

Contract User Guide for OFF45

Contract OFF45: Art & Instructional School Supplies

UPDATED: October 2, 2019

Contract #:	OFF45
MMARS MA #:	OFF45*
Initial Contract Term:	October 1, 2017 to September 30, 2022
Maximum End Date:	Five (5) one-year extension(s) to 2027
Current Contract Term:	October 1, 2017 to September 30, 2022
Contract Manager:	Gustav Pearson, 617-720-3101, gustav.pearson@mass.gov
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	60-10-17 Teacher resource materials

*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](#)
- [Pricing, Quotes, and Purchase Options](#)
- [How to Purchase From the Contract](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products \(EPP\)](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Shipping/Delivery>Returns](#)
- [Strategic Sourcing Team Members](#)
- [Additional Information/FAQs](#)
- [Vendor List and Information](#)
- [Appendix A: Contract Terms by Vendor](#)
- [Appendix B: Additional Vendor Contacts and Ordering Information](#)

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



Contract Summary

This is a Statewide Contract for Art & Instructional School Supplies. This contract is a Cooperative Purchase between the State of Connecticut and the Commonwealth of Massachusetts. This contract is divided into three product parts: Part A, Fixed Price has products ranging from composition books, anti-dust chalk, Crayola washable markers, chalk, finger paints, newsprint, construction paper, drawing paper, scissors and many more items Part B, Percentage Off a Dated Catalog for other general educational supplies has products ranging from mining/raw & moist clay supplies, clay sculpting tools, language arts comprehension games, sports & foam balls for multiples sports and many more items, and Part D Percentage Off a Dated Catalog for School and Early Childhood Furniture through the third grade. Category C is details of shipping.

UPDATES: RPA allowed 5/4/18

Contract Categories

This contract includes 3 categories of products as listed below.

- Category 1: Part A, Fixed Price
- Category 2: Part B, Percentage Off a Dated Catalog
- Category 3: Part D, Percentage Off a Dated Catalog

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 contract includes from many vendors: PPD, and/or volume discounts or the ability to negotiate them as shown in the [Vendor List and Information](#).



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 OFF45 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the Vendor Information page.
- OSD is participating in the Connecticut 17PSX0012 contract for Art & Instructional School Supplies and further information on this contract may be found at the [State of Connecticut's Dept. of Administration State Contracting Portal](#)

To view the solicitation and resulting contract from the Connecticut website follow the instructions below:

- 1) On the State Contracting Portal, click on "CURRENT SOLICITATIONS" or "CONTRACTS AND SOLICITATION RESULTS" under "Search for all:" in the "Doing Business with the State" section.
- 2) This will bring you to the "State Contracting Portal Search" page. Under ">Search Solicitations" or under ">Search Contracts/Results" enter the solicitation number "17PSX0012" in the Project/Solicitation # field then click on the "Search" button.
- 3) The solicitation information will then be displayed. Click on the Solicitation Number "17PSX0012" to view the solicitation documents.



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;

Eligible Entities

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

Pricing, Quote, and Purchase Options

Purchase Options

Purchases made through this contract will be direct, outright purchases

Pricing Options

Ceiling/Not-to-Exceed: Part A Fixed Price items and Parts B (general educational Supplies) & D (School and Early Childhood Furniture through the 3rd grade) % off catalog contract discounts represent “ceiling” or “not-to-exceed” pricing, and may be further negotiated. See Appendix A: for Fixed price Part A awards and Exhibit B Terms Summary for discount percentages on other products. Additional volume discounts or options to negotiate them are shown in the VENDOR LIST AND INFORMATION.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the vendor information page, where links are provided to all the vendors MBPO's.

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@state.ma.us.

801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference OFF45 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

Directly purchase fixed price items through COMMBUYS

This contract allows buyers 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 purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- COMMBUYS Requisitions section → How to Create a Release Requisition and Purchase Order (Contract Purchase) job aid.

Select items from a Punchout catalog and purchase through COMMBUYS

Punchout catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The Punchout or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙️] and choose the G2B Punchout option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to Punchout in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The Quick Reference Guide (QRG) section → QRG – Buyer Punchout Ordering job aid; or
- The COMMBUYS Purchase Orders section → How to Purchase from a G2B Punchout job aid.

Document items in COMMBUYS that have already been purchased

This contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. *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 an RPA in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section → the *How to Create an RPA Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference **OFF45** when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value.

