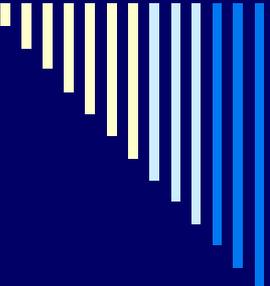


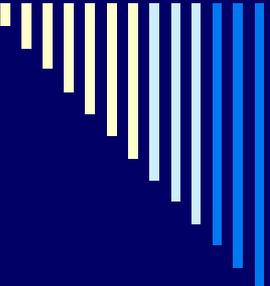
American Reinvestment and Recovery
Act of 2009 (ARRA)
Public Procurement and Contracts
Practical Advice

Office of the Comptroller
Commonwealth of Massachusetts



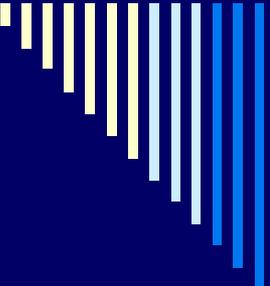
ARRA - COMPLIANCE

- Initial primary goal has been to “get the \$ out quickly” to jump start economy
 - However, compliance and effectiveness in use of ARRA funds have now arisen as equally important goals
 - Federal and state inspectors are intending to audit how a prime disbursed ARRA funds as well as successful achievement of ARRA goals – including vendors and sub-recipients
-



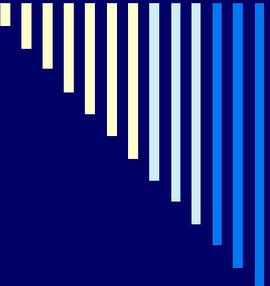
ARRA ITEMS – COMPLIANCE

- Massachusetts selected as one of 16 states for increased scrutiny and review during the process
 - GAO and OMB representatives on site and on weekly calls as protocols are developed for reporting data and other compliance issues
-



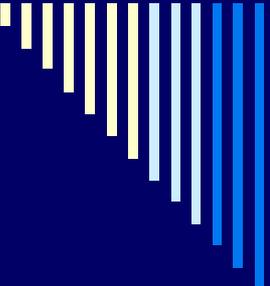
ARRA ITEMS – COMPLIANCE

- **Key focus items arising are Internal Controls and established procedures to prevent fraud, waste and abuse**
 - **Stop Fraud Task Force – members from federal compliance offices, federal agency inspector general and state compliance offices (AGO, IGO, SAO) to identify key risk areas and concerns**
-



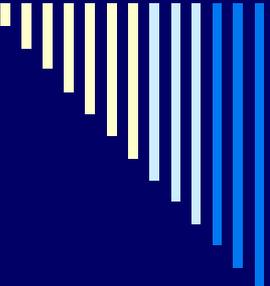
ARRA ITEMS – COMPLIANCE

- **CTR hosting weekly conference call on ARRA related guidance partnering with key compliance offices and offices charged with ARRA reporting responsibilities**
 - **Weekly conference calls with OMB on developing issues nationally**
-



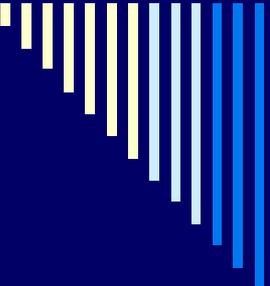
ARRA ITEMS – COMPLIANCE

- **Massachusetts has chosen to centrally report ARRA data to Federal Government rather than delegate some data elements to recipients**
-



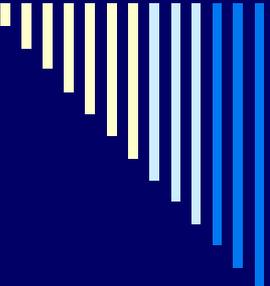
ARRA ITEMS – REPORTING

- ❑ **Financial data comes directly from source system state accounting system (MMARS) with data element fields identified to match data elements required to report under Section 1512**
 - ❑ **All MMARS data must be changed through source system and may not be changed after reports run from MMARS**
 - ❑ **Critical that MMARS data entries are accurate and updated as necessary**
-



ARRA ITEMS – COMPLIANCE

- **Financial data loaded automatically to ANF Platform from MMARS**
 - **Departments enter additional non-financial data (e.g., jobs created or retained, highest paid officers) to ANF Platform**
-



REPORTING ISSUES AND QUESTIONS

MMARS Issues: Helpline:
comptroller.info@state.ma.us

ANF Platform Issues:
Mass Recovery & Reinvestment Office
Helpline: stimulushelp@state.ma.us

General ARRA Guidance to State Departments

Comptroller of the Commonwealth - Windows Internet Explorer

http://www.mass.gov/?pageID=oschomepage&L=1&sid=Aosc&LO=Home

Comptroller of the Commonwealth

The Official Website of the Comptroller of the Commonwealth (CTR)

Comptroller of the Commonwealth

CTR Home Mass.Gov State Agencies State Online Services

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- Help Desk
- MMARS Glossary

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- (HRD) Human Resources Division
- (OSD) Comm-PASS
- (OSD) Operational Services

American Recovery and Reinvestment Act

[American Recovery and Reinvestment Act Policy](#) Word

[FY2009-26: American Recovery and Reinvestment Act: Accounting and Reporting - Update #1](#)
(issued 3/25/2009)

