Buy the Way

New OFF47 Office Supplies Contract Launches on June 1, 2019!

Advantageous

Pricing

Supplier

Diversity

Options

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Buy the Way Survey

OSD is pleased to announce the launch of Statewide Contract <u>OFF47 Office Supplies</u>, <u>Recycled Paper and Envelopes</u>, effective June 1, 2019. Buyers will notice better pricing overall, more vendor choices, and will be afforded the opportunity to use the OFF47 contract toward meeting spending goals with diverse businesses certified by OSD's Supplier Diversity Office (SDO).

We welcome the following vendors to the OFF47 contract:

Wider

Choices

Contract Category	Vendor	PunchOut Catalog	SDO Certified
Office Supplies	CAM Office Supply	\checkmark	\checkmark
	G.A. Blanco	\checkmark	\checkmark
	Staples	\checkmark	-
	W.B. Mason	\checkmark	-
Recycled Paper	Lindenmeyr Munroe	-	-
	Veritiv	\checkmark	-
Recycled Plain and Printed Envelopes	Bay State Envelope	-	\checkmark

Products and Pricing

Explore products and pricing using the five COMMBUYS PunchOut catalogs and/or view product price sheets posted on each vendor's MBPO in COMMBUYS. Contract offerings include:

- More than 1,000 Market Basket items, commonly purchased products for which the Commonwealth requested vendors' deepest possible discounts;
- Non Market Basket items, offering percent off manufacturer's list price; and
- Hundreds of environmentally preferable products (EPPs), including 30% postconsumer recycled content for all copy paper, some other papers, and most envelopes; additional recycled content and other environmental requirements for myriad office supply products, including file folders, recycling containers, and most markers. Vendors are required to label EPPs in their catalogs by



Training for Buyers

COMMBUYS How to Create a Departmental Master Blanket Purchase Order June 4 (Boston)

Introduction to Statewide Contracts and COMMBUYS June 12 (Westfield)

> **COMMBUYS Purchasing** June 18 (Boston)

COMMBUYS Procurement June 19 (Boston)

Essentials of State Procurement June 27 (Boston)

COMMBUYS Organization Administrator July 16 (Boston)

> COMMBUYS How to Create a Departmental Master Blanket Purchase Order July 17 (Boston)

Click here to see the full calendar.

Training for Businesses

SDO Pre-Certification Workshop June 11 (Allston)

> Locate and Respond to Bids in COMMBUYS June 18 (Webinar)

Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors June 19 (Webinar)

Supplier Diversity Plan (SDP) Overview for Certified Businesses June 19 (Webinar)

SDO Pre-Certification Workshop June 20 (Boston)

COMMBUYS Vendors: Essentials for the Seller Role June 25 (Westfield)

Click here to see the full calendar.

New OFF47 Office Supplies Contract (continued)

including the ecolabel icon and/or the certification or standard to make them easily identifiable. See Appendix A in the OFF47 RFR to view all mandatory and desirable product specifications for the OFF47 contract.

Two OFF47 vendors, currently on OFF36, will honor OFF36 prices on a select number of OFF47 paper products through June 30, 2019:

- Bay State Envelope: five options for non-printed/printed window/no window envelopes;
- W.B. Mason: three options for 30% recycled copy paper.

For additional information, contact the vendor directly.

How to Purchase

- The <u>OFF47 Contract User Guide</u> offers purchasing guidance, including some vendor set-up requirements before buyers are able to make OFF47 purchases. Refer to the *Pricing, Quotes, and Purchase Options* section in the Contract User Guide for details.
- As noted above, five of the seven vendors offer PunchOut catalogs, including all vendors in the Office Supplies category. Locate PunchOut navigation guides on each PunchOut vendor's MBPO in COMMBUYS: <u>COMMBUYS.com</u> > Contract & Bid Search > Contracts/Blankets > enter OFF47 in the Contract/Blanket Description field. The other two vendors offer \$0 line item purchasing in COMMBUYS.
- Non-COMMBUYS users should contact vendors directly. Refer to the *Vendor List and Information* section in the Contract User Guide.

Important Note: The OFF36 PunchOut catalogs for W.B. Mason and Veritiv will be deactivated on May 31, 2019. The OFF47 PunchOut catalogs for these vendors will be available for purchasing on June 1, 2019.