For a 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

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

General Specifications

Products and services purchased by state agencies must be in compliance with MA Executive Order 515, which requires Executive Departments to reduce their impact on the environment and enhance public health by procuring environmentally preferable products and services (EPPs) when EPPs perform to satisfactory standards and represent best value. EPPs are considered to be products and services that help to conserve natural resources, reduce waste, protect public health and the environment, and promote the use of clean technologies, recycled materials, and less toxic products. Questions concerning the EO or the appropriate specifications may be directed to OSD's EPP Procurement Program, www.mass.gov/epp. The Order can be seen at [Executive Order 515](#).

Art Supplies Specifications

Art and Creative Materials Institute (ACMI) certifies product in the art, craft and creative material manufacturing sector as non-toxic.

It is desirable that vendors identify ACMI certified products with recycled content, without high-hazard chemicals such as lead or asbestos, ketones or xylene, acetone, phalates, and fragrances; and low odor or water based and fragrance free markers.

Other Specifications

Post-Consumer Recycled Content (PCRC) - Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

It is desirable that vendors identify products they offer that meet the following specifications:

Product/Service	EPP Specification
Adhesives, caulk, sealants and tape	Certified by at least one of the following: Carpet and Rug Institute Green Label Plus; Cradle to Cradle Innovation Institute Certified; Green Seal 36: Adhesives for Commercial Use; UL GREENGUARD Gold/GREENGUARD; SCS FloorScore; SCS Recycled Content Verification
Antimicrobial hand sanitizer	Certified by UL Ecologo



Product/Service	EPP Specification
Antimicrobial hand sanitizing wipes	Must contain ethyl alcohol or isopropanol active ingredients only
Art Supplies	Identify certified AP; choose products with recycled content, without high-hazard chemicals such as lead or asbestos, ketones or xylene, acetone, phalates, and fragrances; specify low odor or water based and fragrance free markers
Batteries & Chargers, including rechargeable	Must have rechargeable option
Rechargeable batteries & chargers	All batteries (including low-self-discharge/pre-charged rechargeable batteries) shall be rechargeable nickel metal hydride (NiMH) batteries and shall have a minimum power rating in milliamp hours (mAh)* as follows: AAA batteries: 700 mAh; AA batteries: 2000 mAh; C batteries: 2200 mAh; D batteries: 2200 mAh; 9-volt batteries: 175 mAh; All chargers must be certified by ENERGY STAR
Binders, paper covered paperboard	Minimum 75% PCRC
Binders, plastic covered paperboard	Minimum 20% PCRC
Binders, ringed, presentation	Minimum 30% PCRC
Binders, ringed, pressboard	Minimum 30% PCRC
Binders, solid plastic	Minimum recycled content: HDPE: 90% PCRC PE: 30-50% PCRC PET: 100% PCRC Misc Plastics: 80% PCRC
Book: accounting, address, bookkeeping, appointment including refill, dictionaries and reference, notebooks, steno, phone message, record, wirebound notebooks	Minimum 30% PCRC
Calendars/refills	Minimum 30% PCRC
Carpet, broadloom and tile	Minimum 10% total recycled content (post/pre-consumer mix) by weight
Clipboards, paper and plastic	Minimum 50% PCRC; paper, HDPE: 90% PCRC, PS: 50% PCRC, Misc Plastics: 45% PCRC.

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Updated: October 2, 2019

Page 7 of 27



Product/Service	EPP Specification
Clips, clamps and dispensers for paper	Must have PCRC options
Correction fluid	Ozone-safe (no harmful solvents), water-based, certified AP non-toxic
Desk pads/ blotters	Minimum 35% PCRC
Electronic Equipment	Certified by ENERGY STAR, if applicable
File folders, expanding, wallet and box bottom	Minimum 20% PCRC
File folders, plastic	Minimum 90% PCRC
File folders, pockets, colored, manila, hanging, pressboard	Minimum 30% PCRC
File guides, manila & pressboard	Minimum 30% PCRC
Files, expanding	Minimum 30% PCRC
Furniture, environmentally preferable	<ul style="list-style-type: none"> • All packaging material contain a minimum of 35% PCRC • Product with electrical components must meet all appropriate current and future Underwriters Laboratories Inc. specifications • Must meet all current and future ANSI-BIFMA specifications for category of furniture • Products must meet Greenguard Gold or SCS Indoor Advantage Gold <p>DESIRABLE CRITERIA: Products must not contain: VOC's, antimicrobials, flame retardants, PVC, per and poly fluorinated chemicals used as stain/water/oil resistant treatments, phthalates, lead, polybrominated diphenyl ethers (PBDEs), formaldehyde.</p>
Glass beads	100% total recycled glass
Graffiti and paint removers	Certified by Green Seal or UL Ecologo certified, OR EPA Safer Choice registered; no aerosol containers
Markers and accessories	Low odor, Water-based, certified AP non-toxic, conforming to ASTM D-4236; low odor for dry erase.

