Buy the Way

The Official Newsletter of the Operational Services Division

April 2017

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# Final Registration Call for MASSBUYS XIX

They say a picture is worth a thousand words. How about a one-minute video? Turn up the volume and hear why past attendees plan to attend MASSBUYS XIX on April 27, 2017!

* [MASSBUYS Attendee Video](https://www.youtube.com/watch?v=2cHC-IBvuvY&feature=youtu.be)
* [Are you a Statewide Contract Vendor? Click here to exhibit!](http://www.cvent.com/events/2017-massbuys-expo/event-summary-5fa87edf6fc74d78a5a5ae212d853822.aspx?ct=216aafa7-d0da-4bf3-bf2c-3dba3e73a4c6)
* [Are you a Public Purchasing Professional? Click here to attend!](https://www.cvent.com/events/2017-massbuys-expo/registration-5fa87edf6fc74d78a5a5ae212d853822.aspx?r=a53d6831-6129-4220-b6a6-670f6f552c4e)
* [Download the MASSBUYS Event App today! Available in the App Store – search “MASSBUYS”](https://events.crowdcompass.com/massbuys)

# Upcoming Buyer Training

Introduction to Statewide Contracts and COMMBUYS April 18 (Boston)

UNSPSC for Buyers May 2 (Webinar)

COMMBUYS Organization Administrator May 10 (Boston)

COMMBUYS - How to Create a Departmental Master Blanket Purchase Order May 11 (Boston)

Essentials of State Procurement May 15 (Boston)

[Click here to see the full calendar.](http://www.mass.gov/anf/docs/osd/training/buyer-schedule-winter-2017.pdf)

# Earth Day Fair

April 21, 2017, 10:00 am - 2:00 pm

State Transportation Building, 10 Park Plaza, 2nd Floor

**Earth Day Fair Seminars**

Sustainable Practices in the Office 10:15 am – 11:00 am

Ordering Environmentally Preferable Products 11:15 am – noon

Ways to Save/Conserve Energy in Your Home 12:15 pm – 1:00 pm

Sustainable Ways to Commute to Work or School 1:15 pm – 2:00 pm

The Massachusetts Bay Transportation Authority (MBTA) and the Massachusetts Department of Transportation (MassDOT) invite you to attend the 2017 Earth Day Fair on Friday, April 21, at the State Transportation Building. Visit with event participants\* to learn about sustainable practices for the office, home, and your community. Educational seminars are available as well.

Don’t miss OSD’s presentation from 11:15 am until noon about ordering environmentally preferable products on Statewide Contract or stop by our table at the event. Advanced registration is not needed. Hope to see you there!

\*Participants: MBTA Employee Environmental Sustainability Team; MassDOT Complete Street Program; MBTA Procurement & Logistics; Department of Energy Resources; Operational Services Division; MWRA; Cell Phones for Soldiers; Hubway; massRides; MassRecycle; Mass Save

# RPA Release & RPA Release-Enabled Contracts Webinar

Do you purchase energy, fuel, groceries, maintenance, vehicles, or IT goods and services? How do you reconcile COMMBUYS purchases with the Massachusetts Management Accounting and Reporting System (MMARS)? Did you know that there are certain contracts that allow you to record orders and payments after receiving the goods/services?

The RPA Release and RPA Release-Enabled Contracts training webinar explains the purpose, use, and function of Request for Payment Authorization (RPA) and RPA Release-Enabled Contracts. In this webinar, Commonwealth Buyers will learn how to record purchases for items after the fact and how to record invoices and receipts for goods and services that are available on RPA Release-Enabled Contracts in the COMMBUYS Market Center.

All Commonwealth Buyers who have been assigned by their department/agency to perform purchasing activities within COMMBUYS, such as creating requisitions, purchase orders, and change orders are encouraged to register for this course. **In particular, Buyers purchasing from the following contracts may find the webinar helpful: ENE35, ENE40, ENE41, ENE43, ENE44, FAC93, FAC99, GRO30, ITC47, ITS63, ITT46, PRF61, PRF62, PRF63, VEH100, VEH95, VEH96, and VEH97.** This webinar is approximately one hour in duration.

The next date for RPA Release and RPA Release-Enabled Contracts webinar is Wednesday, May 17 at 10:30 am.

