

## Contract User Guide for OFF48

# OFF48: Print, Copy & Mail Services, and Printed Promotional Products

UPDATED: June 2, 2025

<b>Contract #:</b>	OFF48
<b>MMARS MA #:</b>	OFF48*
<b>Initial Contract Term:</b>	July 1, 2022 – June 30, 2027
<b>Maximum End Date:</b>	<b>One (1) option for two (2) year extension through June 30, 2029</b>
<b>Current Contract Term:</b>	July 1, 2022 – June 30, 2027
<b>Contract Manager:</b>	Tatiana Henry, 617-359-7289, <a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> Sonia Castro, 617-359-7271, <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products (EPP) Equipment, Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO)
<b>UNSPSC Codes:</b>	82-12-15: Printing Services, Planning or Layout of Graphic Production. 82-12-17: Black and White Copy or Collating Services. 80-14-18: Mailing Services. 82-12-15: Promotional and Advertising Printing.
<b>Updates:</b>	Shafii's Inc. dba TigerPress to TigerPress, LLC.

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

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# Contract User Guide for OFF48

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## Contract Summary.

This is a Statewide Contract for Print, Copy & Mail Services, and Printed Promotional Products. This contract covers a large variety of print, copy & mail services and printed promotional products available from a broad selection of Vendors.

## Contract Categories

This contract includes 4 categories of Print, Copy & Mail Services, and Printed Promotional Products as listed below:

- Category 1: Printing Services
- Category 2: Copying Services
- Category 3: Mailing Services
- Category 4: Printed Promotional Products

## 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.

- This statewide contract includes copy, offset, pre-press and post-press production services, and mail services that cover a broad array of services for printing, copying, mailing and printed promotional products.
- Use the same Vendor for Repeat Orders: If you have a repeat order (with the exact specifications as a previous order) within eighteen (18) months of previous bid, you may select the Vendor who previously fulfilled the order by submitting that quote directly to that Vendor for completion of the repeat order. Eligible Entities are required to document such purchases in their procurement file. Also, Eligible Entities are strongly encouraged to obtain quotes periodically for repeat orders to assure themselves they are getting the best prices.
- COMMBUYS offers an easy, transparent method of purchasing; both through quoting and direct ordering.
- The contract offers easy-to-use cost sheets for (Category 2) basic, low volume copying and for 10 popular promotional products (Category 4). Costs for all other items must be done through a quote process.
- Categories 1 and 2 work may include a mail component in addition; all Vendors are able to add the mailing component to the print or copying services.
- Strictly mail jobs must only be placed only with Category 3 Vendors.
- Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract.

## 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](https://www.commbuys.com) and search for OFF48 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for OFF48 visit: [Master Blank Purchase Order PO-23-1080-OSD03-SRC02-25874](#)
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for OFF48 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master

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Blanket Purchase Order (MBPO) for OFF48 and can be accessed directly by visiting [Master Blank Purchase Order [PO-23-1080-OSD03-SRC02-25874](#)].

- 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.

## 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.

## Supplier Diversity Requirements

When selecting Vendors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for Vendors with higher SDP commitments and/or performance whenever such information is available (or is requested from Vendors by the department) and the preference is feasible.

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 Vendors 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:

- Purchases made through this contract will be direct, outright purchases
- Pricing and Buying Details: All categories are on a quote basis
- Quotes: For all categories requesting a quote should be completed in COMMBUYS, the artwork, Quote/Order Form and any other relevant items should be attached to the order. It is recommended that ALL Vendors within the category should be selected for a quote, however, for categories 1, 2, 3 & 4 a minimum of 3 quotes is strongly encouraged. Awarding should also be completed via COMMBUYS and should be transparent.
- *Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract, for example, by requiring that the Vendor also be approved under Category 3 for jobs that contain a mail component.*

### Category 1 – Printing Services:

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Vendors may submit quotes for work that in addition to print contains a mail component. They may not, however, place quotes on strictly mail jobs.

- Mail components of print jobs may be handled by the Print Vendors.
- Delivery - All pricing includes **FOB** delivered to ordering facility.
- Approval of Proofs: Eligible Entities should review and approve proofs provided by Vendors prior to start of each project, when appropriate.

