

## How to Use the HLS05 Homeland Security, Public Safety, and Traffic Safety Supplies Contract

<b>Contract #:</b> HLS05	<b>Contract Duration:</b>	10/7/2015 – 9/30/2018
<b>MMARS #:</b> HLS05*	<b>Options to Renew:</b>	None
<b>Contract Manager:</b>	Stephen Lyons – 617-720-3373 <a href="mailto:steve.lyons@state.ma.us">steve.lyons@state.ma.us</a>	
<b>This contract contains:</b>	Prompt Payment Discounts, Supplier Diversity Program, and Volume Discount Opportunities	
<b>UNSPSC:</b> 46-16-00		
<b>Last change date:</b>	<b>July 14, 2017</b>	

### Contract Summary

This contract is awarded to provide a variety of products and equipment in the areas of Homeland Security, Public Safety, Disaster Response, Emergency Preparedness, Traffic Safety, and other related needs.

The contract has one vendor: **Safeware, Inc.**

### Benefits and Cost Savings

- Department of Homeland Security (DHS) Authorized Equipment List Products
  - Expansive portfolio of manufacturers across the Homeland Security spectrum
- Volume Discount Opportunities
- Prompt Payment Discounts: 1% for payments made in 45 Days; 1.5% in 10 Days
- Vendor price guarantee across all contract users
- **Safeware Punchout Website via COMMBUYS.com**



## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.

### Contract Categories:

- A. Personal Protective Equipment (PPE)
- B. Explosive Device Mitigation and Remediation Equipment
- C. Environmental Monitoring
- D. CBRNE Search & Rescue Equipment
- E. Interoperable Communications Equipment
- F. Detection Equipment
- G. Decontamination Equipment
- H. Hazardous Materials Storage
- I. Spill Control and Containment
- J. Physical Security Enhancement Equipment
- K. Fire and Emergency Response
- L. Traffic Safety
- M. Facility Safety and Maintenance
- N. Fall Protection and Confined Space
- O. Medical and First Aid Supplies
- P. CBRNE Reference Materials
- Q. Related Services
- R. Other Non-listed Public Safety, Law Enforcement, and Fire Equipment

***CBRNE = Chemical, Biological, Radiological, Nuclear, and high yield Explosives***



## Similar Statewide Contracts

Buyers interested in the following categories should also review the current statewide contracts:

- Personal Protective Equipment (PPE): **FIR04 Public Safety Equipment**
- Interoperable Communications Equipment: **ITT57 2-Way Radio Equipment**
- Medical and First Aid Supplies: **HSP40 Medical Commodities**

## Where to Find Contract Information on COMMBUYS

Please note that POP UP blockers must be turned off to see COMMBUYS content.

To obtain in depth contract information please go to the COMMBUYS website ([www.COMMBUYS.com](http://www.COMMBUYS.com)), click on “Advanced Search” or use the search bar, search for Contracts/Blankets, and type “**HLS05**” into the Contract/Blanket Description field. Next click “Find It.” In the search results, click on the Safeware MBPO to access the contract page. This contract has one vendor and does not have multiple MBPOs.

### How to find vendors in COMMBUYS from Public View:

1. Click on “Contract & Bid Search”
2. Select “Contracts/Blankets”
3. Enter “**HLS05**” in the “Contract/Blanket” Description field
4. Click “Find It”
5. Click on the **Safeware** MBPO page link
6. Direct link (public view): [PO-16-1080-OSD03-SRC3-00000005941](https://www.commbuys.com/PO-16-1080-OSD03-SRC3-00000005941)

*\*Please note this is limited to searching by vendor and not by products. To search by products you must be logged in and creating a Release Requisition.*

### How to find vendors and products in COMMBUYS if you are logged in:

1. Click on the “Advanced Search” or use the search bar
2. Select “Contract/Blanket” from the drop down menu
3. Type in “**HLS05**” under “Contract/Blanket Description”
4. Click “Find It”
5. Click on the **Safeware** MBPO page link

### How to place an order in COMMBUYS:

Once your selection(s) have been made, a Purchase Order, called a Release Requisition on COMMBUYS, must be placed in COMMBUYS. Instructions for “How to Create a Release Requisition and Purchase Order” can be found on a Job Aid in the COMMBUYS section of the OSD website ([Job Aids for Buyers](#)).



## HLS05 Punchout on COMMBUYS

HLS05 offers buyers the benefits of shopping via COMMBUYS Punchout! To locate Safeware’s HLS05 Punchout log into COMMBUYS and click on Settings near the top-right of the page (Settings appears as the gear icon between the bell and question mark icons). Click on “G2B Punchout” to progress to the “G2B Punchout Shopping” page. Once there, click on the drop-down menu for “Vendor” and select “Safeware, Inc” for the HLS05 Punchout. Select your “Ship-to” and “Bill-to” addresses and then click “Punchout” at the bottom. This will then redirect you to the Safeware Punchout.

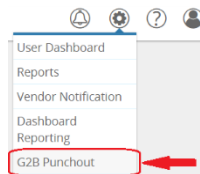
### HLS05 Punchout Steps

1. Log into COMMBUYS

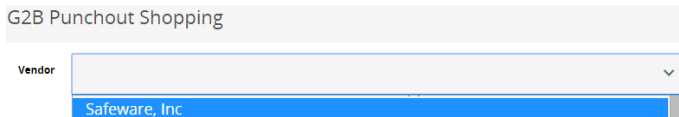
2. Click on the gear icon towards the top-right of your page:



3. Select “G2B Punchout” from dropdown menu:



4. Select “Safeware, Inc” from Vendor dropdown menu



5. Select your Ship-to and Bill-to addresses

6. Click “Punchout”

The first page that loads will show you a Navigation Guide for the Punchout.

To be certain you are on the HLS05 Safeware Punchout page with correct pricing please check the top banner and make sure it says “Using Punchout Mode” next to the icon of a person. This indicates that you are logged into the site via the COMMBUYS Punchout profile and the pricing is HLS05 contract pricing. If you are logged out, or the “Using Punchout Mode” disappears, you should log back into the Punchout from COMMBUYS. (Note: if you are not logged into the Punchout you will see “Click Here to Log In” instead. Additionally, the banner condenses the text when the page is shrunk. Maximize the page to reveal the hidden text if this happens.)

For general information on how to purchase from a COMMBUYS Punchout, please review our [Punchout Job Aid](#).



## Pricing and Purchase Options

To get contract item information and/or quotes, buyers may contact Safeware directly:

**Brenton Passmore, Customer Service**

**Monday – Friday, 8:00 AM to 5:00 PM**

**301-683-1234, ext. 1395 or 1-800-331-6707**

[bpassmore@safewareinc.com](mailto:bpassmore@safewareinc.com)

OR

View the HLS05 Punchout on COMMBUYS

## Additional Information

This contract is a cooperative contract through U.S. Communities with the lead agency of Fairfax County, VA. To find additional information about this contract please visit the U.S. Communities contract webpage at <https://www.uscommunities.org/suppliers/safeware-mallory/>. Once there you may view additional information about the contract, as well as review the original contract RFP, amendments, and addendums.

The cooperative contract was awarded September 1<sup>st</sup>, 2011 with an initial term of 3 years and four 1-year renewal options. The U.S Communities contract and its adoption in Massachusetts as HLS05 were both renewed through September 30<sup>th</sup>, 2018.