Buy the Way

The Official Newsletter of the Operational Services Division

February 2016

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# Supplier Diversity Office Certifications Expanded and Process Streamlined

Recognizing the importance of supporting small and diverse businesses across the Commonwealth, Governor Baker issued [Executive Order 565](http://www.mass.gov/courts/docs/lawlib/eo500-599/eo565.pdf) on November 3, 2015, expanding available Supplier Diversity Office (SDO) certifications and forging alliances between other certifying groups to streamline the certification process.

New SDO certification categories include:

* Veteran-Owned Business Enterprises (VBEs);
* Disability-Owned Business Enterprises (DOBEs); and
* Lesbian, Gay, Bisexual and Transgender-Owned Business Enterprises (LGBTBEs).

These designations supplement existing SDO business certification groups: Service-Disabled Veteran-Owned Business Enterprises (SDVOBEs), Minority-Owned Business Enterprises (MBEs), Women-Owned Business Enterprises (WBEs), Disadvantaged Business Enterprises (DBE), as well as [Small Business Purchasing Program (SBPP) participants](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/sell-to-the-state/sbpp/).

The SDO strives to increase business opportunities for certified businesses and SBPP participants through annual Executive Department spending benchmarks, criteria within the Statewide Contract procurement evaluation process, public access to certified business lists on the SDO website, and the distribution of business opportunity events to SDO participants. New certification categories will undergo a capacity-building period prior to establishing benchmarks. The existing SDVOBE benchmark (3%) has been expanded to include VBE. Other Fiscal Year 2016 benchmarks include MBE (7%), WBE (13%), and SBPP (3.3%).

On the [SDO website](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/sdo/expandedcertification.html), find detailed information about certification for all designations, including streamlined policies, applications, and procedures that allow the SDO to accept certification applications submitted to the City of Boston, the Center for Women Enterprise (CWE), the National Gay and Lesbian Chamber of Commerce (NGLCC), the Greater New England Minority Supplier Development Council (GNEMSDC), the U.S. Business Leadership Network (USBLN), and VetBiz. Contact [John Fitzpatrick](mailto:john.b.fitzpatrick@state.ma.us), Director of SDO Programs if you have additional questions.

**SDO Fiscal Year 2015 Accomplishments**

* 2,980 certified firms in the SDO database
* 1,354 SBPP participants registered in COMMBUYS
* 523 new applications for certification processed
* Over $960MM in direct spending and $299MM in indirect spending with certified and small businesses

[*Click to view the Annual Report*](http://www.mass.gov/anf/docs/osd/sdo/forms/fy2015sdo-annualreport.docx)

# Strategic Sourcing Certificate Program Benefits All Agency Buyers

Whether you’re a procurement professional with decades of experience or you’re preparing your first bid, the Strategic Sourcing Certificate Program (SSCP) has something to offer you.

In this five-day course, agency professionals learn about Strategic Sourcing best practices and have deep discussions on conducting the most effective procurements. SSCP is a highly interactive course where participants form small groups to engage in hands-on exercises, simulating the major processes involved in Strategic Sourcing.

With this emphasis on interagency collaboration, the course embraces a diverse set of student experiences. Experienced professionals bring years of practical knowledge to the discussion and new buyers provide a fresh perspective and enthusiastic curiosity. Each participant learns something new by sharing advice and asking questions, while highlighting common themes across agencies. Beyond the range of experience and subject matter expertise, procurement roles also differ across the class. Participants often are from various functional groups, and include everyone from those who manage vendor relationships to those who provide legal advice.

The next session of SSCP will begin in May, and enrollment is now open!\* To register, [click here to complete the SSCP application](http://www.mass.gov/anf/docs/osd/training/sscp-application-section-26-in-boston.pdf). We hope to see you there!

\*Completion of the Essentials of State Procurement, a one-day class, is a program prerequisite. This course is offered on February 22, March 7, March 28, April 6, and April 12.

