



**Buy
the
Way**

Register Today to Attend MASSBUYS 2018

Please join us at Gillette Stadium on Thursday, May 10, as we celebrate the 20th anniversary of the largest Business to Government event in the Commonwealth of Massachusetts. The MASSBUYS EXPO is OSD's annual meeting for Statewide Contract Vendors and Massachusetts Government Officials.* Each year, the MASSBUYS EXPO demonstrates the importance and effectiveness of public procurement initiatives and we expect MASSBUYS 2018 to continue this tradition.

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In addition to visiting with Statewide Contract Vendors in the Exhibit Hall, the MASSBUYS EXPO also offers Attendees a full slate of workshops designed to improve their purchasing skills, professional development, and update their knowledge of procurement laws, to name a few. Most workshops are held on the West side of the Stadium.

**Are you a Statewide
Contract Vendor?
Click here to exhibit**

**Are you a Public
Purchasing Professional?
Click here to attend**



**Official Newsletter of the
Operational Services Division**
April 2018

** The MASSBUYS EXPO is 100% Exhibitor Funded. Only those vendors who have been awarded a Statewide Contract may exhibit at the MASSBUYS EXPO. Attendees include employees of executive state agencies, municipalities, cities, towns, public schools, quasi-agencies, and eligible non-profits. Registrations completed by non-Statewide Contract vendors and individuals who do not meet the attendee guidelines will be cancelled.*

Training for Buyers

Introduction to Statewide Contracts and COMMBUYS

April 23 (Boston)

Essentials of State Procurement

May 1 (Boston)

COMMBUYS Purchasing

May 1 (Westfield)

COMMBUYS How to Create a Departmental Master Blanket Purchase Order

May 2 (Boston)

COMMBUYS Organization Administrator

May 7 (Boston)

COMMBUYS PunchOut & Line Item Catalog Ordering

May 14 (Webinar)

COMMBUYS Purchasing for Eligible Non-Profits

May 15 (Webinar)

How to Use Master Blanket Purchase Orders (SWCs)

May 16 (Webinar)

Introduction to Statewide Contracts and COMMBUYS

May 23 (Westfield)

COMMBUYS RPA Release and RPA Release-Enabled Contracts

May 29 (Webinar)

COMMBUYS Purchasing for Eligible Non-Profits

May 30 (Boston)

Essentials of State Procurement

June 4 (Boston)

COMMBUYS Purchasing

June 6 (Boston)

COMMBUYS Procurement

June 6 (Westfield)

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

COMMBUYS Loyalty Program Update

COMMBUYS Loyalty Program results through March 31st have been computed, and we have more organizations to recognize! Link to this quarter's results [here](#). Select the COMMBUYS Loyalty Program Rules on the Summary tab for a program overview.

Comprehensive Badge Earner Status!

As of last quarter, we had 18 organizations that earned badges across all categories. We're delighted to report that number has grown by four. Congratulations to the following organizations on their comprehensive use of COMMBUYS!

- City of Lawrence
- Department of Youth Services
- Executive Office of Health and Human Services
- Office of Consumer Affairs & Business Regulation

Spotlight – Contract Explorer Badge



The Contract Explorer badge recognizes the breadth of an organization's Statewide Contract purchasing, allotting one point for each unique

Statewide Contract utilized. Thus far, we have 163 organizations that have earned a badge in this category and seven organizations that earned the Contract Explorer badge for the first time! [Take a look](#) at this quarter's results to see if you're among these organizations!

At the top end of the Contract Explorer category are our Level 5 earners, of which there are 20! Congratulations to these organizations for their commitment to using a wide-range of Statewide Contracts and COMMBUYS. Take a look at the callout box to see who made the cut. Interesting fact: 12 organizations currently are Level 4 badge earners, on the cusp of reaching the top echelon.

Some New Badge Earner Stats

- Bid posting activity from 39 entities earned each of them a first-time eProcurement Pro badge; *
- Twenty-nine organizations earned their first Thirst for Knowledge badge. Special kudos to the Town of West Boylston which jumped directly up to a Level 4 badge!

