

Training for Buyers

Essentials of State Procurement

July 26 (Westfield)
September 12 (Boston)

COMMBUYS Procurement

August 14 (Westfield)

COMMBUYS Purchasing for Eligible Non-Profits

August 15 (Webinar)

How to Use Master Blanket Purchase Orders

August 16 (Webinar)

Introduction to Statewide Contracts and COMMBUYS

August 22 (Boston)

COMMBUYS Organization Administrator

August 23 (Boston)

Strategic Sourcing Certification Program

Starts September 19 (Westfield)
Starts September 25 (Boston)

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

Training for Businesses

Connecting Your Business to the Commonwealth

July 30 (Westfield)

SDP and Sales Reports Overview

August 1 (Webinar)

Tradesperson Contract: How to Locate and Respond to Bids in COMMBUYS

August 2 (Webinar)

SDO Pre-Certification Workshop

August 6 (Boston)

Organizational Design and Maintenance for the Seller Administrator

August 7 (Webinar)

Essentials for the Seller Role

August 8 (Westfield)

Locate and Respond to Bids in COMMBUYS

August 13 (Webinar)

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

Non-Profit Saves Money, Maximizes Resources by Attending MASSBUYS



The 2018 MASSBUYS EXPO provided an opportunity for representatives from the [Greater Lawrence Community Action Council Inc.](#) (GLCAC Inc.) to explore new vendor options for the 25-plus programs they offer to their community. New Procurement Coordinator, Julie Holmes, and longtime CFO (and faithful MASSBUYS attendee), Rick Robichaud, attended this year's EXPO eager to find new ways of saving money and increasing efficiency at the non-profit organization.

Upon their arrival at MASSBUYS 2018, Holmes and Robichaud met with various vendors that offer everything from office supplies to shuttle buses. They subsequently contracted with a vendor to supply water coolers at their various locations. "We discovered this Statewide Contract vendor offered far better pricing with a comprehensive service plan; switching was a no brainer," Holmes explained.

Holmes was particularly pleased about the connections she made with two women-owned businesses. "GLCAC Inc. is committed to the principles of supplier diversity and supports women- and minority-owned businesses in its community; it was a win for us to find diverse vendors who also have experience working with non-profit organizations that use Statewide Contracts," said Holmes. GLCAC Inc. has since placed orders with both vendors, notably the purchase of commercial grade ovens at a competitive price.

Eligible Non-Profit organizations may use Statewide Contracts to purchase goods or services at competitive prices negotiated by the Commonwealth through the [Non-Profit Purchasing Programs](#). Two types of non-profits are eligible to participate in the program:

- Non-profit human and social service providers under contract with the Commonwealth; and
- Other non-profit organizations receiving public funding from state, federal, or local governments in the form of appropriated funds, grants, or contracts.

To learn more about the Non-profit Purchasing Program, please visit our [website](#). Questions regarding program participation should be directed to the [Purchasing Agent](#).



GLCAC Inc. Procurement Coordinator Julie Holmes.

Trades Contracts Open Enrollment Intervals Expiring Apply for Statewide Contractor Status Now!

Four Trades contracts are up and running, allowing buyers to easily engage 27 categories of services. OSD has continued to grow our [portfolio of Trades vendors](#) over the last few months; however, open enrollment periods for the Trades Contracts are concluding, at least in the short term.

In particular, the TRD01 bid for Boilers, Drains, Electrical, Fencing, General Contracting, Generator/Turbine, Glass/Window/Doors, HVAC/Sheet Metal, Painting, and Plumbing will close on July 31, 2018. Timeframes to end the open enrollment periods for the remaining three Trades Contracts are yet undetermined, but they are expected to close in the near term, as well.

Vendors – Now is the time to apply for a spot on our Trades Contracts.

Buyers – Refer your vendors to mass.gov/Trades.



STATEWIDE CONTRACT UPDATES | JULY 2018

[Procurement
Schedule](#)

[Statewide Contract
Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract
User Guides](#)

[Save\\$mart](#)

COMMBUYS

Help Desk Assistance
Questions about COMMBUYS?
Contact us for help.

1-888-627-8283
COMMBUYS@mass.gov

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

GRO37 Baked Goods Contract Launches Additional Product Choices, Competition

Hamburger rolls, English muffins, whole wheat bread, donuts, and bagels are among the baked goods offered through the new GRO37 Statewide Contract. We are pleased to present buyers with expanded product choices, including alternative healthy choices, through the contract's two awarded vendors:

- [Bimbo Bakeries USA, Inc.](#)
- [Calise and Sons Bakery, Inc.](#)



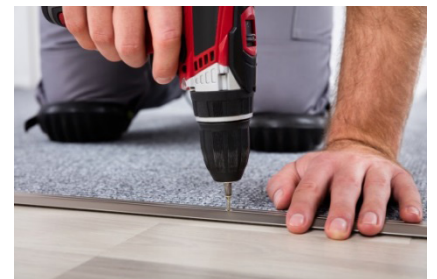
Link to the price list on each vendor's MBPO in COMMBUYS. Side-by-side price comparison of frequently requested items is offered in the Cost Comparison attachment. Volume, Prompt Pay, and Dock Delivery discounts are available. Check vendor price lists for participation.



