Job Aid:
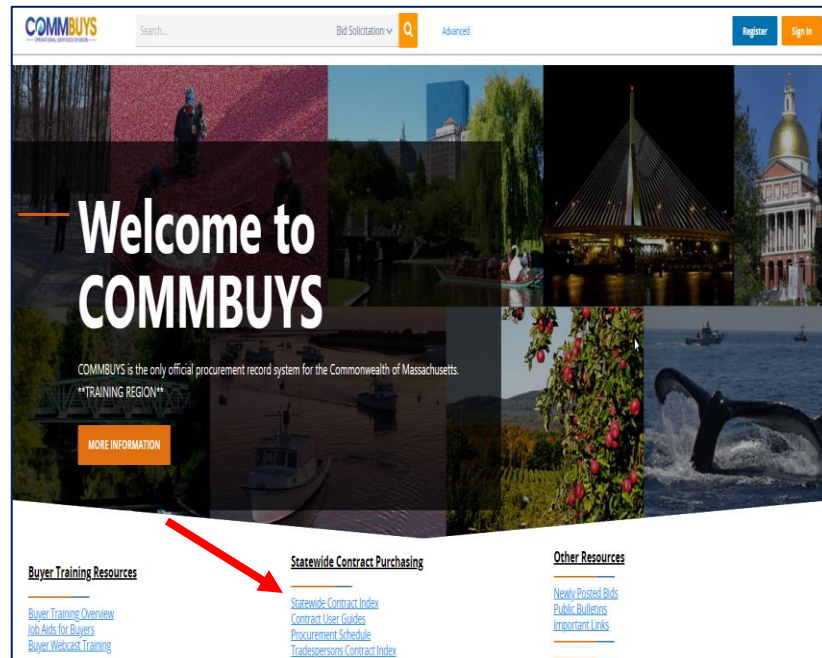**How to Search Using the Statewide Contract Index**

This Job Aid shows how to:
Use the Statewide Contract Index to search for Items (by keyword), Contracts, or Vendors.

- Items (by keyword)
- Contracts
- Vendors

Keyword searches identify contracts in which the items can be found with direct hyperlinks to the Contract User Guides. Contract and Vendor searches can be conducted using Filter Tabs.

Screenshot	Directions

Step 1: Accessing the Index

NOTE: The Statewide Contract Index can be accessed either from the COMMBUYS landing page (**commbuys.com**) or from the OSD web site (**mass.gov/osd**).

From COMMBUYS:

Launch the COMMBUYS website by entering the URL **commbuys.com** into your browser or by clicking on the hyperlink COMMBUYS.

Scroll down to the section entitled Statewide Contract Purchasing and click on the **Statewide Contract Index** hyperlink.
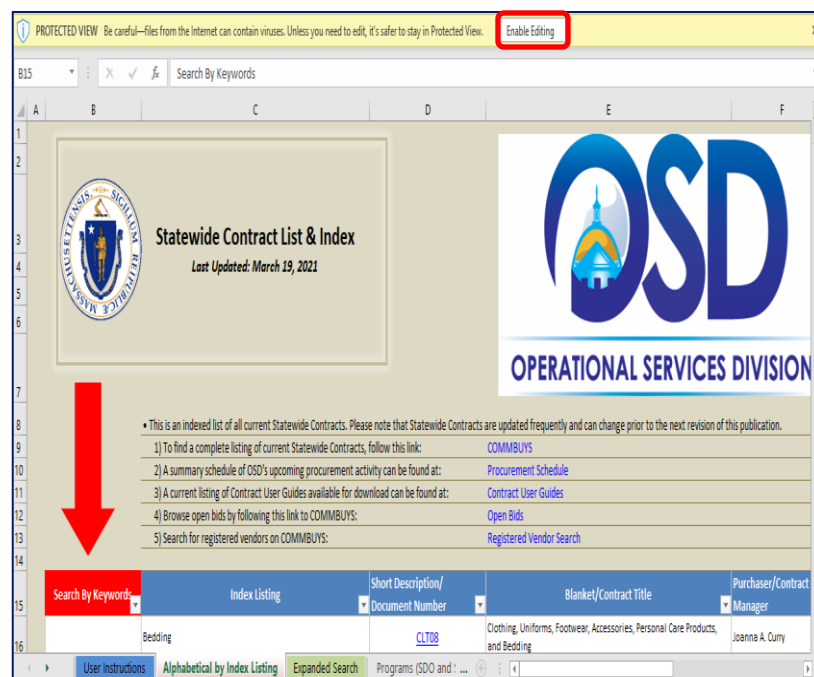