*“With advance handouts of presentations, real world case studies, team exercises and in-depth discussions, the course carefully and comprehensively allowed us to navigate the Seven Step Process of Strategic Sourcing. I highly recommend this course to get the best value for the people of Massachusetts.” - Stan Slepoy, MassDOT, SSCP Graduate, December 2015*

## Congrats to the Recent SSCP Graduates!

Krystle Joseph CHIA

Catherine West CHIA

Webb Sandquist CME

Andy Van Holt-Mejia DCF

Jason Silva DCR

Charles Smith DDS

Jerome Collins DMH

Deborah Combra DMH

Marjorie Weinberger DOT

Kathy Stinson EOE

Douglas Thompson MassHealth

Michelle McDowell MBTA

Rosa Rodriguez MRC

Matt Chester OSD

James Guerrier OSD

Kim McPhail OSD

Jameel Moore TRE

# Upcoming Buyer Training

How to Create a Departmental Master Blanket Purchase Order in COMMBUYS February 17

Essentials of State Procurement February 22

How to Use Master Blanket Purchase Orders February 24

COMMBUYS Organization Administrator: Set-Up and Maintenance February 25

COMMBUYS Purchasing for Eligible Nonprofits March 2

Essentials of State Procurement March 7

Conducting Procurements in COMMBUYS March 14

How to Create a Departmental Master Blanket Purchase Order in COMMBUYS March 15

Purchasing in COMMBUYS – Creating Release Requisitions & Purchase Orders March 16

*Dates are subject to change.* [*Click here to see the full calendar.*](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/training/osd-event-calendar.html)

# Strategic Sourcing Updates

**Resources**

* [Statewide Contract (SWC) 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)
* [Procurement Schedule](http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-procurement-schedule.html)
* [COMMBUYS](https://www.commbuys.com/bso/)
* [E-Rate Filing Window Now Open](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/erate-program-for-schools-and-libraries.html)
* [Emergency Suppliers on SWC](http://www.mass.gov/anf/docs/osd/emergency-response-supplies-services-and-equipment-contact-information.xlsx)

**Help Desk Assistance**

Questions about COMMBUYS? Contact us for help at 1-888-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us). Staff are available 8 a.m. to 5 p.m. ET, Monday through Friday.

**We hear your feedback!**

In an effort to consolidate OSD communications, all SWC news may be found in this insert of Buy the Way each month. OSD no longer sends weekly Strategic Sourcing and SWC News emails.

**Reminder**

Buy the Way is an interactive document. Use your cursor to hover and identify the hyperlinks.

## Records Management, Storage & Archiving (FAC96)

Records management, storage, and archiving services are now available under new [SWC FAC96](http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf). Buyers have available 10 vendors for comprehensive coverage in seven service categories, and will have an opportunity to network with vendors at our upcoming FAC96 Kickoff Event. [Click here for additional contract guidance.](http://conta.cc/1SKgiJ5)

**Meet the Vendors!**

FAC96 Kickoff Event

One Ashburton Place, Boston

Wednesday, March 9, 2016

[Click here to register!](http://www.eventbrite.com/e/statewide-contract-fac96-kickoff-event-contract-overview-meet-the-vendors-registration-21311330764)

**Consider Digital Records Storage**

State Agencies: This may be a logical time to consider digitizing your State Archive Center records instead of simply transferring them to another facility. [Review the FAC96 options by clicking here](http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf).

**Explore the Possibilities on FAC96**

**It’s more than storage...**

* Monthly Storage
* Transportation Delivery/Pick-up
* Emergency Delivery/Pick-up
* Scanning
* Archiving
* Retrieval
* Destruction

## Light-Duty Vehicles (VEH98) Kickoff Event

Friday, February 19, 2016

10:30 a.m. to 12:30 p.m.

