Buy the Way

The Official Newsletter of the Operational Services Division

May 2017

# In This Issue

[2017 MASSBUYS EXPO Recap](#_2017_MASSBUYS_EXPO)

[Buyer Training](#_Buyer_Training)

[Vendor Training](#_Vendor_Training)

[New COMMBUYS Features & Enhancements](#_New_COMMBUYS_Features)

[Outreach Events](#_Outreach_Events)

[Award Bestowed for Supporting Environmentally-Friendly Furniture Choices](#_Award_Bestowed_for)

[Municipal Shoutouts](#_Municipal_Shoutouts)

[Vehicle Auctions](#_Vehicle_Auctions)

[OSD Welcomes India Delegation](#_OSD_Welcomes_India)

[Statewide Contract Updates](#_Statewide_Contract_Bidding)

# 2017 MASSBUYS EXPO Recap

**Gillette Stadium – A great setting for 2X Success!**

The 19th Annual MASSBUYS EXPO was held on April 27 at Gillette Stadium, marking the second time the Operational Services Division (OSD) has hosted the event at the home of 5X Super Bowl Champions, the New England Patriots. Exhibitors and attendees were excited to return to Gillette and early survey results are on par with the high marks earned in 2016. Here’s a look at MASSBUYS XIX by the numbers:

* 1,567 attendees took part in the day’s activities
* 1,063 exhibitors representing 348 businesses
* Sixteen educational workshops were offered and nearly 750 attendees took part in these sessions
* Four association meetings were held and well-attended
* Twelve students from the Blue Hills Regional Technical School participated as the official photographers of the event

Earlier in the day, OSD hosted a Municipal Panel Discussion where Jay Ash, Secretary of the Executive Office of Housing and Economic Development; Matthew Beaton, Secretary of the Executive Office of Energy and Environmental Affairs; Rob Garrity, Chief of Staff, Department of Transportation; and William Bell, Senior Associate Commissioner for Administration and Finance for the Department of Elementary and Secondary Education discussed the services and opportunities their Secretariats offer to local cities and towns. The panel discussion was moderated by Sean Cronin, Senior Deputy Commissioner of Local Services for the Department of Revenue. Seventy-seven city and town officials attended the breakfast event, which garnered high ratings in the surveys completed by attendees.

One of the day’s many highlights was the appearance of the Super Bowl LI Vince Lombardi Trophy in the OSD Booth, where attendees and exhibitors queued up to get a photo. The final highlight of the action-packed day was the exhibitor raffle, where a framed, autographed photograph of Rob Gronkowski and a football signed by Tom Brady were given to two lucky exhibitors: Telelanguage and Broadview Networks, respectively. Our thanks go out to the folks at Gillette who helped make this possible!

Contest winners of the day included Jeff LeBlanc of Baystate Interpreters and K Bradford from the Town of Nantucket for their engagement with the MASSBUYS event app. Caitlin Corrigan from Creative Office Pavilion submitted the photo of the day! All three winners received a Fitbit as a prize.

OSD thanks all of the generous sponsors, exhibitors, State Agencies, OSD staff, and volunteers for their continuous support and commitment to the MASSBUYS EXPO. We celebrate the 20th anniversary of MASSBUYS in 2018 and our goal is to make it the best EXPO yet!

## What are they saying about MASSBUYS?

"If you buy anything off of Statewide Contracts, this event is for you. If you buy nothing off of Statewide Contracts, this event is for you. When you attend and see the variety of vendors and products that are available, I would be surprised if you did not change your ways and start to use the contracts to your advantage." - Steve Senato, City of Marlborough

"MASSBUYS is outstanding. The staff, both in person and on the phone, are amazing. Well worth the investment!!!!!" - Thomas Cunio, Ehrlich Pest Control

"My personal goal for each EXPO is to bring back five things to share with the CFO, whether they are ideas, products, or beneficial conversations that may be particularly helpful for us. Keep up the most excellent work, OSD team!!" - Julie Olmedo, Suffolk County Sheriff’s Department

