Buy the Way

The Official Newsletter of the Operational Services Division

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# Coming Back by Popular Demand – Tradespersons Statewide Contract

The [Act to Modernize Municipal Finance and Government](https://malegislature.gov/Bills/189/House/H4565), signed into law by Governor Baker on August 9, 2016, introduced major changes to municipal laws and positioned the Operational Services Division (OSD) to once again offer a Tradespersons Statewide Contract.

Expected to launch in March 2017, the new Contract will provide many of the services offered in the prior Trades Contracts that ended in 2013. Though frequently used by Departments and municipalities alike, organizations were constrained by the $10,000 statutory contract spending threshold. Amendments introduced by the new legislation, however, removed that barrier by raising certain construction-related project thresholds to $50,000.

Since the announcement of the new legislation, OSD has been working in tandem with Department and municipal experts to develop Tradespersons Contract TRD01 which will offer a selection of plumbers, electricians, general contractors, painters, among other trades (see categories below). TRD01 introduces the first wave of Statewide Contract trades categories, with an additional 15 trades/services categories anticipated over the next several months. The addition of these services is expected to save cities, towns, and state agencies the time and expense necessary to find and engage licensed and skilled tradespersons. [View the Tradespersons Contract TRD01 Intent to Procure Notice in COMMBUYS.](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-OSD03-12111&external=true&parentUrl=bid)

Vendors: Does your business focus on any of these trades/services?

* Boilers
* Drains
* Electrical
* Fencing
* General Contracting
* Generators/Turbines
* Glass/Window/Doors
* HVAC/Sheet Metal
* Painting
* Plumbing

In the coming weeks, OSD will be posting the Tradespersons Statewide Contract TRD01 bidding opportunity in COMMBUYS, the online portal where many state procurement and purchasing activities occur. Interested vendors are encouraged to take action now toward becoming a Statewide Contractor by getting registered in [COMMBUYS](https://www.commbuys.com/bso/). Set up a COMMBUYS business profile – free of charge – to be able to receive solicitation notices in your areas of interest; submit quotes; and, if awarded a contract, transact business with the Commonwealth. Link to our online resources for more information at [mass.gov/trades](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/sell-to-the-state/tradespersons-contract.html). Existing COMMBUYS vendors should ensure their COMMBUYS vendor profile is current and representative of the services they provide in order to receive related COMMBUYS notifications. Find [guidance to update your vendor profile](http://www.mass.gov/anf/docs/osd/commbuys/maintain-unspsc-commodity-codes-for-commbuys-vendor-account.pdf).

Buyers

Stay tuned for details about the anticipated March 1st Tradespersons Contract TRD01 launch and additional trades/services categories. In the meantime, get the word out to your vendors about this opportunity to participate on a Statewide Contract. Link to our [informational flyer](http://files.constantcontact.com/666eaa93201/f1dea949-7d86-4dfd-99a2-24963db023e9.pdf?ver=1484851600000) or refer vendors to [mass.gov/trades](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/sell-to-the-state/tradespersons-contract.html).

# Upcoming Buyer Training

COMMBUYS Purchasing for Eligible Non-Profits January 23 (Webinar)

Introduction to Statewide Contracts and COMMBUYS January 23

COMMBUYS Procurement January 24

COMMBUYS Organization Administrator January 25

How to use Master Blanket Purchase Orders (SWC) January 26 (Webinar)

COMMBUYS RPA Release and RPA Release Enabled Contracts February 6 (Webinar)

COMMBUYS PunchOut & Line Item Catalog Ordering February 13 (Webinar)

COMMBUYS Purchasing for Eligible Non-Profits February 15 (Webinar)

Essentials of State Procurement February 16

Introduction to Statewide Contracts and COMMBUYS February 22

COMMBUYS Purchasing March 1

Essentials of State Procurement March 2 (W. Boylston)

How to use Master Blanket Purchase Orders (SWC) March 9 (Webinar)

How to Create a Departmental Master Blanket Purchase Order March 13

[Click here to see the full calendar.](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/training/buyer-training-overview.html)

# Community Compact Cabinet Best Practices Crosswalk to Statewide Contracts

OSD has developed a resource that may assist cities and towns which are signatories to the Commonwealth Community Compact and have elected to implement the Year 2 Best Practice Initiative(s).