Audit and Reporting

[Report of Grant Awards Received By Department](#) PDF

[Report of Grant Awards Received By Federal Agency](#) PDF

[UMass ARRA Stauts Report](#) Excel

[ARRA Report Glossary](#) Word

[FY2009-32: ARRA Report Draft \(issued 5/5/2009\)](#)

[FY2010-05: American Recovery and Reinvestment Act \(ARRA\) Sub-recipient/Vendor Definitions \(issued 8/10/2009\)](#)

[ARRA Data Collection - Immediate Transparency Needs](#) Word

[American Recovery and Reinvestment Act \(ARRA\) Risk Assessment Engagement \(issued 8/7/2009\)](#) PDF

[ANF Massachusetts Federal Stimulus Reporting Process Outline](#)

[ANF ARRA Data Collection – OMB Quarterly Reporting](#) Word

Contracts - Procurement

[Recommendations Regarding Contracting Requirements with ARRA Funding](#) Word

[ANF ARRA Funds Procurement and Posting Requirements](#) Word

[ANF ARRA Funds Procurement and Posting Requirements Questions and Answers](#) Word

Federal Grants - Fringe and Indirect

[Administration and Finance FY09 ARRA Chargeback](#) Word

[ARRA Administrative Cost Recovery](#) Word

[ARRA SWCAP Agreement](#) PDF

Federal Grants - MMARS Coding

[FY2009-30: American Recovery and Reinvestment Act: Accounting and Reporting - Update #2](#)
(issued 4/23/2009)

[FY2009-33: ARRA Federal Grant Set-Up Information \(issued 5/20/2009\)](#)

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[Updated OMB Guidance](#)

[Recovery.gov](#)

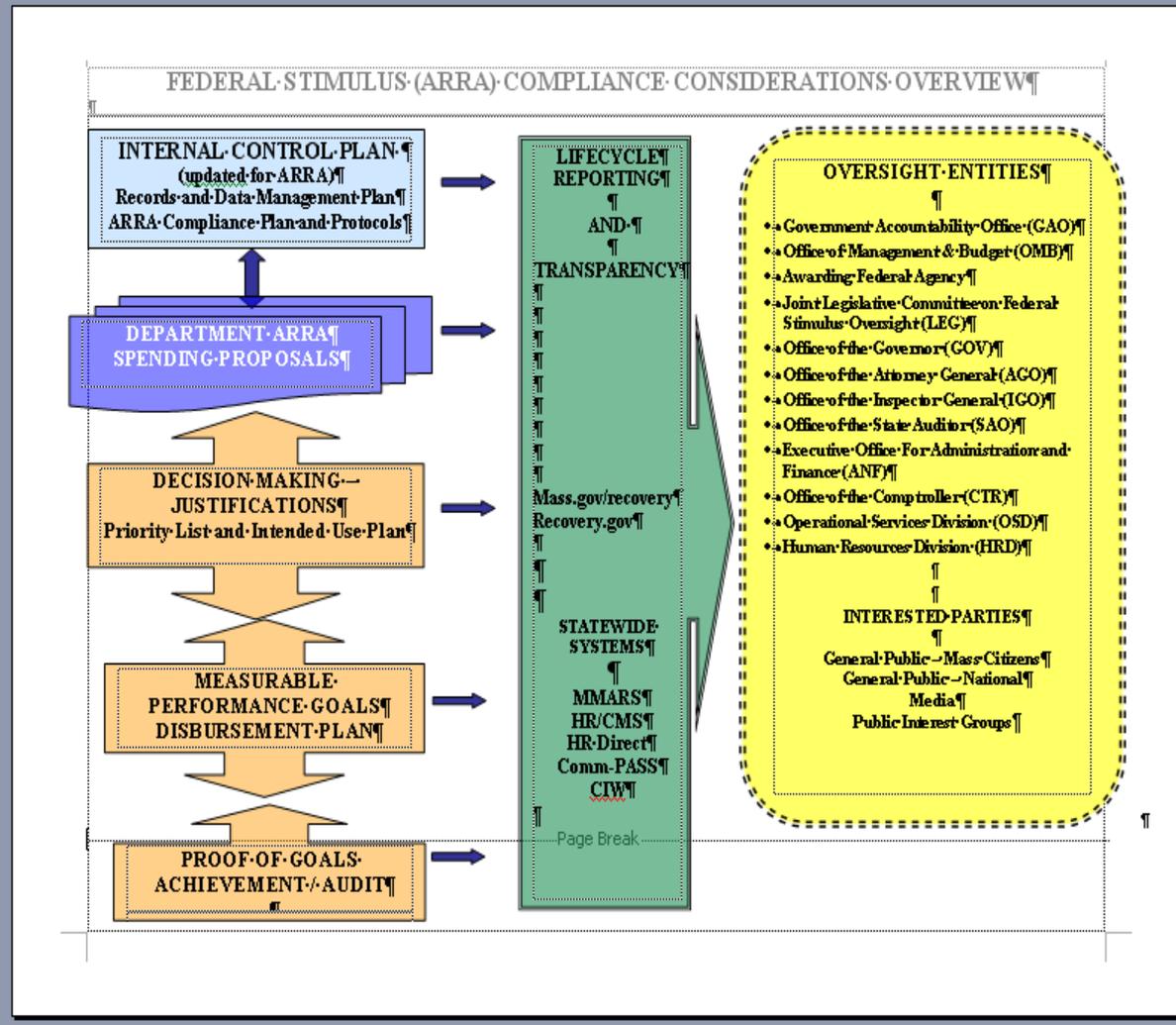
[Massachusetts Recovery](#)

