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### **JOINT POLICY MEMORANDUM**

**To:** Secretariat and Agency Chief Procurement Officers and Supplier Diversity Officers  
**CC:** Cabinet Secretaries, Executive Department Agency Heads, Chief Financial Officers, General Counsels  
**From:** Gary Lambert, Assistant Secretary for Operational Services, OSD  
Bill McAvoy, Executive Director, SDO  
**Date:** June 28, 2021  
**Subject:** Joint issuance of new policies for Supplier Diversity Program and Small Business Purchasing Program and Guidance for Evaluating Large and Small Procurements

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The Operational Services Division (OSD) and Supplier Diversity Office (SDO) are pleased to jointly issue the following policies and guidelines which will take effect on July 1, 2021:

#### **SDO Policies:**

- [The Commonwealth of Massachusetts Diverse and Small Business Program Policies for Goods and Services Procurements](#)
- [The Commonwealth of Massachusetts Supplier Diversity Program \(SDP\) Policy for Purchase of Service \(POS\) Procurements and Contracts](#) (applies only to the acquisition of client health and human services, also referred to as Purchase of Service (POS))

#### **OSD Guidance:**

- [Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams](#)
- [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](#)

We are jointly issuing these documents because the SDO policies and OSD guidelines are interconnected in that they provide both the diverse and small business policies and guidance for departments to follow when conducting procurements for goods and services.

There shall be a transition period of 30 days from the effective date of this policy (or through July 31, 2021) to allow departments to incorporate new contract language, forms, and processes into upcoming procurements. During the transition period, departments may use previously issued contract language, forms, and processes for procurements nearing publication of this policy.

While OSD is emailing this message to Chief Procurement Officers and SDO is emailing this message to Supplier Diversity Officers, some recipients who are serving in both roles may receive two separate emails. We apologize for the duplicate emails but want to ensure that all departments are informed about these important changes.

In the coming months, SDO and OSD will be updating related policies, procedures, training sessions, and other resources. Please email questions about the SDO policies to [sdp@mass.gov](mailto:sdp@mass.gov). Questions about the OSD guidance should be emailed to [OSDHelpDesk@mass.gov](mailto:OSDHelpDesk@mass.gov).