Communities that follow [MGL Chapter 30B](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30B) may purchase from OSD Statewide Contracts per [MGL Chapter 7, Section 22A](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30B/Section22), and [MGL Chapter 30B, Section 1(c)](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30B/Section1). Many communities currently use Statewide Contracts because doing so allows them to forgo the time and cost of conducting their own MGL Chapter 30B procurements and because the Commonwealth’s purchasing power is reflected in Statewide Contract pricing and other value-added discounts and benefits.

If you are part of one of these communities, you are encouraged to consider Statewide Contracts as you implement the Best Practices category/categories your community has adopted. To assist in this regard, we have developed a [Crosswalk](http://files.constantcontact.com/666eaa93201/b14c7ae8-7767-4117-a7fb-b6953a789cab.pdf?ver=1483564224000) that aligns most of the Best Practice categories to the applicable Statewide Contracts. The Crosswalk contains links to the Contract User Guides, which provide specific instructions for contract use, including solicitation of quotes and use of required forms. The RFR and other contract information, which are available on [COMMBUYS](http://commbuys.com/) – the Commonwealth’s online procurement platform, provide additional detail to assist in purchasing from the contract.

Please be aware that your community does not have to be COMMBUYS-enabled to take advantage of the Statewide Contracts pricing and other benefits. Be certain to include the Statewide Contract number on your purchase order/requisition and advise the vendor that you are ordering from a Statewide Contract. Always refer to the Contract User Guide to ensure that you are using the contract in the proper manner.

If you should have questions about Statewide Contracts, please contact the Strategic Sourcing/Procurement Manager whose contact information may be found in each Contract User Guide. If you require information regarding COMMBUYS, including registration assistance and/or set up, please contact the COMMBUYS Help Desk at 1-888-627-8283 or COMMBUYS@state.ma.us.

# Monthly Municipal Shoutout: Nauset Regional School District

Giovanna Venditti, Director of Finance and Operations at the Nauset Regional School District, brought together 17 school district buyers from the Cape Cod schools in Orleans, Eastham, Wellfleet, and Brewster, to receive COMMBUYS Purchasing Training on January 11.

COMMBUYS Trainer, Renee O'Rourke, and Trish Burke from the Local Government Enablement team supported the group in using the eProcurement tool to successfully complete their first PunchOut orders in COMMBUYS, saving both time and money for their communities.

# Statewide Contract Updates

## New Statewide Contract for Athletic Supplies & Physical Education Equipment (FAC102)

### Gopher Sport

Catalog sales of physical education equipment, athletic supplies, fitness equipment, recreation products, and other related products. Purchase items such as soccer goals, basketballs, cones, ball carts, pinnies, scoreboards, racquets, field markers, gymnastics equipment, and bleachers. Benefits and costs savings include:

* Unconditional 100% satisfaction guarantee;
* Additional Volume Price Discounts from 1-3%;
* Free shipping for parcel items (some exclusions apply);
* “Fast or Free” Shipping ensures all in-stock items will arrive in four days or less or the shipping and processing is free;
* Prompt Payment Discounts up to 1.5%.

Review product options at [gophersport.com](http://www.gophersport.com/). Request a quote through COMMBUYS or contact the vendor directly: Customer Service, 1-800-533-0446, bids@gophersport.com

### Samson Equipment

Weight training equipment and related products/services, including weight machines, free weights, benches, platforms, plates, cardio equipment machines, and racks. Benefits and costs savings include:

* Volume Price Discounts from 10-20%;
* Lifetime warranty on steel materials/workmanship;\*
* Eight-year warranty on bearings and all other movable parts;\*
* 2% Prompt Payment Discount for payments made within 10 days;
* High-quality steel tubing, sealed ball bearings, durable upholstery, and stainless steel parts.

Review product options at [samsonequipment.com/index.html](http://www.samsonequipment.com/index.html). Request a quote through COMMBUYS or contact the vendor directly: Scott Schroeder, 800-4-SAMSON ext. 202, scott@samsonequipment.com.

### Contract Resources

* Find the Contract User Guide at mass.gov/osd > Buy from a Statewide Contract > Statewide Contract User Guides > FAC102
* Reach Steve Lyons, Deputy Sourcing Lead: steve.lyons@state.ma.us or 617-720-3373.

\*When used as designed and intended

## Ice Resurfacers Added to FAC88

FAC88 – Category 12 makes available Ice Resurfacing Machines through Frank J. Zamboni & Co., Inc. Get contract details in the [FAC88 Contract User Guide](http://www.mass.gov/anf/docs/osd/uguide/fac88.pdf) or contact Katherine Morse at 617-720-3153. Reach the vendor: Frank J. Zamboni & Co., Inc., Doug Peters, 800-926-2664 x111, doug@zamboni.com.