The spring/summer [buyer training schedule](#) is posted! Plan to increase your Thirst for Knowledge stats by signing up for training.

[Check your stats!](#) Congratulations to all our winners!

* Executive Departments also must post the bid award in COMMBUYS, a best practice for all organizations.

Contract Explorer Badge – Level Five Winners!

City of Lawrence
City of Malden
City of Quincy
Department of Conservation and Recreation
Department of Correction
Department of Developmental Services
Department of Environmental Protection
Department of Fire Services
Department of Fish and Game
Department of Mental Health
Department of Public Health
Department of State Police
Department of Youth Services
Executive Office of Energy and Environmental Affairs
Executive Office of Health and Human Services
Executive Office of Technology Services and Security
Massachusetts Bay Transportation Authority
Massachusetts Gaming Commission
Town of Nantucket
Town of Needham

STATEWIDE CONTRACT UPDATES | APRIL 2018



VEH104 – Fuel Management Systems

Better manage your fuel inventory with data to make informed decisions

Automated fuel technology from Syntech Systems authenticates users at the pump and captures transaction data.

Product Features:

- Robust design;
- Increased signal strength;
- Easy to program;
- Comprehensive support.



Awarded Vendor:

Syntech Systems
Don Dettlinger
401-222-0483
don.dettlinger@myfuelmaster.com

Contact the vendor to assess your organization's requirements.

Locate the VEH104 Price Sheet in [COMMBUYS](#). Refer questions to [Lisa Westgate](#), Contract Manager.

FAC92 — Integrated Pest Management



The recently renewed Statewide Contract for indoor Integrated Pest Management (IPM) – FAC92 – offers agencies and municipalities a prequalified list of more than 20 vendors experienced in IPM, an approach that blends multiple pest control techniques, relying first on preventive measures and non-

toxic controls and using pesticides only as a last resort.

The FAC92 contract enables agencies in state buildings and other facilities to comply with Massachusetts [Executive Order 403](#) – requiring the adoption of an IPM program – and assists schools in following regulations detailed in the [Children and Families Protection Act of 2000 \(333 CMR 14.00\)](#). Along with state agencies, many municipalities are adopting the IPM approach.

FAC92 services are available in three categories: IPM for all users; Schools IPM; and Single Use Services, including services for Stinging Insects and Problem Animal Control outside of your IPM Plan (available to all users).

Pests covered in this contract include rats, mice, cockroaches, pantry pests – such as Indian meal moths – birds, bats, snakes, raccoons, skunks, termites, fleas, ticks, among others.

Use Statewide Contract [FAC103](#) for outdoor IPM needs, covering Japanese beetles, Asiatic garden beetles, and many others.



Here are some contract highlights:

- Coverage across Massachusetts, including Cape and the Islands;
- All vendors offer a Board Certified Entomologist and/or Associate Certified Entomologist for expert pest identification;
- Around-the-clock coverage with Night Inspection Service options; and
- 24-hour response time for non-emergency calls; 2 hours for emergencies.

Refer to the [FAC92](#) Contract User Guide for steps to engage contract services. Buyers who have questions about FAC92 are encouraged to reach out to [Gayle Gionet](#), Contract Manager, at 617-720-3381.

Reminder – Green Cleaning Statewide Contract Renewed

Previously Awarded FAC85 Contractors Remain on Contract

In response to recent inquiries, we are pleased to confirm that the [FAC85](#) Environmentally Preferable Cleaning Products, Equipment and Supplies Statewide Contract has been renewed through March 15, 2019, and OSD has negotiated contracts with all previously awarded FAC85 contractors – 16 in total.

Locate a complete list of contract vendors in the FAC85 [Contract User Guide](#), as well as in [COMMBUYS](#). Find our FAC85 renewal announcement in [Buy the Way](#) (p. 6).

Forward questions to [Michael Woods](#), Contract Manager, at 617-720-3191.