Later dates may be found on the COMMBUYS Landing page > Buyer Training Overview (under “Buyer Training Resources”) > [Buyer Schedule.](http://www.mass.gov/anf/docs/osd/training/buyer-schedule-winter-2017.pdf)

# MASSBUYS Municipal Panel Update

As previously reported, OSD is hosting a municipal networking breakfast and panel discussion in conjunction with MASSBUYS! We are pleased to announce that Jay Ash, Secretary of the Executive Office of Housing and Economic Development, Matthew Beaton, Secretary of the Executive Office of Energy & Environmental Affairs, Stephanie Pollack, Secretary and CEO for the Department of Transportation, and William Bell, Senior Associate Commissioner for Administration and Finance for the Department of Elementary and Secondary Education, will be participating in the panel discussion.

Each panelist will focus on the services and opportunities provided by their office or department to Local Governments. Sean Cronin, Senior Deputy Commissioner of Local Services for the Department of Revenue will moderate the panel discussion.

[For more information, view the invitation.](http://conta.cc/2nBQ2cT)Please note: if you are planning to attend the municipal panel, you are required to complete [an additional registration](https://www.eventbrite.com/e/massbuys-municipal-panel-discussion-and-breakfast-registration-32589180115), separate from MASSBUYS registration, so that we are able to plan for catering needs.

# We’re Listening

To celebrate Small Business Month in May, the Executive Office of Housing and Economic Development (EOHED) and the Massachusetts Office of Business Development (MOBD) will be hosting a series of regional listening sessions.

| Date | Time | MOBD Region | Location |
| --- | --- | --- | --- |
| Tuesday, May 2 | 7:30am | Central | Clark University Higgins Center, Worcester |
| Thursday, May 4 | 5:30pm | Cape Cod | Chatham Community Center, Chatham |
| Tuesday, May 9 | 6:00pm | West Mass | Holyoke Community College Kittredge Center, Holyoke |
| Wednesday, May 10 | 7:30am | Berkshires | Berkshire Community College, Pittsfield |
| Monday, May 15 | 7:30am | Northeast | State University, Salem |
| Tuesday, May 16 | 7:30am | Southcoast | Bristol Community College, Fall River |
| Wednesday, May 17 | 1:30pm | Brockton | The Conference Center at Massasoit, Brockton |
| Tuesday, May 23 | 7:30am | MetroWest | The Center for Arts Natick (TCAN), Natick |
| Thursday, May 25 | 7:30am | North Central | Mount Wachusett Community College, Gardner |
| Wednesday, May 31 | 5:30pm | Greater Boston | MassChallenge, Boston |

These listening sessions may cover the following topics:

1. Doing Business in Massachusetts (regulations, taxes, fees);
2. Government Resources (grants, networks, expertise);
3. Access to Capital (community-based lending, micro-lending, seed money, predatory lending);
4. Access to Government Contracts/Supplier Diversity;
5. Main Streets Programs; and
6. Local discussion table (i.e. Cape Cod: Maritime Issues).

Representatives from the Operational Services Division’s Supplier Diversity Office will be on hand at these sessions to hear concerns and discuss Access to Government Contracts/Supplier Diversity. Click here to view the flyer with registration links for the listening sessions. For more information, contact Devon Goodall, MOBD, at 617-973-8541.

# COMMBUYS Helpful Hints: Bids

**Vendors**: Use COMMBUYS to search for a variety of state bidding opportunities. In addition to Statewide Contract opportunities, COMMBUYS is home to Executive Department bids, as well as procurements posted by municipal organizations and quasi-public entities, such as the MBTA. Take a look:

Go to COMMBUYS.com to begin your bid search. In the bottom left portion of the Home Page, select **Contract & Bid Search** and then **Bids** on the Advanced Search page. Search by entering key words (i.e. landscaping) in the **Bid Description** field, filter by using the **Organization** or **UNSPSC** commodity code fields, or select **Find It** to return all available bids.

**Buyers:** Optimize bidders’ ability to provide complete and timely quote responses by providing all requested documents as attachments in the bid. Be aware that frequently used documents or standard forms may be loaded into the Organization’s COMMBUYS library by the entity’s Organization Administrator for easy access or automatic upload. Get more information about this option here. Find related resources on the OSD Forms page and in OSD’s Best Value Procurement Handbook.

COMMBUYS Questions? Contact the COMMBUYS Help Desk at 888-MA-STATE.