[HRD Federal Stimulus
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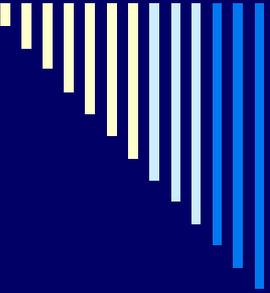
[AGA Financial and
Administrative Monitoring
Tool](#) PDF

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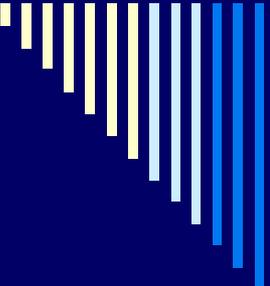
FEDERAL STIMULUS (ARRA)- COMPLIANCE CONSIDERATIONS OVERVIEW

DEPARTMENT ARRA SPENDING PROPOSALS	DEPARTMENT INTERNAL CONTROLS (Updated for ARRA)	MONITORING THROUGHOUT ARRA LIFE CYCLE
<p>DECISION MAKING - JUSTIFICATIONS</p> <ul style="list-style-type: none"> a. → Identify updates to Internal Controls with Protocols for ARRA to Ensure Routinely and Consistently Followed for Federal Stimulus lifecycle b. → Identify Security, Department Head Approval and Compliance Verification Protocols c. → Identify Specific Awarding Federal Agency, Federal Grant and ARRA Priorities to be Achieved d. → Develop Spending Proposal with Priority List and Intended Use Plan including Justification Narratives Supporting Spending Proposal. How were priorities set to identify and fulfill Performance Goals? e. → Identify how the Performance Goals in Spending Proposal will be measured to achieve Priorities f. → Identify Disbursement Plan, Safeguards to ensure good faith and fair dealing; open fair and public procurement/posting (if warranted); targeted goals (e.g., W/HBE), responsible cash flow, fiscal accountability, recruitment process. g. → Identify how Performance goal success will be continuously reported by grantees/sub-recipients; tracked, measured and reported to oversight entities throughout disbursement lifecycle h. → Document Spending Plan approvals through Department, Secretariat and other Oversight Depts (as applicable) 	<p>ARRA LIFE CYCLE RECORDS MANAGEMENT AND REPORTING PROTOCOLS</p> <ul style="list-style-type: none"> a. → Internal Control Plan Updated for ARRA b. → Records and Data Inventory Updated to separately track ARRA records and funds c. → Department Head Signature Authorization and other Security Protocols for ARRA d. → Protocols for Separate ARRA Coding to track all ARRA funds (inflows and outflows) e. → Protocols for Records Management: tracking ARRA Records, Retention and Accessibility, Security of Personal Information (electronic and paper), including Emails, Correspondence, Approvals, Narratives. f. → Internal Data Systems: Contents/Security; Data Reliability/Integrity and Security g. → Decision making: Justifications, priority setting, disbursement justifications, approvals h. → Disbursement Documents (Contracts, ISAs, Invoices; Payments, Sub-Recipient Data, Reporting) i. → Reporting Requirements, Goal and Performance Verification and Evaluations 	<p>OVERSIGHT ENTITIES</p> <ul style="list-style-type: none"> → Government Accountability Office (GAO) → Office of Management & Budget (OMB) → Awarding Federal Agency → Joint Legislative Committee on Federal Stimulus Oversight (LECO) → Office of the Governor (GOV) → Office of the Attorney General (AGO) → Office of the Inspector General (IGD) → Office of the State Auditor (SAO) → Executive Office For Administration and Finance (ANF) → Office of the Comptroller (CTR) → Operational Services Division (OSD) → Human Resources Division (HRD) <p>INTERESTED PARTIES</p> <ul style="list-style-type: none"> General Public - Mass Citizens General Public - National Media Public Interest Groups
<p>PROOF OF ACHIEVEMENT/AUDIT</p> <ul style="list-style-type: none"> a. → Verification/Proof that Performance Goals were Met b. → Identify Level of Success meeting Performance Goals and why. Goals exceeded expectations or why success less than expectations 	<p>STATEWIDE SYSTEMS</p> <ul style="list-style-type: none"> MMARS (Accounting system) HR/CMS (Statewide Payroll system) HR Direct (UMass Payroll System) Comm-PASS (Procurement System) Comm. Information Warehouse (CIW) 	<p>PUBLIC TRANSPARENCY</p> <ul style="list-style-type: none"> Mass.gov/recovery Recovery.gov



ARRA Recommendations

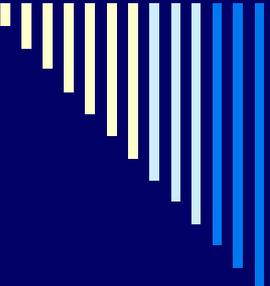
- Review CTR and ANF websites for key recommendations and guidance (state)
 - Municipalities should review IGO website
 - Review Federal Grant requirements of any grant received as Prime to know responsibilities
-