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Updated: October 2, 2019

Page 8 of 27



Product/Service	EPP Specification
Paper, copy, roll stock, continuous, offset, construction, typing, writing	Minimum 30% PCRC
Paper, flip charts	Minimum 10% PCRC
Paper, rolls, index cards and labels	Minimum 20% PCRC
Paper, post-its and fax post-its	Minimum 30% PCRC
Paper, report covers, pressboard	Minimum 30% PCRC
Paper, report covers, punchless	Minimum 20% PCRC
Paper not otherwise listed	Minimum 30% PCRC
Pens	Minimum 50% PCRC
Picture frames and thumb tacks	Minimum 30% PCRC
Plastic accessories	Minimum 25% PCRC
Printed materials	Minimum 30% PCRC, except for coated papers which may be 10% PCRC content; printing facilities located in Massachusetts must also comply with the requirements of DEP's Environmental Results Program (ERP). Desirable: use Environmentally preferable chemicals for printing (formaldehyde-free photo-chemicals, vegetable-based or water-based inks, and low-VOC adhesives).
Report covers, color, plastic (HDPE)	Minimum 90% PCRC
Wipes, disposable	Minimum 40% PCRC

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

Updated: October 2, 2019

Page 9 of 27



Contract Exclusions and Related Statewide Contracts

- Digital Duplicating Supplies are available through ITC66 Copiers, Printers, Scanners and Related Devices and Services
- Multipurpose Copy Paper including 25% Cotton Bond Paper is available through OFF36 Office Supplies, Recycled Paper and Envelopes
- Audiovisual Equipment, Supplies & Services are available through OFF40 Audio, Video, Multimedia Presentation Equipment and Services
- School & Office Furniture(except School and Early Childhood Equipment and Furniture for use through the third grade), which is available through OFF38 Office, School and Library Furniture, Accessories & Services
- Outdoor furniture is available through FAC104: Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service.
- Any items requiring installation to a permanent/fixed structure
- Additional items reviewed during the term of the contract that overlap a statewide contract
- Contract Award OFF45 AKA 17PSX0012 Exhibit B Art & Instructional School Supplies - This contract does not include products such as; white copy paper (multipurpose, recycled, computer and specialty, toner, all school and office furniture except School and Early Childhood Equipment and Furniture for use through the third grade (office furniture such as desks, chairs, tables, bookcases, file cabinets, chair mats, lounge furniture, office suites, stages, risers & accessories) flags; commercial shelving library supplies, audio visual and equipment, projectors, cameras, tvs, flat panel mounts, computers (chrome books, Ipad etc.) & accessories, peripherals, management data, licensed software; eReaders and tablet devices, data storage; audiobooks, e-books, and textbooks, media carts, lecterns, charging stations, , PA systems & accessories , interactive storage, printers, shredder & supplies, facsimile machines, cafeteria and foodservice equipment, break room items, facility maintenance items, playground equipment, any items requiring installation to a permanent/fixed structure, athletic equipment.

Shipping/Delivery>Returns

Shipping is FOB destination except for special items listed in Exhibit B terms summary from lead state Connecticut in Appendix A:

Strategic Sourcing Team Members

- Peter Etzel, Operational Services
- Jill Belisle, State of Connecticut, DAS/Procurement Services
- Subject matter input from various School Business Officials



Additional Information/FAQs

Frequently Purchased Items on the Contract

Products frequently purchased through this contract include: Part A, Fixed Price has products ranging from composition books, anti-dust chalk, Crayola washable markers, chalk, finger paints, newsprint, construction paper, drawing paper, scissors and many more items Part B, Percentage Off a Dated Catalog for other general educational supplies has products ranging from mining/raw & moist clay supplies, clay sculpting tools, language arts comprehension games, sports & foam balls for multiples sports and many more items, and Part D Percentage Off a Dated Catalog for School and Early Childhood Furniture through the third grade. Category C is details of shipping.

Geographical Service Area

Contractors will be able to provide the requested products throughout the Commonwealth.

Product Specifications, including Environmental Standards and Requirements

See specifications above in [Environmentally Preferable Products](#)

Warranties

Manufacturers' warranties apply.

