



Buy the Way

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MASSBUYS EXPO Celebrates 20 Years

The 2018 MASSBUYS EXPO returned to Gillette Stadium on May 10 where we celebrated the 20th Anniversary of the largest business to government event in the Commonwealth. More than 2,200 Attendees, Exhibitors, and Exhibitor staff were on hand to mark the occasion.

In addition to celebrating the 20th Anniversary of MASSBUYS, we also recognized 12 Statewide Contract Vendors that have taken this journey with us by exhibiting at every MASSBUYS EXPO since 1998. The Operational Services Division applauds their enduring commitment to this event, Statewide Contracting, and their importance in promoting best value products and services to the public purchaser community. Join us as we thank our 20-year Exhibitors:

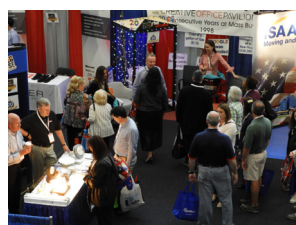
- Bay State Envelope
- Creative Office Pavilion
- Fisher Scientific
- John Deere Company
- M. E. O'Brien & Sons Inc.
- Office Resources Inc.
- RetroFit Technologies, Inc.
- Standard Electric
- Trans Med USA Co. Inc.
- W. B. Mason Company, Inc.
- Westnet Inc.
- W. W. Grainger

OSD also extends its appreciation to the MASSBUYS Attendees who hail from all corners of the Commonwealth, representing Executive Departments, Local Governments, Quasi-Public Agencies, and Government Resources, among others. Thank you for supporting MASSBUYS through our 20-year journey!

The MASSBUYS EXPO Contest winners included Tracy Sullivan, Budget and Purchasing Assistant for the Worcester County Sheriff's Office, and Lee Laflamme, Office Manager for Statewide Contract Vendor Favreau Forestry, for their interactions with the MASSBUYS event app. Joseph Solomon from Eagle Investigation Services (EIS) submitted the photo(s) of the day (right)! All three winners received an Amazon Echo Dot as a prize for their efforts.



OSD has been proud to host this event for the past 20 years, providing a forum for vendors and buyers to build relationships.



OSD staff members, from left: Andrew Marra, John Martin, Alex Giannantonio, and Ted Bunnell.

Training for Buyers

Essentials of State Procurement

June 4 (Boston)

COMMBUYS Purchasing

June 6 (Boston)

COMMBUYS Procurement

June 6 (Westfield)

COMMBUYS Organization Administrator

June 19 (Westfield)

Introduction to Statewide Contracts and COMMBUYS

June 20 (Boston)

COMMBUYS How to Create a Departmental Master Blanket Purchase Order

June 25 (Westfield)

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

Training for Vendors

Demystifying the RFR: Understanding the Importance of the Request for Response

June 11 (Boston)

SDO Pre-Certification Workshop

June 12 (Boston)

COMMBUYS Vendors: Essentials for the Seller Role

June 13 (Westfield)

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator

June 18 (Webinar)

COMMBUYS for Awarded Statewide Contract Vendors

June 21 (Boston)

Selling to the State: Marketing Your Business to Public Purchasers

June 21 (Boston)

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

2017 Supplier Diversity Awards Ceremony

Executive Office of Public Safety and Security and the Military Division Earn Secretariat/Department of the Year Awards

The 2017 Supplier Diversity Awards Ceremony was held in conjunction with the MASSBUYS EXPO on May 10 at Gillette Stadium in Foxborough. The purpose of this annual event is to recognize and honor the efforts of Commonwealth Departments in support of diverse and small businesses.



Invited guests enjoyed continental breakfast prior to the start of the awards ceremony.



William M. McAvoy, Deputy Assistant Secretary for Operational Services

Approximately 65 attendees enjoyed a networking continental breakfast and were welcomed by Bill McAvoy, Deputy Assistant Secretary for Operational Services. Bill cited 2017 as a year of improvement, expansion, innovation, and collaboration in the Supplier Diversity Office (SDO). He then discussed several areas of improvement within the SDO, including a renewed focus on Program Recruitment, Vendor Retention and Engagement, and Increased Program Spending.

The SDO welcomed this year's special guest, Michael J. Heffernan, Secretary of the Executive Office for Administration and Finance, who discussed the Commonwealth's efforts in assisting small and diverse businesses: "While what each department spends may seem small, collectively all 68 executive departments, from the smallest to the largest, command remarkable buying power. As a result of our collective efforts, 1,000 diverse and small businesses earned more than \$1 billion in direct business with the Commonwealth in FY2017."