ARRA Recommendations

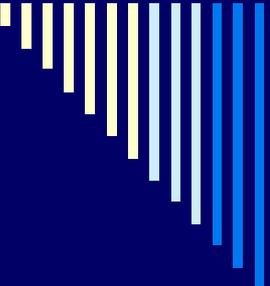
Review A-133

- Review A-133 guidelines to determine when recipients will be “sub-recipients” or “vendors” and rules that apply
 - Prime recipients must comply with A-133 requirements when issuing ARRA funds to sub-recipients
 - A-133 requirements are passed down to sub-recipients including audit requirements not previously required
-



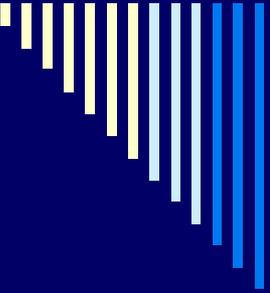
ARRA ITEMS - Documentation

- ❑ **Document, Document, Document!**
 - ❑ **Establish protocols now to document all key actions and decisions for auditing – you will be audited**
 - ❑ **Reporting and other requirements for both sub-recipients and vendors**
 - ❑ **Primes will be required to document and report on how ARRA funds were used**
-



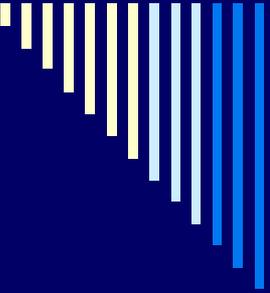
ARRA Recommendations Internal Controls Critical

- Update and implement Internal Controls to ensure procurement, contracting and reporting procedures are in place and routinely followed
-



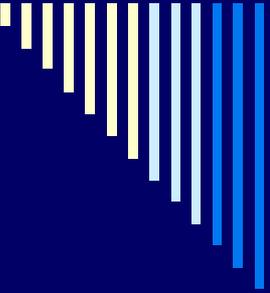
ARRA Recommendations

- **Update and implement Records Management protocols to ensure ARRA related documents (in any medium – paper or electronic) are tagged and filed in a way that these can be retrieved for audit or records requests (including emails!)**
-



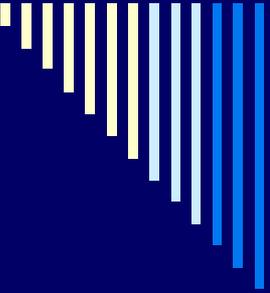
ARRA Recommendations

- **Implement Reporting requirements and periodic progress reports for all recipients to ensure that you have key data needed to report and you can demonstrate performance**
-



ARRA Recommendations

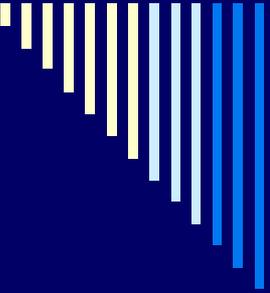
- Review public records rules and develop protocol for handling public records requests – transparency will substantially increase requests for information.
 - Inquiries will include internal protocols and adherence to these protocols (be able to document compliance, checklists, logs etc.)
-



ARRA Recommendations

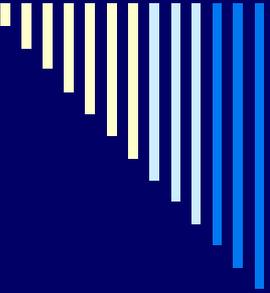
Communicate

- ❑ **Communicate with staff and key stakeholders or decision makers (legal, fiscal program, audit) from receipt of funds through audit!!!**
 - ❑ **Train and cross train staff on requirements**
 - ❑ **Key risks arise from lack of or miscommunications**
-



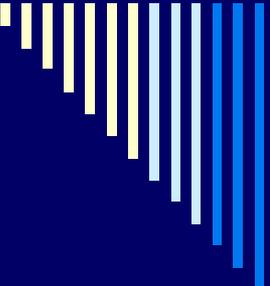
ARRA Contract Recommendations

- **Develop Performance Measurements for how you will measure success of a contract**
 - **Implement Reporting requirements and periodic progress reports for all recipients to ensure that you have key data needed to report and you can demonstrate performance**
-



ARRA Contract Recommendations

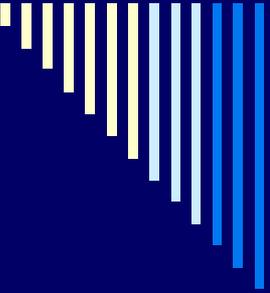
- **Keep in touch with all recipients to ensure data is being maintained and contract performance is on target**
 - **Communicate any new information or expectations regularly to recipients so they have lead time to comply (ARRA requirements are evolving)**
-



ARRA

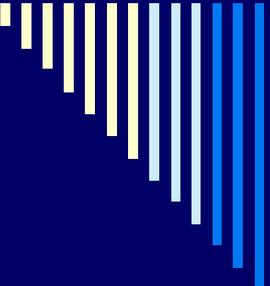
Contract Specific Terms

- ❑ **Separate Attachment Created to notify Contractors (whether sub-recipients or vendors) of ARRA related terms**
 - ❑ **Attachment can be emailed or faxed to all Contractor recipients of ARRA funds without formal Amendment**
 - ❑ **Currently being updated to include False Claims, Whistleblower, JobQuest Job Posting requirements and Apprenticeship Requirements.**
 - ❑ **Available at: www.mass.gov/osc under Vendor Forms and under Contract Forms and also at www.mass.gov/osd under OSD Forms.**
-