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 Contractor.
- **Volume Discounts:** Additional volume discounts or options to negotiate them are shown in the VENDOR LIST AND INFORMATION.

If the Needed Product Can Not be Found

If a product 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 meets the scope of the product category, the vendor may be able to add it to their product offerings. The vendor needs prior Strategic Sourcing Lead approval to add to contract.

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.



Contract User Guide for OFF45

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Prompt Payment Discount (PPD)
Blick Art Materials	PO-18-1080--SRC3-11671	Tamby Peterson	309-343-6181 x5309	t.peterson@dickblick.com	B	No PPD
Charles Becker & Bro. dba Becker School Supplies	PO-18-1080--SRC3-11676	Robert Becker	856-792-4502	robert.becker@cjbinc.com	B & D	No PPD
Early Childhood dba Discount School Supply	PO-18-1080--SRC3-11678	Lydia Wilson	800-836-9515 x5552	lwilson@discountschoolsupply.com	B	No PPD
EAI div Eric Armin	PO-18-1080--SRC3-11677	Barbara Tuzzeo	800-770-8010 x7600	btuzzeo@eaieducation.com	B	No PPD
Kaplan Learning Company	PO-18-1080--SRC3-11680	Kate Shelton	800-334-2014 x6126	bids@kaplanco.com	B & D	1% off in 10 days
Kurtz Bros., Inc.	PO-18-1080--SRC3-11668	Jeff Pistner	814-765-6561 x2657	jpistner@kurtzbros.com	B	1% off in 10 days
Lakeshore Learning Materials	PO-18-1080--SRC3-11681	Steve Teebagy	800-421-5354 x7817	steebagy@lakeshorelearning.com	B & D	1% off in 20 days
Really Good Stuff	PO-18-1080--SRC3-11682	Maya Leito	800-366-1920 x282	mleito@reallygoodstuff.com	B	No PPD
S&S Worldwide	PO-18-1080--SRC3-11683	Erin Hemingway	860-537-3451 x2503	ehemingway@ssww.com	B & D	2% off in 10 days
School Specialty COMMBUYS Punchout	PO-18-1080--SRC3-11663	Jim Curtis	508-769-2675	james.curtis@schoolspecialty.com	A, B, & D	1% off in 10 days
W.B. Mason	PO-18-1080--SRC3-11684	Cassandra Teveris	888-926-2766 x8644	cassandra.teveris@wbmason.com	A, B, & D	5% off in 30 days

*Note that COMMBUYS is the official system of record for vendor contact information. Price files may be found in the individual vendor's MBPO.



Appendix A: Contract Terms by Vendor

Contractor Awarded	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
OFF45 AKA 17PSX0012								
Blick Art Materials LLC	N/A	20%	2017 Materials for Art Education	Please see excel spreadsheet with MPBO in COMMBUYS detailing the specific ineligible skus from the 2017 printed catalog. Paper handling fee for 10 sheet or less 18x24 paper is a flat \$3.00 fee for specialized packaging. (protects these oversized papers during shipping additional protection is required.	N/A	Sale catalogs, web prices, coupons and promotions. Quantity pricing is not discountable (You will receive the lower of either the quantity break or your discount from the EACH price based on the quantity being purchased. Drop-ship items (any item # with the letter F) .	Net 45 Days	No Volume Discount
Charles Becker & Bro. (Becker School Supplies)	N/A	8% "Reg" price	2017 Early Childhood Edition and Classroom Essentials	N/A	8% "Reg" price	Promotional items may be excluded and are subject to review for special pricing. Offer is not valid with any oter promotions, discounts.	Net 45 Days	No Volume Discount
Early Childhood DBA Discount School Supply	N/A	20%	2017 Discount School Supply Catalog Vol. 4	N/A	No Award (Furniture and Equipment)	No Discount Exclusions	Net 45 Days	2% off current catalog items for stock items for larger orders over \$25,000 shipping to one location.