Questions

Reference the OFF47 Contract User Guide for additional details. Refer COMMBUYS questions, including setting up your buyer organization in COMMBUYS, to the <u>COMMBUYS</u> <u>Help Desk</u> at 888-MA-State (627-8283). Contact the OFF47 Contract Manager, <u>Jodi Paris</u> <u>Anastos</u>, at 617-720-3169.

Attend the OFF47 Kickoff Events

June 18, 2019 10:30 a.m. – 12:30 p.m. McCormack Building, Boston <u>REGISTER</u> June 20, 2019 2:00 p.m. – 4:00 p.m. Department of Fire Services 1 State Road, Stow REGISTER

- Get an overview of the contract from Strategic Sourcing;
- Hear brief presentations from each of our newly awarded vendors;
- Speak with vendors about your organization's specific needs;
- Network with OSD Sourcing Team members who will be in attendance.

Due to popular demand, a second Kickoff Event has been scheduled. If you've registered to attend the Boston Kickoff but prefer to attend the event in Stow, please contact OSD Event Manager <u>Susan Aalpoel</u>, who will update your registration.

STATEWIDE CONTRACT UPDATES | MAY 2019

Procurement Schedule

Statewide Contract Reference Guide

COMMBUYS

Statewide Contract User Guides

<u>\$ave\$mart</u>



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.

Newly Updated Statewide Contract Index OSD Helps Answer Your Statewide Contract Questions

Two questions that buyers ask time and again regarding Statewide Contracts are:

- 1. How do I confirm if a certain vendor is on a Statewide Contract?
- 2. How do I determine if a particular product or service is on contract?

The <u>Statewide Contract Index</u> was designed to answer these and other contract-related questions. The Index enables buyers to:

- Find Statewide Contract (SWC) products and services using keywords;
- Identify vendors on contract;
- Locate contract purchasing information: PunchOut catalog purchasing; Blanket Release types; Solicitation Enabled contracts; and RPA Enabled contracts;
- Conduct SWC title searches; and
- Identify Statewide Contract vendors certified by the Supplier Diversity Office (SDO) and/or participants in the Small Business Purchasing Program (SBPP).

Easily find the Index from the <u>COMMBUYS</u> home page under the *Information about Statewide Contract Purchasing* section. Once you've accessed the Excel spreadsheet, select the *Enable Content* button at the top of the page to get started. A link to <u>User Instructions</u> is posted on the Index.

Refer questions about the Index to the <u>COMMBUYS Help Desk</u> at 888-MA-State (627-8283).

Telecommunications Update

ITT72 Public Safety Grade Wireless and Data Services Now Available

Though ITT72 will be rolled out in phases (see Related Updates below), we are pleased to announce the **immediate availability** of Public Safety Grade (PSG) cellular voice and data wireless services and related equipment and accessories for first responders and other public safety personnel. These services and equipment are available through ITT72 Category 1B, subsection PSG. Each of the awarded vendors has defined parameters for determining purchasing eligibility, which are detailed in the <u>Contract User</u> <u>Guide</u>.



As reported in the February issue of <u>Buy the Way</u>, OSD is consolidating two telecommunications Statewide Contracts, <u>ITT46</u> (Network Services) and <u>ITT50</u> (Converged Voice and Data Communications Systems, Services, and Equipment) into the successor Statewide Contract, ITT72 Telecommunications Services and Equipment.

Related Updates

- ITT72 Category 1B: Wireless & Data Services for all other Eligible Entities currently in negotiation with vendors; launch slated for August 1, 2019;
- ITT72 Category 1A: Executive Branch pricing launch date TBD;
- Additional ITT72 product and service categories, covering the breadth of current ITT46 and ITT50 offerings, are anticipated in the coming months;
- ITT46 and ITT50 have been extended through June 30, 2020, for the convenience of E-rate eligible buyers and pending the comprehensive launch of ITT72.

Refer contract questions to Ashish Patel at 617-720-3190.



STATEWIDE CONTRACT UPDATES | MAY 2019

Vehicle Survey – Your Feedback Needed!

The Operational Services Division (OSD) has negotiated an array of Statewide Contracts to satisfy Commonwealth fleet needs. Two of these contracts address fleet acquisition: VEH98 (Purchase of Vehicles) and VEH93 (Heavy Duty Vehicles).