From the OSD Web Site:

Launch the OSD web site by entering the URL **mass.gov/osd** into your browser, then scroll down the page and click on the box labeled **Buy from a Statewide Contract.**

Scroll to the bottom of that page, then click on the hyperlink **Statewide Contract Index.**
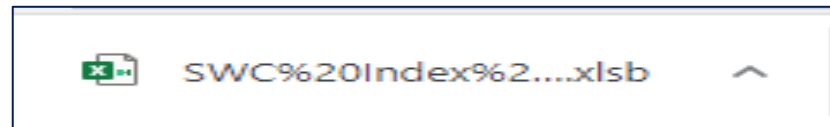
Screenshot	Directions
	Step 2: Opening the Excel file Click on the box containing the Statewide Contract Index Excel file that displays at the lower left of your screen.
	Step 3: Enabling Editing Click on the **Enable Editing** box in the yellow stripe at the top of the page.

Screenshot	Directions
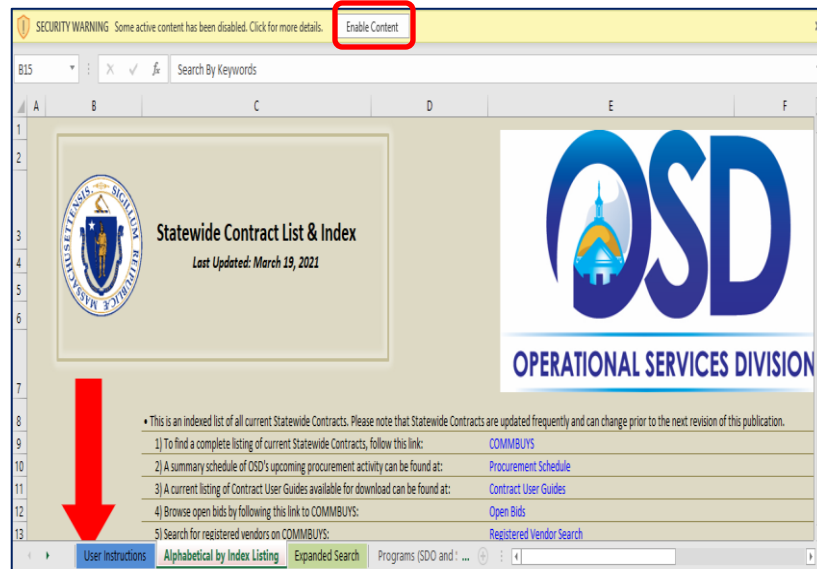
Step 4: Enabling Content

When the Index redisplays, click on the **Enable Content** box in the yellow stripe at the top of the page.

Note that there are four tabs displayed at the bottom of the page and the current default tab page is **Alphabetical by Index Listing.**

Step 5: Viewing the Instructions

On the right side of the Index is a box containing instructions for searching by keyword. We will follow these instructions in the next few steps.