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Updated: October 2, 2019

Page 13 of 27



OPERATIONAL SERVICES DIVISION

Contractor Awarded OFF45 AKA 17PSX0012	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
EAI div Eric Armin	N/A	15%	2017 EAI K-12 Math & EAI Elementary Spring	N/A	No Award (Furniture and Equipment)	Discount cannot be combined with other offers including discounts through bids, quotes, web sale price or EAI coupons. No award on the following Calculators & Peripherals, Vernier products, CBLs, CBRs, probes, batteries, Navigator Systems, Software, Storage products, Stopwatches, Timers, Furniture, Rugs, Little bits, Cutelets, Ozobots, Sphero, Makey Makey, Sam Labs, SeBoard or Geometitles.	Net 45 Days	Orders of \$10,000 or more for manipulatives, books and educational games may be eligible for additional 3% discount. Request for quote to obtain the discount must be emailed to bidsquotes@eaieducation.com with the contract number.
Kaplan Learning Company	N/A	17%	2017 The Early Childhood Edition & Kaplan Elementary	Excludes next day 2nd day air	17%	Discount does not apply to outdoor services, lofts, computers & accessories, technology items, assessments & screening materials, curriculum and professional development & screening materials, curriculum, and professional development.	1%/10 Days Net 45	Additional volume discounts are negotiable at time of order via Dave Kulick.
Kurtz Bros., Inc.	N/A	35%	2017 Kurtz Bros. No. 123 (pages 2-655)	N/A	No Award (Furniture & Equipment P. 856-872)	No Discount Exclusions	1%/ 10 Days Net 45	No Volume Discount

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Updated: October 2, 2019

Page 14 of 27



Contractor Awarded	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
OFF45 AKA 17PSX0012								
Lakeshore Learning Materials	N/A	8%	2017 Lakeshore/2017-2018 Lakeshore Elementary	N/A	8%	No Discount Exclusions	1% / 20 Days Net 45	No Volume Discount
Really Good Stuff		7.5% off lowest website pricing (merchandise total)	2017 Really Good Stuff	Excludes Priority Express	No Award (Furniture & Equipment includes drop shipment/open market items)	Discount cannot be combined with other promotional offers and/or coupons.	Net 45 Days	Additional discounts may be available depending on order amount. Please contact your account manager for details.
S&S Worldwide	N/A	22%	2017 Worldwide Buyer's Guide	N/A	22%	No Discount Exclusions	2% / 10 Days Net 45	No Volume Discount
School Specialty	See Exhibit B Price Schedule in COMMBUYS MBPO	32% (9 prefix items)	2017 School Specialty Essentials2017 Art Education Catalog/Sax2017 Special Needs Catalog/Abilitations2017 Early Childhood & Childcraft 2017 Sporttime (No Sports, Climbing, Fitness Equipment)	N/A	10% (6 & 9 prefix items)	No Discount Exclusions	1% /10 Days Net 45	Additional Discount for web-based (internet) ordering 1% Additional 1% when entity reaches \$250,000 level per subdivisions.

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Updated: October 2, 2019

Page 15 of 27



Contractor Awarded	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
OFF45 AKA 17PSX0012								
W.B. Mason	See Exhibit B Price Schedule in COMMBUYS MBPO	46.6% , 15%, 25%	2017 School Supply Specialty Items p. 239-256 pottery & ceramics clay and accessories, Financial, Graphing & Scientific Calculators	N/A	13%	No Discount Exclusions	5%/30 Days Net 45	No Volume Discount

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Updated: October 2, 2019

Page 16 of 27



Contract User Guide for OFF45

Appendix B: Additional Vendor Contacts and Ordering Information

Becker's School Supplies	
CONTACTS	ORDERING INFORMATION
<u>Contract Administrator:</u>	<u>Order Placement:</u>
<p>Robert Becker Bid Contract Manager Phone: 800-523-1490 x137 Fax: 856-792-4500 Robert.Becker@cjbinc.com</p> <p>Kent Bongarzone Relationship Manager and Sales Representative Phone: 617-272-0803 Kent.Bongarzone@cjbinc.com</p>	<p>Phone: 800.523.1490 ext. 2 Fax: 856.792.4500 Email: orders@cjbinc.com Online: www.shopbecker.com</p> <p>Customer Service Department (order status, shipment status, damages, shortages)</p> <p>Linda Carrera, Internal Customer Service Phone: 800-523-1490 x124 Fax: 215-464-8991 Linda.Carrera@cjbinc.com</p>

