ITS59: How to Use the Information Technology Independent Research Services Statewide Contract

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UPDATED: 5/2/2019

Contract #:   ITS59

MMARS MA #:   ITS59*

Initial Contract Term: 12/10/2015 - 12/10/2020

Maximum End Date: Two 1 year options

Current Contract Term: 12/10/2015 – 12/10/2020

Contract Manager: Shannon Malloy, (617) 720-3319, shannon.malloy@mass.gov

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

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Contract Summary

This is a Statewide Contract for Information Technology Independent Research Services. This contract is for the acquisition of Independent Research Services addressing Information Technology (IT).

Research and advisory services will provide end users with the ability to articulate specific issues, questions or goals and will allow awarded contractors to provide extensive, proprietary, or customized research and recommendations. Topic areas may include, but are not limited to, industry trends, readiness assessments, technology trends, and emerging issues.

Contract Exclusions and Related Statewide Contracts

Buyers seeking IT consulting services or project based services should utilize the Statewide Contracts for IT Project Services, currently ITS53ProjServSP and ITS53ProjServTS.

Buyers seeking non-IT research, advisory, and consulting services should utilize the Statewide Contract for Management Consultants, Program Coordinators and Planners Services, currently PRF46.

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 and search for ITS59 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the vendor MBPO for ITS59 visit **PO-16-1080-OSD03-OSD03-00000006346**.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and vendor-specific documents, including price sheets and other attachments, visit COMMBUYS.com and search for ITS59 to find related Master Blanket Purchase Order (MBPO's) information. All contract documents are located in the Master Blanket Purchase Order (MBPO) for ITS59 and can be accessed directly by visiting **PO-16-1080-OSD03-OSD03-00000006346**.

Performance and Payment Time Frames Which Exceed Contract Duration

All term for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one year beyond the final termination date of this Statewide Contract. No new agreements for services may be executed after the Contract has expired.

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

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Eligible Entities

Please see the standard list of Eligible Entities on our Who Can Use Statewide Contracts webpage.

1. Cities, towns, districts, counties and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein
3. Independent public authorities, commissions and quasi-public agencies
4. Local public libraries, public school districts and charter schools
5. Public hospitals owned by the Commonwealth
6. Public purchasing cooperatives
7. Non-profit, UFR-certified organizations that are doing business with the Commonwealth
8. Other states and territories with no prior approval by the State Purchasing Agent required
9. Other entities when designated in writing by the State Purchasing Agent

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Purchases made through this contract will be outright purchases.

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

Subscription-based research and related services are described in the vendor Pricing Exhibit: 2019 Pricing Update and the Service Names and Levels of Access are defined in the Service Descriptions posted on COMMBUYS in the attachments tab of the Gartner MBPO.

Adding Contractors after initial Statewide Contract award

This is an Open Enrollment contract.

It is the intent of the SST to reopen the solicitation (Bid) to obtain additional responses (Quotes) according to the following schedule, subject to change:

1) Upon the annual anniversary date of the initial contract award; or
2) upon a decision at any time of the SST to open the solicitation (Bid) up for more responses (Quotes) if it is in the best interest of the Commonwealth to do so.

The SST intends to close the enrollment period twelve (12) months prior to the End Date of the Contract. All contracts shall be awarded with coterminous end dates.

The SST also reserves the right to suspend the review of additional submissions for specific reasons or to close the Bid for new Quotes entirely if it deems that the number of Contractors awarded at that point adequately meets the needs of eligible entities.

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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 COMMBUYS@mass.gov

When contacting the vendor on statewide contract, always reference ITS59 to receive contract pricing.

Where to Find Contract Information on COMMBUYS

To access the contract information please go to the COMMBUYS website (www.commbuys.com), click on "Contract & Bid Search", then select the "Contracts/Blankets" radio button. Enter "ITS59" in the Contract/Blanket Description field. Select "Statewide Contract" from the Type Code pull-down menu, then Click "Find It". In the search results, click on the Master Blanket Purchase Order (MBPO) PO-16-1080-OSD03-OSD03-00000006346 to access the Request for Response (RFR) – original bid documents, and the fully executed contract documents:

- Supplemental Terms and Service Agreement Form (signed version). This form has been amended so as not to conflict with the Commonwealth Terms and Conditions.
- Order Form
- Research Services **2019 Unit Pricing sheet**
- Service Descriptions
- Copies of Gartner's Standard Terms, which are part of Gartner's response to ITS59. The documents in this file are for the convenience of the reader to decipher the Supplemental Terms.
- Gartner Chart and Guide – For Informational Purposes Only. To provide buyers unfamiliar with the Gartner Service offerings a cross reference with the Research Services Pricing sheet.

How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

  This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

  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 a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **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.

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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 Release Requisition* job aid.

How to place an order in COMMBUYS

Access the Job Aid How to Order from a Master Blanket Purchase Order

P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

* Initiate a new requisition and follow step 4 of the job aid. Save & Continue to step 5
* Search for an item (Use ITS59) in the description
* Select the vendor to place order with
* Select the catalog line
* Enter "1" in the Quantity field and the total price in the Unit Cost field
* Edit the item description to include the Service Description (s) along with any note you wish to add to the order
* In the Attachment Tab, you must attach a copy of the completed Service Agreement (Order Form) and associated Service Description (s).
* Submit for approval

Once the Requisition is approved, convert to a PO and send the order to the vendor.

Obtaining Quotes

Contract must always reference ITS59 when contacting vendors to ensure they are receiving contract pricing.

For a full description of how to complete a quote in COMMBUYS visit the *Job Aids for Buyers* webpage, and select:

➢ The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Instructions for MMARS Users

Use the U11 Object Code and reference the Statewide Contract ITS59 on the MMARS transaction.

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

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Strategic Sourcing Team Members

- Carolyn Keane, EOTSS
- Tim Kennedy, OSD

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email
Gartner Inc.	PO-16-1080-OSD03-OSD03-00000006346	Dana Garofolo	(860)759-6761	dana.garofolo@gartner.com

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

Appendix A

UNSPSC: 80-10-15

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