

How to use ENE44 – Natural Gas Statewide Contract



EPPs on this Contract

Contract #: ENE44	Contract Duration: 11/01/2016 – 09/30/2019
MMARS #: ENE44	Options to Renew: Two (2) one-year options
Contract Manager: Lisa Westgate - Lisa.Westgate@state.ma.us , 617-720-3112	
This contract contains: Environmentally Preferable Products (EPP)	
UNSPSC: 83-10-16-01	
Last change date:	09/26/2016

Contract Summary

This contract is for the purchase of the retail supply of Natural Gas from Direct Energy by Executive Branch and other eligible entities which have elected to participate in the procurement.

Eligible Entities wishing to participate in future contracts must contact the Contract Manager with copies of three (3) months of invoices per account. Eligible Entities will be required to execute a Memorandum of Understanding which binds them to the contract pricing and terms established by the Operational Services Division.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Consultant
- Vetted and Qualified Vendor



Who Can Use This Contract

Applicable Procurement Law: M.G. L. c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

How to Use This Contract

Initial accounts were actively part of the technical vetting, which was completed based on the RFR. Awarded vendor were invited to participate in a reverse auction, ending in the best and final offering; Direct Energy @ \$5.496 Dth

Post-award; accounts interested in participating in the contract will be required to submit three (3) current invoices per account to the Contract Manager. Accounts will be priced at against current market, and will have an end date consistent with the aggregate contract. Upon acceptance of the pricing, non-Executive Branch entities must complete an MOU.

Accounts enrolled are billed on a monthly basis for Natural Gas supply.

Additionally, Eligible entities **also receive a bill from their local distribution company (LDC)** for delivery and ancillary charges which are not eligible for competition.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details: This is fixed price contract. The rate is \$5.496 cents per Dth or meter reads from November 2016 – October 2019.



How to Place an Order in COMMBUYS

REMINDER: *RPA Release should be utilized when process impracticality and/or emergency situations prevent the standard COMMBUYS purchase order processes from being followed to process paper invoices.*

Once an invoice is downloaded and reviewed the process is as follows:

- Initiate a new requisition, making sure to select **RPA Release** for Requisition Type.
- Search for an item on the **items tab** of the requisition; use ENE44 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
 - Note: Make sure you reference the correct MBPO.
- Select the appropriate catalog line.
- Enter the total price.
- Attach the vendor invoice. *Enter only one invoice per release requisition.*
- Submit for approval.
- When sent to PO, the requisition will become a **Completely Received Purchase Order**.

For more information, see the [How to Create an RPA Release Requisition](#) job aid.

Additional Information

- **Awarded Vendor: Direct Energy**

- **Customer Service:**

- Jason Greiner, Client Service Analyst

- Direct Energy Business

- 1001 Liberty Avenue, Pittsburgh, PA 15222

- Office: 412-667-5321 Fax: 866-421-0257

- Jason.Grenier@directenergy.com

- **OSD Questions, Comments and Issues**

- OSD Contract Manager, Lisa Westgate

- Lisa.Westgate@state.ma.us