# Upcoming Vendor Training

SDO Pre-Certification Workshop May 2 (Lawrence)

Connecting Your Business to the Commonwealth May 4 (Boston)

Demystifying the RFR: Responding to the Commonwealth’s Procurement Opportunities May 4 (Boston)

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator May 9 (Webinar)

SDO Pre-Certification Workshop May 16 (Cambridge)

Locate and Respond to Bids in COMMBUYS May 17 (Webinar)

Connecting Your Business to the Commonwealth May 17 (Lawrence)

Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors May 22 (Webinar)

Supplier Diversity Plan (SDP) Overview for Certified Businesses May 22 (Webinar)

[Click here to see the full calendar.](http://www.mass.gov/anf/docs/osd/training/vendor-schedule-winter-2017.pdf)

# Municipal Shoutouts

* In mid-March, the Town of Norton joined the growing number of municipalities in Southeastern MA adopting COMMBUYS for their procurement system, under the leadership of Town Manager Michael Yunits, Deputy Fire Chief Dave Myles, and Assistant Michelle Brown. Recent comparatives of 2016 spend indicated significant savings are available to Norton buyers. Twenty department managers and administrative team members were trained by Trainer Sidney Moore and Local Government Enablement Account Manager Trish Burke. Thanks to Wheaton College for hosting!
* The Town of Carver prepares for COMMBUYS training and adoption! Procurement Coordinator Shelby Blair and Assistant Town Administrator Elaine Weston worked with Trainer Renee O'Rourke from OSD.
* The City of Amesbury was recently trained on COMMBUYS as a result of the Neighbor-to-Neighbor events!
* Local Government Enablement Account Manager Jennifer Forsey trains Joan Bell, Superintendent of Parks and Open Spaces for the City of Melrose.

# Manage Your Organization’s Waste Stream in a More Sustainable Manner

**Earth Day is April 22 - Recycling Possibilities on Statewide Contract**

* The ability to recycle a vast array of items; and
* Tools and products to develop a recycling program in your facility, including on-site visits by awarded contract vendors who will assess your organization's needs, make cost-effective recommendations, and provide employee training.

**Environmental Impact**

In FY2015, Commonwealth buyers diverted 12,672 tons of solid waste to recycling using resources on Statewide Contract FAC86 and its predecessor Contract, FAC33. This reduction is equivalent to removing annual emissions from 3,315 passenger vehicles!*(*EPP Program Annual Report Fiscal Year 2015, p. 12: mass.gov/epp > MA EPP Program Annual Reports > [2015 Annual Report MA EPP Program)](http://www.mass.gov/anf/docs/osd/epp/epp-annual-report-fy15.docx)

**Recycling 101: Important Statewide Contracts to Know**

* [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf) - Hazardous/Universal, Medical, and Electronic Waste Disposal, offering comprehensive recycling solutions for hazardous waste.
* [FAC85](http://www.mass.gov/anf/docs/osd/uguide/fac85.pdf) - Environmentally Preferable Cleaning Products, Programs, Equipment, and Supplies, including recycling containers under Category 6 and recycled content/ compostable liners under Category 9.
* [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf) - Solid Waste and Recycling Services, providing full waste and cost-effective recycling services for non-hazardous materials.
* [FAC87](http://www.mass.gov/anf/docs/osd/uguide/fac87designateddep.pdf) - Recycling Containers, Compost Bins, and Rain Barrels, providing a wide range of waste and recycling containers, including Big Belly compactors.

Learn more in our [Environmentally Preferable Products and Services Guide,](http://www.mass.gov/anf/docs/osd/epp/epp-product-guide.docx) available at [mass.gov/epp](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/). Contact Julia Wolfe, Director of Environmental Purchasing, at 617-502-8836.

