



BUY the WAY

Coming Back by Popular Demand – Tradespersons Statewide Contract

The [Act to Modernize Municipal Finance and Government](#), 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.](#)

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

Get Statewide Contract trades/services category updates at mass.gov/trades or COMMBUYS!

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. 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. 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](#).

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](#) or refer vendors to mass.gov/trades.

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**The Official Newsletter of the
Operational Services Division**
January 2017

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 (West 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.](#)

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](#) may purchase from OSD Statewide Contracts per [MGL Chapter 7, Section 22A](#), and [MGL Chapter 30B, Section 1\(c\)](#). 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](#) 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](#) – 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.



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. 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. 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](#) 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

Procurement Schedule

Statewide Contract User Guides

COMMBUYS

STATEWIDE CONTRACT UPDATES | JANUARY 2017

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](#);
- ✓ 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](#) for more information.

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

**Consult the Vendor Info tab on the Price List in [COMMBUYS](#) 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](#) 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 and Veritiv 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](#) MBPOs. Forward questions about [OFF36](#) to [Jodi Paris Anastos](#) or 617-720-3169.

STATEWIDE CONTRACT UPDATES | JANUARY 2017

New Public Records Law and Electronic Document Storage Options

On June 3, 2016, Governor Baker signed into law [An Act to Improve Public Records](#), 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](#).

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](#) 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 [PRF67 Designated DCAMM Contract User Guide](#) for more comprehensive category descriptions, pricing, quote requirements, and contact details for the 40-plus contractors. Locate additional contract information in [COMMBUYS](#). 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](#) 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](#).

STATEWIDE CONTRACT UPDATES | JANUARY 2017



Help Desk Assistance

Questions about
COMMBUYS?

Contact us for help.
1-888-627-8283
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 screenshot shows the 'Items' tab in the COMMBUYS application. A red arrow points to the 'Disable Pricing on Quote' checkbox, which is currently unchecked. The table below shows item details:

Item #	Item Sequence #	Description	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %
1.0	1.0	1.0	1.0	0.00	0.00	EA	0.00

The [How to Create a Bid from Scratch job aid](#) 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.

The screenshot shows the 'Quote Response' screen in the COMMBUYS application. A red box highlights the 'See Quote Attachment' checkbox, which is currently unchecked. The table below shows item details:

Item #	Item Sequence #	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Margin	Extended amount	Unit Cost	No Charge	See Quote Attachment
1.0	1.0	1.0	1.0	EA	0.00	0.00	None	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>

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](#) 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 course, 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](#). 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 – [BD-17-1080-OSD03-SRC02-00000008736](#). 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 today! Refer to the [COMMBUYS Business Registration page](#) 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.

Upcoming Sessions (click to register)

- [January 23- Springfield](#)
- [February 22- Charlestown](#)
- [March 1- Whitinsville](#)
- [May 4- Boston](#)
- [May 17- Lawrence](#)

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](#).

Upcoming Sessions (click to register)

- [January 24 - Worcester](#)
- [February 6- Boston](#)
- [February 8- Whitinsville](#)
- [March 30- Boston](#)
- [May 2- Lawrence](#)

Upcoming Vendor Training

Connecting Your Business to the Commonwealth

January 23 (Springfield)

SDO Pre-Certification Workshop

January 24 (Worcester)

Locate and Respond to Bids in COMMBUYS

January 26 (Webinar)

Supplier Diversity Plan Overview for Prime Vendors

January 30 (Webinar)

Supplier Diversity Plan Overview for Partners

January 30 (Webinar)

COMMBUYS Vendor Registration

February 1 (Webinar)

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

February 8 (Whitinsville)

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator

February 9 (Webinar)

Connecting Your Business to the Commonwealth

February 16 (Charlestown)

Supplier Diversity Plan Overview for Prime Vendors

February 23 (Webinar)

Supplier Diversity Plan Overview for Partners

February 23 (Webinar)

[Click here to see the full calendar.](#)



[Click here to sign up for other email communications!](#)

About OSD

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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Upcoming Outreach Events

Check out our [Outreach Calendar](#) 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.

Stop by
Booth
#102!

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 is held at the Hynes Convention Center and the Sheraton Boston Hotel. [For more information, click here.](#)

This information, from the [Massachusetts Municipal Association website](#), is provided as a courtesy, and should not be construed as an endorsement by OSD.

Save the Date for MASSBUYS 2017! April 27, 2017



Registration details coming soon.



Buy the Way is printed on 30% post-consumer recycled content paper.