ARRA Specific Terms

- Each Department responsible for notifying contractors if they are recipients of ARRA funds and if they are considered “sub-recipients” or “vendors” (since different rules apply)
 - Each Department issuing ARRA or other federal funds remains responsible for identifying any additional terms and conditions or performance specifications required under the federal grant.
-



All ARRA Contracts posted on
www.Comm-PASS.com

- By statute the Executive Office for Administration and Finance has broad authority to direct all recipients of ARRA funds to report required data
 - Regulations are being drafted to identify protocols
 - OSD has issued a directive that all new procurements or grants of ARRA funds be posted on Comm-PASS
-

BUYSMART

Buyers: Better manage the procurement process with BUYSMART, the FREE online system for Massachusetts public entities from Comm-PASS.

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Password
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Terms of Use
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BUYSMART Helps you:
Receive more qualified competitive bids
Streamline workflow
Increase procurement efficiency
Simplify filing with an electronic paperless system more benefits...

Find Federal Stimulus Procurement and Grant Records

Welcome to the Commonwealth's sole online procurement record site which now supports all any American Recovery and Revitalization Act (ARRA) funds distributed by the Commonwealth Secretary for Administration and Finance and the State Purchasing Agent. Public record access is always FREE. Select the Fed Stimulus tab to access bids, grants, and access to other record types and features. Any Massachusetts public purchasing organization may register for FREE BuySmart membership, and access to record management tools. For automated email notification, desktop record-tracking, online submission, and Business Directory advertising features, any party may subscribe to SmartBid for an annual fee.

Opportunities Currently Exceed \$4.27 Billion



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About Quick Quote

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In Fall 2009, Quick Quote will support:

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SMARTBID

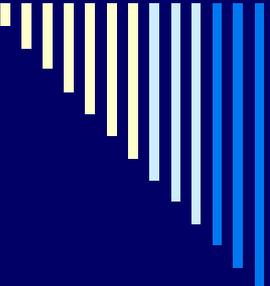
new online subscription service from Comm-PASS.

Vendor LoginID
Password
Login
Retrieve Forgotten Login ID
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SMARTBID Lets you:

- Track bids online through the entire process
Get emails about amendments and updates
Receive emails with new solicitations / contracts that meet your criteria
List in the publicly accessible Comm-PASS Business directory more benefits...





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Select	Upload Date	Document Description	Action?	Action Description	View
<input type="checkbox"/>	06/13/2007	State Dept (Merchant) PCI Survey	Yes	REVIEW	
<input type="checkbox"/>	06/11/2007	RFR Required Specifications	Yes	Required Review - Incorporated into RFR	
<input type="checkbox"/>	06/11/2007	Prompt Payment Discount Form	Yes	Complete and Submit with RFR	
<input type="checkbox"/>	06/11/2007	Standard Contract Form	Yes	Must be Signed Upon Selection	
<input type="checkbox"/>	06/11/2007	Affirmative Market Program (AMP) Plan Form	Yes	Complete and Submit with RFR	
<input type="checkbox"/>	06/11/2007	Commonwealth Terms and Conditions	Yes	Complete and submit if not previously submitted	
<input type="checkbox"/>	06/11/2007	Contractor Authorized Signatory Listing	Yes	Complete and Submit with RFR	
<input type="checkbox"/>	06/11/2007	Electronic Funds Transfer (EFT) Form	Yes	Complete and submit with RFR if not a MA Vendor with EFT	
<input type="checkbox"/>	06/11/2007	Required Specifications for Information Technology	Yes	Applies solely to IT Procurements	
<input type="checkbox"/>	06/11/2007	Consultant Contractor Mandatory Submission Form	Yes	Complete and Submit with RFR	
<input type="checkbox"/>	06/11/2007	Commonwealth Terms and Conditions	Yes	Complete and submit if not previously submitted	
<input type="checkbox"/>	06/11/2007	PCI Request for Response (RFR)	Yes	REQUIRED REVIEW	
<input type="checkbox"/>	06/11/2007	PCI RFR Response Template	Yes	MUST BE USED TO SUBMIT RESPONSE	

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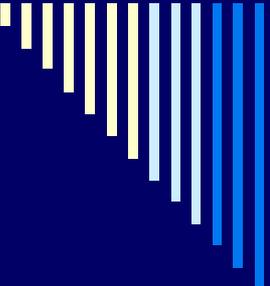
Please note that all information and file attachments contained in each tab of any Comm-PASS record are hereby incorporated by reference into the Solicitation, Bidders' Conference (Forum), and resulting Contract, if any, of that record.

