



## Contract User Guide for ITT72 Cat 1: PSGW

# ITT72 Category 1: Cellular Services & Devices: Public Safety Grade Wireless ONLY

UPDATED: July 27, 2021

|                                |  |
|--------------------------------|--|
| <b>Contract #:</b>             | ITT72 Category 1   |
| <b>MMARS MA #:</b>             | ITT72-PSGW*  |
| <b>Initial Contract Term:</b>  | April 17, 2019 – June 30, 2022   |
| <b>Maximum End Date:</b>       | One option to renew for up to two (2) years to [June 30, 2024]   |
| <b>Current Contract Term:</b>  | April 17, 2019 – June 30, 2022   |
| <b>Contract Manager:</b>       | Ashish Patel, 617-720-3190, <a href="mailto:ashish.s.patel@mass.gov">ashish.s.patel@mass.gov</a>                               |
| <b>This Contract Contains:</b> | Environmentally Preferable Products  |
| <b>UNSPSC Codes:</b>           | 83-11-16 - Mobile communications services<br>43-19-15 - Personal communication devices   |
| <b>Notes:</b>                  | For use by Public Safety entities ONLY, the contract for all the Eligible Entities is available at this <a href="#">link</a> . |

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

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Contract Exclusions](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 1 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## Contract Summary

This is a Statewide Contract for Cellular Services & Devices. This contract for Cellular Services & Devices offers cellular voice and data wireless services, and related equipment and accessories. This contract replaces Statewide Contract ITT46 – Network Services Category 3. This contract user guide applies only to ITT72 Category 1- Public Safety Grade Wireless Data Services.

## Contract Categories

This contract includes one category and one sub-category as listed below:

Category 1: Cellular Services & Devices

Sub-category Public Safety Grade Wireless (PSGW): This will be available for use by the Eligible Entities with specified NAICS codes listed in this document.

## 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, and the availability of environmentally preferable products.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for ITT72 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for ITT72 and can be accessed directly by visiting [PO-19-1080-OSD03-SRC01-16048](http://PO-19-1080-OSD03-SRC01-16048).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## 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;  
Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

*State agencies purchasing off this contract are asked to coordinate purchases with their agency Secretariat and to follow all relevant purchasing guidelines established by their respective Secretariat.*

Purchasing off the Public Safety Grade Wireless Data Services category of ITT72 is further restricted to Eligible Entities that substantially provide public safety or first responder services, as defined by the following NAICS codes. Please note that the definition of Eligible Entity varies across wireless carrier. Any questions about eligibility can be directed to the Executive Office of Public Safety and Security (EOPSS) Public Safety Broadband Office (PSBO) at [psbo@mass.gov](mailto:psbo@mass.gov).

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 2 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



| AT&T (FirstNet)  | Verizon Wireless   |
|--|--|
| <p><b>Primary Users</b> (those Public Safety Entities that act as first responders, i.e., those entities whose primary mission and job function is to provide services to the public in the area of law enforcement, fire protection, or emergency medical services)</p> <ul style="list-style-type: none"> <li>621910 - Ambulance Safety Services</li> <li>922120 - Police Protection</li> <li>922160 - Fire Protection</li> <li>922190 - Emergency Planning and Management Offices &gt; Government Public Safety Answering Points &gt; Emergency (911) Call Dispatching</li> </ul> <p><b>Extended Primary Users</b> (those Public Safety Entities – which may be individuals, agencies, organizations, non-profit companies – that are not Primary Users, but who may be called upon to support Primary Users with the mitigation, remediation, overhaul, clean up, restoration, or provision of other services, including necessary government services, that are required during the time of an emergency or its aftermath)</p> <ul style="list-style-type: none"> <li>624230 - Emergency and Other Relief Services</li> <li>922110 - Courts</li> <li>922130 - Legal Counsel and Prosecution</li> <li>922140 - Correctional Institutions</li> <li>922150 - Parole Offices and Probation Offices</li> <li>926130 - Regulation and Administration of Communications, Electric, Gas, and Other Utilities</li> <li>928110 - National Security</li> </ul> <p>In addition, entities responsible for the construction, maintenance and repair of critical infrastructure and assigned one of the following NAICS codes are eligible to purchase the AT&amp;T FirstNet Solution as Extended Primary Users:</p> <p><b>Energy</b></p> <ul style="list-style-type: none"> <li>213111 - Drilling Oil and Gas Wells</li> <li>213112 - Support Activities for Oil and Gas Operations</li> <li>221111 - Hydroelectric Power Generation</li> <li>221112 - Fossil Fuel Electric Power Generation</li> <li>221113 - Nuclear Electric Power Generation</li> <li>221114 - Solar Electric Power Generation</li> <li>221115 - Wind Electric Power Generation</li> <li>221116 - Geothermal Electric Power Generation</li> <li>221117 - Biomass Electric Power Generation</li> </ul> | <p><b>First Responders</b> (those Eligible Entities whose primary mission and job function is to provide services to the public in the area of law enforcement, fire protection, or emergency medical services)</p> <ul style="list-style-type: none"> <li>621910 - Ambulance Services</li> <li>922120 - Police Protection</li> <li>922160 - Fire Protection (except private)</li> </ul> <p><b>National Security and Public Safety Users</b> (those Eligible Entities that primarily provide national security or public safety services)</p> <ul style="list-style-type: none"> <li>922110 - Courts</li> <li>922130 - Legal Counsel and Prosecution</li> <li>922140 - Correctional Institutions</li> <li>922150 - Parole Offices and Probation Offices</li> <li>922190 - Other Justice, Public Order, and Safety Activities</li> <li>923120 - Administration of Public Health Programs</li> <li>928110 - National Security</li> <li>926120 - Regulation and Administration of Transportation Programs</li> <li>926150 Regulation, Licensing, and Inspection of Commercial Sectors</li> <li>926130 - Regulation and Administration of Comms, Electric, Gas, Utilities</li> <li>921150 - American Indian and Alaska Native Tribal Governments</li> <li>921190 - Other General Government Support</li> <li>921110 - Executive Offices</li> </ul> |