Screenshot	Directions
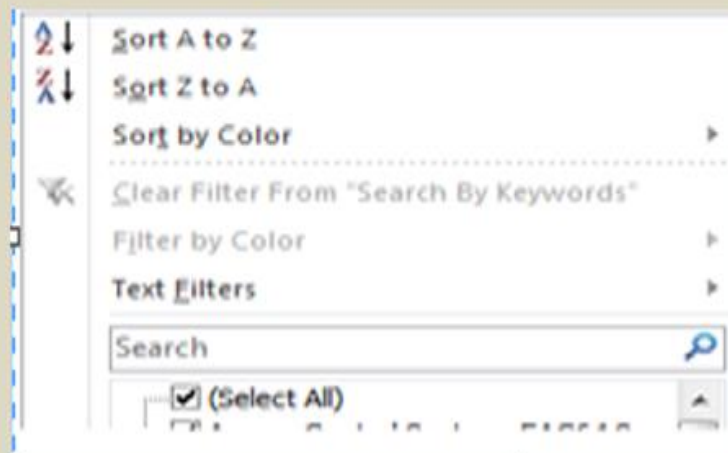
Step 6: Opening the Search Box

Displayed on the left side of the Index is a red arrow pointing to a red Search by Keywords box. Click on the **down arrow** inside the red box.
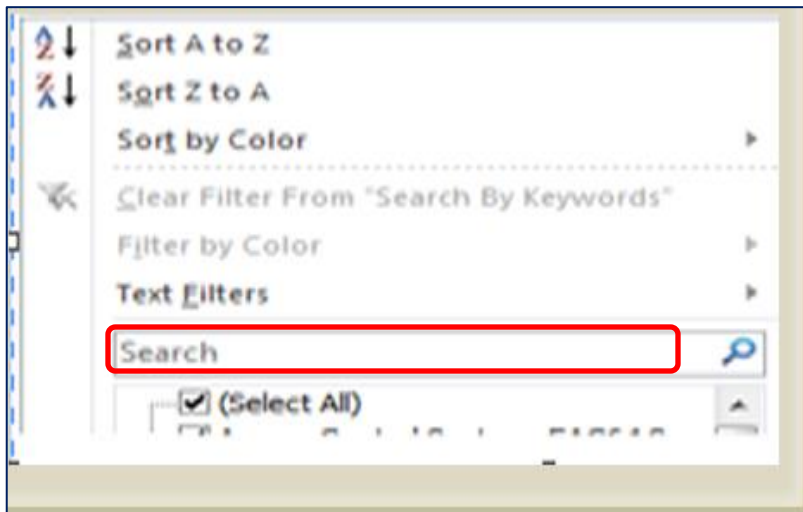
Step 7: Entering a Search Keyword

The Search Box displays with the word "Search" in the keyword field. When you click on the **Search** field the word Search disappears allowing you to enter your search keyword, then click on the **OK** button at the bottom.

In this example, we will use **hand sanitizer** as the search keyword.

Step 8: Reviewing the Search Results

1. After clicking on the OK button, the Index displays a listing of all statewide contracts containing the search keyword (hand sanitizer) in the Short Description/Document Number column.

   Each row associated with a statewide contract also displays the title of the contract, the name of the OSD Contract Manager, their phone number and email, as well as the ending date of the contract.

2. Click on the hyperlink for the alphanumeric contract number to view the Contract User Guide which provides information regarding the use of the statewide contract.

Screenshot	Directions

Step 9: Reviewing the Tabs

User Instructions	Alphabetical by Index Listing	Expanded Search	Programs (SDO and SBPP)

There are four tabs at the bottom of the Index page. The default tab is the Alphabetical by Index Listing page.

User Instructions were already provided for searching by keyword, so let's click on the **Expanded Search** tab.

Step 10: Viewing the Expanded Search Filters

There are four filter boxes at the top of the page.:

- PunchOut Enabled
- Blanket Release Type
- RPA Release Allowed
- Solicitation Enabled

Selecting a button in any of these boxes will display expanded search results below in the **Statewide Contract and Vendor Contact Info** listing.

Notice that all the buttons have the same color. Selecting any button may change the colors of a button in the other filter boxes since it may not apply to the filter you chose.

Screenshot	Directions

Step 11: Searching in the PunchOut Enabled Filter Box

Selecting the **Yes** button will filter all results below the filter boxes to include only the vendors who have PunchOut (on-line shopping) sites created in COMMBUYS for use by Commonwealth of Massachusetts Buyers.

Notice that this selection also changes button colors in the Blanket Release Type and Solicitation Enabled filter boxes.