Michael J. Heffernan, Secretary of the Executive Office for Administration and Finance

Following the welcoming remarks, Bonnie Borch-Rote, Counsel for the SDO, stepped to the podium to recognize the outstanding achievements in supplier diversity by Commonwealth departments participating in the Supplier Diversity Program and the Small Business Purchasing Program. Chief among those achievements, was spending with Veterans, a category that grew by 587% from \$2.2 million in FY2016 to \$14.8 million in FY2017!



Jabes Rojas, Deputy Chief of Access, Opportunity and Community Affairs in the Governor's Office

Jabes Rojas, Deputy Chief of Access, Opportunity and Community Affairs in the Governor's Office, closed out the program, underscoring the success of the Supplier Diversity Program and the need to continue promoting diversity with the Commonwealth's business partners.

The Supplier Diversity Office thanks all involved with promoting economic opportunity for small and diverse businesses in the Commonwealth. Click [here](#) to see the full list of honorees and their photos.



From left, Kathy Reilly, Deputy Assistant Secretary for Operational Services; Michael J. Heffernan, Secretary of the Executive Office for Administration and Finance; and Bonnie Borch-Rote, Counsel, Supplier Diversity Office, Operational Services Division.

Q & A in COMMBUYS: An Online Repository for Buyer/Vendor Bid Dialogue

When setting up a bid in COMMBUYS, buyers have the option to use the Q & A function, a tool to facilitate online dialogue between the buyer and potential bidders. Use of this function is strongly encouraged as it provides an online repository, documenting conversations related to the bid for all potential bidders to view, and is consistent with open and fair procurement procedures under 801 CMR 21.00. Here are a few tips for using this function in COMMBUYS:

- Be certain to select the **Allow vendor to submit questions checkbox**, an election that activates the online dialogue capability.
- Buyers also must select the **Show on Web** checkbox. Buyers may only select this checkbox once they have set up at least one question within the Q & A tab.

For example:

Question: What is the deadline for submitting questions about this bid to the buyer?

Answer: The deadline for submitting questions about this bid is Wednesday, June 15, 2018, at 3:00 p.m.

- Buyers may select the **Send notification when vendor submitting question** election to receive an email notification of a bidder question posted in COMMBUYS.
- Buyers must not select the **Show Original Vendor Only** election. Selecting this checkbox only will display responses to the requesting bidder, in conflict with 801 CMR 21.00.
- Character limits are as follows: Questions – 250; Answers – 500.
- Buyers should be mindful that, for security reasons, COMMBUYS has a 30-minute auto-session timeout feature that will engage even when users are typing within the Q & A tab. Buyers and vendors should select **Save and Continue** or navigate to another tab within that timeframe to avoid being timed out of their session. Users also may wish to cut and paste questions/responses into the Q & A tab.
- Buyers should uncheck the **Allow vendors to submit questions** checkbox once the period to submit questions has expired.
- Buyers may find additional resources for Creating a Bid from Scratch in COMMBUYS on the OSD website on the [Job Aids for Buyers](#) page.
- Vendors may find guidance for Submitting Questions & Viewing answers with the Q & A feature on the OSD website on the [Job Aids for Vendors](#) page.

Question #	Created Date	User Created	Question Subject	Question	Answer	Show on Web	Show Original Vendor Only	Delete
Add New:						<input checked="" type="checkbox"/>	<input type="checkbox"/>	

☒ Allow vendor to submit questions
☒ Send notification when vendor submitting question

Save & Continue Reset

Contact the COMMBUYS Help Desk with questions: 1-888-MA-State or COMMBUYS@mass.gov.

DMH Procurement Staff Investing in COMMBUYS

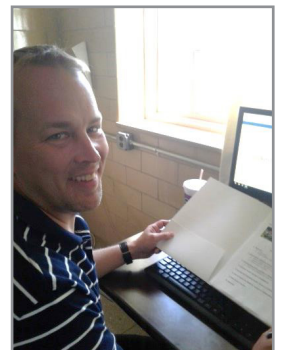
On May 1, staff from the Department of Mental Health (DMH) gathered at their location in Westborough to walk through the COMMBUYS procurement process. Twelve participants, including veteran staff and those new to COMMBUYS, worked with OSD trainers Leslie Doughty and Paul Martin to create a COMMBUYS bid, evaluate quotes, and award in COMMBUYS. Supplementary activities included logging in as vendors to submit quotes and using the COMMBUYS Q & A function (see our separate article, Q & A in COMMBUYS). Feedback following the full-day session was very positive with participants describing the instruction and hands-on activities as extremely helpful.

“The convenience of a site visit increased our team’s participation,” remarks Joe Poirier, Contract Specialist at DMH. “The class was very informative and Leslie and Paul were able to answer all our questions on this topic. I want to thank them for graciously coming out to Westborough!”