**Explore Recycling Options on Statewide Contract**

* Antifreeze - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Asphalt, Brick, Concrete - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Batteries - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf), [OFF36](http://www.mass.gov/anf/docs/osd/uguide/off36.pdf)
* Construction & Demo, including Clean Gypsum Wallboard - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Corrugated Cardboard - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Electronic Waste - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf), [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Fire Extinguishers - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Glass Containers - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Lamps and Ballasts - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Mattresses - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf), [FAC90](http://www.mass.gov/anf/docs/osd/uguide/fac90designateddep.pdf)
* Mercury - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Metal Cans and Containers - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Motor Oil - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Oil Filters - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Organic- Food Waste - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Organic - Leaves, Yard Waste and Floating Vegetation - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf), [FAC88](http://www.mass.gov/anf/docs/osd/uguide/fac88.pdf)
* Organic Solvents - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Paints - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Paper - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Paper Shredding/Secure Document and Media Destruction - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf), [FAC96](http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf)
* Plastic Bottles and Containers - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Recyclable Fuels - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Redeemable Bottles and Cans - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Scrap Metal - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf), [SSP1601](http://www.mass.gov/anf/docs/osd/uguide/ssp1601.pdf)
* Sharps - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Street Sweepings - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Tanks - [FAC82](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf)
* Textiles - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Tires - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Toner Cartridges - [ITC66](http://www.mass.gov/anf/docs/osd/uguide/itc66.pdf)
* Vehicle Windshields - [VEH103](http://www.mass.gov/anf/docs/osd/uguide/veh103.pdf)
* White Goods (Large Appliances) - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)
* Wood - [FAC86](http://www.mass.gov/anf/docs/osd/uguide/fac86.pdf)

# The Value of Cross-Agency Collaboration

As many government employees know firsthand, working with outdated technology can limit efficiency. To combat this, agencies must find collaborative, creative, and cost-efficient solutions to persistent problems. In one such example, members of OSD were asked last October to participate in a cross-agency initiative with the Department of Conservation and Recreation (DCR), where they would share information and best practices regarding fleet management and procurement.

Overseeing a fleet of more than 1,800 assets throughout the Commonwealth, DCR lacked access to reliable data due to an antiquated inventory tracking system, which prevented cost-effective management. To solve this challenge, a team was established and tasked with developing systems regarding acquisition, maintenance, usage, fuel practices, and asset disposition. Pairing experienced subject matter experts from OSD’s Office of Vehicle Management (OVM) and Strategic Sourcing Services units with DCR staff ensured the team was cross-functional and well-rounded (team listed below).

To manage their project, the team used the rigorous Scrum framework. Following the traditional structure of Scrum, the team developed a backlog of priorities to tackle and worked in a series of “sprints” – short periods of time concentrated on solving one problem within the backlog. Once a solution was found to the problem at hand, the team moved to the next sprint. With a 15-minute check-in call each day, team members were held accountable for their actions, and the progress of the project was concrete and well communicated.

Fred Yule, Director of Park Support Operations at DCR, stated, “Without the Scrum process, DCR had neither the software, staffing, nor interdepartmental contacts to build a system to manage its statewide fleet operation and meet all state and federal requirements. With the combined efforts of DCR, OVM/OSD, and the Scrum team, we were able to create a fleet operation process and begin implementation in less than six months!”

One of the major accomplishments was analyzing the overlap between DCR departmental contracts and OSD’s Statewide Contracts. To overcome this challenge, the team integrated and consolidated contracts and completed a Business Process Redesign for the dispatch, procurement, and payment processes for vehicles.

The flexibility and efficiency of vendors was another of the driving forces in the success of the project, which allowed the team to achieve big wins, including:

* Implementing a Chevin Fleet Services Vehicle Maintenance Management System using [Statewide Contract VEH99](http://www.mass.gov/anf/docs/osd/uguide/veh99.pdf), which had been in limbo for three years;
* Expanding Fleet Response to include medium- and heavy-duty vehicles; and
* Standardizing fuel purchases using the WEX system, allowing DCR to capture usage data on their own pumps for the first time.

Alex Giannantonio, Director of Fleet Policy and Administration of OVM, emphasized the value of cross-agency collaboration, stating, “We’re all on the same team. If we can work together to solve problems across agencies, it’s a benefit for all parties involved. We have common goals, so it makes sense to have aligned processes. As an additional benefit, this exercise strengthened our relationship with DCR, as both a customer and partner.”

Like the [RMV partnership that OVM developed last year](http://blog.mass.gov/osd/uncategorized/operational-services-division/office-of-vehicle-management/new-partnership-streamlines-state-fleet-registration/), the collaboration with DCR will result in significant savings for the Commonwealth. To measure sustainability and progress, the team will continue to meet biweekly over the next six months. Using the success of this experience as a pilot, the OSD team looks to keep the momentum by replicating this process with other agencies looking to improve their fleet management processes.