STATEWIDE CONTRACT UPDATES | APRIL 2018

[Procurement Schedule](#)

[Statewide Contract Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract User Guides](#)

[\\$ave\\$mart](#)

Just in Time for Spring! New Landscaping Statewide Contract FAC103

OSD has launched Statewide Contract FAC103, covering:

- Landscaping and Groundskeeping Services;
- Snow Removal Services, including Emergency/Large Scale;
- Tree Services;
- Invasive Plant Control- Surveying and Treatment;
- Outdoor Integrated Pest Management; and
- Irrigation System Service and Repair.



As part of the evaluation process, the FAC103 Strategic Sourcing Team carefully considered each bidder's qualifications and is pleased to offer 38 contractors, providing coverage across the Commonwealth and enabling buyers to negotiate competitive rates. Contractors were awarded based on a number of criteria, including years of experience, their ability to fulfill state regulatory and legal requirements, as well as their capacity to service awarded categories and regions. (See the [Contract User Guide](#) for category/region details.)

Buyers should consult the Contract User Guide for quoting requirements for each service or project and may use COMMBUYS' Solicitation Enabled quote functionality to easily obtain quotes from contractors. All FAC103 pricing is listed at not-to-exceed or ceiling rates — lower rates may be negotiated. Furthermore, be aware that contractors are expected to adhere to the following negotiated timeframes:

- Respond to a buyer service call within 24 hours;
- Be available for a site visit, at no cost, within 48 hours of the service call; and
- Provide a quote within 72 hours of the service call.

Buyers always should mention FAC103 when contacting vendors to ensure they receive Statewide Contract pricing and other value-added benefits, including available Prompt Payment Discounts.

Refer to the FAC103 [Contract User Guide](#) for additional information. Contact [Gayle Gionet](#) at 617-720-3381.

COMMBUYS

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.

Achieve Greater Statewide Contract Savings through the \$ave\$mart Program

Have you visited the [\\$ave\\$mart Program](#) webpage lately? If not, this page might be worthy of a bookmark, as these offers change often and are available only for a limited time.



What is the \$ave\$mart Program?

OSD's \$ave\$mart Program affords Statewide Contractors the opportunity to boost product and service awareness among eligible buyers through limited-time promotional offers. These [offers](#) translate into savings opportunities for buyers over and above existing Statewide Contract pricing and/or benefits.

I'm a Statewide Contractor – How do I sign up?

Statewide Contractors interested in submitting an offer for OSD consideration should contact their Strategic Sourcing Services Lead.

STATEWIDE CONTRACT UPDATES | APRIL 2018

The Dollars and Sense of Fuel Card Management Services (VEH100)

New – Use Your WEX Universal Card for Car Washes!

If fulfilling your organization's vehicle and equipment fueling needs is costing you a lot of time and expense, we have several reasons to consider [VEH100](#) Fuel Card Management Services.

Cost Savings

- The contract provides Volume Invoice Credits based on the Commonwealth's monthly aggregate contract spend (1.30% for \$1 to \$1,499,999/1.45% for \$1,500,000+);
- Prompt Pay Discounts apply when buyers pay their balance in full within ten days of invoicing, reducing expenses by 0.06% for balances paid Days 6 – 10 or 0.08% for balances paid Days 0 – 5;
- Although the WEX Universal Card may be used at any participating location, buyers using Gulf Oil locations receive an additional \$0.02/gallon Invoice Credit;
- Federal excise taxes are excluded for entities eligible for the Tax Exempt Program, enabling buyers to save 18.3 cents/gallon on regular fuel and 24.3 cents/gallon on diesel.

Data at Your Fingertips

- Each month, purchases are summarized on a detailed monthly report. Review usage data by vehicle, driver, and location;
- Online customizable reports organize fuel data to meet your organization's unique requirements.

Convenience

- Managing drivers' fuel receipts and cash reimbursements are time consuming. With WEX, drivers simply use their Universal Card at any of 3,600+ [fuel locations](#) throughout the Commonwealth and WEX does the rest!
- Use the WEX Connect app to locate participating fueling stations and current-day pricing. Get the app in the Apple App Store or Google Play.
- Adjust driver/vehicle card information online, as needed.
- Reach WEX's customer service group 24/7.