Perhaps a full or half-day COMMBUYS training session is exactly what your organization needs to alleviate any frustration and improve overall proficiency.

Schedule on-site training by completing the [Buyer On-site Training Request Form](#). We’ll contact you to coordinate. Our requirements are that you have at least eight staff members and a meeting space. Course content can be adapted to fit the needs of the group.

Review our [Buyer Training Catalog](#) today. Send questions to OSDTraining@mass.gov.



Joseph Poirier, Contract Specialist at DMH

STATEWIDE CONTRACT UPDATES | MAY 2018

[Procurement Schedule](#)

[Statewide Contract Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract User Guides](#)

[Save\\$mart](#)

Hazardous/Universal, Medical, Electronic Waste Disposal and Emergency Response – FAC82 **New Vendors Added, Categories 2, 4, & 6**

Based on increased need by municipalities, OSD reopened FAC82 to attract new vendors to Categories 2, 4, and 6. We are pleased to welcome these additional Statewide Contract Vendors to FAC82:

- AdvoWaste Medical Services – Categories 4 & 6
- Clean Venture, Inc. DBA ACVEnviro – Category 2
- Tradebe Environmental Services, Inc. – Category 2
- United Medical Waste Management, Inc. – Categories 4 & 6



Locate our complete list of vendors in the [Contract User Guide](#).

FAC82 Contract Highlights

- Recovery, recycling, and disposal of an array of materials, including motor oil, batteries, electronics, paint, and chemicals;
- One-day collection events in most categories;
- Low-volume and milk-run (multi-site) pickup discounts;
- Free end-user training offered by most contractors;
- Prompt Payment Discounts available.

Category 1	Hazardous Material Collection and Disposal
Category 2	Hazardous Waste Collection Events (HHW)*
Category 3	Universal Waste: Mercury Waste & Batteries
Category 4a	Sharps Collection and Disposal (including Sharps Kiosks)
Category 4b	Sharps Mail-in
Category 5	Onsite Medical Waste Treatment Systems**
Category 6	Medical Waste Collection and Disposal, including Pharmaceutical Take-Back Kiosks and Disposal
Category 7	Electronic Waste
Category 8	Tanks: Above-ground and Underground Storage (AST/UST)
Category 9	Emergency Response

*HHW – Household Hazardous Waste

**Inactive category – services not currently available

Refer to the Cost Table in [COMMBUYS](#). Get further contract details in the [Contract User Guide](#) or contact [Jodi Paris Anastos](#) at 617-720-3169.



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.

Oracle Equipment and Related Services

The Oracle Equipment and Related Services Statewide Contract, ITC56, is active through March 31, 2019. Oracle equipment includes the Exadata family of database machines, appliances, and storage solutions. Reach [Annette Ball](#) at Oracle: 518-429-4896.

Refer other contract questions to [Ashish Patel](#) at 617-720-3190.

OSD to Host Third Annual State Fall Fleet Event



Wednesday, October 3, 2018
Sturbridge Host Hotel
Sturbridge, MA

Register today!
statefleetbuyers.eventbrite.com

STATEWIDE CONTRACT UPDATES | MAY 2018

New Commercial Grade Landscaping Equipment Addresses Environment, Preserves Quality



OSD recently added commercial grade battery/electric lawn equipment (Category 13) to the FAC88 Lawns and Grounds Statewide Contract, seeking to reduce the negative environmental, health, and cost impacts of gas-powered commercial mowers, blowers, and other handheld landscaping equipment in the Commonwealth.

Commercial Grade Battery/ Electric Lawn Equipment

- Zero Toxic Emissions
- Zero Greenhouse Gases
- 50% Less Noise
- No Fuel Spillage
- No Fuel Cost
- Less Maintenance
- No Soil and Water Pollution

OSD has worked closely with [Quiet Communities](#) (QC) to advance its environmentally preferable purchasing efforts. QC is an independent non-profit organization that helps neighborhoods and businesses shift to zero emission landscaping equipment and advocates for curtailing the noise associated with traditional landscaping equipment.

This joint effort has resulted in the development of first-in-the-nation specifications for commercial-grade, battery powered/electric lawns and grounds equipment. These specifications not only address environmental, health, and cost benefits (reduction in carbon emission, noise pollution, avoided fuel costs/hazardous waste spills), but also identify strict equipment quality requirements, emphasizing commercial-grade power, rugged construction and durability, certifications, run time, and warranties, among other standards.

OSD is pleased to welcome four vendors that have been awarded contracts for Category 13:

- Boston Lawnmower
- Casons
- Mean Green
- Orlando's Garage DBA Ultra Automotive Inc.

Find additional Category 13 details in the [FAC88 Contract User Guide](#).