For more information on the Office of Vehicle Management, including all policies and procedures, [view the OVM web page.](http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/office-of-vehicle-management.html)

## Team Members

Alex Giannantonio Director of Fleet Policy & Administration, OSD

Karen Rasnick Lease Administrator, OSD

Michael Duplan Vehicle Auditor, OSD

Peter Etzel Strategic Sourcing Services Lead, OSD

Fred Yule Director of Park Support Operations, DCR

Cheryl Brooks Business Manager, DCR

Joe Coombs Chief Mechanic, DCR

John Clarkeson Director of Contracts & Procurement, DCR

Greg Norfleet ScrumMaster, Government Innovation Fellow, Governor’s Office

*A number of unlisted subject matter experts from DCR also provided invaluable insight and skills.*

# Upcoming Vehicle Auctions

## State Police

31-69 Bishop Road, Ayer

Viewing: Thursday, May 18, 10:00 am

Auction: Friday, May 19, 10:00 am; Lot opens at 8:30 am

## Westborough OVM Lot

289 Lyman Street, Westborough

Viewing: Wednesday, May 17, 9:00 am

Auction: Saturday, May 20, 10:00 am; Lot opens at 8:30 am

You may review the list of planned sale items on the [Auctions International website](http://www.auctionsinternational.com/liveauctions/#10376). Please note: Public employees are not eligible to bid on items from their employing entity.

# Statewide Contract Updates

## Resources

* [Procurement Schedule](http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-procurement-schedule.html)
* [COMMBUYS](https://www.commbuys.com/bso/)
* [Statewide Contract User Guides](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/statewide-contract-user-guides.html)
* [Statewide Contract Reference Guide](http://files.constantcontact.com/666eaa93201/ced15fd4-79a1-42a4-9539-ccd5886e77f5.pdf?ver=1489166576000)
* COMMBUYS Help Desk Assistance - Questions about COMMBUYS? Contact us for help at 1-888-627-8283 or COMMBUYS@state.ma.us. Staff are available 8 a.m. to 5 p.m. ET, Monday through Friday.

## Building Maintenance, Repair & Operations (MRO) - Statewide Contract FAC100

Products and Supplies to support facility operation and construction projects (Replaces FAC76)

### Contract Highlights

* Twenty-six vendors, including nine new contractors, providing a broad array of products;
* Competitive pricing: contract evaluation criteria heavily weighted toward price. Vendors offer discounts off list pricing;
* Ability to negotiate pricing based on volume;
* Wide selection of Environmentally Preferable Products (EPPs);
* Prompt Payment Discounts (PPD) available. Refer to the Contract User Guide for specifics;
* Key Words provided in the [FAC100 Contract Information MBPO](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10267&releaseNbr=0&parentUrl=contract) in COMMBUYS help buyers identify available products by category;
* Rolling enrollment for Category 10, encouraging new and innovative EPPs. Link to the bid documents [here](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-SRC3-14684&external=true&parentUrl=bid).

**Note**: Rentals, previously provided under FAC76, now available under [FAC97](http://www.mass.gov/anf/docs/osd/uguide/fac97.pdf) - Equipment Rental. Direct any questions about [FAC100](http://www.mass.gov/anf/docs/osd/uguide/fac100.pdf) to Sara Urato at 617-720-3319.

### FAC100 Categories

1. Electrical and Lighting Products and Supplies
2. LED Roadway and Outdoor Area Lighting
3. Plumbing and Heating Products and Supplies
4. HVAC and Refrigeration Products and Supplies
5. Roofing Products and Supplies
6. Lumber Products and Supplies
7. Envelope Systems, Products and Supplies
8. Concrete and Masonry Products and Supplies (new)
9. Paint Products and Supplies (new)
10. Environmentally Preferable Products (new)

## NEW Statewide Clothing Contract and Upcoming Buyer Event!

The new CLT08 Statewide Clothing Contract is starting May 1, 2017, and will replace [CLT07](http://www.mass.gov/anf/docs/osd/uguide/clt07.pdf). CLT08 will include Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding. OSD invites all buyers to attend our upcoming CLT08 event to discover what the contract offers and meet with the awarded vendors! Details about the new contract and registration for the CLT08 Buyer Event to follow in the May issue of Buy the Way. Questions about CLT07 or CLT08? Contact Steve Lyons at 617-720-3373.