"Easily the busiest and most open crowd to interact that we have ever experienced. The willingness of people to give you 10 seconds and to forward information to the appropriate contact was amazing." - Paul Johndrow, All Star Software Systems

"This is my favorite trade show every year! So much foot traffic makes it fun. It is also great to see so many of my current customers all in one day." - Linda Johnson, EBP Supply Solutions

# Buyer Training

RPA Release and RPA Release Enabled Contracts May 17 (Webinar)

COMMBUYS Purchasing May 18 (Boston)

COMMBUYS Procurement May 23 (Boston)

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

# Vendor Training

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/budget-taxes-and-procurement/procurement-info-and-res/training/training-courses.html)

# New COMMBUYS Features & Enhancements

COMMBUYS was recently updated, making available additional features and enhancements. Each upgrade is briefly described below:

## Bid Holders List

Buyers now will be able to access a Bid Holder List that captures vendor Bid Acknowledgment activity, as well as bid documents that have been accessed/downloaded by vendors.

Navigate to the Bid Holder List by selecting the Bid Solicitations icon on the left-hand side of the buyer homepage. Next, select Bids in Sent Status and the link under the Bid Holder column. Please be advised that the Bid Holder List only is available while bids are in *Sent* status.

## Quote Limit Feature

Buyers now may limit the number of quotes vendors submit on a particular bid. When creating a bid from scratch, a new checkbox on the General tab labeled Allow Vendors to Submit Multiple/Alternative Quotes may be *unchecked* to limit vendors to just a single quote – an option which may streamline the quote evaluation process. Note that when creating a bid, this checkbox automatically will default to *allowing* vendors to submit multiple quotes.

## Master Blanket Purchase Order (MBPO) Search

It is now easier to locate Statewide Contract and Departmental MBPOs in COMMBUYS using the Contract/Blanket Search option from the main search bar. Previously, MBPOs only were found via a Purchase Order Search, returning both Purchase Orders and Blankets.

## PO Total Dollar Amount Display

In certain internal views, the Purchase Order Total Dollar Amount previously displayed incorrectly with misplaced commas. This issue is corrected with the upgrade.

# Outreach Events

MASBO Annual Institute | May 17 | North Falmouth | [Registration information](https://masbo.site-ym.com/events/EventDetails.aspx?id=953117)

Mass NAHRO Annual Conference | May 21-22 | North Falmouth | [Registration information](http://massnahro.org/Annual_Conference.php)

Massport Business Diversity Summit | May 23 | Boston | [Access the flyer here for details and registration information](http://files.constantcontact.com/666eaa93201/5097f234-055e-4336-a26b-0aae2d96750a.pdf?ver=1494433985000)

MassHousing Minority and Women Business Enterprise Trade Fair | June 8 | Randolph | [Registration information](http://www.cvent.com/events/masshousing-s-27th-annual-greater-boston-minority-and-women-business-enterprise-trade-fair/event-summary-1f8642bd077c41cab1d5ebbbee63ee6a.aspx)

# Award Bestowed for Supporting Environmentally-Friendly Furniture Choices

During their annual meeting on May 9 in Denver, Colorado, the [Sustainable Purchasing Leadership Council](https://www.sustainablepurchasing.org/about/) (SPLC) met to recognize individuals and organizations whose initiatives have advanced the mission of the SPLC organization – to advocate for environmental, social, and economic improvements through sustainable purchasing. OSD is honored to be recognized by the SPLC, a non-profit organization whose national membership represents over $200 billion in collective purchasing power.

Julia Wolfe, Director of Environmental Purchasing at OSD, was the recipient of an Outstanding Case Study Award for *The Healthy Furniture Contract*. The study documented Julia’s work with vendors on the Statewide Furniture Contract ([OFF38](http://www.mass.gov/anf/docs/osd/uguide/off38.pdf)) to identify and categorize environmentally preferable lines of furniture – ones that offer reduced indoor air quality emissions and toxicity. To make this information readily available, Julia teamed up with the Center for Environmental Health (CEH)\* to develop a searchable furniture list. The EPP Furniture Table summarizes the environmental attributes met by various manufacturers and product lines on OFF38. A summary of chemicals typically used by the furniture industry and a list of certifications and standards that measure environmental performance also were made available for buyer inspection.

