



Workforce Issuance

100 DCS 25.277

☐ Policy ☒ Information

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: November 15, 2024

Subject: **MA Office for Refugees and Immigrants Request for Response on COMMBUYS**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that the Massachusetts Office for Refugees and Immigrants (ORI) announces the posting of a Request for Response (RFR) for English for Speakers of Other Languages (ESOL) Services at Emergency Assistance Shelter Sites on COMMBUYS.

Background: **BD-25-1078-ORI60-ORIMA-109204– ESOL Services at Emergency Assistance Shelter Sites** is available on COMMBUYS. Under this RFR, the Massachusetts Office for Refugees and Immigrants (ORI) seeks to purchase employment-oriented **English for Speakers of Other Languages** services for individuals eligible for the Commonwealth’s Emergency Assistance program (EA), with the goal of assisting participants to reach at least the verbal components of the Massachusetts English Language Proficiency Standards for Adult Education: Level 2 (NRS Low Beginning – known as “Workplace Readiness Graduate”) of English to

secure employment, and the ultimate goal of exiting, or diversion, from EA Shelter, and foster full integration into the Commonwealth's communities.

Since January 2024, ORI has enrolled almost 1,800 adults in the ESOL program, with more than 1,000 students actively engaged at present. Through this RFR, ORI aims to add vendors to provide ESOL services to reach additional eligible students through this program. Successful vendors will provide students at EA Shelter Sites and other locations with an accelerated learning pathway toward achieving the Workplace Readiness standard, and continuing instruction for students through the Level 3 (NRS – High Beginning) standard. When students achieve the Workplace Readiness standard through the ORI ESOL program, they can be referred to local MassHire Career Centers for job placement, referrals, job search assistance, and any other employment support programs that individuals are interested in.

Link to EA ESOL Services Bid on COMMBUYS: [COMMBUYS - Bid Solicitation](#)

Bid Submission Deadline: 5:00 pm on Monday, December 9, 2024

COMMBUYS REGISTRATION:

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS registration takes two simple steps:

1. Go to the COMMBUYS landing page at www.COMMBUYS.com.
2. In the bottom left corner, select the first link titled "Complete Registration."

For step-by-step instruction, please review the Job Aid for Vendor Registration, accessible via the following link: <https://www.mass.gov/doc/commbuys-vendor-registration-job-aid/download>

Once registered, COMMBUYS will be able to link ORI contracts and upcoming bid opportunities to the registration, which will allow direct receipt of electronic POs or quote requests from the system.

COMMBUYS NOTIFICATION OF NEW BID OPPORTUNITIES

COMMBUYS uses United Nations Standard Product and Service Codes (UNSPSC) to identify goods and services. These codes support searching and categorization of goods and services in COMMBUYS. During the COMMBUYS

registration process, applicants will be asked to add to a Vendor Profile all UNSPSC codes relevant to applicant organization. Bids are directly sent to vendors by COMMBUYS, based on UNSPSC code.

Add the following codes to the Vendor Profile to receive ORI Bids directly from COMMBUYS:

- 93-14-00 (Community and Social Services)
- 93-14-18 (Community and Social Services – Employment)

(The majority of ORI Bids are categorized under these UNSPSC codes.)

AUTOMATIC NOTIFICATION OF BID UPDATES:

Once registered with COMMBUYS and request to view a particular Bid, automatic notifications of any updates or amendments to the Bid (including questions and answers posted) will be received by taking the following steps:

1. Go to the COMMBUYS landing page at www.COMMBUYS.com. Enter login credentials and click the Login button.
2. Upon successful login, search for and access the Bid, using the COMMBUYS Bid Number or another search criterion (such as the Buyer Organization name (e.g., Office for Refugees and Immigrants)).
3. Click on Bid Number (blue hyperlink) to open and review a Bid.
4. A new page opens with a message requesting acknowledgement of receipt of the Bid. Click **Yes** to acknowledge receipt. This will ensure receipt of automatic notifications regarding updates or amendments to the Bid.

For additional information, check the ***Operational Services Division's (OSD's) Help Line*** resources available at www.COMMBUYS.com or by calling 1-888-627-8283 or 617-720-3197.

Action

Required: Please share widely with partners and local organizations that might be interested in delivering ESOL services to benefit residents of EA Shelters in your local area and/or statewide.

Effective: Immediately.