Over the next year, OSD will be negotiating successor contracts for VEH98 and VEH93 and, in preparation, we are conducting a brief survey to gain buyer feedback related to vehicle purchasing requirements and how our current contracts meet customer expectations. You may choose to answer some or all of the questions in our survey, which should take less than five minutes to complete. We are interested to hear from public buyers who fall into any of these groupings:

- Used the VEH98 or VEH93 contracts:
- Elected not to use the contracts in lieu of another source;
- May have future fleet acquisition needs.

Additionally, buyers with broad experience in vehicle purchasing or expertise in this space are invited to express interest in serving on an OSD Strategic Sourcing Team.

Send questions to David Sargeant, Contract Manager, at 617-720-3118.

Announcing Noble Supply & Logistics PunchOut under FAC101



PunchOut catalogs enable buyers to purchase Statewide Contract products directly from vendors' websites using COMMBUYS. OSD currently offers more than 30 such catalogs, including one of our newest PunchOuts for Noble Supply & Logistics. (See the OFF47 Office Supplies story on Page 1 to learn about several other PunchOut catalogs.)

Noble offers a wide range of products, supplies, and equipment to support building operations under

Statewide Contract FAC101 Facilities Maintenance, Repair, and Operations (MRO) Industrial Supplies.

Noble's Buyer Navigation Guide, attached to their G2B MBPO in COMMBUYS, outlines their PunchOut catalog functionality. Among the described features, the PunchOut allows buyers to enter quotes received from Noble in the COMMBUYS PunchOut which summarizes the associated items and pricing so they are ready for purchase.

Thank you to Maria Beaudry at the Department of Public Health for her assistance in testing the new PunchOut!

PunchOut Resources

- Reference all COMMBUYS PunchOuts in our PunchOut flyer;
- Get instructions to purchase from a COMMBUYS PunchOut catalog;
- Express interest in becoming a COMMBUYS purchasing organization;
- Contact the COMMBUYS Help Desk at 888-MA-State (627-8283).



It's Spring!

Are any of these items on your organization's to-do list?



- Outdoor spring clean-up
- Tree trimming
- Landscaping services
- Tree planting
- Irrigation system service and repair
- Invasive plant control •

These services are offered on Statewide Contract FAC103: 50 vendors supporting buyers around the Commonwealth!

Refer questions to Sorraia Tavares.



Join the ITT57 Two-Way Radio Sourcing Team

Over the next several months, the ITT57 Two-Way Radio Equipment and Supplies contract will be up for renewal and OSD is looking for additional Sourcing Team members to examine contract performance and reassess contract requirements. In particular, we are seeking those with contract purchasing experience and users of two-way radio equipment. We encourage representation from the State Police, Department of Correction, first responders, schools, and municipal DPWs.

To inquire or express interest, contact Shannon Malloy at 617-720-3319 or Betty Fernandez at 617-720-3133.

COMMBUYS Loyalty Program Results

COMMBUYS Loyalty Program results through March 31, 2019, are available! Check out your standings to see how you stack up against others in your organization type. Link to rules and user instructions right from the Program summary page.

How Savvy Are You?

The Savvy Shopper category assigns one point for each Catalog, PunchOut, or Open Market Purchase Order processed in COMMBUYS. As of the end of March 2019, 26 organizations have

reached Level 5 achievement, among them municipalities, independent agencies, and Executive

Departments. Fifteen entities are in the penultimate position at Level 4, approaching that Level 5 top spot. See if your organization is among these Level 5 contenders and what it will take to move up.



- Boston Planning & Development Agency • Town of Braintree
- Town of Hubbardston
- Trial Court
- Victim & Witness Assistance Board

Comprehensive Badge Earners

Last quarter, 35 organizations merited Comprehensive Badge Earner status, having earned badges across all categories. This quarter, we welcome the following organizations now meeting those criteria:

- Chief Medical Examiner
- Department of Mental Health

Congratulations to all our badge earners!

Learn more about COMMBUYS: COMMBUYS@mass.gov or 888-MA-State (627-8283).

Meet the OSD Training Team ... literally

Are you a vendor?

Perhaps you're considering state certification as a tool to increase your business' marketability. Maybe you're new to the idea of doing business with state government and want to learn more. Have you set up a COMMBUYS business profile to access state bids and realize that some COMMBUYS 101 training would be helpful? Could you use assistance navigating the state bidding process? Perhaps you're a new Statewide Contract vendor who needs training to locate and respond to buyer quote requests.

Are you a buyer?

Do you need a better idea of what's covered on State contract? Is part of your day-to-day developing RFRs and could you use some best practices? Wouldn't you appreciate some helpful hints to get COMMBUYS capabilities working for you? Do you need an overview of state procurement policy and procedures?