“We’re pleased to offer buyers more than 350 lines of furniture that meet environmentally preferred attributes on Statewide Contract OFF38,” asserts Wolfe. “Our work with the CEH enables product transparency and gives buyers the information they need to guide productive discussions with vendors.”

Locate OFF38 furniture resources on our [website](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/green-products-and-serv/specific-epp-statewide-contracts/furniture-environmentally-preferable.html). Find comprehensive information about [OFF38](http://www.mass.gov/anf/docs/osd/uguide/off38.pdf) in the Contract User Guide. Reach Julia Wolfe at 617-502-8836 or the OFF38 Contract Manager, Peter Etzel, at 617-720-3397.

*\*The* [*Center for Environmental Health*](http://www.ceh.org/) *(CEH) is a nationwide organization focused on identifying and eliminating the use of toxic chemicals that pose a risk to human health.*

# Municipal Shoutouts

Welcome aboard to all of our new COMMBUYS municipal buyers!

* The Town of Tewksbury participated in COMMBUYS training with Jennifer Forsey, Local Government Enablement (LGE) Account Manager, and Renee O'Rourke, COMMBUYS Trainer.
* The Town of Carver had a room of buyers becoming trained in COMMBUYS.
* Jackie Abbott, LGE Account Manager, assisted Malden Housing Authority to expand their current vendor pool.
* Trish Burke, LGE Account Manager, and Renee O'Rourke, COMMBUYS Trainer, worked with Town of Bridgewater officials to set up their organization in COMMBUYS.
* Trainer Sidney Moore conducted a Statewide Contract and COMMBUYS training class for the Town of Wenham.

# Vehicle Auctions

From time to time, OSD offers the public the opportunity to bid on vehicles and other equipment that no longer are of use by the State. Two such opportunities will take place this month:

**State Police**, 31-69 Bishop Road, Ayer, MA 01432

Viewing: Thursday, May 18 – 10:00 a.m. to 1:00 p.m.

Auction: Friday, May 19 – 10:00 a.m. (lot opens at 8:30 a.m.)

**Westborough OVM Lot**, 289 Lyman Street, Westborough, MA 01581

Viewing: Wednesday, May 17 – 9:00 a.m. to 3:00 p.m.

Auction: Saturday, May 20 – 10:00 a.m. (lot opens at 8:30 a.m.)

You may review the list of planned sale items and associated photographs on [the Auctions International website](http://www.auctionsinternational.com/liveauctions) under the Live Auctions tab.\* Please note there may be variances between what is advertised on the Auctions International website and the vehicles/equipment offered on the day of the auction: surplus items are made available to all Massachusetts municipalities in advance of the public auction. Public employees are not eligible to bid on items from their employing entity.

## Payment for General Public

If your bid is accepted, payment in full is due immediately after the sale. Auctions International, Inc. will accept the following forms of payment on behalf of OSD: cash; bank check; money order; or credit card with two forms of identification, one being a valid driver’s license. Positive identification is required regardless of your method of payment. Visit the Auctions International website to access [OSD’s Auction Terms and Conditions](http://www.auctionsinternational.com/auxiliary/auction_folders/7921/documents/Auctions%20Terms%202016.pdf).

## Payment for Municipal Officials

If your bid is accepted, you may take possession of the vehicle and the State Surplus Property Office will invoice your city/town/municipality. Payment should be sent to the Surplus Property Office within 30 days.

OSD oversees the State’s Surplus Property Program ensuring the Commonwealth realizes the maximum benefit from State-owned surplus personal property. Learn more about the Surplus Property Program at [mass.gov/osd > Surplus Property](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/surplus-prop-prog/).

\*Auctions International is a professional auctioneer licensed by the Commonwealth’s Division of Standards.

