



OPERATIONAL SERVICES DIVISION

Contract User Guide for ITT72 Category 1

ITT72 Category 1: Cellular Services & Devices

UPDATED: July 14, 2023

Contract #:	ITT72 Category 1
MMARS MA #:	ITT72Cat1*
Initial Contract Term:	October 30, 2019 – June 30, 2022
Maximum End Date:	December 31, 2025
Current Contract Term:	June 30, 2022 – December 31, 2025
Contract Manager:	Amanda Ferdinand, 617-720-3166, amanda.ferdinand@mass.gov
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	83-11-16 - Mobile communications services 43-19-10 - Communication Devices and Accessories
Notes:	The Contract User Guide for ITT72 – Public Safety Grade Wireless (PSGW) for Public Safety entities is available at this link .

*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 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.

Contract Categories

This contract includes 1 categories of products/service as listed below.

Category 1: Cellular Services & Devices

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 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-20-1080-OSD03-SRC01-18656.
- 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.

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.

Supplier Diversity Requirements

When soliciting quotes, the following requirements apply:

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Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> • Notify at least two small businesses capable of providing the product or service of the opportunity, if available. • Include SBPP contract language and place it prominently within the RFQ. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria. • Award to a large business only if there is no SBPP participating business meeting departments’ best value criteria. • Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria. • See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance.
More than \$250,000/year	<ul style="list-style-type: none"> • Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available. • 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. • Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.

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.

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 Category 1.” This contract includes the following language, “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

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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.

P.O. FOR ONE-TIME SERVICES

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

- Initiate a new requisition
- Search for an item (Use ITT72) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the [“How to Complete a Partial Receipt”](#) Job Aid

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.

When contacting a vendor on statewide contract, always reference ITT72 Category 1 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

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

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- **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 Category 1 RFQ" when entering information in the Description field.

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 Category 1 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.

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 for additional support. When searching in MMARS please use ITT72Cat1.

Contract Exclusions

Taxes, surcharges, fees, Universal Service Fund contribution, subscriber line charge, end user common line charge, carrier access recovery charge, carrier line charge or assessment, administrative expense fee, shipping or freight charges, late

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payment fees not in compliance with the Bill Paying Policy of the Comptroller of the Commonwealth 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

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 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.

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Strategic Sourcing Team Members

- Ann Roper-Quinn, City of Boston
- Amanda Ferdinand, Operational Services Division
- Brad Steele, Executive Office of Technology Services and Security
- Cat Powers, Executive Office of Public Safety and Security
- Cynthia Heywood, Department of Corrections
- David Harvey, Department of Public Health
- David Sheaffer, Executive Office of Education
- Greg Martin, Executive Office of Health & Human Services
- Harri Rosenberg, Department of Transportation
- Julia Wolfe, Operational Services Division
- Scott Bailey, Executive Office of Public Safety and Security



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Prompt Payment Discount (PPD) (Days: %)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record (All contract documents)	PO-20-1080-OSD03-SRC01-18656	Amanda Ferdinand	617-720-3166	amanda.ferdinand@mass.gov	N/A	N/A	N/A
AT&T Corp	PO-20-1080-OSD03-SRC01-19006	Barrielynn Wise	617-513-5309	bw0829@att.com	None	None	1%
Cellco Partnership dba. Verizon Wireless	PO-20-1080-OSD03-SRC01-18566	Ryan Walz	410-310-1856	ryan.walz@verizonwireless.com	None	None	1%
Granite Telecommunications, LLC	PO-21-1080-OSD03-SRC01-20869	Tucker Campbell	617-837-5074	tcampbell@granitenet.com	None	None	10%
T-Mobile USA INC	PO-20-1080-OSD03-SRC01-18565	Kevin Farren	617-839-6874	kevin.farren@T-Mobile.com	None	None	10%

*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.

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