The Training Team's expertise cuts across all OSD programs and services, making them a valuable partner. They've helped thousands of public buyers and business customers reach their goals, so if you're not among this ever-growing cohort, perhaps you should be.

Reasons to Meet Our Training Team

- It's free! Our instructor-led classes and webinars are available at no cost, so don't hesitate to access the resources you need.
- We're in your neighborhood! The Team conducts training sessions around the Commonwealth.
- We make house calls! If you're a buyer organization, you only need eight participants to organize your own on-site training session. Choose from our regularly offered courses or customize a training session that meets your requirements.

Take a look at our online resources, including buyer and vendor course catalogs and schedules, prerecorded webcasts, and job aids.

We're hoping to add you to our group of happy clients. Contact our Training Team at OSDTraining@mass.gov.



Results through March 31, 2019

Interesting Tidbit

Since this time last year, 73 new COMMBUYS buyer organizations with at least one individual having a Basic Purchaser role have been established!



OSD Training Team Top Row, from left: Scott Jones, Renee O'Rourke, Zelpha Bennett, and Paul Martin Front Row, from left: Leslie Doughty, Katherine Thomas, and Erin Powers

Sign-up for other OSD

You

Tube

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.

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City of Lawrence – Leading the Way in COMMBUYS

"COMMBUYS has been a dream – a life saver," exclaimed Rita Brousseau, Chief Procurement Officer (CPO) for the <u>City of Lawrence</u>. Since adopting COMMBUYS for their purchasing and bidding activities in January 2015, Lawrence perennially ranks among the top municipal organizations utilizing COMMBUYS, with 138 active users accessing the system on a daily basis. Currently, Lawrence holds the number one spots in Purchase Orders placed in COMMBUYS and in Purchase Order values, which are 926 and nearly \$4 million, respectively, for FY19 (through May 3, 2019).

Quoting a fellow municipal CPO, Rita stated, "Purchasing is the center of our universe. We touch every department in the city and COMMBUYS really supports our decentralized

requisition process." For many Lawrence users, the PunchOut catalogs are their "go to" resource for purchasing because of their easy access and easy-to-use features.

Carlos Jaquez, Public Works Director, and Rita Brousseau, Chief Procurement Officer, City of Lawrence.

Other COMMBUYS users, such as Carlos Jaquez, Director of Public Works in Lawrence, take broader advantage of the system and work with Rita to post bids and make some of their large-scale purchases. Carlos is a great advocate for using COMMBUYS and Statewide Contracts. "It is a time saver – you can avoid six-to-eight weeks of bid time by purchasing goods and services available on Statewide Contract. And, on those occasions when we do go out to bid using COMMBUYS, we get responses from a much larger pool of vendors," he said.

Looking back on the COMMBUYS implementation, Rita offers some advice to other organizations contemplating this transition. "It is not as hard as it seems. We were not alone. OSD and the Local Government Enablement Team partnered with us through the implementation and they are with us today – five years following deployment."

If you would like to learn how your organization can take advantage of COMMBUYS and purchasing from OSD's Statewide Contracts, contact the <u>Local Government Enablement</u> team, which is available to evaluate your needs and work with you to develop an implementation plan specific to your requirements.

Upcoming **Constant VEHICLE AUCTIONS**

OSD's Office of Vehicle Management is hosting two Vehicle Auctions, coming up in early June:

- Friday, June 7 State Police Vehicle Auction in Ayer Preview: Thursday, June 6 (10-1)
- Saturday, June 8 Office of Vehicle Management Vehicle Auction in Westborough Preview: Wednesday, June 5 (10-3)

Details on these and other upcoming auctions are available at <u>https://www.</u> <u>auctionsinternational.com/liveauctions</u>. Scroll through the list of "Live Auctions" to find information about Massachusetts OSD auctions.

Buy the Way Survey Are we meeting your needs, expectations?

For more than three years now, the Operational Services Division has been sharing information about the agency's programs and services through its monthly newsletter, *Buy the Way*.

As we contemplate changes to the format and content of our newsletter later this year, we hope to engage with our buyer and vendor communities to understand the newsletter's usefulness to you and your organization and your aspirations for future issues.

Please take 3-4 minutes to <u>share your</u> <u>thoughts</u> with us. Kindly respond no later than Friday, June 7, 2019.