



Buy the Way

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MASSBUYS 2018 Exhibitor Registration Open!

[Exhibitor registration](#)* is now open for the 20th Anniversary of the MASSBUYS EXPO, which will be celebrated on May 10 at Gillette Stadium in Foxborough, Massachusetts. We look forward to returning to Gillette Stadium where we will build upon the success of the past two years. Though past feedback from both Exhibitors and Attendees has been outstanding, we continue to introduce changes to enhance the MASSBUYS experience for all.

What's new for Exhibitors in 2018:

- Exhibitors and Attendees will have the option to enter Gillette Stadium from either the Putnam Club East or Putnam Club West entrances — helping to boost visits to exhibits in the Putnam Club East, while also streamlining Exhibitor check in and the booth set up and dismantling processes.
- Cart load service will be available from the loading dock. Access the [Exhibitor Service Manual](#) for details regarding this service. This manual also provides information regarding shipping materials to Gillette Stadium and ordering electrical service, furniture, and more.
- [LeadCapture Service](#) offered by Cvent, our event registration service provider, allows you to scan badges to gather lead information, score leads and take notes, and it exports leads to any database on demand.

The MASSBUYS EXPO is your opportunity to meet public purchasing and procurement officials from all corners of Massachusetts, including executive agencies, local governments, quasi-public agencies, housing authorities, and non-profit organizations. These buyers look forward to seeing the products and services available on Statewide Contracts and putting faces to the names of the vendors with whom they work throughout the year.

Don't just take our word for it – click on the [video](#) below to learn what other Statewide Contract Vendors have to say about exhibiting at MASSBUYS!

Contact Susan Aalpoel at massbuysadmin@state.ma.us for more information. Attendee registration will open in early April.

We look forward to seeing you at Gillette Stadium in May.



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

* Only those vendors who have been awarded a Statewide Contract may exhibit at the MASSBUYS EXPO. Registrations completed by non-Statewide Contract vendors will be cancelled. The MASSBUYS EXPO is 100% Exhibitor Funded.

OSD Training for Buyers

**At your location
Customized to your needs**

When you're maxed out and stressed for time, worthwhile activities often go to the back burner, which is why the OSD Training Team increasingly has been out on the road, teaching our courses on location. Though it's widely known that OSD's training catalog includes information about state procurement policy, Statewide Contracts, and COMMBUYS, not everyone knows that we make house calls!

If you consider the time, effort, and, ultimately, the expense it takes to send department staff to training, on-site training may be a practical solution to introduce staff to new material and fill knowledge gaps.

OSD's requirements for on-site training are simple: you provide at least eight staff members and the meeting space, and we'll do the rest – even merging course topics to meet the specific needs of your organization!

Read about your colleagues' experiences with OSD Training. We hope you're our next success story!

So take a few minutes to review our [Buyer Training Catalog](#) and consider your overall needs. Then, complete the online [Buyer On-site Training Request Form](#). We'll be in touch to coordinate.

Note that OSD continues to offer [classroom-based training and webinars](#), [online webcasts](#), and [job aids](#), as well, to serve the needs of our buyer community.

Send questions to OSDTraining@state.ma.us.

When I arrived at Medford, my assessment was that the staff at City Hall and the School Business Office needed some training on all the Statewide Contracts that are available for almost everything. I also sensed some frustration with navigating COMMBUYS. After a few training sessions done by OSD Training staff at City Hall and the School Business Office, our staff started to use and reference State Contracts more regularly for most City/School purchases.

*Shab Khan, Chief Procurement Officer/Budget Director
City of Medford*

Just wanted to thank the OSD training crew for working with the Malden Housing Authority and training us to use the COMMBUYS purchasing website. You, along with the Help Desk staff, have made it easier for MHA to understand and use COMMBUYS.

*Ed Fahey, Modernization/Procurement Director
Malden Housing Authority*

Both of the instructors provided the COMMBUYS training in a clear and concise manner, all the while keeping the staff fully engaged. They were able to answer any questions that the staff asked. The training has resulted in an increased understanding and appreciation of the COMMBUYS system.