### Category 2 – Copying Services:

- All Copy Center Contractors provide:
  - Quick copying projects requiring fast turn-around (48 hours or less)
  - Black & white or color originals requiring up to 20,000 printed copies and/or sets
  - Mail components of print jobs may be handled by the Category 2 Vendors.
- Delivery - All pricing includes FOB delivered to ordering facility.
- Vendors may submit quotes for work that in addition to print or copy services contains a mail component. They may not, however, place quotes on strictly mail jobs.

### Category 3 – Mailing Services:

All Mail Service Provider Contractors provide:

- Automated, customized mailing services of printed materials that will qualify for discounts by the Post Office.
- Contractors have been qualified as full-scale Mail Houses to complete mail service projects and should be considered first when you have projects requiring mail services only or mail services in conjunction with copying or printing orders.

The following are the steps for purchasing these Mail Services:

#### **A. Project Preparation**

1. Call Mail Service Provider to discuss your mailing/mail project.
2. Be prepared to discuss and provide information regarding the project:
  - a. Contractor will need Eligible Entity's Name & address database.
  - b. Request consultation re: postal regulations, determination of mail class/type.
  - c. Type of mail piece (letter, laser letter, postcard, self-mailer, newsletter).
  - d. Required timeline/schedule for mailing, including when pieces will be picked-up and/or delivered.
  - e. Contractor prep time requirement for processing including proof/re-proof. (Prep time may vary with each Mail Service Provider).
  - f. Inquire whether postal discounts are available for the mailing.

**B. Request Quote(s): In COMMBUYS process as you would any bid/quote, make sure the supporting information is within an attachment.** Ask for written, detailed, line-item quote(s) for all charges associated with mail/production project.

#### **C. Next Steps - Things to Remember:**

1. If you are using a bulk mail account, you need to be sure that you have sufficient funds in the account to support the postage costs.
2. If you are not using a bulk mail account, you should give the Mail Service Provider a check made payable to the Postmaster where the mailing is to be mailed (i.e., Postmaster Boston, Postmaster Reading) for the total postage cost for the mailing.

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3. If an Eligible Entity requests UPS be utilized for Express Next Day, Second Day Delivery, or Ground Service, the Contractor must agree to utilize the Eligible Entity's Account Number and designate the delivery as outward bound utilizing the current Statewide Contract(#OFF48) or its successor for these services.

**For MMARS Users Only**

Note to MMARS Users: The master agreement for OFF48\* in MMARS is **OFF4800000000000000**.

1. To encumber funds:
  - A. For service charges, encumber funds utilizing the (CT) and the related commodity line.
  - B. For postage charges, encumber funds utilizing the incidental purchase order (GAE) made payable to the appropriate Postmaster. (Please note: Eligible Entities that use Commercial Printers to provide mail service should reimburse Commercial Printers that provide postage as a pass-through expense for post-production services using this method of payment also.)
  - C. Contractors' payments are processed via (PRC) through invoicing referencing the appropriate (PC) and/or (GAE) document.

**Category 4 – Printed Promotional Products**

- It is recommended that ALL Vendors should be selected for a quote, however, only a minimum of 3 are suggested. Bidding and awarding should also be completed via COMMBUYS and should be transparent.
- All Printed Promotional Products Contractors provide a wide range of product categories within the promotional products including grade of products, product lines, and origin of product. If your bid has requirements, you must either request information or detail your needs during the quote process.
- Delivery - All pricing includes FOB delivered to ordering facility.

**Pricing Options**

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price.

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

Product pricing will be based solely on the cost tables in the COMMBUYS catalogs supplied by the Vendor as a percentage off MSRP/List price and accepted by the SST and incorporated into a catalog on COMMBUYS. Cost tables must contain all goods and services to be provided on this Statewide Contract. Payment will be based on these cost tables, which will form the basis for the Vendor's catalog in COMMBUYS and the subsequent Approved Products List, which contains all products from all Vendors which are available for purchase under this contract.

**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 OFF48 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.

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## How To Purchase From The Contract

- This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple Vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, award and place the order through COMMBUYS.

There are twenty - four (24) total Vendors on this contract and four (4) different distributor model Master Blanket Purchase Orders (MBPO). Each Vendor MBPO contains a list of Vendor specific files. The Master Contract Record MBPO is a non-purchasing MBPO housing all pertinent SWC records including the Contract User Guide and the Statement of Work Template.