**SAVE THE DATE!**

CLT08 Buyer Event

Thursday, June 1, 2017, 1:00 - 3:30 p.m.

One Ashburton Place, Boston

## Statewide Contract Bidding Opportunities

### Statewide Contract FAC104

OSD has issued the Request for Response (RFR) for Statewide Contract FAC104: Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Services. Interested bidders are encouraged to review the bid documents in COMMBUYS – [BD-17-1080-OSD03-SRC02-13600](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-SRC02-13600&external=true&parentUrl=bid). The Bid Opening Date, the date by which bidders must have submitted their quote response in COMMBUYS, is May 5, 2017, at 3:00 p.m.

### Statewide Contract FAC100 – Category 10 only – Environmentally Preferable Products

Manufacturers and suppliers of innovative energy efficient, water efficient, less toxic, or otherwise Environmentally Preferable Products and technologies for building maintenance and repair may be eligible to bid on the RFR for FAC100: Building Maintenance, Repair and Operations Products and Supplies – Category 10 which is open for response on a rolling basis. Link to the RFR documents in COMMBUYS – [BD-17-1080-OSD03-SRC3-14684.](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-SRC3-14684&external=true&parentUrl=bid)

### Vendor Resources

* Locate COMMBUYS [vendor registration](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/register-to-become-part-of-the-cb-business-community.html) resources.
* [Register](https://www.eventbrite.com/e/vendor-webinar-how-to-locate-and-respond-to-bids-in-commbuys-online-event-tickets-27014631490) to attend the Locate and Respond to Bids in COMMBUYS webinar.
* COMMBUYS Help Desk: 888-MA-STATE or COMMBUYS@state.ma.us.

Interested bidders must *acknowledge* the bid to be apprised of any updates/amendments to the bid. To acknowledge the bid, login to COMMBUYS, navigate to the bid (using the Advanced Search, enter FAC104 or FAC100 in the Bid Description field) and select “Yes” on the *Acknowledge Receipt* and *View Solicitation* window. You must be a registered vendor to take this action.

## New Small Package Delivery and Logistics Services – Statewide Contract OFF46

Competitive pricing on domestic and international small package delivery services from UPS.

* Exclusive rates negotiated based on Commonwealth volume. Locate pricing details in [COMMBUYS](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10080&releaseNbr=0&parentUrl=contract) in the OFF46\_UPS\_Rates document;
* Standard weekly pickup fee is waived;
* Service Guarantee in place to meet performance standards;
* Easily track your parcel online through delivery.

Always reference “OFF46” to receive Statewide Contract pricing.

Local UPS Contract Manager: Bob White, United Parcel Service, Inc., 781-710-9516, bwwhite@ups.com

Find additional contract details in the [OFF46](http://www.mass.gov/anf/docs/osd/uguide/off46.pdf) Contract User Guide or contact Jodi Paris Anastos at 617-720-3169.

## Furniture Rental on OFF38

Sometimes renting furniture is a better short-term solution for organizations. It’s a great gap filler while furniture orders are being fulfilled, and it’s a practical option when using temporary space during renovations.

### OFF38 Categories

(1) Systems Furniture including Workstations/Cubicles; (2) Seating; (3) Office Furniture; (4) High Density Shelving; (5) Demountable/Movable Walls; (6) School Furniture; (7) Library Furniture; (8) Specialty Furniture and Accessories; (9) Furniture Services (no rental options). In addition to rental options, OFF38 boasts negotiated benefits and attributes, including a wide choice of manufacturers and product lines with strong discounts and several price breaks, dock delivery, Prompt Payment Discounts, and detailed Environmentally Preferable Product choices. For additional information, contact Peter Etzel at 617-720-3397.

### Furniture Rental Q&A with Peter Etzel, Strategic Sourcing Services Lead

**Q: What types of furniture are available for rental?**

A: Though rental is not the vendors’ primary business, furniture rental selection on OFF38 is sizable, offering cubicles, bookcases, desks, dining hall seating/tables, file cabinets, free standing adjustable steel bookshelves, library carrels, lounge chairs, office chairs, sofas, and tables, among other options.

**Q: Do all OFF38 vendors offer rental options?**

A: The OFF38 contract provides for furniture rentals through four of our 22 vendors: Creative Office Pavilion (Categories 1, 2, 3, 6, 7, & 8), Donnegan Systems (Category 4), Environments at Work (Categories 1 & 2), and W.B. Mason (Categories 1, 2, 3, 5, 6, 7, & 8).