# OSD Welcomes India Delegation

On Friday, April 28, the Operational Services Division welcomed senior procurement officials from India’s State Government of Maharashtra to our offices in Boston. As part of the United States Trade and Development Agency’s (USTDA) Global Procurement Initiative, the group of officials participated in a study tour to learn about the way the U.S. conducts their procurements at the State level. The representatives, who are responsible for the procurement of goods, public works, energy, metro rail, and roads in Maharashtra, looked to learn best practices to implement within their own government.

Gary Lambert, Assistant Secretary for Operational Services, met with the delegation to provide insight into the ways that the Commonwealth of Massachusetts conducts best value procurements, with a specific focus on how non-price factors are weighted and how total cost of ownership influences procurement decisions. Additionally, the delegation received a COMMBUYS demonstration to learn more about how organizations are using e-procurement systems. We enjoyed our visit from the group, and we welcome conversations with other government agencies about how to improve public purchasing and procurement processes!

# 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.

# Statewide Contract Reference Guide

Due to popular demand, OSD is providing an online version of the [Statewide Contract Reference Guide](http://files.constantcontact.com/666eaa93201/24cc4ee6-fb0a-4928-87bb-95268273cdea.pdf?ver=1493660497000), a handy, one-page document that lists all of the current Statewide Contracts. Originally designed as a tool for OSD staff, this Reference Guide has been a popular handout at many OSD events, and is updated every other month.

Ordering goods and services through a Statewide Contract (SWC) can offer significant benefits, including time savings and obtaining best value at competitive prices. Most SWC vendors offer Prompt Pay Discounts, and most all SWCs have exclusive benefits. For example:

* [VEH98 – Purchase of Light Duty Vehicles – Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs](http://www.mass.gov/anf/docs/osd/uguide/veh98.pdf): Every vehicle is delivered with three sets of keys, a full tank of gas, and license plates;
* [PRF59 – Card Processing Services](http://www.mass.gov/anf/docs/osd/uguide/prf59.pdf): The vendors on this contract establish merchant accounts to assist with credit and debit card acceptance, merchant services, and certification on the web, IVR, point of sale, kiosk, and mobile channels; provide competitive per item rates and convenience fee program rates; support complete end-to-end reporting and provide technical support of the payment system – Entities do not need staff to maintain the system.

Every SWC has a [Contract User Guide](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/statewide-contract-user-guides.html) that provides important information for buyers, including a contract summary and category names, benefits and cost savings, who is eligible to use the contract, pricing and purchase options (how to order), counties or regions, vendor list, and general contract information. Questions regarding specific SWCs should be directed to the Contract Manager noted in the Contract User Guide for that SWC.

# Oracle News! Oracle Software and Services

The [ITS19](http://www.mass.gov/anf/docs/osd/uguide/its19.pdf) Oracle Software and Services contract has been extended through June 30, 2017. Oracle and OSD are working to have the replacement contract, ITS64, in place for July 1, 2017.

Oracle software includes:

* Database Software
* PeopleSoft (Human Resource Management)
* Taleo (Recruitment and Talent Management)
* Business Intelligence and Business Analytics
* Enterprise and Financial Management

Many Oracle products are available via Software as a Service. Contact Greg St. Angelo at Oracle: 603-770-7596.

**Oracle Equipment and Related Services**

The Oracle Equipment and Related Services Statewide Contract, ITC56, is active through March 31, 2018, with an option to renew through March 31, 2020. Oracle equipment includes the Exadata family of database machines, appliances, and storage solutions. Reach Seth Fox at Oracle: 617-417-4373. Refer other contract questions to Marge MacEvitt at 617-720-3121.