It is the responsibility of every bidder to check Comm-PASS for both:

Any addenda or modifications to a Solicitation for which they intend to bid by monitoring the "Last Change" field on the Solicitation's summary page to ensure that they have the most recent Solicitation files; and,

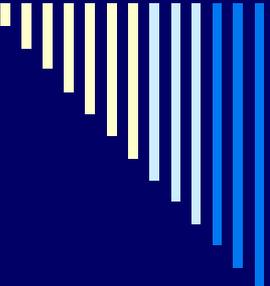
Any Bidder Forum records related to a Solicitation for which they intend to bid by using the Search for Bidders' Forum function on the Conduct Business menu to ensure that they have access to information regarding physical bidders' conferences, functionality

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Comm-PASS On-LINE FORUM

- **Comm-PASS enables on-line forum to receive and answer questions in lieu of Bidder's Conference**
 - **Forum Tabs:**
 - **Summary**
 - **Contact**
 - **Rules**
 - **Physical Conference**
 - **Sign-In List**
 - **Question/Answer**
-



Comm-PASS Central Repository for Contract Terms and Package

□ Under Contract Tabs

- Summary
 - Rules
 - Issuers
 - Forms & Terms
 - Specifications
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Forms & Terms

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<input type="checkbox"/>	09/18/2008	PCI QUOTE FORM/STATEMENT OF WORK	Yes	PCI Quote Form and Statement of Work to attach to Contract	
<input type="checkbox"/>	09/18/2008	TEMPLATE Lighthouse Computer Svcs Standard Contract Form	Yes	Pre-populated SCF with contractor information	
<input type="checkbox"/>	09/18/2008	TEMPLATE Digital Resources Group Standard Contract Form	Yes	Pre-populated SCF with contractor information	
<input type="checkbox"/>	09/18/2008	Lighthouse Computer Services Contract Attachments	Yes	For contract package	
<input type="checkbox"/>	09/18/2008	Digital Resources Group Contract Attachments	Yes	For contract package	
<input type="checkbox"/>	09/18/2008	CURRENT PRICING Lighthouse Computer Services RFR Response	Yes	Current Pricing Document	
<input type="checkbox"/>	09/18/2008	Lighthouse Computer Services RFR Response (not current)	Yes	Superseded by updated RFR Response	
<input type="checkbox"/>	09/18/2008	CURRENT PRICING Digital Resources Group RFR Response	Yes	Current Pricing Document	
<input type="checkbox"/>	09/18/2008	Digital Resources Group Response (not current)	Yes	Superseded by Updated RFR Response	
<input type="checkbox"/>	09/18/2008	State Dept (Merchant) PCI Survey	No	REVIEW	
<input type="checkbox"/>	09/18/2008	RFR Required Specifications	No	Required Review - Incorporated into RFR	
<input type="checkbox"/>	09/18/2008	Required Specifications for Information Technology	No	Applies solely to IT Procurements	
<input type="checkbox"/>	09/18/2008	PCI Request for Response (RFR)	No	REQUIRED REVIEW	

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Quick Tips...

To inquire about a particular Solicitation, Contract, or Bidder Forum, contact the person listed on the Issuer tab within the specific record.

Please note that all information and file attachments contained in each tab of any Comm-PASS record are hereby incorporated by reference into the Solicitation, Bidders' Conference (Forum), and resulting Contract, if any, of that record.

It is the responsibility of every bidder to check Comm-PASS for both:

Any addenda or modifications to a Solicitation for which they intend to bid by monitoring the "Last Change" field on the Solicitation's summary page to ensure that they have the most recent Solicitation files; and,

Any Bidder Forum records related to a Solicitation for which they intend to bid by using the Search for Bidders' Forum function on the Conduct Business menu to ensure that they have access to information regarding physical bidders' conferences, functionality which supports submission of written questions during the defined question period, and all questions and answers associated with the Solicitation, if any.

Vendor(s)

Document Number: CTRPCI2007 Issued By: Office of the State Comptroller / Office of the State Comptroller

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Forms & Terms](#) [Vendor\(s\)](#) [Updates](#) [Other Information](#)

Vendor Information

Company Name:	Digital Resources Group LLC
Doing Business As (DBA):	
Programs:	
Comments:	PCI Compliance Contractor
Name:	David Fosdick
Title:	PCI Department Contact
Address 1:	PO Box 55071
City:	Boston
State or Province:	MA
Postal Code:	02205
Country:	US
Phone1:	978-496-1503
Phone2:	
Phone3:	
Fax1:	775-855-5042
Fax2:	
E-mail:	pci@drgsf.com
Website:	www.drgsf.com
Effective Start Date:	2008-09-18 16:50:00.0
Effective End Date:	2012-06-30 23:59:00.0
Vendor Code 1:	VC0000390523
Vendor Code 2:	

Vendor Documents

Select the View option to access one file at a time. To access multiple files through the Download Selected Files feature, you must have file decompression software or utilities. A trial demonstration of WinZip for PC's is available at www.winzip.com

One item found.

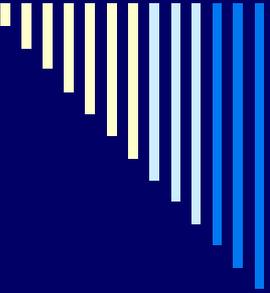
Select	Upload Date	Document Description	View
<input type="checkbox"/>	09/18/2008	RFR Response and Pricing	View

Quick Tips...

Information presented here is entered by the Contract Manager list on the Issuer(s) tab of this record.

