How to Use the ITS59: Information Technology Independent Research Services Statewide Contract

Contract #: ITS59	Contract Duration: 12/10/2015 to 12/10/2020
MMARS #: ITS59*	Options to renew: Two 1-year options
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Contract Summary

This contract is for the acquisition of Independent Research Services addressing Information Technology (IT).

Research and advisory services will provide end users with the ability to articulate specific issues, questions or goals and will allow awarded contractors to provide extensive, proprietary, or customized research and recommendations. Topic areas may include, but are not limited to, industry trends, readiness assessments, technology trends, and emerging issues.

Services not included

Buyers seeking IT consulting services or project based services should utilize the Statewide Contracts for IT Project Services, currently ITS53ProjServSP and ITS53ProjServTS.

Buyers seeking non-IT research, advisory, and consulting services should utilize the Statewide Contract for Management Consultants, Program Coordinators and Planners Services, currently PRF46.

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 purchasing cooperatives
7. Non-profit, UFR-certified organizations that are doing business with the Commonwealth
8. Other states and territories with no prior approval by the State Purchasing Agent required
9. Other entities when designated in writing by the State Purchasing Agent

Adding Contractors after initial Statewide Contract award

This is an Open Enrollment contract.

It is the intent of the SST to reopen the solicitation (Bid) to obtain additional responses (Quotes) according to the following schedule, subject to change:

1) Upon the annual anniversary date of the initial contract award; or

2) upon a decision at any time of the SST to open the solicitation (Bid) up for more responses (Quotes) if it is in the best interest of the Commonwealth to do so.

The SST intends to close the enrollment period twelve (12) months prior to the End Date of the Contract. All contracts shall be awarded with coterminous end dates.

The SST also reserves the right to suspend the review of additional submissions for specific reasons or to close the Bid for new Quotes entirely if it deems that the number of Contractors awarded at that point adequately meets the needs of eligible entities.

Where to Find Contract Information on COMMBUYS

To access the contract information please go to the COMMBUYS website (www.commbuys.com), click on "Contract & Bid Search", then select the "Contracts/Blankets" radio button. Enter "ITS59" in the Contract/Blanket Description field. Select "Statewide Contract" from the Type Code pull-down menu, then Click "Find It". In the search results, click on the Master Blanket Purchase Order (MBPO) **PO-16-1080-OSD03-OSD03-00000006346** to access the Request for Response (RFR) – original bid documents, and the fully executed contract documents:

- Exhibit A – Supplemental Terms and Service Agreement Form (signed version).
  This form has been amended so as not to conflict with the Commonwealth Terms and Conditions.
- Order Form
- Research Services 2017 Unit Pricing sheet
- Service Descriptions
- "Copies of Gartner's Standard Terms, which are part of Gartner's response to ITS59".
- The documents in this file are for the convenience of the reader to decipher the Supplemental Terms.

How to Use This Contract

Subscription-based research and related services are described in the vendor Unit Pricing spreadsheet and the Service Names and Levels of Access are defined in the Service Descriptions posted on COMMBUYS in the attachments tab of the Gartner MBPO. Use the U11 object code and reference the SWC ITS59 on the MMARS transaction.
Please see instructions below on how to place the order in COMMBUYS.

Pricing and Purchase Options

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

Please reference Research Services Pricing Exhibit 2017 posted on COMMBUYS

How to place an order in COMMBUYS

Access the Job Aid [How to Order from a Master Blanket Purchase Order](#)

<u>P.O. FOR ONE-TIME SERVICES</u>

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition and follow step 4 of the job aid. Save & Continue to step 5
- Search for an item (Use ITS59) in the description
- Select the vendor to place order with
- Select the catalog line
- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Edit the item description to include the Service Description (s) along with any note you wish to add to the order
- In the Attachment Tab, you must attach a copy of the completed Service Agreement (Order Form) and associated Service Description (s).
- Submit for approval
- Once the Requisition is approved, convert to a PO and send the order to the vendor.

Vendor Information

This list will change as vendors are added to the contract.

Gartner Inc.

Contact: Kevin Scott

Email: Kevin.Scott@gartner.com

Prompt Pay Discount: None

PO-16-1080-OSD03-OSD03-00000006346

COMMBUYS Vendor ID: 213892

MMARS Vendor Code: VC6000176004

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