*Pamela Biagi, Director, Fiscal Services
Department of Correction*

We had an excellent experience with the training staff of OSD. Training members made sure that our staff saw the value of buying through Statewide Contracts using the COMMBUYS system. In fact, during the training sessions we actually were able to compare the prices of some office supplies and equipment through the same vendor and realized significant cost savings purchasing through COMMBUYS and Statewide Contracts. We are excited to be able to use this purchasing option to stretch our budget dollars further, which everyone in public service knows truly allows us to do more with less.

*Ronald Mendes, Esq.,
Assistant Town Administrator for Administration and Finance
Town of Swampscott*

The information was presented in a straight-forward, easy to understand manner and the Trainer continued to offer additional support after the class. The handouts that were provided were integral to the COMMBUYS training and have continued to be a valuable resource.

*Andrew Marken, Leasing Manager
Department of Mental Health*

STATEWIDE CONTRACT UPDATES | MARCH 2018

GRO35 Recently Renewed! One source for all your foodservice needs!

Category I – Foodservice Supplies

Hot and cold cups, plates, trays, napkins, straws, utensils, trash/pan liners, gloves, lids, and hairnets, among other items

Category II – Biodegradable/Compostable Bio-based Foodservice Supplies

Full line of various size hot and cold cups, plates, trays, napkins, and utensils. All items represent a high quality sustainable alternative to conventional disposable foodservice products

Category III – Foodservice Equipment: Institutional Commercial Grade Installed, Repaired, Maintained

- Large Equipment — Refrigerators, convection ovens, dishwashers, heated cabinets, freezers, food mixers, fryers, griddles, ice machines, and kettles, among others
- Small Equipment — Microwaves, toasters, food slicers, food processors, disposers, blenders, sandwich grills, and more

Select from three Foodservice Supplies vendors or five Foodservice Equipment vendors. All were awarded contracts based on their ability to provide the most competitive pricing for the products offered and to provide energy and water efficient options.

Refer to the [GRO35 Contract User Guide](#) for more information or reach [Betty Fernandez](#), Contract Manager, at 617-720-3133.



Introducing the Troxell Communications PunchOut

OSD is pleased to announce the new COMMBUYS PunchOut catalog for Troxell Communications under [OFF40](#). Troxell offers audio and video equipment, such as speaker systems and high definition cameras, presentation and photographic equipment, and related supplies and accessories.



- Learn how to [purchase from a COMMBUYS PunchOut catalog](#);
- Locate Troxell's Buyer Navigation Guide in [COMMBUYS](#);
- Express interest in becoming a COMMBUYS purchasing organization: email the [Local Government Enablement Team](#).

Reference our flyer detailing all [COMMBUYS PunchOuts](#), spanning a wide range of product and service categories that include MRO, homeland security/safety, medical and office supplies, as well as information technology.

Many thanks to Joanne Cuomo from Tewksbury Hospital and Dorothy Martin from Taunton State Hospital who helped test this new PunchOut!

Vendors! Future Statewide Contract FAC98 Bid Posted Floorcoverings and Accessories, Floorcovering Installation, and Maintenance and Repairs



The Commonwealth of Massachusetts has posted a bid for Statewide Contract FAC98 to provide Floorcoverings and Accessories, Floorcovering Installation, and Maintenance and Repair services to state agencies, Massachusetts cities and towns, public schools, housing authorities, and other eligible entities.

If you provide these products or services, we encourage you to explore this

opportunity to expand your customer base. View the [FAC98 bid documents](#) in COMMBUYS. Use the [FAC98 guidance document](#) to get registered in COMMBUYS and find resources to submit a quote.

Refer questions to the [COMMBUYS Help Desk](#) at 888-MA-State (627-8283).



Buyers: Refer your vendors to mass.gov/trades.



4 years



OPERATIONAL SERVICES DIVISION

With more than \$1 billion spent via the system, your business should be registered in COMMBUYS.

Visit mass.gov/sell-to-the-state to learn more!

- ✓ 23,015 Registered Vendors
- 💻 4,485 Buyers Accessing the System
- 🛒 1,015,443 Catalog Items Available
- 💰 More than \$1.3 Billion Spent
- 🔑 23,560 Bids Posted

Data as of 3/19/2018

STATEWIDE CONTRACT UPDATES | MARCH 2018

[Procurement
Schedule](#)

[Statewide Contract
Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract
User Guides](#)

[Save\\$mart](#)

Pre-Book Your 2018-2019 Flu Vaccine Now!