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 3 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



| AT&T (FirstNet)   | Verizon Wireless |
|---|------------------|
| <p>221118 - Other Electric Power Generation<br/>           221121 - Electric Bulk Power Transmission and Control<br/>           221122 - Electric Power Distribution<br/>           221210 - Natural Gas Distribution<br/>           237120 - Oil and Gas Pipeline and Related Structures Construction<br/>           333611 - Wind Turbine<br/>           486210 - Pipeline Transportation of Natural Gas<br/>           562213 - Solid Waste Combustors and Incinerators</p> <p><b>Communication</b><br/>           237130 - Power &amp; Communications Line &amp; Related Structures Construction<br/>           517110 - Telecommunications, wired<br/>           517210 - Wireless Telecommunications Carriers (except Satellite)<br/>           517212 - Cellular and other Wireless Telecommunications<br/>           517410 - Satellite Telecommunications<br/>           517911 - Telecommunications Resellers<br/>           517919 - All Other Telecommunications</p> <p><b>Alarm Systems</b><br/>           238210 - Alarm Systems (multiple definitions)<br/>           334290 - Alarm Systems - Other Communications Equipment Manufacturing<br/>           423610 - Alarm Systems - Electrical Apparatus &amp; Equipment, Wiring, Supplies &amp; Related Equipment Merchant Wholesalers<br/>           561620 - Alarm Systems<br/>           561621 - Security Systems Services except Locksmiths</p> <p><b>Water</b><br/>           221310 - Water Supply and Irrigation Systems<br/>           221320 - Sewage Treatment Facilities<br/>           541620 - Environmental Consulting Services<br/>           561990 - Admin &amp; Support/Waste Management &amp; Remediation Service All Other Support Services<br/>           562111 - Solid Waste Collection<br/>           562112 - Hazardous Waste Collection<br/>           562119 - Other Waste Collection<br/>           562211 - Solid Waste Landfill<br/>           562212 - Hazardous Waste Treatment and Disposal<br/>           562213 - Solid Waste Combustors &amp; Incinerators</p> |                  |

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 4 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



| AT&T (FirstNet)  | Verizon Wireless |
|--|------------------|
| <p>562219 - Other Nonhazardous Waste Treatment and Disposal</p> <p>562910 - Remediation Services</p> <p>562920 - Materials Recovery Facilities</p> <p>562991 - Septic Tank and Related Services</p> <p>562998 - All Other Miscellaneous Waste Management Services</p> <p>924110 - Administration of Air &amp; Water Resource &amp; Solid Waste Management Programs</p> <p><b>Transportation</b></p> <p>481111 - Passenger Air Transportation</p> <p>481112 - Freight Air Transportation</p> <p>481211 - Nonscheduled Chartered Passenger Air Transportation</p> <p>481212 - Nonscheduled Chartered Freight Air Transportation</p> <p>481219 - Other Nonscheduled Air Transportation</p> <p>482111 - Line Haul Railroads - Railway Transportation</p> <p>482112 - Short Line Railroads</p> <p>483111 - Deep Sea Freight Transportation</p> <p>483112 - Deep Sea Passenger Transportation</p> <p>483113 - Coastal and Great Lakes Freight Transportation</p> <p>483114 - Coastal and Great Lakes Passenger Transportation</p> <p>483211 - Inland Water Freight Transportation</p> <p>483212 - Inland Water Passenger Transportation</p> <p>484110 - General Freight Trucking, Local</p> <p>484220 - Specialized Freight (except Used Goods), Trucking, Local</p> <p>484230 - Specialized Freight (except Used Goods), Trucking, Long Distance</p> <p>485111 - Mixed Mode Transit Systems</p> <p>485112 - Commuter Rail Systems</p> <p>485113 - Bus and Other Motor Vehicle Transit Systems</p> <p>485119 - Other Urban Transit System</p> <p>485210 - Interurban and Rural Bus Transportation</p> <p>485410 - School &amp; Employee Bus Transportation</p> <p>485510 - Charter Bus Industry</p> <p>488111 - Air Traffic Control</p> <p>488119 - Other Airport Operations</p> <p>488190 - Other Support Activities for Air Transportation</p> |                  |