## Resources

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

[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)

[COMMBUYS](https://www.commbuys.com/bso/)

## Just Renewed! Hazardous/Universal, Medical, Electronic Waste Disposal & Emergency Response (FAC82)

Category 1: Hazardous Material Collection and Disposal

Category 2: Hazardous Waste Collection Events (HHW)

Category 3: Universal Waste: Mercury Waste & Batteries

Category 4a: Sharps Collection and Disposal (including Sharps Kiosks)

Category 4b: Sharps Mail-in

Category 5: Onsite Medical Waste Treatment Systems\*

Category 6: Medical Waste Collection and Disposal (New – Pharmaceutical Take-Back Kiosks and Disposal)

Category 7: Electronic Waste

Category 8: Tanks: Above-ground and Underground Storage (AST/UST)

Category 9: Emergency Response

### Contract Highlights:

* Recovery, recycling, and disposal of an array of materials, including motor oil, batteries, electronics, paint, and chemicals. Check the Price List in [COMMBUYS](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=C168154-vCurrent&releaseNbr=0&parentUrl=contract);
* One-day collection events in most categories;
* Low-volume and milk-run (multi-site) pickup discounts;
* Free end-user training offered by most contractors;\*\*
* Quick emergency response times;\*\*
* Prompt Payment Discounts.\*\*

Refer to the [FAC82 Contract User Guide](http://www.mass.gov/anf/docs/osd/uguide/fac82.pdf) for more information.

\*Category launching at a later date, yet to be determined.

\*\*Consult the Vendor Info tab on the Price List in [COMMBUYS](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=C168154-vCurrent&releaseNbr=0&parentUrl=contract) for details.

### Attention: Police Departments

Newly available Pharmaceutical Take-Back Kiosks enable the safe collection and disposal of expired/unused prescription drugs.

## Renewed Statewide Contract for Office Supplies, Recycled Paper, and Envelopes (OFF36)

[OFF36](http://www.mass.gov/anf/docs/osd/uguide/off36.pdf) has been renewed for one year as of January 1, 2017. With the renewal, buyers will enjoy lower pricing from our existing contract vendors and wider product selections.

| Category | Vendor | Delivery Requirements |
| --- | --- | --- |
| Office Supplies | W.B. Mason | 1 business day; 3 for the Islands |
| Recycled Paper | Lindenmeyr Munroe andVeritiv Operating Company, FKA Xpedx | 2 business days for stock items; within 3 business days for non-stock items; 3 business days for white roll stock; within 15 business days for specialty and/or colored roll stock |
| Recycled Plain and Printed Envelopes | Bay State Envelope | 2 business days for non-printed stock items; 7-10 business days for printed stock envelopes; mutually-agreed time for non-stock plain or printed envelopes |

### New OFF36 Contract Benefits

* Price improvements in all three Contract Categories:
* Lower Category 1 market basket pricing from W.B. Mason;
* Higher Category 1 discounts from W.B. Mason;
* Lower White 20lb. Paper pricing from both Category 2 vendors – Lindenmeyr and Veritiv;
* Lower Category 3 Envelope pricing from Bay State Envelope for quantities over 101,000 (plain #9 and #10) and quantities over 51,000 (printed #9
and #10).
* Recycled Paper now may be purchased from Category 1 through W.B. Mason in quantities up to 39 cases;
* Parchment Paper and Wide Format Paper added to Category 2;
* Category 2 Paper pricing tiers changed to 1-9 cases and 10-19 cases (from 1-5 and 6-19) to help reduce cost.

Updated price sheets may be found within the [COMMBUYS](https://www.commbuys.com/bso/) MBPOs. Forward questions about [OFF36](http://www.mass.gov/anf/docs/osd/uguide/off36.pdf) to Jodi Paris Anastos or 617-720-3169.

## New Public Records Law and Electronic Document Storage Options

On June 3, 2016, Governor Baker signed into law [An Act to Improve Public Records](https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter121), enhancing public access to information. That law went into effect January 1, 2017. While diligent efforts are made every day across Massachusetts to respond to a large number of public record requests, this law provides standards to improve the Commonwealth’s approach to help reduce delays and associated costs that burden accessibility.