Refer to the [GRO37](#) Contract User Guide for additional details, or contact [Betty Fernandez](#), Contract Manager, at 617-720-3133.

Flooring Statewide Contract Launched

For many years, a Statewide Contract for Floorcovering products and services has been requested by Departments, cities and towns, public schools, housing authorities, and other eligible entities. As of July 2018, [FAC98](#) Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs is available.



Contract Details

- Fifteen (15) vendors awarded by category and county; refer to the Awarded Contractor Spreadsheet in [COMMBUYS](#);
- Products offered at percentage off MSRP/list price;
- Services available at percent markup over prevailing wage. (Labor capped at \$50K.);
- Locate price files on each vendor's MBPO in COMMBUYS;
- Vendors were required to meet certain environmental specifications/certifications related to their products. Review the required specs in the Request for Response document in [COMMBUYS](#); see vendors' price files for products that meet the specs;
- Opportunity to select vendors certified by the Supplier Diversity Office; and
- Most vendors offer Volume Discounts and all vendors offer Prompt Pay Discounts.



Products and Services Categories

Category 1: Carpet – Broadloom, tile, and related products and accessories

Category 2: Hard Surface Flooring – Resilient flooring – all types, including vinyl, linoleum, cork, and rubber; Ceramic tile; Wood flooring – all types, including engineered wood and solid wood (pre-finished or unfinished), and bamboo; Laminate flooring; Stone-related products and accessories

Category 3: Installation, Maintenance, and Repair – Turn-key service option

Refer to the [FAC98](#) Contract User Guide for additional information or contact [Katherine Morse](#), Contract Manager, at 617-720-3153.

STATEWIDE CONTRACT UPDATES | JULY 2018

Maximize Recycling, Minimize Costs with State-backed Resources



When you engage an [FAC86](#) Statewide Contract Vendor to handle your organization's solid waste disposal needs, you've taken a strategic first step toward ensuring best value for your organization, knowing that the contract was negotiated using the Commonwealth's significant buying power and contracting expertise.

But what else can organizations do to reduce hauling costs?

One approach shown to reduce solid waste volume and cost is taking full advantage of recycling opportunities. Buyers should be aware that cost-effective recycling services for non-hazardous materials are available through FAC86. Moreover, the contract offers Resource Management Agreements that incentivize Statewide Contract Vendors to reduce buyers' solid waste disposal. Through facility assessments, vendors uncover opportunities to reduce waste at the source or through increased recycling. Contact FAC86 vendors to discuss.

Another option to become educated about diverting products from solid waste is through RecyclingWorks, a program funded by the Massachusetts Department of Environmental Protection (MassDEP). RecyclingWorks provides free, one-on-one technical assistance to help organizations evaluate their existing practices and identify ways to prevent, recover, and divert waste. They guide organizations in conducting cost analyses for starting or expanding waste diversion programs and empowering staff through education and training.

Here are two examples of organizations that have realized cost savings after implementing RecyclingWorks recommendations:

- An organization in Leominster doubled its cardboard recycling rate, thereby reducing trash by 50% and saving \$7,000 each year in disposal costs.
- A Boston organization reduced its average monthly disposal cost by more than 37% after implementing successful recycling, food donation, and food scrap diversion programs.

Departments, municipalities, public institutions of higher education, and other eligible entities may access RecyclingWorks services at no cost. Reach out to [RecyclingWorks](#) and then combine what you learn with FAC86 services to maximize your savings potential.

Reach Contract Manager, [Michael Woods](#), with [FAC86](#) questions at 617-720-3191.



info@recyclingworksma.com
888-254-5525

FAC86 Contract Enhancement

Four vendors have been added to Category 21 – Scrap Metal. Consult the [Contract User Guide](#) for details.

Looking to Expand Light, Medium, and Heavy Duty Vehicle Parts, Motor Oils, Lubricants on VEH96

Statewide Contract [VEH96](#) has reopened to attract additional qualified vendors, providing OEM and Non-OEM parts, motor oils, fluids, and chemicals for light, medium, and heavy duty vehicles. The VEH96 bid is posted in [COMMBUYS](#).



Buyers – share this Statewide Contract opportunity with local businesses able to provide VEH96 products. Refer businesses with questions to the [COMMBUYS Help Desk](#) at 888-MA-State (627-8283).



STATEWIDE CONTRACT UPDATES | JULY 2018

Attention Schools! Foreign Language Interpretation and Translation Services

Did you know that the PRF63 foreign language services Statewide Contract offers 30 vendors covering more than 340 languages?

Schools and other entities requiring interpretation and translation services have found PRF63's negotiated benefits to be advantageous. These include being able to engage expedited services at no additional charge, offering engagement commitments for as little as one hour, and negotiating rates at or below advertised competitive rates.

