



Buy the Way

In This Issue

[Preparing Your Vehicle for the Winter Season](#)

[Training for Buyers and Businesses](#)

[“COMMBUYS Changed the Way
We Do Business”](#)

[Statewide Contract Updates](#)

[COMMBUYS Helpful Hints for Buyers](#)

[Find Grant Funding in COMMBUYS](#)

[OSD Partners with New Bedford to Attract
Small Businesses](#)

Preparing Your Vehicle for the Winter Season

Regular maintenance of vehicles under management is important year-round but even more so as we approach the New England winter season, which can test transportation reliability.

OSD's [Office of Vehicle Management](#) (OVM), the unit responsible for the acquisition, administration, leasing, maintenance, and repair of the Executive Branch fleet of light duty and passenger vehicles, publishes [seasonal maintenance recommendations](#) to keep vehicles working optimally. Paired with these recommendations are an arsenal of products and services on [Statewide Contract](#) to help you bring those recommendations to fruition.



Now is a perfect time to ensure your vehicle is equipped for the challenges ahead. Take this opportunity to inspect [wiper blades](#) to make certain the hot, dry temperatures of summer didn't crack or degrade their functionality. Test the remaining life of [car batteries](#) with a voltmeter and inspect terminals and cables for corrosion, cracks, or breaks. Check all [fluid](#) levels – oil, antifreeze, transmission, brake, power steering, and winter-grade windshield washer. As a reminder, preventive maintenance measures such as these can cost as little as \$2.50 per vehicle per month when using [VEH84A](#) authorized dealers and repair shops across the Commonwealth! Another tip for this time of year is taking care to remove leaves and other debris from your windshield. These items may restrict water drainage, creating a ripe environment for ice dams to build up in cold temperatures which, in turn, may damage wiper blades and even crack [windshields](#).

Seasonal tire inspection always is advised, but is particularly important following the summer months when [tire wear](#) may be accelerated due to sunlight and heat. Per OVM, sidewalls should be free of cracks, cuts, or blisters and tread depth should be at least 4/32". Don't forget to inspect spare tires and have an [inflator kit](#) on hand. Take note that [tire pressure is important](#) to the safe operation of a vehicle and it can drop one pound per square inch (PSI) for every 10 degree drop in temperature. Check the interior of the driver's door for proper tire PSI. Perhaps *new* tires are needed. Consult with our three [VEH97](#) contractors which offer a wide selection of tires, competitive pricing, and locations around the Commonwealth.

Of course, even with regular upkeep, vehicle replacement is inevitable as time passes, maintenance requirements increase, and reliability diminishes. OVM publishes criteria to assess when a move toward replacement makes sense: vehicles 10 years of age or older; odometer readings of 100,000 miles or more; and maintenance expenditures of \$10,000 or greater over a vehicle's lifetime. When considering a new vehicle, take a look at OSD's comprehensive [vehicle price list](#) through the [Purchase of Vehicles contract](#).



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

[Continued on Page 2](#)

Training for Buyers

COMMBUYS Organizational Administrator
November 20 (Boston)

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

NEW!! Advanced Purchasing in COMMBUYS
December 5 (Westfield)

**Introduction to Statewide Contracts
and COMMBUYS**
December 10 (Boston)

COMMBUYS Purchasing
December 11 (Boston)

Essentials of State Procurement
December 12 (Boston)

**COMMBUYS RPA Release and
RPA Release Enabled Contracts**
December 13 (Webinar)

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

Training for Businesses

**COMMBUYS Vendors: Organizational
Design and Maintenance for the
Seller Administrator**
November 21 (Webinar)

SDO Pre-Certification Workshop
December 10 (Brockton)

**Locate and Respond to Bids in
COMMBUYS**
December 10 (Webinar)

**Supplier Diversity Plan (SDP)
Overview for Bidders and
Prime Contractors**
December 13 (Webinar)

**Supplier Diversity Plan (SDP)
Overview for Certified Businesses**
December 13 (Webinar)

**COMMBUYS for Awarded Statewide
Contract Vendors**
December 17 (Boston)

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

Preparing Your Vehicle for the Winter Season (continued)

A final recommendation for the winter season is equipping your vehicle with items that may come in handy during an emergency. The [Massachusetts Department of Transportation](#) suggests traveling with a number of items, including [jumper cables](#), [snow shovel](#), [scraper](#), extra [windshield washer fluid](#) and [antifreeze](#), [snow melt](#), [flares](#), [fire extinguisher](#), and [basic tools](#), among others.

