materials: Home Depot and Lowe's.

Explore the attributes of each contract to ensure best value for your organization. Contact Maureen Barends, Senior Strategic Sourcing Manger, with questions at [maureen.barends@state.ma.us](mailto:maureen.barends@state.ma.us).

## Pre-Treated Road Salt – VEH95a

OSD is pleased to announce the availability of pre-treated road salt through the VEH95 Statewide Contract. Current VEH95 vendors may offer this new product to all non-MassDOT eligible entities within their awarded areas. Here are some pre-treated road salt attributes:

- Reduced bounce and scatter during application for more controlled product placement;
- Built-in corrosion inhibitor lessens wear and tear on equipment;
- More effective at lower temperatures;
- Estimated to reduce bulk salt usage by up to 40%;
- Meets U.S. Environmental Protection Agency (EPA) Safer Choice program criteria;\*
- Reduced environmental impact due to lower volume salt usage.



Buyers must inform their vendor if they wish to purchase pre-treated road salt and should reference VEH95a in their purchase order. All buyers are encouraged to contact their vendor for more product information. Please refer to the VEH95 Contract User Guide for vendor contact and pricing information. New buyers and current buyers with contract questions should reach out to Steve Lyons at [steve.lyons@state.ma.us](mailto:steve.lyons@state.ma.us) or 617-720-3373.

Note: VEH95a pre-treated road salt must be kept covered in storage.

\*Vendor certification obtained or in progress.

## PunchOut Catalogs for CAM Office Services and Geriatric Medical

The assortment of available PunchOuts continues to grow with the launch of two additional catalogs:

- CAM Office Services, Inc. (OFF32)- OEM and remanufactured supplies for printers, copiers, and fax machines;
- Geriatric Medical & Surgical Supply (HSP40) – Commodities for medical, surgical, urological, or wound care with the exception of laboratory supplies and equipment, prescription drugs, and medical equipment costing more than \$5,000 per unit. Please note: First-time buyers should select “4766 New State of MA Account” from the Change Customer drop-down menu on the vendor's PunchOut site. Geriatric Medical will follow up with buyers to complete the brief account set-up process.



Reference each vendor's Buyer Navigation Guide on their MBPO in COMMBUYS. Find PunchOut Catalog Resources on the OSD website.

## Renewal of FAC77 - Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services

OSD is in the process of renewing the FAC77 contract for one year effective October 1, 2016, and will continue to provide the following services:

- Grounds-keeping and Landscaping
- Snow Removal and Application of Deicers and Sand
- Catch Basin Cleaning
- Tree Trimming and Removal
- Invasive Plant Control
- Turf and Landscape Integrated Pest Management
- Irrigation System Service and Repair

Though available services remain the same, buyers are advised to reference the FAC77 MBPO in COMMBUYS for up-to-date vendor information. Refer questions to John Walsh at 617-720-3380 or [john.h.walsh@state.ma.us](mailto:john.h.walsh@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.

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## Best Value Procurement Handbook

After months of hard work, what was called the Procurement Information Center (PIC) on the OSD website has been replaced with a simplified, searchable format called the Best Value Procurement Handbook.

Click here for the Best Value Procurement Handbook!

### Highlights

- New content promotes using the seven steps of strategic sourcing and ties the concepts together;
- Simplified language makes the policy easier to understand;
- Rather than multiple separate documents, all of the documents that previously comprised the Procurement Information Center now reside in one place that is easily searchable, including appendices and links to external information;
- Eliminates redundancies and clarifies policies;
- Incorporates previously separate COMMBUYS policy information; and
- Revised OSD forms and RFR terms.

### Policy and Procedures

In addition to a user-friendly format, a number of policy updates were made for all eligible entities conducting procurements under Commonwealth of Massachusetts' procurement regulation, 801 CMR 21.00, Procurement of Commodities and Services, including Human and Social Services. The policy updates include:

- In extenuating circumstances, if a Department is considering accepting late vendor responses, a new policy requires that the Department Head request permission to do so from the Assistant Secretary for Operational Services via email at purchasing.agent@massmail.state.ma.us.
- Pilot programs now require a full (RFR) procurement process.
- Providing Estimated Bid Value in the RFR no longer is mandatory. Departments should decide when it makes sense to include this information in their RFRs.
- Bid cancellations must be noted as Amendments and in the Notes section for at least 30 days to alert vendors of the cancellation.

### What does this mean?

Moving forward, you should access the Best Value Procurement Handbook instead of the Procurement Information Center, which no longer will exist. **If you have previously bookmarked the PIC, please update the link accordingly.** We encourage you to take some time to familiarize yourself with the Handbook's format and usability, as well as the policy changes.

If you have any questions or feedback about the Best Value Procurement Handbook, please email OSDhandbookpolicy@massmail.state.ma.us. We hope you find it to be a beneficial tool for sourcing and procurement!

Look for a special  
**COMMBUYS**  
edition of *Buy the Way* in your inbox next week, outlining some exciting system updates!

Do you recognize either of these locations? Follow us on Instagram and Twitter to play along with **Name That City/Town Hall!** We will be featuring photos from the Local Government Enablement Team's adventures from traveling around the state. Your city or town may be next!

