



Buy the Way

In This Issue

[Be Prepared for When Disaster Strikes](#)

[Training for Buyers and Businesses](#)

[COMMBUYS Reverse Auction Garner Big Savings](#)

[MASSBUYS EXPO Sails into the Sunset](#)

[Statewide Contract Updates](#)

[OSD to Host Three Educational Sessions](#)

[Fall/Winter Training Schedule Posted](#)

[Best Value Procurement Handbook Update](#)

[New Product to Secure Classroom Doors](#)

[OSD's Vehicle Auctions Continue In-Person and Online](#)

[Register Today!](#)

[Attend the New Bedford Vendor Fair](#)

Be Prepared for When Disaster Strikes

September marks a time when daylight hours wane and the inevitability of fall and winter becomes increasingly apparent. In Massachusetts, this period is acknowledged as a time of planning and readiness: Governor Charlie Baker recently reaffirmed September as the Commonwealth's [Emergency Preparedness Month](#) to ensure the state stands at the ready as we face the possibility of hurricanes, winter storms, and other ever-present emergency situations. Hurricane Florence and the Merrimack Valley gas line incident underscore why we should take notice.



Statewide Contract Resources

Part of the Operational Services Division's responsibility to address the Commonwealth's goods and services requirements is ensuring [Statewide Contracts](#) afford quick access to resources during times of emergency. To meet this need, several hundred Statewide Contract Vendors are designated as emergency suppliers based on their ability to expedite orders to meet the urgent needs of agencies, municipalities, and schools. OSD publishes a list of [Emergency Response Supplies, Services, and Equipment Contact Information](#) to help buyers identify and connect with our emergency suppliers. Relay questions regarding OSD's Statewide Contracts to the OSD Contract Manager listed on the [Contract User Guides](#) or the [Statewide Contract Index](#).

Understanding what's available and how to get resources quickly is crucial during an emergency. "The vendors on our emergency response listing have committed to special accommodations, such as fulfilling product and service needs on a 24/7 basis or enabling buyers to pick up essential items outside of normal business hours," states Maureen Barends, Director of Strategic Sourcing for OSD. "This is a resource you'll want to have at your fingertips," she continued.

Be proactive. When a disaster strikes, Internet access may be difficult. OSD recommends printing and laminating copies of this [listing](#) for use in emergency response centers and emergency response vehicles. Take time now to download the information to your smartphone, tablet, or other battery powered device for easy access during an emergency situation. Also download the [Massachusetts Alerts](#) app, developed by the Massachusetts Emergency Management Agency (MEMA), to your smartphone or tablet to receive emergency alerts, along with public safety incident and disaster information.

MEMA Stands Ready to Assist

OSD works closely with MEMA throughout the year and especially during emergencies. "From truckloads of drinking water to batteries for flashlights, MEMA relies on Statewide Contracts for every emergency situation," said David Mahr, MEMA Chief Administrative Officer.

For example, on the Fourth of July, MEMA worked with a Statewide Contract Vendor to obtain three pallets of water bottles – which were delivered within 24 hours and on the holiday – to help provide relief to the public safety staff (police, fire, National Guard) working the holiday celebration on the Esplanade as temperatures hovered at the 90° mark. "Statewide vendors are our partners before, during, and after incidents," said Tina Urato, MEMA Business Management Specialist. "They go above and beyond every time!"



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

Training for Buyers

COMMBUYS Organization Administrator

October 1 (Boston)

COMMBUYS Procurement

October 11 (Boston)

COMMBUYS Purchasing for Eligible Non-Profits

October 15 (Webinar)

Introduction to Statewide Contracts and COMMBUYS

October 16 (Boston)

COMMBUYS Purchasing

October 17 (Boston)

COMMBUYS RPA Release and RPA Release-Enabled Contracts

October 22 (Webinar)

COMMBUYS How to Create a Departmental Master Blanke Purchase Order

October 23 (Boston)

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

Training for Businesses

SDO Pre-Certification Workshop

September 27 (Whitinsville)

Quarterly Report Overview for Awarded Statewide Contract Vendors

September 27 (Webinar)

COMMBUYS Vendors: Essentials for the Seller Role

September 27 (Boston)

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator

October 4 (Webinar)

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

October 11 (Webinar)

Supplier Diversity Plan (SDP) Overview for Certified Businesses

October 11 (Webinar)

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

COMMBUYS Reverse Auction Garner Big Savings

Over the summer, the Operational Services Division hosted its first, in-house reverse auction in [COMMBUYS](#). The four-day competition for the state's road salt business, involving nine pre-qualified vendors, resulted in significant price reductions that will be passed along to Commonwealth buyers over the 2018-2019 winter months. Moreover, by using COMMBUYS, the state was able to save even more by eliminating the expense associated with engaging an outside entity to run the auction.