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Updated: October 2, 2019

Page 17 of 27



Blick Art Materials

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 655 721 720">For questions about the contract, pricing, ordering and customer account #s:</p> <p data-bbox="120 743 631 772">Tamby Peterson, Sr. Contract Bid Specialist</p> <p data-bbox="120 846 461 875">Phone: 800-704-7744 x5309</p> <p data-bbox="120 898 573 928">Email: regionEquotes@dickblick.com</p> <p data-bbox="120 1001 488 1031">Blick bid number – QD20CTMA</p> <p data-bbox="120 1054 760 1119">Please reference this number on all purchase orders and online orders.</p>	<p data-bbox="1062 501 1273 531"><u>Order Placement:</u></p> <p data-bbox="786 604 1328 634">Blick’s Customer Care Center is available 24/7</p> <p data-bbox="786 657 1049 686">Phone: 800- 447-8192</p> <p data-bbox="786 709 1130 739">Email: orders@dickblick.com</p> <p data-bbox="786 762 1008 791">Fax: 800-621-8293</p> <p data-bbox="786 814 1110 844">Online: www.dickblick.com</p> <p data-bbox="786 867 1289 896">By Mail: PO Box 1267, Galesburg, IL 61402</p> <p data-bbox="786 919 1510 1052">Customer Care Representatives are trained to receive orders and handle most order questions, including ship dates, backorder information, order corrections and other similar questions.</p> <p data-bbox="786 1125 1552 1190">Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p> <p data-bbox="786 1213 1057 1243">Phone: 800- 723-2787</p> <p data-bbox="786 1266 1192 1295">Email: custservice@dickblick.com</p>



EAI Div. of Eric Armin, Inc.

CONTACTS	ORDERING INFORMATION
<p style="text-align: center;"><u>Contract Administrator:</u></p> <p>Barbara Tuzzeo National Sales Manager 800-770-8010 x7600</p> <p style="text-align: center;"><u>Sales Coordinators:</u></p> <p>Lisa McMorrow 800-770-8010 x7670</p> <p>Kathy Franks 800-770-8010 x7650</p> <p>Sarah Van Syckel 800-770-8010 x7210</p> <p>Barbara Ryniak Customer Service Manager 800-770-8010 x7440</p> <p style="text-align: center;"><u>Accounting:</u></p> <p>Mary Payne 800-770-8010 x7225</p>	<p style="text-align: center;"><u>Order Placement:</u></p> <p>All Purchase Orders <u>MUST</u> mention Contract #: 17PSX0012</p> <p>Phone: 800-770-8010 Phone: 201-891-9466 Fax: 201-891-5689</p> <p>Email: bidsquotes@eaieducation.com Online: www.eaieducation.com</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p> <p>Phone : 800-770-8010</p> <p>Special time sensitive shipments, including holidays, summer shipments etc. Phone: 800-770-8010 x7600</p> <p>Purchase Order Payment/Invoice Address Eric Armin, Inc. PO Box 416366 Boston, MA 02241-6366</p>

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Updated: October 2, 2019



Early Childhood LLC dba Discount School Supply

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 604 418 789">Lydia Wilson Senior Contract Manager 1-800-836-9515, X 5552 lwilson@discountschoolsupply.com</p> <p data-bbox="120 814 431 1045">or Christine Rushlow Outside Account Manager Direct: 508-740-1617 crushlow@discountschoolsupply.com</p>	<p data-bbox="1062 554 1273 583"><u>Order Placement:</u></p> <p data-bbox="786 604 1510 684">When placing orders Please use source code RFPCTMA7 to receive contract terms</p> <p data-bbox="786 756 1325 898">Phone: 800-627-2829 Fax: 800-879-3753 Email: Custserv@discountschoolsupply.com Online: www.discountschoolsupply.com</p> <p data-bbox="786 936 1552 1003">Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p> <p data-bbox="786 1024 1198 1209">Marshall Coleman Senior Customer Support Manager Direct: 831-333-2559 csmanagers@discountschoolsupply.com</p>



Kaplan Early Learning

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 655 558 737">Dave Kulick, Area Territory Manager 860-460-2350</p> <p data-bbox="120 810 574 892">Kate Shelton, Bids/Contracts Manager 800-334-2014 x6126</p> <p data-bbox="120 963 727 1045">Trudy Higgins, Total Customer Care Representative 800-334-2014 x6250</p> <p data-bbox="120 1119 615 1201">Paula King, Total Customer Care Manager 800-334-2014 x6279</p>	<p data-bbox="1062 554 1273 583"><u>Order Placement:</u></p> <p data-bbox="786 655 1552 758">Kaplan will accept orders via telephone, facsimile, mail or email. Kaplan’s catalogs are available online and order can be made using our website: www.kaplanco.com</p> <p data-bbox="786 831 1552 1039">To ensure complete adherence to contract terms and conditions as well as privacy for individual users, we suggest that eligible customers who wish to order online be set-up as My Kaplan customers. This may be easily performed by clicking “My Kaplan” on Kaplan’s website or by contacting Total Customer Care at 800-334-2014.</p> <p data-bbox="786 1058 1448 1087">Customized user name and password can be requested.</p>

