

Contract User Guide for ENE50

ENE50: Natural Gas Statewide Contract

UPDATED: October 31, 2023

Contract #:	ENE50
MMARS MA #:	ENE50*
Current Contract Term:	November 01, 2023 – October 31, 2025
Maximum End Date:	One - (2) two- year extension - October 31, 2025
Initial Contract Term:	November 01, 2019 – October 31, 2023
Contract Manager:	Michael Barry, 617-720-3182, michael.barry3@mass.gov
UNSPSC Codes:	83-10-16-01
Updates:	Contract renewal term update

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract User Guide for ENE50

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract the purchase of the retail supply of Natural Gas from Direct Energy by Executive Branch and other eligible entities which have elected to participate in the procurement.

Effective 11/1/23 the fixed rate price will be \$9.776 cents per Dth for meter reads from November 2023-October 2025 for pre-award participants.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, the availability of environmentally preferable products, in addition to:

- Competitive Pricing
- Qualified and Experienced Consultant (Enernoc)
- Vetted and Qualified Vendor (Direct Energy)

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for ENE50 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for ENE50 visit [Master Blanket Purchase Order PO-20-1080-OSD03-SRC01-17574](#).

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage. Eligible Entities that did not participate in the procurement may apply to join the contract by following the process described below in Quote Options.

Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

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Pricing, Quote and Purchase Options

Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required.

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.
- **Pricing and buying details:** This is a fixed price contract, the rate is \$5.2940 cents per Dth for meter reads from November 2019 – October 2023 for pre-award participants. Post-award accounts will be priced at current market rates through the contract end date.
- **Effective 11/1/23 the fixed rate price will be \$9.776 cents per Dth for meter reads from November 2023-October 2025 for pre-award participants.**

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference ENE50 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Document items in COMMBUYS that have already been purchased**
This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

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OPERATIONAL SERVICES DIVISION

Obtaining Quotes

Eligible Entities wishing to participate after contract award must contact the Contract Manager, sign an LOA (Letter of Authorization) with Direct Energy and provide copies of three (3) months of invoices per account. If pricing is agreed upon, Eligible Entities will be required to execute a Memorandum of Understanding (MOU) which will bind them to the contract pricing and terms established by the Operational Services Division.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any vendor/contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Strategic Sourcing Team Members

- Michael Woods, Operational Services Division
- Jon Harvey, Enel X
- Jarred Clement, Enel X
- Elizabeth Isenstein, DCAMM
- Paul Lopes, DOER
- Eric Friedman, DOER
- Catie Snyder, DOER
- Ann Marie Daley, Trial Court
- Carol Davidian, Trial Court
- Paul Antoniewicz, Trial Court
- Susan Baccari, Trial Court

Awarded Vendor Contact Information

- **Direct Energy Business**

Gina Menniti

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412-667-5285 | Gina.Menniti@nrg.com

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OPERATIONAL SERVICES DIVISION

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	SDP Commitment Percentage
Direct Energy	PO-20-1080-OSD03-SRC01-17574	0.064

*Note that COMMBUYS is the official system of record for vendor contact information.

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