The COMMBUYS reverse auction tool was well suited for the VEH107 Road Salt bid, which sought the lowest possible price for the supply and delivery of regular and pre-treated road salt across 18 MassDOT regions – a limited number of items, with significant dollars in play. (See story titled “Road Salt Prices Decreasing 18% for FY2019!” on page 3.)



“This was a high-stakes auction,” asserts Steve Lyons, OSD Contract Manager for Road Salt. “Massachusetts is one of the largest road salt customers in the country. The reverse auction required bidders to aggressively compete for our business. It was a huge success, especially for our first time hosting an auction in COMMBUYS.”

The auction, initially scheduled for two days, was extended to four as vendors continued to submit lower and lower bids through COMMBUYS, lengthening the bidding period on each occasion and maximizing the opportunity for greater savings.

Ensuring a Smooth Path

In the weeks leading up to the reverse auction, Steve Lyons and the COMMBUYS Operations Team worked diligently to ensure the auction would go off without a hitch. While the Operations Team tweaked and tested the COMMBUYS reverse auction tool, Steve spent a good deal of time working with the vendors to prepare them for the COMMBUYS auction. The participating vendors were required to attend a three-hour, in-person, OSD training session and they received an instruction booklet outlining their roles and responsibilities. Steve notes that, “Preparation was key. All the bidders worked directly with OSD to learn how to compete in the reverse auction. The COMMBUYS Operations Team played an essential, hands-on role from start to finish.”

If your organization is interested in exploring the use of the COMMBUYS reverse auction tool, contact us:

- Executive Agencies: Paul.Short@mass.gov
- Municipal Organizations: Eric.Murphy@mass.gov

MASSBUYS EXPO Sails into the Sunset

For the past 20 years, OSD has been pleased to host the annual gathering of the Commonwealth's procurement professionals and Statewide Contract vendors — an event that evolved into the MASSBUYS EXPO.

As mentioned in the July issue of [Buy the Way](#), we are revamping and optimizing this event to make it a better experience for all who attend. Based on the feedback received from focus group sessions with Executive Agency and Municipal buyers and Statewide Contract vendors, OSD will be sunsetting the MASSBUYS EXPO.

OSD will continue to host an annual gathering of procurement professionals, buyers, Statewide Contract vendors, and other businesses within the Commonwealth and the plans for this new, updated event are well under way. While full details are not yet available, we can share that the event will take place in the late fall of 2019 and its focus will be on enhanced educational and networking opportunities for all.

More information will be shared in the coming months. Contact [Danielle Frizzi](#), OSD Director of Marketing, Communications, and Events, with questions.

STATEWIDE CONTRACT UPDATES | SEPTEMBER 2018

[Procurement Schedule](#)

[Statewide Contract Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract User Guides](#)

[Save\\$mart](#)

Road Salt Prices *Decreasing 18% for FY2019!*

Buyers using the Road Salt Statewide Contract this coming winter season will realize substantial savings, a direct result of OSD's recent reverse auction (see story titled "COMMBUYS Reverse Auction Returns Significant Savings for the Commonwealth" on page 2). Hosted for the first time in COMMBUYS, the Commonwealth's online procurement platform, the auction generated lively competition for the state's business from nine pre-qualified vendors.



Save \$8-\$12 per Ton over Last Year's Price

In the end, all MassDOT areas will see substantial price reductions for both Regular and Pre-Treated Road Salt through the new VEH107 contract and the Commonwealth as a whole will reap sizable savings – VEH107 Road Salt will be offered at *more than 18% below last year's pricing*.

Sign Up for the 2018/19 Winter Season

Interested VEH107 buyers are advised to submit the required [Memorandum of Understanding](#) (MOU) and Estimated Usage Form no later than **Friday, October 12, 2018**.

VEH107 Resources

- Link to the [VEH107 2018/2019 Pricing Sheet and Vendor details](#).
- Identify your [MassDOT Area](#).
- Find the [MOU and Estimated Usage Form](#).

Contact [Steve Lyons](#), Contract Manager, at 617-720-3373.

Join the Prime Grocers Sourcing Team! Help Structure the New Statewide Contract

Over the next few months, OSD will rebid the Prime Grocers Statewide Contract ([GRO30](#)) and we currently are seeking Sourcing Team members.

The Prime Grocers contract provides fruits and vegetables, canned goods, cereals, meats, frozen foods, and pasta, among other items. Individuals experienced in bulk food purchasing are encouraged to share their expertise as part of the Prime Grocers Sourcing Team. In particular, we encourage representation from schools, hospitals, Sheriffs' Departments, and Executive Agencies with large grocery requirements, i.e. Department of Correction, Department of Youth Services, and the Soldiers' Homes in Chelsea and Holyoke. Participants will help structure the bid and be part of the bid evaluation and contract award. Travel into Boston is not required.