The [Centers for Disease Control and Prevention \(CDC\)](#) asserts that, “a yearly flu vaccine is the first and most important step in protecting against flu viruses.”

Armed with this information and considering the virulence of this year’s flu season, you may be interested to know that organizations now may pre-book their supply of influenza vaccine for the 2018-2019 flu season for delivery in late summer/early fall. The five vendors on Statewide Contract [MED52](#) are ready to address your future flu vaccine needs.



Act Now!

There are several reasons to pre-book now:

1. Each year only a finite amount of influenza vaccine is produced, so it is advisable to reserve your 2018-2019 flu season supply in the short term.
2. Payment for the vaccine is not due until delivery later this year.
3. Buyers may be eligible to receive preferred pricing by booking early. Discuss your specific needs with our MED52 vendors.

Locate additional information in the Contract User Guide, as well as under each vendor’s MBPO in [COMMBUYS](#) (Select Contract & Bid Search > Contracts/Blankets > Enter MED52 in the Contract/Blanket Description field).

Contact [Peter Etzel](#), Contract Manager, if you have questions at 617-720-3397.

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.

COMMBUYS



COMMBUYS Helpful Hints for Buyers: Importance of the Bid Description Field

Before posting a bid in COMMBUYS, we recommend buyers think carefully about the name they will assign the bid in the Bid Description field, which, for all intents and purposes, is the title of your bid. The Bid Description field accepts up to 100 characters (including spaces) and should include language that makes what the buyer is seeking readily apparent.

How the Bid Description Field is Used

The Bid Description field title is used to display your bid in COMMBUYS and is what vendors see as they search for bid opportunities. Moreover, along with the bid number, the information from the Bid Description field is included in COMMBUYS bid notification emails and it presents an opportunity to catch vendors’ attention as they review what could be a large number of emails. Note that project numbers and other agency identifiers also may be included in the Bid Description field.

Bid Description Modifications Restricted

Buyers should keep in mind that the Bid Description field **cannot be edited after the bid is approved**. If changes are deemed necessary, the buyer must cancel the existing bid and repost using the new bid description. COMMBUYS cloning functionality may be used, but ensure the Bid Description field is updated before approval.

One further note – the equivalent field on a PO does not carry the same restriction: it may be modified at any time.

Send us your COMMBUYS questions: email us at COMMBUYS@state.ma.us or call 888-MA-State (627-8283).

Using COMMBUYS to Request Grant Money

While many of us were hunkered down during the March 8th snowstorm, Kathleen Macedo, Director of Business Services at the Bridgewater Raynham Regional School District, along with the school's grant team, were working with Trish Burke from OSD's Local Government Enablement Team. The school had done its homework to identify a Department of Early Education & Care grant for school screening services that was posted in COMMBUYS. They reached out to Trish to set up a COMMBUYS vendor profile and use COMMBUYS to respond to the grant opportunity.

Congratulations to the Bridgewater Raynham Regional School District on finding grant money for their school and broadening their use of COMMBUYS!

The Local Government Enablement Team travels around the Commonwealth, helping municipal organizations to leverage Statewide Contracts and COMMBUYS. Contact the team to set up a consultation at COMMBUYSEnablement@state.ma.us.



Kathleen Macedo, Kathy Harrington, and Motolani Babalola – Bridgewater Raynham Regional School District.

Get Notified about Agency Grants in COMMBUYS

While many organizations rightfully think of purchase orders and bids targeted to the vendor community when they think of COMMBUYS, the portal also is home to a wide range of agency grants. Buyer organizations must set up a vendor profile in COMMBUYS – which takes 10 minutes – to receive grant posting notifications. When setting up your vendor profile, be sure to include the dedicated grant commodity code (00-00-00). You also may use COMMBUYS to respond to grants.

If you would like more information, contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or 888-MA-State (627-8283).