One Ashburton Place, Boston – 21st Floor

[Click to view the agenda and register.](https://www.eventbrite.com/e/statewide-contract-veh98-kickoff-event-informational-session-meet-the-vendors-registration-20511764239)

## A/V, Multimedia Presentation Equipment & Services (OFF40) Rescheduled Kickoff Event

Thursday, March 3, 2016

2:00 p.m. to 4:30 p.m.

One Ashburton Place, Boston – 21st Floor

[Click to view the agenda and register.](http://www.off40kickoffevent.eventbrite.com)

## Environmentally Preferable Products Program Recognized

The Sustainable Purchasing Leadership Council (SPLC) spotlighted the Commonwealth’s Environmentally Preferable Products (EPP) Program in [their most recent newsletter update](http://us6.campaign-archive2.com/?u=472e4d3d13900ea8947ff8b6f&id=c338594eb4&e=1b8dc98a60). Among the many benefits of the EPP Program, SPLC highlighted results from the [FY14 Annual Report](http://www.mass.gov/anf/docs/osd/epp/eppannual-rprt-2014.pdf) to the Governor, including:

* More than $402MM in purchases of EPPs on Statewide Contracts;
* Calculated $18MM savings through the purchase of energy efficient lighting, computers, laptops, monitors, and remanufactured toner cartridges;
* Diversion of ~17,500 tons of waste from disposal to recycling; and
* Reduction in ~106,500 metric tons of carbon equivalent.

## Apple Products & Services Now Available on SWC ITC47

**Apple Informational Webinar**

Tuesday, February 23, 2016

11:00 a.m. to 12:00 noon

[Click here to register!](http://www.eventbrite.com/e/apple-products-and-services-on-statewide-contract-itc47-webinar-registration-21351708535)

OSD staff and Apple representatives will:

* Review the array of products/services available on contract;
* Explain how to locate online resources for Apple product and pricing info;
* Discuss account set up and purchasing instructions to receive Statewide Contract discounts;
* Take questions from participants.

Find information about Apple Products and Services in the [ITC47 Contract User Guide](http://www.mass.gov/anf/docs/osd/uguide/itc47.pdf).

## Lawns & Grounds, Equipment, Parts & Services (FAC88)

A recent amendment to [SWC FAC88](http://www.mass.gov/anf/docs/osd/uguide/fac88.pdf) adds leasing and rental options to Category 5: Utility Vehicles, Golf Carts, Snowmobiles, and Related Accessories. Find available vendors and associated pricing in [COMMBUYS](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-16-1080-OSD03-SRC02-00000006721&releaseNbr=0&parentUrl=contract) under Conversion Vendor FAC88 Category 5 Leasing and Rental.

## COMMBUYS Corner

**Bill-to/Ship-to Addresses in COMMBUYS**

Proper formatting of Bill-to/Ship-to information in COMMBUYS is important for accurate and timely processing of orders. Organization Administrators (OAs) should review their organization’s Bill-to/Ship-to addresses to ensure the following:

* The Address Line 1 field should not contain a P.O. Box or forwarding directives (Attention: Susan). In addition, OAs are encouraged to format street addresses using a numeric value (5, not five);
* Many vendor systems only are able to accept two lines of address information. Therefore, OAs should ensure that Address Lines 1 and 2 provide valid street/ delivery information.
* If you have questions about proper address set up in COMMBUYS, please contact COMMBUYS Help Desk staff at 1-888-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

**Change Orders and Vendor Notifications**

When processing a Change Order in COMMBUYS, buyers are provided the option to forgo vendor notification by unchecking the Show to Vendor box on the Summary tab of the Change order. When making this election and choosing to include comments as part of the Change Order, buyers must use the Comment box provided at the item level, i.e. the section that contains the Show to Vendor checkbox. Comments entered in the Comment for the whole change order box at the top of the screen will prompt an email to the vendor even if the Show to Vendor box is unchecked.