Express interest to [Betty Fernandez](#) at 617-720-3133.

Expanding Vendor Options on FAC105

The Operational Services Division seeks to expand the number of vendors on Statewide Contract FAC105 – Maintenance Repair and Operations Industrial and Building Retail Products. We are collecting information from buyers regarding their use of local hardware stores to determine if OSD should pursue this vendor option. We appreciate your willingness to complete this six-question [survey](#).



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.

STATEWIDE CONTRACT UPDATES | SEPTEMBER 2018



Opportunity to Bid on Trades Contracts Extended

To accommodate additional vendors being added to the TRD02, TRD03, and TRD04 contracts, the Sourcing Teams have extended the open enrollment periods as follows:

- [TRD02](#) through October 31, 2018, at 3:00 p.m.
- [TRD03](#) through November 30, 2018, at 3:00 p.m.
- [TRD04](#) through October 31, 2018, at 3:00 p.m.

Note that the TRD01 bid currently is closed; however, the Sourcing Team intends to reopen the bid later this year. Check [COMMBUYS](#) for updates.

Buyers

Refer your vendors to mass.gov/trades.

View our current contractors in the [Trades Index](#).

Send questions to COMMBUYS@mass.gov.

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

OSD to Host Three Educational Sessions — Don't Miss These Events!

Over the next few weeks, OSD will host educational sessions focused on fleet offerings and landscaping equipment. We invite you to attend and to share these opportunities with staff and colleagues. Contact [Susan Aalpoel](#), OSD Events Manager, at 617-720-3149 with questions.

State Fall Fleet Event 2018

Attend the Third Annual State Fall Fleet Event, focusing on electric vehicles, associated infrastructure, and after-market technologies, as well as the extensive expansion of the [VEH98](#) Purchase of Vehicles Statewide Contract. VEH98 possibilities include school buses, garbage trucks, wheelchair accessible vans, hydroseeders, and more.

Please join us in thanking the National Association of State Procurement Officials (NASPO) ValuePoint for sponsoring this event. We also thank the following vendors for graciously sponsoring Breakfast and Lunch for all: Anderson Blue Bird Bus Sales; Central Dodge, Inc.; Dario Diesel Service, Inc.; Genuine Parts Company/NAPA Auto Parts; GPS Insight; JN Phillips Auto Glass; and Osterman Propane.



[Link to the flyer.](#)

Commercial-Grade, Zero-Emission Landscaping Equipment

Learn about commercial-grade, zero-emission landscaping equipment on Statewide Contract. Get an appreciation of the quality and viability of these gas-powered equipment alternatives. Try the equipment and obtain resources to calculate long-term savings.

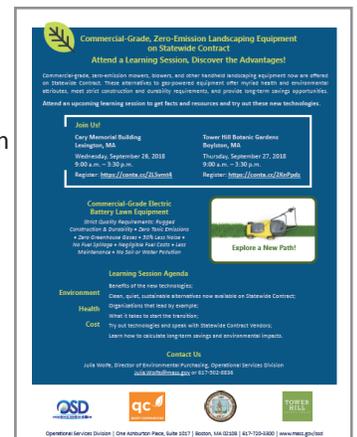
These events are funded by the National Association of State Procurement Officials (NASPO) Green Purchasing Technical Assistance Funds (GPTAF). We extend our thanks to NASPO GPTAF for its continued support.

Cary Memorial Building, Lexington
Wednesday, September 26, 2018
9:00 a.m. – 3:30 p.m.

[Register](#)

Tower Hill Botanic Gardens, Boylston
Thursday, September 27, 2018
9:00 a.m. – 3:30 p.m.

[Register](#)



[Link to the flyer with agenda.](#)

Sturbridge Host Hotel, Sturbridge
Wednesday, October 3, 2018
9:00 a.m. – 3:00 p.m.

[Register](#)

Fall/Winter Training Schedule Posted – Sign Up!

OSD's training schedules for Buyers and Vendors now are updated through March 2019, making this an opportune time to review what's available, assess your needs, and sign up for training! Below we've provided a sample of our offerings based on particular buyer and vendor segments. Be sure to review our complete curriculum of [buyer](#) and [vendor](#) training classes and schedules.