Municipalities: QRG Available to Post Construction Bid Notices in COMMBUYS

In conjunction with the Municipal Modernization Act that took effect in November 2016, nearly all Massachusetts cities and towns (96%) are set up in COMMBUYS and prepared to comply with the legislation's requirement to post construction bid notices in COMMBUYS.

OSD offers a Quick Reference Guide (QRG) that provides step-by-step guidance to satisfy the COMMBUYS construction bid posting requirement – generally a 10-minute process. Easily locate the guide on the COMMBUYS home page – [Posting a Bid Notice in COMMBUYS](#).

Quick Tips

1. After entering all required information on the General tab and selecting Save & Continue, users will routinely receive the message below, a simple reminder to proceed to the Items tab.

General	Items	Address	Accounting	Routing	Attachments	Notes	Bidders	Questions	Amendments	Q & A	Reminders	Summary
General Validation Errors												
No items.												

2. Municipalities have the opportunity to notify vendors as part of the bid posting process. This option is described in Step 5 of the QRG.

If you have questions about posting a construction bid, contact the COMMBUYS Help Desk at 888-MA-State (627-8283) or COMMBUYS@state.ma.us. For information about Statewide Contracts and purchasing via COMMBUYS, contact the Local Government Enablement Team at COMMBUYSEnablement@state.ma.us or 617-720-3329.

Training for Buyers

How to Create a Departmental Master Blanket Purchase Order

March 26 (Boston)

COMMBUYS Purchasing

March 27 (Boston)

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

Training for Vendors

Locate and Respond to Bids in COMMBUYS

March 26 (Webinar)

SDP and Sales Reports Overview

March 28 (Webinar)

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

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.

Massachusetts School Library Association Annual Conference

March 25-26

DCU Center, Worcester

[Register to attend](#)

City of Cambridge and Google Small Business Summit

April 10

Google Offices, Cambridge

[Register to attend](#)

Small Business Expo

May 17

Hynes Convention Center, Boston

[Register to attend](#)

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



[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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Green Cleaning Statewide Contract FAC85 Renewed

OSD is pleased to announce the renewal of the [FAC85](#) green cleaning Statewide Contract, which offers a comprehensive line of green cleaning products and one-stop shopping for supplies and equipment that likewise offer sustainable solutions. Since its inception in 2009, use of the FAC85 contract has grown steadily due to improved product efficacy, product selections that economically compete with conventional counterparts, and a growing buyer focus on environmentally preferable choices. In FY2016, FAC85 sales to Executive Departments, municipalities, authorities, and other states totaled more than \$12.5 million.

Contract Savings

The purchasing power of this multi-state contract has prompted substantial pricing discounts for contract users. On average, FAC85 products offer a discount of approximately 20% off the manufacturer's suggested retail price thus equating to substantial buyer savings. Analysis of FY2016 reported vendor data shows that buyers saved \$3.2 million on contract purchases!

Quality Assurance

All the green chemicals and janitorial paper products on contract are required to be independently third-party certified, which means that the environmental claims, as well as the product's performance, have been tested and certified by an established and legitimate, nationally recognized third-party certification program: contract users do not have to analyze technical data to be assured that products will perform to specifications.

Learn More

As of the recent FAC85 renewal, there are 16 contractors ready to provide green cleaning products, equipment, and supplies, and offer training to ensure a smooth transition to a green cleaning program. Find contractor information and purchasing details in the [Contract User Guide](#).

Contact [Michael Woods](#), FAC85 Contract Manager, at 617-720-3191. Learn more about OSD's Environmentally Preferable Products Procurement Program at mass.gov/epp, or contact the Program's Director, [Julia Wolfe](#), at 617-502-8836.



TURI Green Cleaning Lab

OSD's [Environmentally Preferable Products Procurement Program](#) continues to work closely with various organizations to advance the efficacy and use of green products. One such organization is the [Toxics Use Reduction Institute](#) (TURI), which provides resources and tools to help the Commonwealth reduce toxics use in the environment.

OSD recently visited TURI's Green Cleaning Lab at the University of Massachusetts Lowell to view their testing of janitorial cleaning products and equipment, including those offered on FAC85. Learn more about TURI's Cleaning Laboratory in their [video](#).

