



OPERATIONAL SERVICES DIVISION

Gary J. Lambert  
Assistant Secretary for Operational Services

MEMORANDUM

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Michael J. Heffernan  
Secretary

To: Secretariat and Agency Chief Procurement Officers, Municipal Procurement Staff  
Cc: Cabinet Secretaries, Agency Heads, Chief Financial Officers  
From: Gary Lambert, Assistant Secretary for Operational Services  
Date: May 18, 2020  
Re: [COVID-19 Statewide Contract Resources for PPE](#)

As the Commonwealth returns to work under the multiphase reopening plan developed by the COVID-19 Reopening Advisory Board, and approved by Governor Baker, individuals who work in Massachusetts government agencies and entities will need to have available Personal Protective Equipment (PPE) and other supplies. To meet that need, the Operational Services Division (OSD) is providing the following guidance to Executive Departments and other eligible public entities related to the purchase of Personal Protective Equipment (PPE) and supplies through OSD's Statewide Contracts (SWCs). To assist in these efforts, a [comprehensive list of vendors](#) and the PPE supplies they sell is posted on [mass.gov](#) and the [COMMBUYS homepage](#).

At the start of the state of emergency, OSD was called upon to supply the MEMA warehouses with several types of PPE, including masks, face shields, gowns, disinfectant, and hand sanitizer for use primarily by healthcare workers and first responders. From the beginning, our SWC vendors were a great resource and their efforts helped us replace the supply chain. We will continue to rely on them to provide PPE for our public buyers.

With the reopening plan announced on Monday, May 18, OSD is shifting focus from purchasing PPE to ensuring that public buyers have the proper resources to directly purchase PPE and supplies through SWCs. Currently, OSD's Strategic Sourcing Unit is working with our vendors to understand their PPE supply chains and to ensure that they are ready to service individual public buying entities in fulfilling their orders for PPE and supplies. Although PPE continues to be in demand from all sectors, OSD is taking steps to ensure buyers will be able to find stock from one of the many SWC vendors able to provide these products. The supplies in the MEMA warehouses will be reserved for emergency use. The centralization of procurement was critical given the fragility of the supply chain, but it never was intended for the MEMA warehouses to be part of the regular supply chain for Executive Departments and other eligible public entities.

We strongly encourage Executive Departments and other eligible public entities to work with our SWC vendors to obtain only the PPE items and supplies that are needed now and to avoid stockpiling these items for future use, as this will prevent our SWC vendors from servicing all buyers. As you consider your PPE needs for the near term, please heed the following guidance:

- Place orders **now** for the items needed **today**. As stated earlier, PPE is in high demand and it may be advantageous to place orders with multiple vendors.
  - Be certain to cancel orders if your needs change or if you determine that multiple orders are not necessary.
- Orders should be placed using your normal ordering process: COMMBUYS for Executive Departments and COMMBUYS-enabled entities; or contacting SWC vendors directly for other eligible public entities that are not COMMBUYS-enabled.



- Entities eligible to purchase and procure goods and services from OSD's Statewide Contracts (not Executive Departments) are reminded to conduct procurements in accordance with all laws and regulations that pertain to that entity ([Chapter 30B](#) for municipal organizations, as an example). Check with your local legal counsel for advice.

Today, OSD took the following actions:

- Posted a [list of PPE SWC vendors](#) on mass.gov and on COMMBUYS.com. The list clearly identifies SWC vendors who are able to fulfill PPE orders. The list will be updated weekly.
- Provided a link to [PPE guidance](#) to ensure buyers understand the PPE products and their intended uses.
- The [OSD Help Desk](#) is prepared to answer questions and guide buyers on accessing the SWC PPE vendor list and advising where buyers may find specific PPE products.
- OSD's Strategic Sourcing Contract Managers are monitoring vendor progress and success in meeting individual ordering needs.

Thank you for your cooperation as we prepare to resume operations in our new normal. Please contact the [OSD Help Desk](#) with questions.