Refer to our [Vehicle Handbook](#) for summary information about our vehicle [Statewide Contracts](#). As you have questions, get in touch with our Sourcing staff.

We at OSD wish you safe travels during the upcoming fall and winter seasons.

"COMMBUYS Changed the Way We Do Business"

At a recent networking event for small businesses, OSD staff had the opportunity to connect with the manager of an IT company on Statewide Contract. In the interest of fairness, we are not identifying this company by name; however, we would like to share their insights as a small business that has experienced success using COMMBUYS. Here are highlights of our conversation.



How long have you been doing business with the state?

My company has been working with various state and municipal organizations for years, even before COMMBUYS. When we first began pursuing business opportunities with public entities, it was difficult and extremely time consuming to find open bids relevant to the IT industry. We had to monitor the websites of 351 Massachusetts cities and towns because there wasn't a central registry for non-construction municipal bid notices. This was not practical for a small, growing business.

Did the launch of COMMBUYS have an impact on your business?

COMMBUYS changed the way we do business with the state. Instead of spending hours, sometimes days, reviewing hundreds of websites, we login to COMMBUYS about once a week and quickly review open market bid opportunities across the Commonwealth. It is easy to disqualify many of the bids based on the short description or filter by category in COMMBUYS. Then we focus on the remaining bid notices relevant to our industry and decide if we want to pursue them.

How many bids have you responded to in COMMBUYS?

We have submitted more than 100 quotes in COMMBUYS resulting in approximately \$7M in purchase orders since COMMBUYS was launched in 2014. These quotes were in response to bids we received as a Statewide Contract vendor, as well as open market bids we found by reviewing the weekly bid reports in COMMBUYS. We take a very active role in pursuing business posted in COMMBUYS.

Do you have any feedback for buyers who post bid notices in COMMBUYS?

Use the description field in COMMBUYS to clearly explain the goods or services you would like to purchase and provide as much detail in the bid notice as possible. This will give you the best opportunity to attract vendors that can provide the goods and services you seek and will reduce the back-and-forth after quotes are submitted.

To learn more about [creating a vendor profile in COMMBUYS](#), responding to open market bids, or becoming a Statewide Contract vendor, please visit [mass.gov/sell-to-the-state](#). For COMMBUYS assistance, contact the [COMMBUYS Help Desk](#) at 1-888-627-8283.

STATEWIDE CONTRACT UPDATES | NOVEMBER 2018

[Procurement
Schedule](#)

[Statewide Contract
Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract
User Guides](#)

[Save\\$mart](#)

Statewide Contract Bid Opportunities

FAC103 Landscaping Contract Open for Vendor Response: Nine Contractors Added

OSD is looking to expand the number of vendors on Statewide Contract FAC103 – Landscaping, Snow Removal, Tree Care, and Related Services. Nine contractors have been added to the contract. The FAC103 bid is open for response through **November 30, 2018 at 12:00 a.m.***

To learn more about this opportunity, log in to your COMMBUYS profile and follow the instructions provided in the [Finding Open and Rolling Enrollment Bids](#) job aid. (You must have a [COMMBUYS vendor](#) account to perform this search.) Look for the FAC103 bid ending in 30282.

Bid to Get on the Prime Grocers Statewide Contract

The Prime Grocers Statewide Contract is open for vendor response. The GRO38 contract will provide fruits and vegetables, canned goods, cereals, meats, frozen foods, and pasta, among other items, and seeks to advance Massachusetts laws and directives for purchasing locally grown products, as well as more nutritional, organic, and pesticide-free products wherever possible. Interested vendors are encouraged to review this opportunity in [COMMBUYS](#).

Vendor Resources – Statewide Contract bid responses must be submitted through COMMBUYS. Locate vendor registration resources [here](#).



Buyers – Share these Statewide Contract opportunities with local businesses.

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

* Please note: It is each bidder's responsibility to check COMMBUYS for any amendments, addenda, or modifications to the bid.

COMMBUYS

Help Desk Assistance

Questions about COMMBUYS?
Contact us for help.

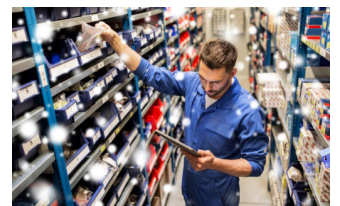
1-888-627-8283
COMMBUYS@mass.gov

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

Fleet Inventory Management Services

Offered through Statewide Contract VEH108

If your organization handles fleet maintenance in house, you should know that the Operational Services Division now offers fleet Inventory Management Services through Statewide Contract VEH108.