Statewide Contract FAC96 Can Help!

As the new legislation puts public record requests front and center in people’s minds, take some time to explore approaches that may streamline record request compliance (and free up valuable office space) through the Records Management, Storage, and Archiving Services & Moving Services Statewide Contract – [FAC96](http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf).

Available services include:

* Scanning services to easily convert data to digital record;
* Archiving services to index and track data files held in an off-site storage facility; and
* Online capabilities to allow secure access via the Internet for the purpose of tracking inventory, account management, document retrieval, and reporting.

Review the full complement of services offered by [FAC96](http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf) vendors – contractors that were awarded based on their experience, along with the ability to provide competitive pricing and/or discounts.

Refer additional inquiries to Katherine Morse, Deputy Sourcing Lead, at 617-720-3153.

## NEW - Environmental Engineering, Diagnostics, and Testing Statewide Contract (PRF67)

We are pleased to introduce a new Statewide Contract providing expert consulting, engineering, and investigative services on all matters involving environmental and subsurface issues. Environmental consulting and engineering firms on this contract offer consultation services on federal and state environmental laws and regulations, environmental assessment and remediation activities, and other environmental analyses. Contract categories include:

* Media Assessments
* Design and Construction Administration Services
* Massachusetts Contingency Plan (MCP) Compliance Support
* Permitting
* Compliance
* Environmental Strategy

Refer to the [PRF67designatedDCAMM Contract User Guide](http://www.mass.gov/anf/docs/osd/uguide/prf67designateddcamm.pdf) for more comprehensive category descriptions, pricing, quote requirements, and contact details for the 40-plus contractors. Locate additional contract information in [COMMBUYS](https://www.commbuys.com/bso/external/advsearch/searchContract.sdo). Direct questions to John O’Donnell at 617-727-4050.

Rolling Out Statewide Contract ITC66: Copiers, Printers, Scanners, and Related Devices and Services

OSD has launched the new Statewide Contract for Copiers, Printers, Scanners, and Related Devices and Services Statewide Contract (ITC66) which replaces product and service categories previously offered under OFF32 and OFF27. ITC66 comprises four categories for the purchase, lease, or rental of energy-efficient copiers, printers, micrographic equipment, digital duplicators, scanners, facsimile equipment, scanning services, and related services and supplies.

Reference the [ITC66 Contract User Guide](http://www.mass.gov/anf/docs/osd/uguide/itc66.pdf) for more information or contact Tim Kennedy, Senior Strategic Sourcing Manager, at 617-720-3107.

### Contract Highlights:

* ITC66 equipment acquisition options include term lease, rental, and cost per copy, with service and supply options from both OEMs and third parties;
* Vendors offer a wider, more up-to-date variety of product lines compared to the predecessor contracts;
* Moves buyers to a discount off MSRP structure, designed to enable vendors to offer more advantageous pricing, with volume and other special pricing opportunities;
* Same or preferred service level compared to predecessor contracts;
* Lease terms of up to 60 months;
* Production printers now available;
* Environmentally Preferred attributes and options.

### SAVE THE DATE!

Learn more about the ITC66 contract and meet the awarded vendors at the ITC66 Buyer Event:

Thursday, February 9, 2017

1:00 - 3:30 p.m.

One Ashburton Place, Boston

Reserve a spot today at <ITC66buyerevent.eventbrite.com>.

## COMMBUYS Help Desk Assistance

Questions about COMMBUYS? Contact us for help. 1-888-627-8283 or COMMBUYS@state.ma.us. Staff are available

8 a.m. to 5 p.m. ET, Monday through Friday.

## COMMBUYS Corner

The COMMBUYS application was recently updated, making available a new bid posting option. Buyers now may decide to disable the option to collect Unit Cost, instead requiring interested bidders to provide pricing details via Quote Attachment.