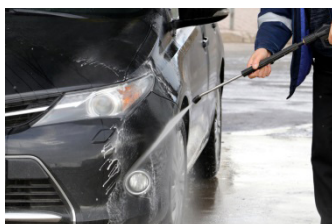
Learn more about WEX services in the [VEH100 Contract User Guide](#). Reach [Lisa Westgate](#), Contract Manager, at 617-720-3112.

NEW!

Wash that Road Salt and Grime Off Your Car!

Spring is here and it's the perfect time to get your car looking its best with what most likely is a sorely needed car wash.

Great news! By popular demand, the VEH100 contract has been amended to enable buyers to wash their vehicles at participating WEX gas stations using their Universal card.



Don't take our word for it...

John Holbrook, Field Support and Fleet Coordinator at the Massachusetts Emergency Management Agency (MEMA), shared some thoughts about his use of WEX services: "The monthly report from WEX is very detailed and provides me with all the fuel use information needed for our fleet. Anytime I've had to contact WEX with a question, their response has been timely and accurate. I've found the WEX Connect mobile APP to be very handy and forwarded information about the APP to the entire agency staff."



Vendor Best Practice: Designate Two COMMBUYS Seller Administrators

Seller Administrators are solely responsible for updating and maintaining the business' profile in COMMBUYS. Assigned activities include updating address and email information, assigning Seller roles (to respond to bid opportunities and receive Purchase Order requests), and ensuring accurate commodity code selections so the business receives notification of relevant COMMBUYS bid opportunities.

In the past, businesses have been caught off guard when the sole Seller Administrator is unavailable to handle necessary COMMBUYS profile updates

due to vacations, family emergencies, or has left the company. For many, if not most COMMBUYS businesses, assigning two individuals to handle the important functions of the Seller Administrator role is prudent.

Add or Deactivate a Seller Administrator

Seller Administrators easily may add another Administrator using the [Maintain and Add Users to COMMBUYS Vendor Account](#) job aid. Use the same resource to deactivate a former Seller Administrator by changing the individual's Status to Inactive.

You also may consider attending the "[Organizational Design and Maintenance for the Seller Administrator](#)" webinar on May 8, from 10:30 to 11:30.

Do you have a COMMBUYS question?

Contact the Help Desk at COMMBUYS@state.ma.us or 888-MA-State (627-8283).

Helpful Hint

If you need to contact the COMMBUYS Help Desk, have your Vendor ID or Tax ID number on hand so we quickly may locate your Vendor profile in COMMBUYS.

Spring/Summer Training Schedule Published

OSD Training Headed Out to Western Mass!

OSD's collection of buyer and vendor training courses have been scheduled through September 2018, making this an opportune time to review course options ([buyers/vendors](#)), evaluate organization needs, and register for training.

Review the [buyer](#) and [vendor](#) Training Schedules for available dates.

OSD Training Headed Out to Western Mass!

To accommodate our buyers and vendors in the western part of the state, OSD is offering training sessions at the Western Massachusetts Hospital in Westfield, MA. Select the desired date and register today!



Buyers

Introduction to Statewide Contracts and COMMBUYS

[May 23](#); [July 17](#)

9:00 a.m. – 12:30 p.m.

Essentials of State Procurement

[July 26](#); [September 11](#)

9:00 a.m. – 3:30 p.m.

COMMBUYS Organization Administrator

[June 19](#)

9:00 a.m. – 2:00 p.m.

COMMBUYS Purchasing

[May 1](#); [July 12](#); [September 18](#)

9:00 a.m. – 4:00 p.m.

COMMBUYS Procurement

[June 6](#); [August 14](#)

9:00 a.m. – 4:30 p.m.

Create a Master Blanket Purchase Order

[June 25](#); [August 23](#)

9:00 a.m. – 12:30 p.m.