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 5 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



| AT&T (FirstNet)  | Verizon Wireless |
|--|------------------|
| <p>488210 - Support Activities for Rail Transportation<br/>           488490 - Other Support Activities for Road Transportation<br/>           491110 - Postal Service<br/>           492110 - Couriers &amp; Express Delivery Services<br/>           492210 - Local Messengers &amp; Local Delivery<br/>           532411 - Commercial Air, Rail &amp; Water Transportation Equipment Rental &amp; Leasing<br/>           561431 - Private Mail Centers<br/>           926120 - Transportation Administration<br/>           926150 - Transportation Regulation, Licensing &amp; Inspection of Miscellaneous Commercial Sectors</p> <p><b>Health Care and Public Health</b><br/>           621112 - Health Care Practitioners<br/>           621493 - Freestanding Ambulatory Surgical and Emergency Centers<br/>           622110 - General Medical and Surgical Hospitals<br/>           923120 - Public Health Programs</p> <p><b>Critical Manufacturing</b><br/>           211130 - Extraction<br/>           236210 - Industrial Building Construction<br/>           236220 - Commercial and Institutional Building Construction<br/>           237310 - Highway, Street and Bridge Construction<br/>           237990 - Other Heavy and Civil Engineering Construction<br/>           811310 - Industry Equipment Repair</p> <p><b>Construction</b><br/>           237110 - Water and Sewer Line and Related Structures Construction<br/>           238910 - Site Preparation Contractors<br/>           238990 - All Other Specialty Trade Contractors<br/>           532412 - Construction, Mining, &amp; Forestry Machinery and Equipment Rental &amp; Leasing</p> <p><b>Chemical</b><br/>           541330 - Chemical Engineering Services<br/>           541350 - Chemical Building Inspection Services<br/>           541620 - Chemical Environmental Consulting Services<br/>           541690 - Chemical Other Scientific and Technical Consulting Services<br/>           561612 - Protective Services</p> |                  |

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 6 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



| AT&T (FirstNet)   | Verizon Wireless |
|---|------------------|
| <p><b>Information Technology</b><br/>           541512 - Computer Systems Design Services<br/>           541519 - Computer Disaster Recovery</p> <p><b>Professional, Scientific and Technical Services</b><br/>           541360 - Geophysical Surveying &amp; Mapping Services<br/>           541370 - Survey &amp; Mapping (except Geophysical) Services</p> <p>Entities that are not included in the list of Public Safety Entities set forth above, but who have individual employees or departments that perform the same functions as the Authorized Users of Primary User Public Safety Entities, can request that a limited number of Primary User FirstNet Plans be made available to those employees or departments. Similarly, Extended Primary Users who have employees or departments who perform the same functions as the Authorized Users of a Primary User Public Safety Entity can request access to a limited number of Primary User FirstNet Plans.</p> |                  |

Eligible Entities whose NAICS designation is not listed among those above but who provide a first responder or related public safety function can contact EOPSS at [psbo@mass.gov](mailto:psbo@mass.gov) to request a waiver to purchase these services. Waivers must be approved by the EOPSS Undersecretary for Forensic Science and Technology and the selected wireless carrier.