The five (5) different distributor model Master Blanket Purchase Orders (MBPO) numbers are below, it allows buyers to solicit quotes from multiple vendors on OFF48:

- **Category 1:** Printing Services, Planning or Layout of Graphic Production = [PO-23-1080-OSD03-SRC3-25998](#)
- **Category 2:** Black and White Copy or Collating Services = [PO-23-1080-OSD03-SRC3-25997](#)
- **Category 3:** Mailing Services = Solicitation Enabled MBPO = [PO-23-1080-OSD03-SRC3-25995](#)
- **Category 4:** Promotional and Advertising Printing = Solicitation Enabled MBPO = [PO-23-1080-OSD03-SRC3-25996](#)

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 "OFF48 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.

## Obtaining Quotes

Contract users should always reference OFF48 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value. Award based on best value, but it's strongly encouraged that Entities solicit at least three quotes from

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 Vendor.

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## Environmentally Preferable Products (EPP)

### EPP Requirements:

The intention of this statewide contract is to include as many environmentally preferable options as possible. There are specific requirements for post-consumer recycled content which may be found in Appendix 1 of the OFF48 RFR (visit the [OFF48 Master Contract Record](#) in COMMBUYS and navigate to “Agency Attachments”). Ask for products that are environmentally preferable. Examples include that they contain recycled content, have a third-party environmental certification (e.g., EnergyStar, Forest Stewardship Council, ACMI AP, UL Ecologo, GreenSeal, Safer Choice, Fair Trade, etc.), are solar, rechargeable, use less toxic materials, etc. Explore the many environmentally preferable products and services on statewide contract in the [Environmentally Preferable Products and Service Guide](#).

## Contract Exclusions and Related Statewide Contracts

Design work for projects can be sourced through **PRF61**

## Shipping/Delivery/Returns

Delivery must be F.O.B. Destination, freight prepaid, with all product costs (including all delivery expenses) included with the Vendors response to the Purchasing Entity’s request for quote. F.O.B. destination shall mean inside delivery to the ordering entity’s requested destination. Freight charges, if any, must be identified at the time of the quote response. Freight charges identified after the quote is accepted will not be paid. Freight charges must be no more than the actual freight charge paid by the Vendor. The Vendor must be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. At a minimum the shipping cases should show the name of the supplier, name, and address of receiving customer. When available these cases must also include any special designation requested by the Eligible Entity such as the purchase order number, part number/stock number, quantity per box, etc.

## Additional Information/FAQs

### Geographical Service Area

For the purposes of this statewide contract, the Commonwealth of Massachusetts has been divided into fourteen (14) counties which include specific counties as indicated on the map and descriptions below:

[https://www.sec.state.ma.us/cis/cispdf/County\\_Map.pdf](https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf)

### Counties Descriptions:

- Statewide
- Berkshire
- Hampshire
- Franklin
- Worcester
- Hampden
- Middlesex
- Essex
- Suffolk

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## OPERATIONAL SERVICES DIVISION

- Norfolk
- Plymouth
- Bristol
- Barnstable
- Dukes
- Nantucket

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Vendor.
- **Volume Discounts:** discount can be negotiated by the 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 or price sheet] 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. If the product is not listed in the scope of the product category, a Buyer may contact the Strategic Sourcing Manager 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 **6 months 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.

### Memorandum of Understanding/Statement of Work

Buyers should clearly outline the specifications of the job for which they want to obtain quotes and attached to requisition.

## Strategic Sourcing Team Members

OFF48 SST Member Names	Agency Name
Amanda Ferdinand	Operational Services Division

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OPERATIONAL SERVICES DIVISION

Sam Chan (Inactive)	Operational Services Division
Deitri Collins	Department of Public Health
David Harvey	Department of Public Health
Joe Bellofatto	Department of Revenue
Denise Hamman	Massachusetts State Lottery Commission
Lee Conroy	Massachusetts State Lottery Commission