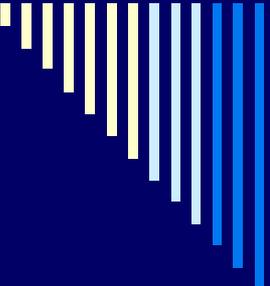
Public purchasers and contract vendors seeking clarifications or corrections should contact the Issuer.

Contract vendors who want to report a SOM/BA-c certification status error should submit this [form](#) as instructed.



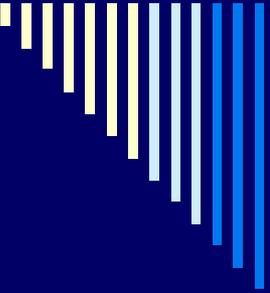
Other Commonwealth Forms

- ❑ **Authorization for Electronic Funds Transfer (Direct Deposit of payment – more cost effective)**
 - ❑ **Prompt Payment Discount (for early payment in less than 45 days)**
 - ❑ **Affirmative Market Program Plan**
 - ❑ **Affirmative Action Commitment Statement**
 - ❑ **Contractor Authorized Signatory Listing**
 - ❑ **W-9 (Tax ID and legal name and address)**
 - ❑ **Business Reference Form**
 - ❑ **Environmentally Preferable Products (EPP) Form**
-



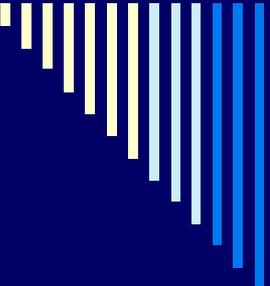
Executed Documents Remain in Contract Package at Department

- ❑ **For Contracts used by other Departments, all needed documents should be posted**
 - ❑ **All new ARRA related contracts must be posted on Comm-PASS**
 - ❑ **Due to identity theft concerns, signatures should be redacted (or partially blacked out) prior to posting**
 - ❑ **No personal information or financial information (bank account #) should be posted or made available publicly**
-



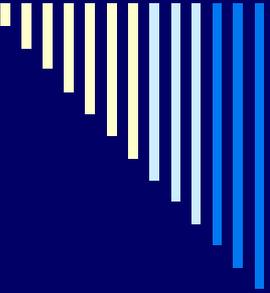
Potential Pitfalls for Managers

- ❑ **Not implementing known protocols and requirements**
 - ❑ **Failure to exempt oneself from a decision when there is a personal, financial interest in the organization (stocks, relative working for the entity, etc.)**
 - ❑ **Not using existing Statewide Contracts (Master Service Agreements)**
-



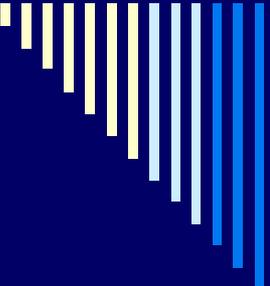
Potential Pitfalls for Managers

- ❑ **Awarding contracts or grants without an open and public process or competitive bid, or without an earmark or other procurement exception**
 - ❑ **Participating in the award of contracts/purchases to an organization with whom the Department Head/Senior Manager has an existing relationship (ex. an organization on whose board a senior manager or close family member sits)**
-



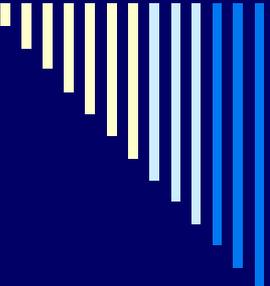
Potential Pitfalls for Managers

- ❑ **Failing to communicate with fiscal staff about obligations that have been or are being incurred to determine availability of funds**
 - ❑ **Relying on fiscal staff and signing documents without understanding the scope and legal basis for the transaction (i.e. contract or payment)**
-



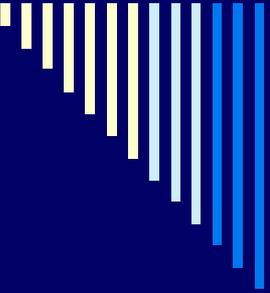
Potential Pitfalls for Managers

- Requesting or allowing performance, including accepting goods/services (either from vendor, another state department or employees) for which there are inadequate funds to cover the total cost.
 - Incurrence of an obligation (goods/service/payroll/fringe) must be supported by sufficient appropriation *PRIOR* to incurring the obligation and acceptance.
-



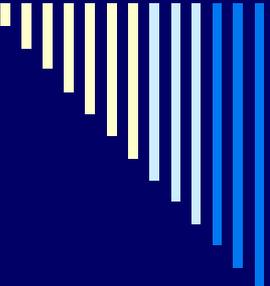
Potential Pitfalls for Managers

- ❑ Not having a contract at all
 - ❑ Not memorializing terms or answers to questions concerning performance as part of the contract (hand shake or telephone agreements rather than written documentation.)
 - ❑ Not executing a formal amendment when there are changes in performance needs or terms (become non-enforceable if Contractor breaches)
-



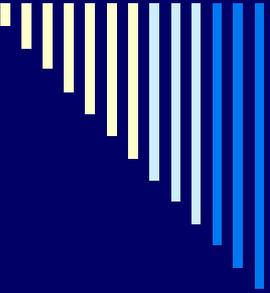
Potential Pitfalls for Managers

- **Processing cash through non-State accounts (not following internal controls for cash management)**
 - **Cash received not deposited into a state account which is swept by TRE on a daily basis**
 - **Payments made outside of accounting system MMARS (other than emergency payroll issues handled through the advance account)**
-