**Q: Are there other restrictions?**

A: Rentals are limited to a period of up to six months, and rental agreements may not extend past the duration of the contract. Rental terms must not conflict in any way with the terms set forth in the OFF38 contract or standard Commonwealth terms.

**Q: How do I obtain pricing?**

A: Obtain rental pricing by issuing a Request for Quote to one or more vendors participating in the desired category

## Announcing the Launch of the Tradespersons TRD01 Statewide Contract

Over the last several months, TRD01 Strategic Sourcing Services Team members, representing Executive Departments and municipal organizations, have been working to roll out trade services to the Commonwealth. The Operational Services Division is excited to announce the launch of TRD01 -- the first of several Trades Statewide Contracts! TRD01 service categories will eliminate the need to conduct time-consuming and costly procurements in pursuit of a wealth of trade services. Additional trade services are expected in the coming weeks: TRD02 and TRD03 categories are listed below.

Thus far, 42 vendors have been awarded a spot on the TRD01 contract, with more vendors in process. In [COMMBUYS](http://www.COMMBUYS.COM), buyers will find an MBPO for each [TRD01](http://www.mass.gov/anf/docs/osd/uguide/trd01.pdf) awarded vendor by category and a Statement of Work template. Guidance for contract usage and vendor information is offered in the TRD01 Contract User Guide. All work performed under this contract must comply with Massachusetts construction laws. See the Construction Law Compliance section in the [Contract User Guide](http://www.mass.gov/anf/docs/osd/uguide/trd01.pdf) for general guidance.

REMINDER - The TRD01 bid is set up for Open Enrollment and OSD anticipates accepting vendor responses through February 28, 2018. Buyers are strongly encouraged to refer their trades vendors to OSD’s online resources at [mass.gov/trades](http://mass.gov/trades) and [COMMBUYS](http://www.COMMBUYS.COM). Buyers with questions about TRD01 should contact Betty Fernandez at 617-720-3133 or Katherine Morse at 617-720-3153.

**Three Tradespersons Bid Opportunities**

In addition to the TRD01 bid, TRD02 and TRD03 also are available for vendor review. TRD01 and TRD02 quote responses are evaluated as they are received and qualified vendors are awarded a spot on the Statewide Contract. TRD03 evaluations begin on April 20, 2017. Don’t see your vendors on TRD01? Refer them to [mass.gov/trades](http://mass.gov/trades)!

| [TRD01](http://www.mass.gov/anf/docs/osd/uguide/trd01.pdf) | [TRD02](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-SRC3-13972&external=true&parentUrl=bid)(Currently accepting vendor responses) | [TRD03](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-SRC02-14592&external=true&parentUrl=bid)(Accepting vendor responses beginning April 20, 2017) |
| --- | --- | --- |
| Boiler Services | Asphalt Paving | Elevator |
| Drain Services | Carpentry | Exhaust Systems |
| Electrical Services | Excavation | Fire Prevention |
| Fencing | Masonry | Fire Suppression |
| General Contracting | Septic | Overhead Doors |
| Generator/Turbine Services |  | Signage |
| Glass/Window/Doors |  | Welding |
| HVAC/Sheet Metal Services |  |  |
| Painting Services |  |  |
| Plumbing Services |  |  |

Refer questions about the TRD01, TRD02, and TRD03 bids to the COMMBUYS Help Desk at 888-MA-STATE.

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[Click here to sign up](http://visitor.r20.constantcontact.com/manage/optin?v=0019Sd8BT0ltUkGGkJpootjfakgABlqn9kp1yTigW1QCBiR_RCqSOw9JDghoRJYGVrXpereQAp2lnFJ6RNIFLy6kjYDwd6jfC7-9ZhF25iBlHQ%3D) for other email communications!

The Operational Services Division (OSD) administers the procurement process for the Commonwealth of Massachusetts’ Executive Agencies by establishing Statewide Contracts for commonly purchased goods and services. OSD’s mission is to help our government and business customers succeed in meeting their goals by providing outstanding customer service, competent advice and guidance, objectivity in our work, and to make available to our customers high quality products and services that exceed the expectations of those whom we serve.

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[http://www.mass.gov/osd](http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-procurement-schedule.html)

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