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record	<a href="#">PO-23-1080-OSD03-SRC3-25874</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
***[Solicitation Enabled MBPO] (for requesting quotes) Category 1: Printing Services, Planning or Layout of Graphic Production	<a href="#">PO-23-1080-OSD03-SRC3-25998</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
***[Solicitation Enabled MBPO] (for requesting quotes) Category 2 Black and White Copy or Collating Services	<a href="#">PO-23-1080-OSD03-SRC3-25997</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
***[Solicitation Enabled MBPO] (for requesting quotes) Category 3: Mailing Services	<a href="#">PO-23-1080-OSD03-SRC3-25995</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
***[Solicitation Enabled MBPO] (for requesting quotes) Category 4: Promotional and Advertising Printing	<a href="#">PO-23-1080-OSD03-SRC3-25996</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
AMDA Enterprises, Inc dba NEPM Division	<a href="#">PO-22-1080-OSD03-SRC3-26298</a>	Youssef Fadel	413-596-4800	<a href="mailto:info@nepm.com">info@nepm.com</a>	4	All	PPD: 1% - 10 Days 1% - 15 Days 1% - 20 Days 0% - 30 Days		1%
Andrew T. Johnson Co., Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26003</a>	Robert Leslie	617-742-1610	<a href="mailto:bobleslie@andrewtjohnson.com">bobleslie@andrewtjohnson.com</a>	2	All	PPD: 4% - 10 Days 3% - 15 Days 2% - 20 Days 1% - 30 Days		1%
Anthony Zaggarri	<a href="#">PO-22-1080-OSD03-SRC3-26296</a>	Anthony Zaggarri	617-308-3773	<a href="mailto:info@razargraphics.com">info@razargraphics.com</a>	2, 4	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days		1%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
B.B.C.G. LLC dba Vantage Graphics	<a href="#">PO-22-1080-OSD03-SRC3-26029</a>	Benjamin Chow	617-796-9900 Ext. 301	<a href="mailto:ben.chow@vangraph.com">ben.chow@vangraph.com</a>	1, 2, 4	All	PPD: 2.5% - 10 Days 2% - 15 Days 1.5% - 20 Days 1% - 30 Days		13%
Big Game Outfitters, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26004</a>	Christine O'Shea	978-468-0643	<a href="mailto:oshea.c@comcast.net">oshea.c@comcast.net</a>	4	All	PPD: 5% - 10 Days 1% - 15 Days 0% - 20 Days 0% - 30 Days	WBE	5%
Boston Mailing Company, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26301</a>	Margaret McLaughlin	617-261-4880	<a href="mailto:mail@bostonmailing.com">mail@bostonmailing.com</a>	1, 2, 3	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days		30%
Central Print Source	<a href="#">PO-23-1080-OSD03-SRC3-26014</a>	Melisa Lent	781-826-3702 Ext. 301	<a href="mailto:info@centralprintsource.com">info@centralprintsource.com</a>	4	All	PPD: 3% - 10 Days 1.5% - 15 Days 1% - 20 Days 0% - 30 Days		2.50%
Christine Miller DBA Oceans Promotions	<a href="#">PO-22-1080-OSD03-SRC3-25872</a>	Christine Miller	508-340-2939	<a href="mailto:christine@oceanspromotions.com">christine@oceanspromotions.com</a>	4	All	PPD: 0% - 10 Days 1.5% - 15 Days 0% - 20 Days 0% - 30 Days		1%
Commonwealth Print and Mail Services	<a href="#">PO-23-1080-OSD03-SRC3-26073</a>	Edward Devlin	617-720-3346	<a href="mailto:edward.devlin@mass.gov">edward.devlin@mass.gov</a>	1, 2, 3	All	N/A		N/A
Digipress Inc. dba Spire	<a href="#">PO-22-1080-OSD03-SRC3-26063</a>	Hilary Caccamo	617-832-1905	<a href="mailto:hilary.caccamo@spire.net">hilary.caccamo@spire.net</a>	1,3	All	PPD: 2.5% - 10 Days 2% - 15 Days 1.5% - 20 Days 1% - 30 Days		1.18%
DS Graphics Inc. dba Universal Wilde	<a href="#">PO-22-1080-OSD03-SRC3-26818</a>	Jim Bailey	978-970-1359	<a href="mailto:Jim.bailey@universalwilde.com">Jim.bailey@universalwilde.com</a>	1,3	All	PPD: 2.00% - 10 Days 0% - 15 Days		1.00%

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**OPERATIONAL SERVICES DIVISION**