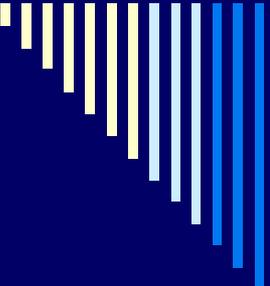
Potential Pitfalls for Managers

- ❑ **Internal Control lapse – lack of segregation of duties - allowing an individual to receive, deposit and reconcile revenue and/or incur obligations, encumber funds, receive goods and disburse payments with no oversight or secondary review**
 - ❑ **Biggest risks for fraud, waste and abuse arise from failure to implement and adhere to Internal Controls**
-



Potential Pitfalls for Managers

- **Paying for expenses in one fiscal year from funds appropriated in another budget fiscal year**
 - **procuring goods/services for future use from current funds**
 - **bill paying from the next budget year for previous fiscal year obligations because of inadequate funds (without going through Prior Year Deficiency process)**
-



Potential Pitfalls for Managers

- ❑ **Paying employees or contractors (including senior managers and contract employees) without documentation of time worked**
 - ❑ **Reassigning staff to an activity not allowed by the enabling legislation and appropriation language, assigning staff to perform work for another department in violation of M.G.L. c. 29, s. 31.**
-

Procurement Information Center

Procurement Information Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

The Official Website of the Operational Services Division (OSD)

Operational Services Division

OSD Home Mass.Gov State Agencies State Online Services



Home > Conduct a Procurement >

Procurement Information Center

Welcome to the Operational Services Division's *Procurement Information Center*. Each major component of the procurement process is presented as a link from this page. The major topic is listed along with associated policy and expanded guidance, some of which have been issued as a separate *OSD Policy Guidance* documents. We hope you will find this site convenient and user-friendly. We also hope it will be easier for you to keep up-to-date on the latest policy changes. Changes will be accomplished by completely replacing the affected document (which will have a revised date). We will also tell you what has changed.

[Executive Summary of New Information, Policy Changes and Clarifications - 2007](#) [Word](#)

[Procurement Introduction](#) [Word](#) - OSD Legal Authority, Strategic Oversight and the Required Use of Statewide Contracts

Associated Policies and Guidance:

- [Comm-PASS Guidance & Instructions \(formerly Comm-PASS policy\)](#) [Word](#)
- [OSD Procurement Team Leader Listing](#) [Word](#)

[Procurement Exceptions](#) [Word](#)

Associated Policies and Guidance:

- [Individual Contractors: Contract Employees vs. Independent Contractors](#) [Word](#) Issued jointly by the Operational Services Division, the Office of the Comptroller and the Human Resources Division
- [Incidental Purchasing Policy Guidance](#) [Word](#)
- [OSD Policy Guidance 04-19, Policy Regarding Use of Federal General Services Administration \(GSA\) Contracts](#) [Word](#)
- [OSD Policy Guidance 05-11, Changes to "A Deal too Good to Pass Up"](#) [Word](#)

[How to Do a Competitive Procurement](#) [Word](#)

Associated Policies and Guidance:

- [Affirmative Market Program](#) [Word](#)
- [OSD Policy Guidance 05-19 - Procurement and Contract Management Policy Changes](#) [Word](#)
- [Procurement/Contract Management Checklist](#) [Word](#)
- [Review and Approval Process for Legal Services Contracts](#) [PDF](#)
- [Review Form for Attorneys Providing Legal Services](#) [Word](#)
- [How to Conduct a Procurement Debriefing](#) [Word](#)

[How to Draft a Request for Response](#) [Word](#)

Associated Policies and Guidance:

- [Acquisition Policy](#) [Word](#) Issued jointly by the Operational Services Division and the Office of the Comptroller
- [Contractor Authorized Signatory Listing](#) [Word](#) Issued jointly by the Operational Services

SEARCH

Operational Services Div

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[Regulations](#)

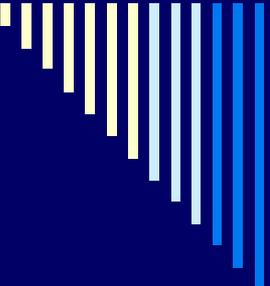
[Recent Policy Updates](#)

[OSD Forms](#)

[Comm-PASS Resource Center](#)

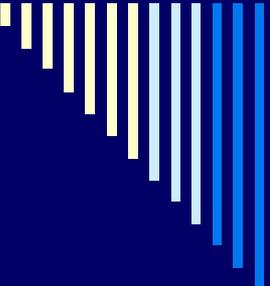
[Office of the Comptroller Policies](#)

[More...](#)



FRAUD WASTE AND ABUSE PREVENTION GUIDANCE

- ANF Fraud Waste and Abuse Report and Guidance (See [link](#))
 - CTR Fraud Waste and Abuse Prevention (See [link](#))
-



Any Questions?

Office of the Comptroller

[Website](#)

Helpline: comptroller.info@state.ma.us

Mass Recovery & Reinvestment Office

[Website](#)

Helpline: stimulushelp@state.ma.us