Strategic Sourcing Certificate Program (five-day program)

[September 19 & 26](#), [October 3, 10, & 17](#)

9:00 a.m. – 4:00 p.m.

Vendors

Connecting Your Business to the Commonwealth

[July 30](#); [September 20](#)

10:00 a.m. – 12:00 noon

COMMBUYS Essentials for the Seller Role

[June 13](#); [August 8](#)

9:30 a.m. – 12:30 p.m.

Supplier Diversity Office Pre-Certification Workshop

[July 16](#); [September 13](#)

10:00 a.m. – 12:00 noon

Note to Buyers

With the exception of the Strategic Sourcing Certificate Program, buyers will be prompted to register via PACE, the Commonwealth's training registration system. For non-Executive department personnel who do not have a PACE login, click [here](#).

Need help? Email [OSD Training](#).

View our collection of buyer and vendor webcast training videos [here](#). Send questions to [OSD Training](#). Hope to see you soon!

Are You Attending MassNAHRO's Spring Conference?

If you are attending the NAHRO Conference in May, you may want to extend your stay to attend a one-day class presented by the Office of the Inspector General for Massachusetts.

Who Should Attend: Housing Authorities and Other Public Procurement Officials

Topics: Bidding, Contract Administration, Procurement Fraud, and Other Procurement Essentials

Date: Wednesday, May 23, 2018

Time: 9:00 a.m. – 4:00 p.m.

Location: Sea Crest Hotel, 350 Quaker Road, Falmouth

In this one-day class, you will learn about public procurement laws such as Chapter 30B and Chapter 149, best practices for contract administration, the prevention and detection of procurement and contract fraud, and the protection of personally identifiable information (PII). Attendees are eligible for six continuing education credits (CPEs) or professional development points (PDPs). Lunch will be provided. The cost of this class is \$200 per person.

To register, please complete the registration form available at www.mass.gov/how-to/register-for-an-mcppo-seminar-or-class.

This information is provided as a courtesy and should not be construed as an endorsement by OSD.

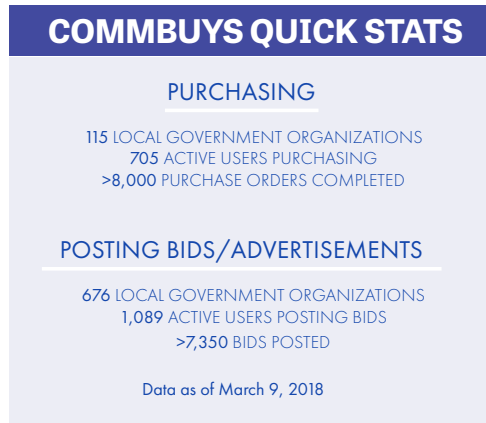
When More Vendors Compete, the City Wins

Worcester Increases Bid Competition with COMMBUYS

"It's no big deal." This is how Worcester's purchasing director, Chris Gagliastro describes his experience using [COMMBUYS](#) to post contract bids. He and his team ramped up their usage of the eProcurement system in 2016 to be in compliance with the *Act to Modernize Municipal Finance and Government*, which requires municipalities to advertise certain bids on COMMBUYS. As of this month, they have posted nearly 200 notices, making Worcester one of the top municipal bid posters in the Commonwealth. This increased activity in COMMBUYS has an added bonus for the City – their bids are more competitive.

Worcester's three registered COMMBUYS users can post a bid in minutes to reach a new audience of prospective vendors. As a result, vendor responses have increased by as much as 30%. "We've received more targeted responses from vendors who search on COMMBUYS and we've experienced an increase in the total number of responses," Gagliastro explained. The purchasing team has streamlined their business process further by cross-referencing bid numbers on COMMBUYS and their internal procurement system. This improves tracking and consistency across the two platforms.

In addition to posting bids, Worcester is saving time and money by using Statewide Contracts to purchase goods and services. [Statewide Contracts](#) offer municipalities the benefits of negotiated pricing, competitive quotes, high quality vendors, and a clear explanation of services. "We would need to hire more staff if we didn't have Statewide Contracts," said Gagliastro.