Inventory Management Services are designed to maximize fleet maintenance and repair workflow efficiencies and decrease vehicle downtime. With a clear understanding of your organization's fleet profile, an on-premises auto parts warehouse is established to address your anticipated needs, as well as other organization-specific requirements. The service automatically replenishes inventory, handles the logistics of quickly securing unanticipated supplies, and provides detailed reports for tracking purposes. Internal controls ensure fleet inventory is secure and afford an ongoing system to gauge organization requirements in the future.

VEH108 Awarded Vendor

Integrated Business Solutions

Contact Name: Terry Ryan

Contact Email/Telephone: Terry_Ryan@GENPT.com/518-339-0824

Contact [Maureen Barends](#), Director of Strategic Sourcing Services, for more information.

STATEWIDE CONTRACT UPDATES | NOVEMBER 2018

Contract Renewals Effective November 1

OFF40 – Audio, Video, Multimedia Presentation Equipment and Services

Here's a small sampling of the products and services offered on this comprehensive contract:



- Category 1 – Audio Equipment (speaker systems, compact disc players, public address systems, amplifiers);
- Category 2 – Video Equipment (videoconferencing equipment, televisions, high definition cameras);
- Category 3 – Presentation Equipment (various projectors, video projection screens, video plasma displays);
- Category 4 – Photographic Equipment (cameras, lens accessories, film/digital post processing equipment);
- Category 5 – Peripherals, Supplies, Accessories (projector mounting systems, headphones, AV cables, rack mounting equipment, video and photo storage).

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

ITT57 – Two-Way Radio Equipment and Supplies

This contract offers two-way radio equipment, supplies, and services that include the purchase, rental, installation, maintenance, and service of two-way radio and associated microwave radio systems, equipment, connected peripherals, and accessories. Contract services include the design, engineering, frequency coordination, maintenance, and repair of two-way radio network systems.

Highlights

- Work directly with manufacturers or with local authorized resellers;
- Local resellers and service centers, many of which are small businesses, offer competitive pricing and fast response times;
- Take advantage of competitive contract pricing.



Contact [Betty Fernandez](#), Contract Manager, with questions at 617-720-3133.

Seeking Vendors Across Multiple Trades Categories



To accommodate additional Trades vendors, the [TRD01](#) Sourcing Team reopened the contract effective November 1 and expects to entertain vendor bids through the end of February 2019. Additionally, [TRD03](#) will remain open for vendor responses through November 30, 2018. Refer below to the associated TRD01 and TRD03 categories.

Though the TRD02 and TRD04 contracts currently are not open for response, the Sourcing Teams intend to reopen these contracts over the coming months. Check [COMMBUYS](#) for updates.

Buyers

Search for [awarded trades vendors](#) by region and trades category. Refer your vendors to mass.gov/trades.

Trades Contract Categories

TRD01: Boiler; Drain; Electrical; Fencing; General Contracting; Generator/Turbines; Glass/Window/Doors; HVAC/Sheet Metal; Painting; Plumbing

TRD02: Asphalt Paving; Carpentry; Excavation; Masonry; Septic

TRD03: Elevator; Exhaust Systems; Fire Prevention; Fire Suppression; Overhead Doors; Signage; Welding

TRD04: Cleaning Restoration; Compressor Services; Kitchen Exhaust/Duct; Pump & Motor; Roofing



COMMBUYS Helpful Hints for Buyers

Posting Bid Opportunities in COMMBUYS

The following bid posting guidance, though directed to Executive Departments, facilitates an open, transparent, and competitive bidding process and, therefore, is recommended as a best practice for all public buyer organizations, if consistent with their applicable procurement laws and policies.

When posting a bid in COMMBUYS, buyers need to designate the bid as Open or Closed, as well as Restricted or Unrestricted, based on the bid's purpose and intended audience.

Open, Unrestricted Bids

Most bidding done by the Commonwealth will fall under Open and Unrestricted. Open bids are available for quotes by all vendors and are viewable in COMMBUYS by the public without a COMMBUYS login. Buyers should create an Open bid when posting a new, competitive procurement (e.g., RFR, RFP) and issuing Requests for Information, Due Diligence Notices, or other Bid Notices.

The Bidders tab provides buyers the option to designate the bid as Restricted or Unrestricted. Buyers should select the Unrestricted bid option and should notify all vendors that are registered in COMMBUYS with UNSPSCs (commodity codes) matching those used in the bid.