## Subcontractors

The awarded vendor’s use of subcontractors is subject to the provisions of the Commonwealth’s Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

## Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General’s Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 7 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527





## OPERATIONAL SERVICES DIVISION

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

## Pricing, Quote and Purchase Options

### Purchase Options

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

- Orders placed under this contract should include the following statement: "This order is placed under Statewide Contract ITT72 PSGW." This contract includes the following language, "Establishing Statewide Contract ITT72 for Public Safety Grade Wireless Data Services ONLY. This contract is specific to Section D.8 of ITT72 RFR, COMMBUYS Bid# BD-19-1080-OSD03-SRC01-31414. It also incorporates any portions of Category 1 relevant to this Section D.8. Furthermore, the Commonwealth and the Vendor agree that any language contained or referenced in the Vendor's bid response which conflicts with, or has the effect of deleting, replacing, or modifying any term of the ITT72 RFR (COMMBUYS Bid# BD-19-1080-OSD03-SRC01-31414) shall be interpreted as superseded by the language of the ITT72 RFR unless specifically agreed to by OSD in writing. Language contained in Vendor response documents or documents which require customer acceptance, such as click-through agreements, which imposes any obligation on customers beyond those contained in the ITT72 RFR is rejected unless specifically agreed to by OSD in writing." Users with questions regarding terms and conditions contained in vendor documents or web pages may contact the OSD Contract Manager.
- This is a fee for service contract
- This contract allows outright purchase of equipment related to the wireless services

### Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found under individual MBPO please refer to the [vendor information](#) page, where links to all the vendors MBPO's is provided.

### 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](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference "ITT72 Cat 1 PSGW" to receive contract pricing.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 8 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527





## 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

For larger quantities we recommended buyers solicit quotes by following below steps.

- **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 *Make a Statewide Contract Purchase in COMMBUYS* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "ITT72 Cat 1 PSGW RFQ" when entering information in the Description field. To request quotes please use [Master Contract Record](#) MBPO which is solicitation enabled.

For a description of how to complete this purchase 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 or one of the quick reference guides.

- **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.

## Obtaining Quotes

Contract users should always reference ITT72 Cat 1 PSGW when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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 *Request Quotes From Vendors on Statewide Contracts* job aid.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 9 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

### Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

### Instructions for MMARS Users

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@mass.gov](mailto:comptroller.info@mass.gov) for additional support. When searching in MMARS please use ITT72 – PSGW.

### Contract Exclusions

Taxes, surcharges, fees and other "regulatory cost items" are prohibited and may not be invoiced unless they are specified (description and pricing) in the price file accepted by the SST and published on COMMBUYS. Fees for activation of new services, upgrades, downgrades or cancellation of services are not allowed under this contract, unless specified in the price files.

### 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.

### Additional Information/FAQs

#### Other Discounts

**Volume Discounts:** discount is negotiated to buyer if a certain volume of product or service is purchased.

#### If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings by contacting the OSD contract manager.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

### Performance and Payment Time Frames Which Exceed Contract Duration

#### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements 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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 10 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



**OPERATIONAL SERVICES DIVISION**

written agreement shall extend more than 1 year beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 11 of 13

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: [@Mass\\_OSD](https://twitter.com/Mass_OSD) | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

# Contract User Guide for ITT72 Cat 1: PSGW

## Strategic Sourcing Team Members

- Ann Roper-Quinn, City of Boston
- Ashish Patel, Operational Services Division
- Brad Steele, Executive Office of Technology Services and Security
- Brian Helman, Salem State University
- Cat Powers, Executive Office of Public Safety and Security
- Cynthia Heywood, Department of Corrections
- David Harvey, Department of Public Health
- David Sheafer, Executive Office of Education
- Edith Kwok, Department of Education
- Greg Martin, Executive Office of Health & Human Services
- Harri Rosenberg, Department of Transportation
- Jesse Cohen, Executive Office of Technology Services and Security
- Jim Blackburn, Department of Transportation
- Julia Wolfe, Operational Services Division
- Michael Brewer, Department of Transportation
- Scott Bailey, Executive Office of Public Safety and Security
- Tim Kennedy, Operational Services Division
- Tina Urato, Massachusetts Emergency Management Agency (MEMA)
- Zack Lax, Executive Office of Technology Services and Security

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 12 of 13

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

# Contract User Guide for ITT72 Cat 1: PSGW

## Vendor List and Information\*

| Vendor  | Master Blanket Purchase Order #              | Contact Person | Phone #      | Email                         | Categories  |
|---|--|----------------|--------------|-------------------------------|-------------|
| **Master Contract Record (All contract documents) | <a href="#">PO-19-1080-OSD03-SRC01-16048</a> | Ashish Patel   | 617-720-3190 | ashish.s.patel@mass.gov       | Cat 1: PSGW |
| AT&T Corp.  | <a href="#">PO-19-1080-OSD03-SRC01-16050</a> | Frank Zappulla | 617-953-6199 | fz1795@att.com                | Cat 1: PSGW |
| Cellco Partnership dba. Verizon Wireless          | <a href="#">PO-19-1080-OSD03-SRC01-16054</a> | Rayn Walz      | 410-310-1856 | ryan.walz@verizonwireless.com | Cat 1: PSGW |

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

\*\*The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 27, 2021

Template version: 6.1

Page 13 of 13

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527