Buyer Training

Category 13 alternatives may be new to many buyers and OSD will be working with Quiet Communities to conduct Executive Agency and municipal training sessions, including product demonstrations, in late summer/early autumn. These sessions will familiarize buyers with the use of Category 13 equipment and make available an environmental calculator to quantify Category 13 equipment cost savings and process efficiencies. Stay tuned for additional information.

Contact [Gayle Gionet](#), FAC88 Contract Manager, at 617-720-3381.

Green Technology Choices Acknowledged by GEC

During the fourth annual EPEAT Purchaser Awards on May 14, 2018, the Commonwealth of Massachusetts was acknowledged for its work to incorporate greener electronics choices into Statewide Contracts. EPEAT, the Electronic Product Environmental Assessment Tool, managed by the [Green Electronics Council](#) (GEC), verifies that electrical products meet multi-attribute environmental performance standards, minimizing their impact on the planet.

The Commonwealth earned a Two-Star Award for its commitment to sustainable purchasing in two IT product categories – PCs and Displays and Imaging Equipment – alongside other EPEAT winners that include national and local governments, schools, and businesses.

Read more about the [2018 EPEAT Purchaser Awards](#). Learn about OSD's EPP Procurement Program at mass.gov/epp.



Attention Road Salt Customers!

OSD intends to rebid the Road Salt Statewide contract this summer. Massachusetts' past use of the current Road Salt Statewide Contract (VEH95), which totaled \$143 million over the FY2015-2017 period, is expected to further strengthen the Commonwealth's ability to negotiate best value for our customers.

Take Action Now

To prepare Commonwealth tonnage estimates in anticipation of the upcoming Road Salt bid, organizations interested in the supply and delivery of road salt for the upcoming winter season need to complete and return the [2018-2019 Memorandum of Understanding \(MOU\) and Estimated Usage Form](#) no later than **June 30, 2018**.

Forward your completed [form](#) to [Steve Lyons](#) who may be reached at 617-720-3373.





[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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MASSBUYS Meeting Results in Savings for Melrose

Assistant Director for Public Works in the City of Melrose, Ann Waitt, recently spoke with the Operational Services Division (OSD) about her experience attending the 2017 MASSBUYS EXPO and using Statewide Contracts to purchase goods and services.

When did you attend your first MASSBUYS EXPO?

In 2016, I was fairly new to my role in the DPW, and I had only recently started using COMMBUYS to purchase through Statewide Contracts. I heard about the MASSBUYS EXPO and thought it would be a good opportunity to meet with prospective vendors and network with my municipal colleagues.

Can you describe your experience?

I arrived at MASSBUYS and, after getting over the excitement of being inside Gillette Stadium, I stopped at the booth of an apparel vendor on Statewide Contract CLT08. The account representative was very helpful and provided some product information that sounded promising. I spent the remainder of the day meeting with vendors and collecting information.



Ann Waitt, Assistant Director for Public Works in Melrose (left) with Local Government Enablement Account Manager, Jennifer Forsey.

What was the outcome of the connections you made at MASSBUYS?

Shortly after MASSBUYS, I reconnected with the apparel vendor and learned they could provide the uniforms I needed at nearly half the cost per item. As Assistant Director at the DPW, I purchase a high volume of apparel for seasonal and year-round staff, so this new pricing resulted in significant savings for my department. It was a dream come true! I would not have connected with this vendor without having attended MASSBUYS!

Can you describe the benefits of using Statewide Contracts?

The cost savings has been a huge benefit. We had independently negotiated a competitive rate with an office supply company; however, the prices available on the Statewide Contract, from the same office supply vendor, are significantly lower. For example, a binder that cost us \$18 is available on Statewide Contract for about \$5.

When I make a purchase using a Statewide Contract and COMMBUYS, I like that all of the procurement work has been done for me. I'm a rule follower and it is a relief to know that the Statewide Contracts procured through OSD meet the requirements of M.G.L. c. 30B (1)(c).

Do you have any feedback on MASSBUYS 2018?

I signed up as soon as they opened registration; I think I may have been the first person to register! I arrived at Gillette early to get ahead of the crowds and went straight to meet with my vendors. It's convenient having so many of the vendors in one place. I attended workshops on Pest Management and Surplus Property and had a great lunch with my colleagues. It was another great experience at MASSBUYS!

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

Upcoming Outreach Events

Massport's 2018 Business Diversity Summit

June 7, 9:00 a.m. - 3:00 p.m.
Hilton Boston Logan Airport
[Register to attend](#)

MassHousing's 28th Annual Greater Boston MBE/WBE Trade Fair

June 7, 5:00-8:00 p.m.
Lombardo's, Randolph
[Register to attend](#)

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