### New Bid Posting Option for Buyers

Buyers electing to activate this feature should select "Disable Pricing on Quote" on the Items tab. When activated, vendors only will have the opportunity to select "See Quote Attachment" on items they are quoting. The Unit Cost field will have been disabled. The [How to Create a Bid from Scratch job aid](https://urldefense.proofpoint.com/v2/url?u=http-3A__r20.rs6.net_tn.jsp-3Ff-3D0012KwpVN4gIWZ9EyMm62icpfEbR-2D-2DQsgCM0gPZM7nMaDEdCc-2D67syLgO2Cs1WlpU6yShJWmaNnKPysibQl5GtMSbnWJUbkPgTkrsyDskIgWc9esBZISFjU2Qak44cx-2DcSA1q-5FuEa-2DXbHcE1-2DqkgCno13a3XtVhVlIk4qAWWyC7Y4KMUJbC37Ep92EqmFVjvH48kEXbZtqhyQs5azLpOswaZdJ-2Dxo3YVgQtxV6o14FZKXo4FXNhguM-5F-5Ft9TdCZniBLI-26c-3Dk35y3XDW6r5oB1xndmDYxPd03hFgPKVY-5FrRly5ycmWqluvohyl5SRg-3D-3D-26ch-3D1Nar7plvEHABsXAYQPN41v-2DIvxI0vwKz4-5FF9tlQyG3d1m4kuGLYDTw-3D-3D&d=DQMFaQ&c=lDF7oMaPKXpkYvev9V-fVahWL0QWnGCCAfCDz1Bns_w&r=Y0NmuRY_dqfiDHelrRsKj66EJU0V_C03nG4V8tGp7Y5h2u3zdD-3uGanmei8l4Ct&m=Jpa_mR-iIyddt7EcP2SeNMohUJPYNQMI_vaTRbTypCg&s=1OJpEMEdYdAlOTyUiK0cyNyLaxEWejTR5ZvvYRzx07Y&e=) will be updated to reflect the new option.

### Creating Quotes

This change also may affect vendor quote responses. When this option is activated by buyers, vendors will be required to select "See Quote Attachment" on items they are quoting and upload pricing details via Attachment. The Unit Cost box will not be editable.

If buyers do not exercise this option, vendors still will need to enter a Unit Cost or select "No Charge" for items they are bidding. When selecting "No Charge," vendors should upload pricing details (as required) via Attachment. The "No Charge" checkbox denotes interest in quoting an item and may be used when pricing details are summarized in the Quote Attachment or when there is no charge for a particular item. The [How to Create a Quote in COMMBUYS job aid](http://www.mass.gov/anf/docs/osd/commbuys/how-to-create-quote-in-commbuys.pdf) will be updated to reflect this change.

# UNSPSC Webinar for Buyers: Selecting Commodity Codes & Notifying Vendors in COMMBUYS

When creating and posting bids in COMMBUYS, proper commodity code selection is fundamental to maximizing vendor quote responses. OSD’s UNSPSC\* webinar for buyers – a one-hour, online class – reinforces the importance of commodity codes and demonstrates how to search for and add suitable codes to your bid solicitations in COMMBUYS. Time also will be allocated to review how to locate and notify vendors that match UNSPSC selections. The session will close with a question and answer period. Select the desired date to register. Participants will receive information to connect to their training session via email. Click to [register for the UNSPC Webinar for Buyers course](https://www.eventbrite.com/e/unspsc-for-buyers-online-training-tickets-31135862202), offered on February 8, March 15, and May 2. If you have questions about the webinar, send an email to OSD Training at osdtraining@state.ma.us.

\*The United Nations Standard Products and Services Codes (UNSPSC) is a global products and services classification system that OSD utilizes to notify businesses about opportunities posted in COMMBUYS.

# Statewide Contract Bidding Opportunity

On January 6, 2017, OSD issued the RFR for Statewide Contract FAC100: Building Maintenance Repair and Operations Products and Supplies, which will replace [FAC76](http://www.mass.gov/anf/docs/osd/uguide/fac76.pdf). The contract will feature the following products and supplies categories: Electrical and Lighting; LED Roadway and Outdoor Area Lighting; Plumbing and Heating; HVAC and Refrigeration; Roofing; Lumber; Envelope Systems; Concrete and Masonry; Paint; and Environmentally Preferable.

Interested bidders are encouraged to review the [bid documents in COMMBUYS](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-SRC02-00000008736&external=true&parentUrl=bid). The Bid Opening Date, the date by which bidders must have submitted their quote response in COMMBUYS, is February 7, 2017, at 3:00 p.m.\* It is each bidder’s responsibility to check COMMBUYS for any amendments, addenda, or modifications to the bid.

Join the COMMBUYS Vendor Community! You must be registered in COMMBUYS to respond to state bidding opportunities. Set up a free vendor profile at [COMMBUYS.com](https://www.commbuys.com/bso/) today! Refer to the [COMMBUYS Business Registration page](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) for guidance.