Buyers Experienced with COMMBUYS – Advanced Purchasing in COMMBUYS

Targeting our more experienced COMMBUYS users, the class covers the following transactions:

- Solicitation Enabled Release – For Statewide Contracts designated as solicitation enabled, obtaining quotes from Statewide Contract vendors through COMMBUYS;
- Request for Payment Authorization (RPA) Release Requisitions – Appropriately documenting Statewide Contract purchase orders in COMMBUYS after purchases are made;
- RPA Requisitions – Documenting non-Statewide Contract purchases in COMMBUYS after-the-fact when the normal procurement process is impractical or due to an impending need.

Note: *COMMBUYS Purchasing* is a prerequisite.

Buyers Involved in Procurement – Strategic Sourcing Certificate Program

This course, which meets once a week for five weeks, outlines industry best practices and provides the skills to conduct successful procurements. The course includes classroom instruction, guest speakers, small group exercises, and time for participants to share experiences and deliberate outcomes.

See the full [Buyer Schedule](#).

Vendors New to State Procurement – Connecting Your Business to the Commonwealth

This course is designed for vendors interested in learning about doing business with the Commonwealth. Get an overview of the state's goods and services procurement process and OSD's business programs and services, as well as a demonstration of how to find bidding opportunities in COMMBUYS – the state's purchasing and procurement portal.

Vendors with a COMMBUYS Business Profile – COMMBUYS: Essentials for the Seller Role

The class reviews how to search for bids and contracts and submit responses to bid solicitations. Get a comprehensive overview of the tools available in COMMBUYS with hands-on navigation practice.

See the full [Vendor Schedule](#).

Best Value Procurement Handbook Update:

Revised Instructions for Statewide Contract Procurement Exceptions

The [Best Value Procurement Handbook](#) outlines policy requirements and best practices in accordance with procurement regulation, 801 CMR 21.00.



Effective immediately, OSD has issued revised instructions for Departments requesting authorization to issue a bid for goods or services covered by Statewide Contract. When Departments provide their detailed explanation of why the Statewide Contract does not meet their needs, they now must include a screenshot of the Summary tab of the bid in COMMBUYS, as well as copies of all attachments, if a request for quote was issued and no acceptable responses were received. This new guidance is reflected in the Handbook (VII. Appendices, Section A).

Note: In many cases, Statewide Contract Vendors can be responsive to buyers' needs by adding products that fall within the scope of the contract. If a product or service you seek is not currently available but appears to fall within the contract's parameters, reach out to the OSD Contract Manager to discuss.

New Product to Secure Classroom Doors

Due to high demand, TeacherLock, a new, locally developed product designed to secure a classroom door in the case of an intruder, has been added to Statewide Contract [FAC64](#), Security, Surveillance, Monitoring and Access. Similar safety- and security-related products of many types, and installation, also are available on FAC64. While OSD does not recommend any products or services over others, in the interest of public safety and clarity, and also because of the demand for this product, we are referencing it by name. If current contractors become familiar with similar public safety technologies, they should bring them to the attention of [Ashish Patel](#), OSD's Contract Manager, who also is available to respond to contract questions.

Locate information about all FAC64 vendors, products, and services in the [Contract User Guide](#).



[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's Vehicle Auctions Continue In-Person and Online

It was a busy summer for OSD's State Surplus Property Office. Over the course of three months, the office hosted four vehicle auctions at various locations in Massachusetts. These events attracted hundreds of registered bidders, including car dealers, auto parts and repair professionals, and members of the general public. The inventory also was diverse, offering a selection of sedans, SUVs, trucks, hybrid vehicles, and others. About 100 vehicles were sold at each auction with an average sale price of \$1,027 per vehicle. The Surplus Property office will host another [vehicle auction](#) on September 28 in Ayer, Massachusetts, followed by their final auction of the year in November.

If you are unable to attend a live auction, surplus property from OSD also is available throughout the year via online auctions hosted by [Auctions International](#). Every posted auction item includes a comprehensive description and is accompanied by a series of photos. Prospective buyers who are uncomfortable making a purchase sight unseen have the option to request a third-party inspection. Once the sale is finalized, it is the buyer's responsibility to retrieve the item, regardless of its location.

A recent online auction offered a number of used transportation vans, but online auctions aren't limited to vehicles. Medical, computer, and office equipment are auctioned online throughout the year.

Visit the [State Surplus Property Program's](#) website to learn more.

Register Today! Attend the New Bedford Vendor Fair

The City of New Bedford and the Operational Services Division invite you to attend the

New Bedford Vendor Fair

For small and local businesses

Learn how to:

- Sell goods and services to the city and state
- Become a Statewide Contract vendor
- Register in COMMBUYS
- Obtain a diverse business certification

Find your next business opportunity!

Thursday October 11
3:00 - 6:00 p.m.

Keith Middle School
DeRossi Community Ctr.
225 Hathaway Blvd.
New Bedford

Sponsored by:







Register: bit.ly/NBVendorFair

[Register](#)