## PunchOut Purchasing: Easy as 1 – 2 – 3

We’re all looking for ways to simplify tasks and save time. Using COMMBUYS PunchOut purchasing, buyers are ready to search and purchase with a few clicks. Here’s how…

1. Once logged into [COMMBUYS](https://www.commbuys.com/bso/), select the shopping cart icon;
2. Click the Vendor drop-down arrow and choose from the 27 vendor PunchOut catalogs;
3. Select PunchOut.

## PunchOut Catalog Resources

Visit OSD’s [PunchOut page](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/punchout-catalogs.html) for a list of available vendors by contract and find PunchOut resources including the PunchOut job aid and user tips.

## Five New PunchOuts Launched

* Airgas, Inc. ([FIR04](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/punchout-catalogs.html)) Public safety supplies including safety glasses/goggles, hearing protection, protective clothing, gloves, boots, fall protection, safety tools, and signage. Also available are gases that were previously offered under HSP37, as well as gas handling equipment such as regulators, manifolds, and hoses;
* Genuine Parts Company – NAPA ([FAC76](http://www.mass.gov/anf/docs/osd/uguide/fac76.pdf)) Purchase and delivery of Non-OEM motorized vehicle parts;
* Kaufman Company ([FAC76](http://www.mass.gov/anf/docs/osd/uguide/fac76.pdf)) Industrial distributor supplying a wide variety of tools, supplies, and equipment including cutting tools, hand tools, abrasives, safety equipment, and MRO supplies;
* Uni-Select USA ([VEH96](http://www.mass.gov/anf/docs/osd/uguide/fac76.pdf)) Purchase and delivery of Non-OEM motorized vehicle parts; and
* Wilkem Scientific ([HSP41](http://www.mass.gov/anf/docs/osd/uguide/fac76.pdf)) Laboratory supplies and minor laboratory equipment, peripherals, and furnishings, as well as installation services, training on purchased equipment, general repairs, and test result reporting.

# Upcoming Outreach Events

**LGBT Business Builder - Wednesday, February 17**

The National Gay and Lesbian Chamber of Commerce (NGLCC) and the Small Business Administration (SBA) are kicking off the first of nine national events, designed to remove barriers and increase access to strategic growth opportunities for LGBT business owners. OSD is a sponsor of the event, and will be present to speak with attendees about selling to the state. [Click here to register!](https://nglcc.org/events/lgbt-business-builder-boston)

**Wynn Everett Trade Partner Session - Wednesday, February 17**

Suffolk Construction officials and Wynn representatives will provide an overview of the potential bidding opportunities that will become available through the construction of the Wynn Resort in Everett. This information is provided as a courtesy, and should not be construed as an endorsement by the Operational Services Division. [Click here to register!](https://www.surveymonkey.com/r/WynnEverettTPS)

**BuildingEnergy Boston Conference - Wednesday, March 9-10**

Produced by the Northeast Sustainable Energy Association (NESEA), this annual event attracts more than 3,500 practitioners working to advance the adoption of sustainable energy practices in the built environment. This information is provided as a courtesy, and should not be construed as an endorsement by the Operational Services Division. [Click here to register!](http://www.nesea.org/conference/buildingenergy-boston-2016)

# Upcoming Vendor Training

Basic Supplier Diversity Plan Overview Webinar February 17

COMMBUYS: Organizational Design & Maintenance for the Seller Administrator February 18

COMMBUYS Vendors: Essentials for Seller Role February 23

Vendor Registration Training February 24

SDO Pre-Certification Workshop (Worcester) February 24

Connecting Your Business to the Commonwealth (New Bedford) March 2

Demystifying the RFR: Responding to the State’s Procurement Opportunities March 9

Basic Supplier Diversity Plan Overview March 15

SDO Pre-Certification Workshop (New Bedford) March 16

*Dates are subject to change.* [*Click here to see the full calendar.*](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/training/osd-event-calendar.html)

# Save the Date for MASSBUYS XVIII

Do you have an idea about how to make this year’s MASSBUYS EXPO the best yet? From the new location at Gillette Stadium to the MASSBUYS app we are developing, we want your input every step of the way. Join the MASSBUYS EXPO LinkedIn Group by [clicking here](https://www.linkedin.com/groups/4252266)! For more info, check out <www.mass.gov/osd/massbuys>. Registration coming soon.