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
							0% - 20 Days 0% - 30 Days		
Fenway Communications Group, Inc. dba Fenway Printers	<a href="#">PO-22-1080-OSD03-SRC3-26056</a>	Todd Nugent	617-226-1900 Ext. 114	<a href="mailto:info@fenwaycommunications.com">info@fenwaycommunications.com</a>	All	All	PPD: 5% - 10 Days 3% - 15 Days 2% - 20 Days 0% - 30 Days		6%
Flagship Press, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26005</a>	Herbert Silberstein	617-719-5215	<a href="mailto:hsilberstein@flagshippress.com">hsilberstein@flagshippress.com</a>	All	All	PPD: 2% - 10 Days 0% - 15 Days 0% - 20 Days 0% - 30 Days		3%
Fowler Printing & Graphics, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26103</a>	Jessica Brennan	781-986-8900	<a href="mailto:jbrennan@fowlerprinting.com">jbrennan@fowlerprinting.com</a>	1, 2, 3	All	PPD: .50% - 10 Days 1% - 15 Days 1.5% - 20 Days 0% - 30 Days		4%
Hannaford & Dumas, Corp	<a href="#">PO-22-1080-OSD03-SRC3-26008</a>	Paul Mallahan	978-852-9291	<a href="mailto:pmallahan@hannaforddumas.com">pmallahan@hannaforddumas.com</a>	All	All	PPD: 2% - 10 Days 0% - 15 Days 0% - 20 Days 0% - 30 Days		10%
HyggeMail dba Minuteman Press Natick	<a href="#">PO-22-1080-OSD03-SRC3-26109</a>	Pramitha B. Chowrira	508-655-0875	<a href="mailto:info@mpnatick.com">info@mpnatick.com</a>	All	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 1% - 30 Days		20%
Infosend NE LLC	<a href="#">PO-22-1080-OSD03-SRC3-26299</a>	Deena Ryan	617-865-7570	<a href="mailto:Deena.r@infosendne.com">Deena.r@infosendne.com</a>	1, 3	All	PPD: 2.5% - 10 Days 1.5% - 15 Days 1% - 20 Days 0% - 30 Days		1%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
J. T. Gardner, Inc dba Curry Printing	<a href="#">PO-22-1080-OSD03-SRC3-26295</a>	Peter Gardner	800-540-4993	<a href="mailto:pgardner@curryprinting.com">pgardner@curryprinting.com</a>	1, 2, 4	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days		3%
JLS Mailing Services Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26294</a>	Jonathan Clark	508-313-1028	<a href="mailto:jjclark@jlsms.com">jjclark@jlsms.com</a>	1, 3	All	PPD: 3% - 10 Days 2% - 15 Days 1% - 20 Days 0% - 30 Days		2%
Jordan Enterprises, Inc. DBA SD Visual Images	<a href="#">PO-22-1080-OSD03-SRC3-25873</a>	Robert J. Jordan	508-481-2948	<a href="mailto:info@sdvisualimages.com">info@sdvisualimages.com</a> <a href="mailto:sdvi2948@aol.com">sdvi2948@aol.com</a>	1,2,4	All	PPD: 4% - 10 Days 3% - 15 Days 2% - 20 Days 2% - 30 Days		5%
Lane Printing, Co., Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26006</a>	Frank Lane	781-767-4450	<a href="mailto:frank@laneprint.com">frank@laneprint.com</a> <a href="mailto:mail@laneprint.com">mail@laneprint.com</a>	All	All	PPD: 2% - 10 Days 1% - 15 Days .50% - 20 Days 0% - 30 Days		1%
Leone Marketing Solutions, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-25868</a>	Rachel Leone	781-740-3171	<a href="mailto:rachel@leonemarketing.com">rachel@leonemarketing.com</a>	4	All	PPD: 3% - 10 Days 3% - 15 Days 3% - 20 Days 3% - 30 Days	WBE	10%
MASSCOR Industries	<a href="#">PO-23-1080-OSD03-SRC3-26072</a>	Steven Niland	508-850-1074	<a href="mailto:Steven.K.Niland@doc.state.ma.us">Steven.K.Niland@doc.state.ma.us</a>	1, 2	All	N/A		N/A
McDermott-Pallotta, Inc. dba Evans & Faulkner	<a href="#">PO-22-1080-OSD03-SRC3-26055</a>	John McDermott	617-924-4091	<a href="mailto:watertown@alphagraphics.com">watertown@alphagraphics.com</a>	2	Essex, Middle sex, Norfolk , Suffolk	PPD: 3% - 10 Days 2% - 15 Days 1% - 20 Days 0% - 30 Days		5%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
MG Products, LLC	<a href="#">PO-22-1080-OSD03-SRC3-25869</a>	Leanne Goddu	978-352-5042	<a href="mailto:leanne@mgproducts.net">leanne@mgproducts.net</a>	4	All	PPD: 3% - 10 Days 2% - 15 Days 1% - 20 Days 1% - 30 Days	WBE	1%
Millennium Printing Corporation	<a href="#">PO-22-1080-OSD03-SRC3-26030</a>	Kevin McCoy	781-337-0002	<a href="mailto:info@mpcprinting.com">info@mpcprinting.com</a> <a href="mailto:kmccoy@mpcprinting.com">kmccoy@mpcprinting.com</a> <a href="mailto:clayman@mpcprinting.com">clayman@mpcprinting.com</a>	1,2,4	All	PPD: 0% - 10 Days 0% - 15 Days 0% - 20 Days 1% - 30 Days	WBE	2%
Puritan Press, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26031</a>	David Cady	603-889-4500	<a href="mailto:davec@puritancapital.com">davec@puritancapital.com</a>	1, 3	All	PPD: 2% - 10 Days 1.5% - 15 Days 1% - 20 Days .50% - 30 Days		1%
Razz-M-Tazz Promotions, LLC	<a href="#">PO-22-1080-OSD03-SRC3-26007</a>	Gail Sabettini	978-874-0502	<a href="mailto:gail@razz-m-tazz.com">gail@razz-m-tazz.com</a>	2, 4	All	PPD: 1% - 10 Days 0% - 15 Days 0% - 20 Days 0% - 30 Days	WBE	1%
RR Donnelley & Sons Company dba RR Donnelley	<a href="#">PO-22-1080-OSD03-SRC3-26074</a>	Susan Sheridan	781-353-8643	<a href="mailto:corporate.wbmstr@rrd.com">corporate.wbmstr@rrd.com</a> <a href="mailto:susan.sheridan@rrd.com">susan.sheridan@rrd.com</a>	3	All	PPD: 1.5% - 10 Days 1% - 15 Days 0% - 20 Days 0% - 30 Days		5%
TigerPress, LLC	<a href="#">PO-22-1080-OSD03-SRC3-26293</a>	Jamie O'Connell	413- 224- 0930	<a href="mailto:jamie@tigerpress.com">jamie@tigerpress.com</a>	All	All	PPD: 2% - 10 Days 2% - 15 Days 0% - 20 Days 0% - 30 Dyas		1%
Shawmut Advertising, Inc. dba Shawmut Communications Group	<a href="#">PO-22-1080-OSD03-SRC3-26300</a>	Stacey Peluso-Slaney	978-762-7500	<a href="mailto:info@shawmutdelivers.com">info@shawmutdelivers.com</a>	1,2,3	All	PPD: 2.5% - 10 Days 2% - 15 Days 1.5% - 20 Days 1% - 30 Days		1%