# NEW! Statewide Clothing Contract

[CLT08](http://www.mass.gov/anf/docs/osd/uguide/clt08.pdf)- Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding

* Over 500 brands
* Discounted pricing
* Multiple vendors across categories for quoting options
* Statewide service from all categories and vendors

## CLT08 Categories

* Uniforms
* Footwear
* Athletic Wear
* Undergarments, Hosiery & Nightwear
* Outerwear
* Inmate Clothing
* EPP Clothing
* Linens & Bedding
* Personal Care Products
* Clothing Rentals
* DOC Uniforms
* State Police Uniforms
* Miscellaneous Items
* Miscellaneous Services
* Inventory Tracking & Management Services

## Yes, we offer...

* Uniforms for law enforcement; janitorial, fleet, and culinary staff; among other types;
* Inmate clothing for all inmate-safe clothing needs;
* Personal care products, including soap, oral hygiene, feminine care, and inmate-safe products;
* Miscellaneous law enforcement items, including badges, holsters, and hats;
* Services that include tailoring, embroidering, screening, and adding patches/logos;
* Clothing made with recycled materials, organically grown cotton, among other environmentally preferable attributes;
* Plus categories for footwear, athletic wear, outerwear, and more!

## Don’t miss our CLT08 Buyer Event!

Get all the facts and meet the awarded vendors!

Thursday, June 1, 2017

1:00 - 3:30 p.m.

One Ashburton Place, Boston

Register at [www.CLT08BuyerEvent.eventbrite.com](https://www.eventbrite.com/e/statewide-contract-clt08-buyer-event-clothing-uniforms-footwear-accessories-and-personal-care-registration-33889446246)

Questions? Contact Steve Lyons at 617-720-3373

# For interested vendors

Does your business offer Maintenance, Repair and Operations Products & Services focusing on Innovation and Sustainability?

We invite you to learn about the opportunity to sell sustainable products and services related to facility operations directly to Commonwealth state and local entities.

Join representatives from OSD, Department of Energy Resources’ Leading by Example Program, and Massachusetts Clean Energy Center for an overview of the FAC100 Category 10 Statewide Contract bidding opportunity and how to conduct business with the state:

When: June 8, 2017, 3:00 - 4:30 p.m.

Where: Online Webinar

## Agenda

* Introductions and an overview of the Environmentally Preferable Products Procurement Program and COMMBUYS - the state’s online procurement portal;
* Outline of the FAC100 opportunity, process to submit a bid, and benefits of being on a Statewide Contract.
* Question and answer period.

Statewide Contract vendors provide products and services to State Agencies, cities and towns, schools, public institutions of higher education, public hospitals, among other entities. We hope you join us to learn more!

Register at <fac100bidopportunity.eventbrite.com>.

Questions? Contact Julia Wolfe at 617-502-8836.

## FAC100 Category 10 Bid

Seeking items that fit into these classifications:

* Electrical & Lighting
* LED Roadway & Outdoor Area Lighting
* Plumbing & Heating
* Roofing
* Lumber
* Envelope Systems
* Concrete & Masonry
* Paint

## Resources

* Locate the FAC100 RFR documents in COMMBUYS: <COMMBUYS.com> > Contract & Bid Search > Bids > Enter FAC100 in the Bid Description field > Select [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).
* Find OSD resources, including Training classes and information about our Environmentally Preferable
Products Procurement Program, at [mass.gov/osd](http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/).
* Contact the COMMBUYS Help Desk at 888-MA-STATE.

## Statewide Contract FAC94

**Maintenance, Repair & Operations (MRO) Products, Supplies, and Small Hand Tools Contract Update**

Be advised that our [FAC94](http://www.mass.gov/anf/docs/osd/uguide/fac94.pdf) contract with Fastenal, Grainger, and MSC Industrial Supply has been extended through June 30, 2018. Note that the FAC94 contract with Hilti Inc. and Snap-on-Industrial, however, will continue through September 19, 2017. Refer FAC94 questions to Sara Urato at 617-720-3319.

## Statewide Contract VEH96

**Light, Medium, Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants**

Category 3: Motor Oil & Lubricants

Dennison Lubricants, Inc.

* Distributor of premium lubricants for brands such as Shell, Pennzoil, and Quaker State, among others;
* Manufactures two brands locally in Worcester;
* Two distribution centers in Massachusetts (Lakeville & Worcester) facilitate prompt deliveries statewide.