# Diverse Business Training Opportunities Near You

Think your firm might be considered a diverse business? Check out these upcoming classes throughout the Commonwealth to learn about becoming certified and responding to bids!

## Connecting Your Business to the Commonwealth

Designed for businesses interested in learning how to do business with the State, this workshop includes an overview of OSD programs and services, including State and Federal Certification, Supplier Diversity Program, Small Business Purchasing Program, and a demonstration of where to find bidding opportunities in COMMBUYS.

[January 23 - Springfield](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=27&sessionid=2543)

[February 22 - Charlestown](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=27&sessionid=2551)

[March 1 - Whitinsville](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=27&sessionid=2546)

[May 4 - Boston](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=27&sessionid=2556)

[May 17 - Lawrence](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=27&sessionid=2555)

## Supplier Diversity Office Pre-Certification

Required workshop for all businesses interested in applying for certification by the Supplier Diversity Office (SDO) as a Minority, Woman, Veteran, and/or Disadvantaged Business Enterprise. Businesses certified by or seeking certification by any of SDO’s Third Party Certification partners should review the [certification requirements](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/sdo/expandedcertification.html).

[January 24 - Worcester](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=24&sessionid=2542)

[February 6 - Boston](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=24&sessionid=2548)

[February 8 - Whitinsville](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=24&sessionid=2544)

[March 30 - Boston](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=24&sessionid=2547)

[May 2 - Lawrence](https://www.sdo.osd.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=24&sessionid=2549)

# Upcoming Vendor Training

Connecting Your Business to the Commonwealth (Springfield) January 23

SDO Pre-Certification Workshop (Worcester) January 24

Locate and Respond to Bids in COMMBUYS (Webinar) January 26

Supplier Diversity Plan Overview for Prime Vendors (Webinar) January 30

Supplier Diversity Plan Overview for Partners (Webinar) January 30

COMMBUYS Vendor Registration (Webinar) February 1

Demystifying the RFR: Responding to the Commonwealth’s Procurement Opportunities February 2

SDO Pre-Certification Workshop February 6

Selling to the State: Marketing Your Business to Public Purchasers February 7

SDO Pre-Certification Workshop (Whitinsfield) February 8

COMMBUYS Vendors: Organizational Design & Maintenance for the Seller Admin. (Webinar) February 9

Connecting Your Business to the Commonwealth (Charlestown) February 16

Supplier Diversity Plan Overview for Prime Vendors (Webinar) February 23

Supplier Diversity Plan Overview for Partners (Webinar) February 23

[Click here to see the full calendar.](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/training/vendor-training-overview.html)

# Upcoming Outreach Events

Check out our [Outreach Calendar](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/training/outreach-events-calendar.html) to find other upcoming events!

## Massachusetts Municipal Association Annual Meeting & Trade Show

The Massachusetts Municipal Association (MMA) Annual Meeting and Trade Show is the largest regular gathering of Massachusetts local government officials. The two-day event features educational workshops, nationally recognized speakers, awards programs, a large trade show, and an opportunity to network with municipal officials from across the state.

The MMA’s Annual Meeting is a great opportunity for local officials to:

* Learn about solutions to problems facing your community;
* Meet people who can assist you with resources and ideas;
* Learn about valuable products and services for cities and towns; and
* Attend programs that will strengthen your ability to lead and serve your community.

Stop by Booth #102 to chat with OSD staff from the Outreach, Local Government Enablement, and Strategic Sourcing teams. Get all of the information you need about buying from Statewide Contracts, as well as becoming COMMBUYS-enabled.

To learn more about OSD's free programs and services, attend the Exhibitor Seminar on Friday, January 20, from 1:00 - 1:50 p.m. in Theater A on the trade show floor. Maureen Barends, Senior Strategic Sourcing Manager, and Eric Murphy, Local Government Enablement Team Manager, will discuss How the Operational Services Division Works with Local Governments. Their presentation will focus on OSD’s units, roles, and responsibilities; Statewide Contracts; COMMBUYS; and Municipal Modernization.

The [MMA Annual Meeting & Trade Show](https://www.mma.org/mma-annual-meeting-and-trade-show) is held at the Hynes Convention Center and the Sheraton Boston Hotel.­­ This information, from the Massachusetts Municipal Association website, is provided as a courtesy, and should not be construed as an endorsement by OSD.

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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.

Commonwealth of Massachusetts

Executive Office for
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Operational Services Division

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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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