If your community would like to meet with OSD's Local Government Enablement Team to learn more about COMMBUYS utilization or Statewide Contracts, please send an email to commbuysenablement@state.ma.us.

Upcoming Outreach Events

OSD representatives will be an exhibitor at several events being held throughout the Commonwealth. Stop by the OSD table if you will be attending any of the events listed below.

Small Business Expo

May 17
Hynes Convention Center, Boston
[Register to attend](#)

Engage and Connect

May 17
Federal Reserve Bank of Boston
[Register to attend](#)

MassNAHRO Annual Conference and Exhibition

May 20-23
Seacrest Hotel, North Falmouth, MA
[Register to attend](#)

This information is provided as a courtesy and should not be construed as an endorsement by OSD.

Training for Vendors

Connecting Your Business to the Commonwealth
April 23 (Framingham)

Demystifying the RFR: Understanding the Importance of the Request for Response
April 30 (Boston)

SDO Pre-Certification Workshop
April 30 (Brockton)

SDP and Sales Reports Overview
May 2 (Webinar)

Connecting Your Business to the Commonwealth
May 7 (Brockton)

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator
May 8 (Webinar)

Locate and Respond to Bids in COMMBUYS
May 14 (Webinar)

COMMBUYS for Awarded Statewide Contract Vendors
May 16 (Boston)

Selling to the State: Marketing Your Business to Public Purchasers
May 16 (Boston)

Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors
May 17 (Webinar)

Supplier Diversity Plan (SDP) Overview for Certified Businesses
May 17 (Webinar)

Tradesperson Contract: How to Locate and Respond to Bids in COMMBUYS
May 21 (Webinar)

SDO Pre-Certification Workshop
May 22 (Salem)

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



[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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DRIVE CHANGE DRIVE ELECTRIC

Massachusetts is part of a movement intended to expand the number of electric cars or EVs on the road. The "Drive Change. Drive Electric." initiative, backed by Northeast state partners and major automakers, was launched at the New York International Auto Show on March 29. (View the [press release](#).) This public-private collaboration seeks to broadcast compelling facts about electric vehicles – convenience, affordability, and sustainability – thus influencing future purchasing decisions and changing the complexion of today's vehicle pool.

The Drive Change. Drive Electric. [website](#) is chock-full of electric vehicle facts, including available brands and models, range and charging times, and information to astutely select between battery electric, plug-in hybrid electric, or fuel cell electric vehicles. Along with abundant resources, readers may examine financial incentives, such as the Massachusetts Offers Rebates for Electric Vehicles ([MORE-EV](#)) program, which seeks to reduce air pollution emissions in the Commonwealth through the use of electric vehicles. MORE-EV provides rebates of up to \$2,500 for the purchase or lease of zero-emission and plug-in hybrid light-duty vehicles through the

Electric Vehicles and Statewide Contracts

Statewide Contract buyers should know that our [VEH98](#) Purchase of Vehicles contract offers a selection of more than 50 electric options. View the 2018 Vehicle List in [COMMBUYS](#) for specifics. Recharging infrastructure and upfitting to convert your existing vehicle to electric is offered on Statewide Contract [VEH102](#).

Massachusetts Executive Office of Energy and Environmental Affairs' [Department of Energy Resources](#) (DOER).

As a procurement professional or Massachusetts resident who may be considering a vehicle purchase in the future and would like to approach the process with solid foundational knowledge, the Drive Change. Drive Electric. initiative offers a wealth of information.

There may be no better time than now to increase your knowledge of sustainable alternatives with Earth Day just around the corner!

DOWNLOAD THE MASSBUYS EXPO EVENT APP TODAY!

Download Instructions:

1. Type <https://crowd.cc/s/1uIS4> into your mobile web browser
2. Download the CrowdCompass AttendeeHub App
3. Open App and search for MASSBUYS 2018
4. You will be prompted to confirm your registration.

OR

Scan this code with a QR reader to easily download the AttendeeHub App.