View Dennison’s cost tables in COMMBUYS: [MBPO PO-15-1080-OSD01-OSD10-00000004512](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-00000004512&releaseNbr=0&parentUrl=contract) > VEH96 Complete Cost Table Dennison Lubricants. Contact the Vendor: Brian Dennison – 508-946-0500 x1102. Learn more about [VEH96](http://www.mass.gov/anf/docs/osd/uguide/veh96.pdf). Refer questions to Lisa Westgate at 617-720-3112.

## Introducing Expanded Search Features through the Statewide Contract Index

The [Statewide Contract Index](http://www.mass.gov/anf/docs/osd/epp/statewide-contract-index.xlsb) has been a popular tool for buyers to search for products and services available on Contract. The Operational Services Division is proud to announce that the tool has been enhanced to offer additional, sought-after capabilities:

* Retrieve a list of vendors by SWC;
* Find SWCs and vendors offering PunchOut catalog purchasing;
* Identify contracts that enable buyers to solicit quotes in COMMBUYS in a few clicks of the mouse (Solicitation Enabled);
* View contracts that permit buyers to document contract purchases in COMMBUYS after the fact (RPA Enabled).

### Try It!

The Statewide Contract Index is accessible from OSD’s home page: <mass.gov/osd> > Buy from a Statewide Contract > [Statewide Contract Index](http://www.mass.gov/anf/docs/osd/epp/statewide-contract-index.xlsb). To utilize the new search capabilities, select one of the Expanded Search links on the left side of the screen or at the bottom of the page.

### Sample Search

FAC100, for example, boasts 26 vendors, offers PunchOut catalog purchasing, and enables Solicitation Enabled quoting, as well as Direct and Standard Release purchasing. Select the PunchOut Enabled “Yes” button to reveal the eight vendors providing PunchOut catalogs on FAC100. Always click the Clear Filters button before conducting a new search.

For a detailed overview of the Expanded Search capabilities, click [here](http://files.constantcontact.com/666eaa93201/23289c79-6479-43e2-bc28-04cc94fb09da.pdf?ver=1494354800000). If you have questions about the Index, contact the COMMBUYS Help Desk at 888-MA-STATE.

## Statewide Contract Bidding Opportunity

**Statewide Contract FAC93 - Private Investigative Services**

OSD has reopened Statewide Contract [FAC93](http://www.mass.gov/anf/docs/osd/uguide/fac93.pdf) for Category 2 only – Private Investigative Services. The bid is posted in COMMBUYS under the following UNSPSC commodity codes: Detective Services (92-12-16) and Security Surveillance and Detection (46-17-00). Interested bidders are encouraged to review the bid documents in COMMBUYS – [BD-17-1080\_OSD03-OSD03-15177](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-17-1080-OSD03-OSD03-15177&external=true&parentUrl=bid). The Bid Opening Date, the date by which bidders must have submitted their quote response in COMMBUYS, is June 22, 2017, at 2:00 p.m.

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 FAC93 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.

### 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.

## Attention Tradespeople: State Contract Opportunity

If you’ve considered doing business with the State but didn’t know where to start, here’s your opportunity for free training and support!

Several Tradespersons Contract bid opportunities are open for vendor response (see orange box below). Vendors are invited to register in COMMBUYS, the state’s online purchasing and procurement portal for goods and services, and submit a quote. Learn more at [mass.gov/trades](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/sell-to-the-state/tradespersons-contract.html).

### COMMBUYS Vendor Registration Drop-in Sessions

**(Open to All Interested Bidders!) and Trades Quote Response Training Classes**

To submit a bid, prospective vendors must be registered in COMMBUYS. Take advantage of the following free opportunities to receive one-on-one COMMBUYS registration assistance and/or attend a Locate and Respond to Bids in COMMBUYS training class specifically geared to the Trades contracts. Bring your business’ Tax ID number with you to the Vendor Registration Drop-in Session (no registration required). All businesses are welcome, not just trades!