To initiate the next search, we will select the **Clear Filters** button. Doing so will set all the buttons back to their original color.

Step 12: Searching in the Blanket Release Type Filter Box

There are three choices of buttons here.

The **Direct Release** button will identify Contracts in which Vendors will receive the order immediately after approval of the Requisition.

The **RPA Release Only*** button identifies contracts that are set up to allow only "after-the-fact" Requisitions and Purchase Orders.

The **Standard Release** button identifies Contracts where approval is needed for both the Requisition and the Purchase Order before being sent to the Vendor.

Screenshot	Directions

Step 13: Searching in the RPA Release Allowed Filter Box

Selecting the **Yes** button will identify Contracts that allow a Requisition to be created after the purchase has already been made.

Examples of these include:

- Situations where the final purchase price is not known until receipt of an invoice. For example: purchase of propane, staff augmentation, or network services, among others; or

- Unanticipated circumstances, such as replacement of a flat tire or damaged windshield.

Step 14: Searching in the Solicitation Enabled Box

Selecting the **Yes** button will display the Contracts that allow provision to solicit bids from Vendors.

	Screenshot		Directions

User Instructions	Alphabetical by Index Listing	Expanded Search	**Programs (SDO and SBPP)**

Step 15: Viewing the Programs (SDO and SBPP) Tab Page

Clicking on this tab will display Vendors who are certified by the Supplier Diversity Office as diverse or small business Vendors.

SWC Description	Vendor Contact Info
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	Action Apparel Inc. | Jack Losco | jlosco@actionapparelinc.com | 7812240777
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	All Sports - Heroes Uniforms, Sporting Goods & Promotions | Charles E. Kuenzler | MMcatamney@allsportsheroes.com | 9784521976
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	ANDREA'S POLICE AND FIRE SUPPLY | JOANNE THAYER | jrthayer@andreaspolicesupply.com | 5088215815
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	Creative Touch Designs, LLC | Marianne Cyr | mcyr@ctdemb.com | 9784994444
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	Darter Specialties, Inc. | Janice Weiss | alice@darterpress.com | 2036999805
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	Lane Printing & Advertising | Frank Lane | frank@laneprint.com | 7817674450
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	MG Products, LLC | Leanne Goddu | leanne@mgproducts.net | 9783525042
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	Neptune Uniforms & Equipment, Inc. | MITCH COHEN | info@neptuneuniforms.com | 9783728812
CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding	Razz-m-Tazz Promotions, LLC | Gail Ann Sabettini | gail@razz-m-tazz.com | 9788740502 ext: 13
DESE - K-12 Health Safety Supply/ PPE	Creative Touch Designs, LLC | Marianne Cyr | mcyr@ctdemb.com | 9784994444
DESE - K-12 Health Safety Supply/ PPE	Go Green Solutions Inc. | Maria Fisher | mia@gogreensolutionsinc.com | 5088399646
DESE - K-12 Health Safety Supply/ PPE	Lane Printing & Advertising | Frank Lane | frank@laneprint.com | 7817674450
DESE - K-12 Health Safety Supply/ PPE	mansfield paper company | scott parent | rsp@mansfieldpaper.com | 4137812000
DESE - K-12 Health Safety Supply/ PPE	MG Products, LLC | Leanne Goddu | leanne@mgproducts.net | 9783525042
DESE - K-12 Health Safety Supply/ PPE	Milhench Inc | Jade Worthington | jade@milhench.com | 5089958331
DESE - K-12 Health Safety Supply/ PPE	Oceans Promotions | Christine Miller | christine@oceanspromotions.com | 5083402939
DESE - K-12 Health Safety Supply/ PPE	Razz-m-Tazz Promotions, LLC | Gail Ann Sabettini | gail@razz-m-tazz.com | 9788740502 ext: 13
DESE - K-12 Health Safety Supply/ PPE	Standard Modern Company, Inc. SOMWBA | Linda Smith | commbuys@standardmodern.com | 5085864300 ext: 104
DESE - K-12 Health Safety Supply/ PPE	Sterling Printing | Ricky M. Mairani | ricky@sterlingprinting.com | 7814811234
DESE - K-12 Health Safety Supply/ PPE	Westnet Inc. | Tina Mclean | tina@westnetmed.com | 7818287772
DESE - K-12 Health Safety Supply/ PPE	Wilkem Scientific | James Wilkie | jim@wilkem.com | 4017231840 ext: 501
DESE - K-12 Health Safety Supply/ PPE	CAM Office Services, Inc. / WMBE - OFF47 | Gail Mandrafino | supplies@camoffice.com | 7819329868
DESE - K-12 Health Safety Supply/ PPE	Tools Unlimited, Inc. | Stephen Pires | info@toolsunlimitedinc.net | 7813411188
ENE45 - Nos. 2 Heating Oil and No. 4 & 6 Residual Fuels	Blue Sky Natural Gas & Petroleum, Inc. | Leslie Mathews | Blueskynaturalgas@gmail.com | 4034651111
FAC100 - Building Maintenance Repair and Operations	Betts Plumbing & Heating Supply Inc. (WBE/DBE/SBPP) | Kimberley Rexford | kimr@bettsplumbing.com | 4135683308
FAC100 - Building Maintenance Repair and Operations	Johnstone Supply - The Woburn Group | Kimberly Giddinge | kimberly.giddinge@johnstonesupply.com | 7819338506
FAC100 - Building Maintenance Repair and Operations	Wilmot's Dec. Center | SCOTT HOULIHAN | kevin.wilmotdec@verizon.net | 5089473370
FAC103 - Category 1, Landscaping & Grounds Keeping Services - Landscaping, Snow Removal, Tree Services and Related Services	Cicoria Tree and Crane Service, Inc. | Mark Cicoria | info@cicoriatree.com | 9789225500
FAC103 - Category 1, Landscaping & Grounds Keeping Services - Landscaping, Snow Removal, Tree Services and Related Services	Consider It Dunn, Inc. | William George Dunn | consideritdunn@comcast.net | 5082234017
FAC103 - Category 1, Landscaping & Grounds Keeping Services - Landscaping, Snow Removal, Tree Services and Related Services	green acres inc. | christine colecchia | greenacreslandscaping@comcast.net | 7812844277