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Updated: October 2, 2019

Page 21 of 27



Kurtz Bros

CONTACTS	ORDERING INFORMATION
<p data-bbox="282 554 592 583"><u>Contractor Administrator:</u></p> <p data-bbox="120 655 570 842">Robert Kelley Technical Support Online Registration 800-252-3811 x2299 rkelley@kurtzs.com</p> <p data-bbox="120 913 610 1100">Debbie Pleskonko Online Registration, Customer Assistance 800-252-3811 ext. 2228 dpleskonko@kurtzs.com</p> <p data-bbox="120 1171 410 1358">Jeff Pistner Online Registration 800-252-3811 jpistner@kurtzbros.com</p>	<p data-bbox="1062 554 1274 583"><u>Order Placement:</u></p> <p data-bbox="786 655 1552 1077">Internet Ordering, the URL will take you directly to the CT/MA ordering webpage. On-Line Secure Electronic Ordering at www.kurtzbros.com: Once you are set up with a user name and password, you can place your orders on-line and receive the 35% discount for the items in this section. Bid pricing &/or catalog discount pricing will automatically be loaded into your account. You can view bid items by entering the 5-digit merchandise code into the Search bar at our site located at www.kurtzbros.com or click on Promotional Pricing in the left toolbar. Then enter 35 in the Promotional Code field, and click Fetch Promotional Pricing. The CT/MA contract page will then display.</p> <p data-bbox="786 1100 1552 1413">Customer Assistance: 800-252-3811 custserv@kurtzbros.com Billing/Invoicing - Accepts credit card as payment, no additional fees. Credit Card will not be charged until the order has shipped. Invoices are mailed out in duplicate daily as they are processed. Also, offer the option of emailing or faxing them if requested. Invoices are assigned a 5-digit number followed by a 2 digit extension (ex 55456.00). If there are backorders, they will be invoiced with the same invoice number but with a .01 extension until all items on the order are billed.</p>



Lakeshore Equipment Company

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 604 477 789">Rafael Muro, Lead Bid Analyst Connecticut & Massachusetts 800-421-5354 x2653 rmuro@lakeshorelearning.com</p> <p data-bbox="302 827 578 856"><u>Account Management:</u></p> <p data-bbox="120 877 594 1117">Jon Spiegelhoff, Regional Vice President Connecticut & Massachusetts 800-421-5354 x7483 585-230-6368 jspiegelhoff@lakeshorelearning.com</p> <p data-bbox="120 1184 555 1423">Stephen Teebagy, Regional Manager Eastern MA (800) 421-5354 ext.7817 (781) 572-2310 steebagy@lakeshorelearning.com</p>	<p data-bbox="1062 554 1276 583"><u>Order Placement:</u></p> <p data-bbox="786 604 1325 739">Phone: 800-428-4414 Fax: 310-738-537-7990 Online: epro.lakeshorelearning.com/mastate</p> <p data-bbox="786 810 1367 840">No usernames or passwords required. Auto login</p> <p data-bbox="786 911 1487 1029">Customer Service (order status, shipment status, damages, shortages, billing/Invoices): Phone: 800-428-4414</p>

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Updated: October 2, 2019

Page 23 of 27



Really Good Stuff

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 655 565 684">Alisha Garnett – CT Account Manager</p> <p data-bbox="120 707 375 737">Phone: 877-621-0583</p> <p data-bbox="120 760 565 789">Email: agarnett@reallygoodstuff.com</p> <p data-bbox="120 812 342 842">Fax: 203-268-8120</p> <p data-bbox="120 966 552 995">Terri Cowan – MA Account Manager</p> <p data-bbox="120 1018 375 1047">Phone: 888-578-6755</p> <p data-bbox="120 1071 557 1100">Email: Tcowan@reallygoodstuff.com</p> <p data-bbox="120 1123 342 1152">Fax: 203-268-8120</p>	<p data-bbox="1062 554 1273 583"><u>Order Placement:</u></p> <p data-bbox="786 655 1256 684">Customer Service Phone: 800-366-1920</p> <p data-bbox="786 693 1208 722">Quotes: sales@reallygoodstuff.com</p> <p data-bbox="786 730 1455 760">Purchase Orders: purchaseorders@reallygoodstuff.com</p> <p data-bbox="786 768 1539 798">Accounts Receivable: accountsreceivable@reallygoodstuff.com</p> <p data-bbox="786 869 1549 932">Customer Service (order status, shipment status, damages, shortages, billing/Invoices): writeus@reallygoodstuff.com</p>