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Standard Modern Company, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26057</a>	Julianne Smith	800-742-4123 Ext. 300	<a href="mailto:info@standardmodern.com">info@standardmodern.com</a> <a href="mailto:jsmith@standardmodern.com">jsmith@standardmodern.com</a>	All	All	PPD: 4% - 10 Days 3% - 15 Days 2% - 20 Days 1% - 30 Days	WBE	2%
Sterling Business Products, Inc. dba Sterling Printing	<a href="#">PO-22-1080-OSD03-SRC3-25870</a>	Ricky Malrani	781-481-1234	<a href="mailto:ricky@sterlingprinting.com">ricky@sterlingprinting.com</a>	All	All	PPD: 0% - 10 Days 0% - 15 Days 0% - 20 Days 1% - 30 Days	MBE	4%
TCI PRESS INC.	<a href="#">PO-22-1080-OSD03-SRC3-25871</a>	Steve DiCaprio	508-336-6633	<a href="mailto:steve@tcipress.com">steve@tcipress.com</a>	All	All	PPD: 2% - 10 Days 1.5% - 15 Days 1% - 20 Days 0% - 30 Days		3%
W.B. Mason Co., Inc.	<a href="#">PO-22-1080-OSD03-SRC3-26302</a>	Gregg Manning	800-242-5892	<a href="mailto:Gregg.manning@wbmason.com">Gregg.manning@wbmason.com</a>	4	All	PPD: 3% - 10 Days 3% - 15 Days 3% - 20 Days 3% - 30 Days		3%

\*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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