Scrolling to the right identifies the categories of small and diverse Vendors including:

- Massachusetts Minority Business Enterprises (MBE)

- Women Business Enterprises (WBE)

- Service-Disabled Veteran Business Enterprises (SDVOBE)

- Veteran Business Enterprises (VBE)

- Disability-Owned Business Enterprises (DOBE)

- Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBE)

- SBPP_Status

Programs (SDO and SBPP)	MBE_Certified	WBE_Certified	SDVOBE_Certified	VBE_Certified	DOBE_Certified	LGBTBE_Certified	SBPP_Status
SDO		Yes					
SDO	Yes	Yes					
SDO & SBPP		Yes					Yes
SDO				Yes			
SDO		Yes					
SDO		Yes					
SDO		Yes					
SDO & SBPP		Yes					Yes
SDO & SBPP		Yes					Yes
SDO & SBPP	Yes						Yes
SDO & SBPP	Yes	Yes					Yes
SDO & SBPP		Yes					Yes
SDO		Yes					
SDO	Yes						
SDO			Yes				
SDO & SBPP		Yes					Yes
SBPP							Yes
SBPP							Yes
SBPP							Yes
SBPP							Yes
SDO	Yes						
SDO & SBPP	Yes						Yes
SBPP							Yes
SDO		Yes					
SBPP							Yes
SDO		Yes					
SDO & SBPP		Yes					Yes
SBPP							Yes
SDO	Yes						
SDO & SBPP	Yes						Yes
SBPP							Yes
SDO		Yes					
SBPP							Yes
SDO		Yes					
SDO & SBPP		Yes					Yes
SBPP							Yes
SDO & SBPP	Yes						Yes
SDO & SBPP		Yes					Yes
SBPP							Yes
SDO & SBPP		Yes					Yes
SDO	Yes						
SDO & SBPP	Yes						Yes