S & S WORLDWIDE

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 655 461 684">Erin Hemingway, Bid Analyst</p> <p data-bbox="120 707 461 737">Phone: 800-642-7354 x2503</p> <p data-bbox="120 760 342 789">Fax: 800-566-6678</p> <p data-bbox="120 812 422 842">ehemingway@sww.com</p>	<p data-bbox="1062 554 1273 583"><u>Order Placement:</u></p> <p data-bbox="786 655 1143 684">Phone: 800-288-9941</p> <p data-bbox="786 707 1143 737">Fax: 860-566-6678</p> <p data-bbox="786 760 1170 789">Online: www.ssw.com</p> <p data-bbox="786 812 1442 842">User name and password for access to contract pricing:</p> <p data-bbox="786 865 1122 894">User Name: (email address)</p> <p data-bbox="786 917 1247 947">Password: (buyer will set up on 1st use)</p> <p data-bbox="786 970 1435 999">Payment: on checkout enter PO # or pay by credit card</p> <p data-bbox="786 1022 1549 1123">Confirmation: you will receive a web order number when order is complete; 2nd confirmation when order is processed; 3rd email with tracking information when the order ships</p> <p data-bbox="786 1146 1544 1205">Help with online ordering: Erin Hemingway 800-642-7358x2503 ehemingway@sww.com</p> <p data-bbox="786 1278 1484 1346">Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p> <p data-bbox="786 1369 1040 1398">Phone: 800-937-3451</p> <p data-bbox="786 1421 1110 1451">Email: cservice@sww.com</p>



School Specialty

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 655 553 789">James Curtis, Regional Sales Manger 508-769-2675 james.curtis@schoolspecialty.com</p> <p data-bbox="120 861 513 1045">Carrie Cool Healthcare Category Specialist 920-243-5476 carrie.cool@schoolspecialty.com</p>	<p data-bbox="1062 554 1273 583"><u>Order Placement:</u></p> <p data-bbox="786 655 1503 722">Orders may be placed via phone, fax, mail, and COMMBUYS: PO-18-1080--SRC3-11663</p> <p data-bbox="786 793 1396 861"><u>Order Processing Reference bid # 7783461414 non COMMBUYS</u></p> <p data-bbox="786 882 1256 1171">Phone: 888-388-3224 Fax: 888-388-6344 Email: orders@schoolspecialty.com Mail: School Specialty Attn: Order Dept. PO Box 1579 Appleton, WI 54912-1579</p> <p data-bbox="786 1243 1520 1272"><u>Customer Care (order/shipment status, damages, shortages)</u></p> <p data-bbox="786 1293 1292 1428">Phone: 888-388-3224 Fax: 888-388-6344 Email: customercare@schoolspecialty.com</p> <p data-bbox="786 1499 1390 1528">Order Placement online: www.schoolspecialty.com</p>



W.B. Mason Co., Inc.

CONTACTS	ORDERING INFORMATION
<p data-bbox="298 554 581 583"><u>Contract Administrator:</u></p> <p data-bbox="120 707 675 978">Cassandra Teveris CT Account Manager & Primary Administrative Lead/Key Contact Office Phone: 800-242-5892 x8644 Cell Phone: 860-841-6598 Email: cassandra.teveris@wbmason.com</p>	<p data-bbox="1062 554 1273 583"><u>Order Placement:</u></p> <p data-bbox="786 655 1224 842">Phone: 888-926-2766 x1447 Fax: 800-262-1622 Email: CTschools@wbmason.com Online: www.wbmason.com</p> <p data-bbox="786 913 1516 978">Customer Service Department (order status, shipment status, damages, shortages)</p> <p data-bbox="786 1052 1492 1220">Rick Aguado- State of CT dedicated inside Customer Service Representative Business Phone: (800) 242-5892 x1641 Email: rick.aguado@wbmason.com</p> <p data-bbox="786 1278 1549 1446">Marie Salvatore- State of MA dedicated inside Customer Service Representative Business Phone: 800-242-5892 x5251 Email: marie.salvatore@wbmason.com</p> <p data-bbox="786 1470 1386 1499">To Price check: Login: PSX0012 Password PSX0012</p> <p data-bbox="786 1522 1248 1551">For ordering: Use individual account</p>

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Updated: October 2, 2019

Page 27 of 27