



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

Public Housing Notice 2015-18

To: Local Housing Authority Executive Directors & Other Commonwealth of Massachusetts Contractors/Vendors
From: Sarah Glassman, Deputy Associate Director, Division of Public Housing and Rental Assistance
Subject: **URGENT – ALL LOCAL HOUSING AUTHORITIES AND OTHER STATE VENDORS MUST REGISTER IN COMMBUYS BY JULY 31, 2015**
Date: July 15, 2015

As of July 1, 2014, the Department of Housing and Community Development (DHCD) began the use of [COMMBUYS](#) for all purchasing and procurement activities. The COMMBUYS market center is Massachusetts' online procurement system, linking Commonwealth public purchasers in search of products and services with sellers who are able to provide them. All procurement activity, including bid posting, bid submission, purchase orders, and vendor email notification, is managed through COMMBUYS.

The Operational Services Division (OSD) is working closely with the State Comptroller to rollout Phase II of COMMBUYS which will interface with MMARS for payments. Phase II of COMMBUYS will go live between mid-August and mid-September. **This will require that all local housing authorities (LHAs), contractors and vendors register in COMMBUYS, no later than July 31, 2015.**

If local housing authorities and any other vendors do not register in COMMBUYS, DHCD will not be able to send capital funds or operating subsidy. Attached is a PDF for vendor registration.

Since your Authority or business has an active contract with DHCD **it is essential that you register in COMMBUYS to continue receiving notification of bidding opportunities and to access purchase order details going forward.**

COMMBUYS registration is free and takes a few minutes to complete. Simply go to www.COMMBUYS.com, select the first link titled **REGISTER**, and complete the requested information. Please note that you should register the correct legal entity name for your Authority or business.

Failure to register could jeopardize future payment to your Authority or business. [Please register by July 31, 2015.](#)

You may find useful resources for registration and conducting business with the state on mass.gov/osd:

- [COMMBUYS registration guidance](#)
- [COMMBUYS registration webcast](#)
- [COMMBUYS registration job aid](#)

- [COMMBUYS Resource Center](#) materials: webcasts, job aids, and user tips
- [Free seller training classes and webinars](#)

Once you have registered, DHCD will link your contract and business profile in COMMBUYS. This action will enable you to get direct receipt of electronic POs or quote requests from the COMMBUYS system, as well as payment.

We look forward to welcoming you to the COMMBUYS community and being able to continue using our contract with you without interruption. Please contact the COMMBUYS Help Desk at 1-888-627-8183 or commbuys@state.ma.us with any questions about the registration process.

Thank you.