Closed, Unrestricted Bids

Bids designated as Closed, Unrestricted are appropriate only in limited circumstances, such as issuing requests for quotes against a Statewide Contract where the pool of eligible vendors has been established and non-awarded vendors are not eligible to provide responses.* As a best practice in these circumstances, buyers are encouraged to notify all vendors on contract, but may narrow the number of vendors notified as long as buyers adhere to guidance provided in the Contract User Guide, along with any policies/requirements for the buyer organization.

Other Closed, Unrestricted examples may include bids for items considered confidential for security or safety reasons (in accordance with the Commonwealth's Public Records Law) or small bids subject to limited procurement requirements.

Reference the following job aids for more information:

[How to Create a Bid from Scratch](#)

[How to Create a Bid Using a Requisition](#)

In an effort to optimize the number and quality of bid responses, include all necessary response forms as attachments, along with the [How to Create a Quote in COMMBUYS](#) job aid.

Contact the COMMBUYS Help Desk: COMMBUYS@mass.gov or 888-MA-State (627-8283).

* Bids of this type also may be designated as Closed, **Restricted**, whereby the bid will be viewable only by notified vendors.



Find Grant Funding in COMMBUYS

COMMBUYS is home to more than just contracts and bidding opportunities – Massachusetts state agencies and other public entities post grants in COMMBUYS. Here are two approaches to learning about these opportunities:

Get Notified When Grants Are Posted

Municipalities and other eligible buyer entities may set up a [COMMBUYS](#) vendor account to receive notifications of grants posted in COMMBUYS. Account registration takes about 10 minutes. When establishing your COMMBUYS vendor profile, be prepared to provide the name of your organization, address, email, and Federal Employer Identification Number (FEIN), and be sure to include the dedicated grant commodity code or UNSPSC (00-00-00) in your COMMBUYS profile. Use our [Quick Reference Guide](#) to get registered.

Search for Grants

Buyer organizations also may use the COMMBUYS public search feature to find grant opportunities. From the [COMMBUYS](#) home page, select Contract & Bid Search and then Bids from the Advanced Search screen. Using the UNSPSC Segment Family drop-down menu, select 00-00 Grant Opportunity and hit Enter. Buyers also may use the provided fields to search for Grants. For example, enter the word "Grant" in the Bid Description field or narrow searches by selecting specific agencies from the Organization drop-down menu.

Still have questions? Contact the [COMMBUYS Help Desk](#) at 888-MA-State (627-8283).



[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

© 2018 Operational Services Division

Printed on 30% post-consumer recycled content paper.

OSD Partners with New Bedford to Attract Small Businesses

Nearly 50 small business owners ventured out on a cold and rainy night in New Bedford for an evening of networking and exploring new business opportunities. The Operational Services Division (OSD) partnered with the City of New Bedford and the New Bedford Public Schools to organize the event, which was designed to connect small, local businesses with procurement staff from various public agencies.

"New Bedford has a vibrant small business community and we are eager to partner with them whenever possible," stated Assistant Superintendent of Finance and Operations for New Bedford Public Schools, Andrew O'Leary.

New Bedford's public schools have been using COMMBUYS and [Statewide Contracts](#) for several years, working with OSD's Local Government Enablement Account Manager, Trish Burke, who assists them in taking advantage of OSD's pre-negotiated contracts that provide best value pricing and 30B compliance.

"The idea for the event came out of a meeting with Trish. We were brainstorming ways to educate local businesses about the opportunity to sell goods and services to the city and state," said Al Oliveira, Director of Facilities for New Bedford Public Schools.

Attendees of the New Bedford Vendor Fair met with OSD staff to set up their vendor profiles in COMMBUYS, discuss new Statewide Contracts, and learn ways to better market their businesses to the Commonwealth's public purchasers. John Fitzpatrick from OSD's Supplier Diversity Office (SDO) spoke with business owners about the SDO certifications available to minority-, woman-, service-disabled veteran, veteran-, disability-, and LGBT-owned businesses. Representatives from the City of New Bedford, New Bedford Public Schools, the Division of Capital Asset Management and Maintenance, and MassHousing also were on hand to discuss the programs and services available from their organizations.

Most attendees left the event with a stack of business cards and an arsenal of materials to help them take the next steps toward state and city contracting. OSD thanks the City of New Bedford for their partnership in support of small businesses.

If you would like to learn more about the Commonwealth's diverse business certifications or the [Small Business Purchasing Program](#), please visit the Supplier Diversity Office [website](#).

To learn more about using [COMMBUYS](#) and Statewide Contracts to purchase goods and services for your organization, please contact OSD's Local Government Enablement Team at COMMBUYSenablement@mass.gov.