Services include:

- Foreign Language Interpretation — oral face-to-face interpretation services;
- Translation — accurate translation of written text from one language to another;
- Telephonic Interpretation — both scheduled and unscheduled telephonic interpretation services 24/7; and
- Video Remote Interpretation (VRI) — live video and phone interpreter services through tablets, computers, or smartphones.

If you engage these services, it may make sense to discuss your needs with vendors before the launch of the new school year.

Additional Resources

Search COMMBUYS for Vendor Profiles and hourly rate information by vendor. Refer to the [PRF63](#) Contract User Guide for a list of vendors, Prompt Pay Discounts, and general contract guidance.

Contact [Sorraia Tavares](#), Contract Manager, at 617-720-3304.



The Future of MASSBUYS

Help Us Reimagine OSD's Premier Event

For the past 20 years, the Operational Services Division (OSD) has hosted the MASSBUILDS EXPO, an annual event designed to bring together the state's contracted vendors and buyers from all corners of the Commonwealth for a day of networking and learning. While the event continues to draw more than 2,000 exhibitors and attendees each year, a decrease in attendance has prompted us to solicit participant feedback to revamp and optimize the event experience for all.

Over the last two months, OSD has conducted a series of small focus group sessions with various stakeholders, including Statewide Contract Vendors and Agency and Municipal buyers to collect feedback on all aspects of the EXPO, including timing, location, and format.

Some consistent messages from focus group participants include:

- April/May event timing conflicts with budget deadlines and limits attendance by procurement staff;
- The addition of a keynote speaker would be valuable;
- More time is needed for networking, outside of the exhibit hall; and
- More training opportunities should be offered for vendors and buyers.

Your feedback is a critical component of our planning process. We hope you will consider attending the upcoming focus group session on Wednesday, August 8, in Lawrence. Please contact [Susan Aalpoel](#) if you are interested in participating in this meeting. If you are unable to join us on August 8, please share your opinion by completing our brief [survey](#).



Participants discuss the future of MASSBUYS at a recent focus group for Municipal Buyers held in Needham Town Hall.



Finance and Procurement Coordinator for the Town of Needham, Tatiana Swanson, shares her feedback.



[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 create and promote dynamic programs and services that anticipate and fulfill our customers' needs. Our operational and oversight activities facilitate and guide the evaluation, acquisition, management, and disposition of goods and services. We strive to deliver a personalized customer experience by creating a climate of communication and cooperation and leveraging innovative business techniques.

Commonwealth of Massachusetts
Executive Office for
Administration & Finance
Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108-1552
(617) 720-3300
www.mass.gov/osd

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COMMBUYS Loyalty Program Update

Results through June 30 are in! [Link](#) to the latest COMMBUYS Loyalty Program standings!

Comprehensive Badge Earner Status

As of the end of March, 22 organizations merited Comprehensive Badge Earner status, having earned badges across all categories. This quarter, we welcome six new organizations meeting those criteria. Congratulations to the following entities:

- City of Fitchburg
- Massachusetts Rehabilitation Commission
- Nauset Regional School District
- New Bedford Public Schools
- Town of Nantucket
- Town of Yarmouth



Spotlight – Vendor Explorer Badge

The Vendor Explorer Badge recognizes entities purchasing from a wide range of Statewide Contract vendors. Organizations are given one point for each unique Statewide Contract Vendor used.

So far, 14 organizations have distinguished themselves with a Level 5 Vendor Explorer Badge – the top level. These entities, listed in the box below, include Executive Departments, municipalities, and other State Agencies. Check your [organization's stats](#) to see where you stand in this category – five organizations are close, having reached Level 4 badge status.

Vendor Explorer – Level Five Winners

City of Lawrence
City of Malden
City of Quincy
Department of Conservation and Recreation
Department of Correction
Department of Fire Services
Department of Fish and Game
Department of Mental Health
Department of State Police
Department of Youth Services
Massachusetts Bay Transportation Authority
Massachusetts Gaming Commission
Town of Nantucket
Town of Needham



COMMBUYS Organization Name	Loyalty Program Class	COMMBUYS Loyalty Program Rules	COMMBUYS Loyalty Program User Instructions
PURCHASING			
Savvy Shopper One point for every Purchase Order, Contract, RFQ, or Open Market (includes 10%)	Achievement Level	Historian One point for each 10% single transaction entered into COMMBUYS	Achievement Level
Contract Explorer One point for every unique Statewide Contract awarded	Achievement Level	Vendor Explorer One point for every unique Statewide Contract vendor added to a purchase	Achievement Level
PROCUREMENT			
Procurement One point for every RFQ, Request for Proposal, or Request for Quote (includes 10%)	Achievement Level	Achievement Level	
ORGANIZATIONAL GROWTH			
Starting Line One point for a new client registration, new client onboarding, or new client onboarding	Achievement Level	Team Builder One point for every unique Statewide Contract awarded to the organization	Achievement Level
TRAINING			
Training One point for every unique Statewide Contract awarded to the organization	Achievement Level	Need for Knowledge One point for every unique Statewide Contract awarded to the organization	Achievement Level

It's easy to view your [Program standings](#).
Select your entity's name from the dropdown.