# Changes to World Trade Organization/Government Procurement Agreement (WTO/GPA) Thresholds

Procurement officials should be aware of recent changes to WTO/GPA US dollar thresholds. Effective January 2016, the WTO/GPA applies to all procurements for commodities/goods and/or services if the maximum potential value of the contract will be in excess of $522,000 (US). Construction services procurements in excess of $7,358,000 (US) also are subject to the WTO/GPA.

The WTO/GPA is an international treaty to which the United States is a signatory. Its basic mission is to create an effective, multilateral, international framework of rights and obligations regarding governmental procurements with a goal of achieving greater liberalization and expansion of world trade. Refer to the [WTO/GPA frequently asked questions document](http://www.mass.gov/anf/docs/osd/pic/wtogpa-faqs.doc) for additional information.

# OSD Attends Massachusetts Municipal Association Annual Meeting

On January 22 and 23, OSD attended the [Massachusetts Municipal Association (MMA) Annual Meeting and Trade Show](https://www.mma.org/trade-show). The event, which is the largest regular gathering of Massachusetts local government officials, allowed OSD the opportunity to network with municipal officials from across the state.

Three COMMBUYS Enablement Team members (Eric Murphy, Trish Parker, and Jennifer Forsey), Outreach Lead Bonnie Borch-Rote, and Lana Gunaratne and Steve Lyons from Strategic Sourcing Services attended. They spoke with approximately 45 municipalities, ranging from clients that are fully COMMBUYS -enabled, to towns that were unfamiliar with Statewide Contracts.

If you didn’t get a chance to chat with the Enablement Team at MMA, email [COMMBUYSEnablement@state.ma.us](mailto:COMMBUYSEnablement@state.ma.us) and we will contact you to discuss your needs and interests and available training opportunities. For more information, visit our website at <http://www.mass.gov/osd/commbuys> and view “Local Governments.”

**Are you a municipal procurement professional? Check out the resources below available to your city or town!**

**Popular Statewide Contracts**

* [VEH98: Light-Duty Vehicles](http://www.mass.gov/anf/docs/osd/uguide/veh98.pdf) Now includes 10 vendors
* [ITC47: IT Hardware & Services](http://www.mass.gov/anf/docs/osd/uguide/itc47.pdf) Apple products/services now available
* [MED38: Pharmaceuticals](http://www.mass.gov/anf/docs/osd/uguide/med38.pdf) Naloxone (Narcan®) now available
* [ITT57: Two-Way Radio Equipment](http://www.mass.gov/anf/docs/osd/uguide/itt57.pdf)
* [FAC97: Equipment Rental](http://www.mass.gov/anf/docs/osd/uguide/fac97.pdf) Single vendor: Hertz
* [FAC95: Athletic Supplies & Physical Education Equipment](http://www.mass.gov/anf/docs/osd/uguide/fac95.pdf)

**Grant Opportunities**: Sign up as a Vendor and assign the Grant UNSPSC to your profile to receive Grant notifications. [Click here for more information!](http://www.mass.gov/anf/docs/osd/commbuys/review-and-maintenance-of-unspsc.pdf)

**Job Aids:** Click to download the [COMMBUYS New User Bid Posting Request document.](http://www.mass.gov/anf/docs/osd/commbuys/commbuys-new-user-bid-posting-request.docx)

[Twitter](https://twitter.com/mass_osd) | [LinkedIn](https://www.linkedin.com/company/ma-osd?trk=to) | [WordPress](http://blog.mass.gov/osd/) | [Youtube](https://www.youtube.com/playlist?list=PL247E2162C4B2F10A) | [Flickr](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/surplus-prop-prog/) | [Instagram](http://www.instagram.com/mass_osd)

[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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