**Brockton - Thursday, May 18**

Crescent Credit Union, 115 Commercial Street, Brockton, MA 02303

Training Classes: 10:30 a.m. - 12:30 p.m. or 3:30 - 5:30 p.m. [Register to Attend](https://www.eventbrite.com/e/brockton-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33598040644)

Vendor Registration Drop-in Session in Brockton, 1:30 - 2:30 p.m.

**Springfield - Tuesday, May 23**

UMass Center at Springfield, Tower Square, 1500 Main Street, Suite 260, Springfield, MA 01115

Training Classes: 10:00 a.m. - 12:00 noon or 4:00 - 6:00 p.m. [Register to Attend](https://www.eventbrite.com/e/springfield-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33623362382)

Vendor Registration Drop-in Sessions in Springfield, 12:30 - 1:30 p.m. and 2:30 - 3:30 p.m.

**Online Webinar - Thursday, May 25**

Training Class: 5:00 - 6:00 p.m. [Register to Attend](https://www.eventbrite.com/e/tradesperson-contract-trd01-webinar-how-to-locate-and-respond-to-bids-online-event-tickets-32001281695)

**Westfield - Wednesday, June 7**

Western Massachusetts Hospital, Clark Building, 128 E Mountain Road, Westfield, MA 01085

Training Classes: 10:00 a.m. - 12 noon or 2:30 - 4:30 p.m. [Register to Attend](https://www.eventbrite.com/e/westfield-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33623656261)

Vendor Registration Drop-in Session in Westfield, 1:00 - 2:00 p.m.

**Wrentham - Wednesday, June 14**

DMR Developmental Center, 131 Emerald Street, Wrentham, MA 02093

Training Classes: 12:30 - 2:30 p.m. or 4:00 - 6:00 p.m. [Register to Attend](https://www.eventbrite.com/e/wrentham-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33624049437)

Vendor Registration Drop-in Session in Wrentham, 2:30 - 3:30 p.m.

**Tewksbury - Thursday, June 15**

Tewksbury Hospital, 365 East Street, Tewksbury, MA 01876

Training Classes: 10:00 a.m. - 12:00 noon or 2:00 - 4:00 p.m. [Register to Attend](https://www.eventbrite.com/e/tewksbury-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33624507808)

Vendor Registration Drop-in Session in Tewksbury, 12:30 - 1:30 p.m.

**Fall River - Tuesday, June 20**

Fall River Career Center, 446 N. Main Street, Fall River, MA 02720

Training Classes: 10:00 a.m. - 12:00 noon or 4:00 - 6:00 p.m. [Register to Attend](https://www.eventbrite.com/e/fall-river-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33624330277)

Vendor Registration Drop-in Sessions in Fall River, 12:30 -1:30 p.m. and 2:30 - 3:30 p.m.

**Westborough - Thursday, June 29**

Hadley Building - DMH, 167 Leyman Street, Westborough, MA, 01581

Training Classes: 10:00 a.m. - 12:00 noon or 2:00 - 4:00 p.m. [Register to Attend](https://www.eventbrite.com/e/westborough-tradesperson-contracts-trd01trd02trd03-how-to-locate-and-respond-to-bids-tickets-33624781627)

Vendor Registration Drop-in Session in Westborough, 12:30 - 1:30 p.m.

Questions? Call 888-MA-STATE or email COMMBUYS@state.ma.us.

### Trades Categories

#### TRD01 Contract

Boiler

Drain

Electrical

Fencing

General Contracting

Generator/Turbines
Glass/Window/Doors

HVAC/Sheet Metal
Painting

Plumbing

#### TRD02 Contract

Asphalt Paving

Carpentry

Excavation

Masonry

Septic

#### TRD03 Contract

Elevator

Exhaust Systems

Fire Prevention

Fire Suppression

Overhead Doors

Signage

Welding

[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.

Commonwealth of Massachusetts

Executive Office for
Administration & Finance

Operational Services Division

One Ashburton Place, Room 1017

Boston, MA 02108-1552

(617) 720-3300

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

© 2017 Operational Services Division