



OPERATIONAL SERVICES DIVISION

Contract User Guide for OFF48

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

UPDATED: September 17, 2024

Contract #:	OFF48
MMARS MA #:	OFF48*
Initial Contract Term:	July 1, 2022 – June 30, 2027
Maximum End Date:	One (1) option for two (2) year extension through June 30, 2029
Current Contract Term:	July 1, 2022 – June 30, 2027
Contract Manager:	Amanda Ferdinand, Phone: 617-720-3166, Amanda.Ferdinand@mass.gov
This Contract Contains:	Environmentally Preferable Products (EPP) Equipment, Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO)
UNSPSC Codes:	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.
Updates:	Removed COVID-19

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

Table of Contents:

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

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

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Updated: September 17, 2024

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Page 1 of 15

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Contract User Guide for OFF48

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

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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Updated: September 17, 2024

Template version: 7.0



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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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Updated: September 17, 2024

Template version: 7.0

Page 3 of 15

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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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Updated: September 17, 2024

Template version: 7.0

Page 4 of 15

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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.

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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Updated: September 17, 2024

Template version: 7.0

Page 5 of 15

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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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Updated: September 17, 2024

Template version: 7.0

Page 6 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

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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

Counties Descriptions:

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

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Updated: September 17, 2024

Template version: 7.0

Page 7 of 15

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- 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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Updated: September 17, 2024

Template version: 7.0

Page 8 of 15

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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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Updated: September 17, 2024

Template version: 7.0

Page 9 of 15

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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	PO-23-1080-OSD03-SRC3-25874	Amanda Ferdinand	617-720-3166	Amanda.Ferdinand@mass.gov	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	PO-23-1080-OSD03-SRC3-25998	Amanda Ferdinand	617-720-3166	Amanda.Ferdinand@mass.gov	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	PO-23-1080-OSD03-SRC3-25997	Amanda Ferdinand	617-720-3166	Amanda.Ferdinand@mass.gov	N/A	N/A	N/A	N/A	N/A
***[Solicitation Enabled MBPO] (for requesting quotes) Category 3: Mailing Services	PO-23-1080-OSD03-SRC3-25995	Amanda Ferdinand	617-720-3166	Amanda.Ferdinand@mass.gov	N/A	N/A	N/A	N/A	N/A
***[Solicitation Enabled MBPO] (for requesting quotes) Category 4: Promotional and Advertising Printing	PO-23-1080-OSD03-SRC3-25996	Amanda Ferdinand	617-720-3166	Amanda.Ferdinand@mass.gov	N/A	N/A	N/A	N/A	N/A
AMDA Enterprises, Inc dba NEPM Division	PO-22-1080-OSD03-SRC3-26298	Youssef Fadel	413-596-4800	info@nepm.com	4	All	PPD: 1% - 10 Days 1% - 15 Days 1% - 20 Days 0% - 30 Days		1%
Andrew T. Johnson Co., Inc.	PO-22-1080-OSD03-SRC3-26003	Robert Leslie	617-742-1610	bobleslie@andrewtjohnson.com	2	All	PPD: 4% - 10 Days 3% - 15 Days 2% - 20 Days 1% - 30 Days		1%
Anthony Zagari	PO-22-1080-OSD03-SRC3-26296	Anthony Zaggari	617-308-3773	info@razargraphics.com	2, 4	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days		1%
B.B.C.G. LLC dba Vantage Graphics	PO-22-1080-OSD03-SRC3-26029	Benjamin Chow	617-796-9900 Ext. 301	ben.chow@vangraph.com	1, 2, 4	All	PPD: 2.5% - 10 Days 2% - 15 Days		13%

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Updated: September 17, 2024

Template version: 7.0

Page 10 of 15

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

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Updated: September 17, 2024

Template version: 7.0

Page 11 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
Fenway Communications Group, Inc. dba Fenway Printers	PO-22-1080-OSD03-SRC3-26056	Todd Nugent	617-226-1900 Ext. 114	info@fenwaycommunications.com	All	All	PPD: 5% - 10 Days 3% - 15 Days 2% - 20 Days 0% - 30 Days		6%
Flagship Press, Inc.	PO-22-1080-OSD03-SRC3-26005	Herbert Silberstein	617-719-5215	hsilberstein@flagshippress.com	All	All	PPD: 2% - 10 Days 0% - 15 Days 0% - 20 Days 0% - 30 Days		3%
Fowler Printing & Graphics, Inc.	PO-22-1080-OSD03-SRC3-26103	Jessica Brennan	781-986-8900	jbrennan@fowlerprinting.com	1, 2, 3	All	PPD: .50% - 10 Days 1% - 15 Days 1.5% - 20 Days 0% - 30 Days		4%
Hannaford & Dumas, Corp	PO-22-1080-OSD03-SRC3-26008	Paul Mallahan	978-852-9291	pmallahan@hannaforddumas.com	All	All	PPD: 2% - 10 Days 0% - 15 Days 0% - 20 Days 0% - 30 Days		10%
HyggeMail dba Minuteman Press Natick	PO-22-1080-OSD03-SRC3-26109	Pramitha B. Chowrira	508-655-0875	info@mpnatick.com	All	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 1% - 30 Days		20%
Infosend NE LLC	PO-22-1080-OSD03-SRC3-26299	Deena Ryan	617-865-7570	Deena.r@infosendne.com	1, 3	All	PPD: 2.5% - 10 Days 1.5% - 15 Days 1% - 20 Days 0% - 30 Days		1%
J. T. Gardner, Inc dba Curry Printing	PO-22-1080-OSD03-SRC3-26295	Peter Gardner	800-540-4993	pgardner@curryprinting.com	1, 2, 4	All	PPD: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days		3%

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Updated: September 17, 2024

Template version: 7.0

Page 12 of 15

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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
JLS Mailing Services Inc.	PO-22-1080-OSD03-SRC3-26294	Jonathan Clark	508-313-1028	jjclark@jlsms.com	1, 3	All	PPD: 3% - 10 Days 2% - 15 Days 1% - 20 Days 0% - 30 Days		2%
Jordan Enterprises, Inc. DBA SD Visual Images	PO-22-1080-OSD03-SRC3-25873	Robert J. Jordan	508-481-2948	info@sdvisualimages.com sdvi2948@aol.com	1,2,4	All	PPD: 4% - 10 Days 3% - 15 Days 2% - 20 Days 2% - 30 Days		5%
Lane Printing, Co., Inc.	PO-22-1080-OSD03-SRC3-26006	Frank Lane	781-767-4450	frank@laneprint.com mail@laneprint.com	All	All	PPD: 2% - 10 Days 1% - 15 Days .50% - 20 Days 0% - 30 Days		1%
Leone Marketing Solutions, Inc.	PO-22-1080-OSD03-SRC3-25868	Rachel Leone	781-740-3171	rachel@leonemarketing.com	4	All	PPD: 3% - 10 Days 3% - 15 Days 3% - 20 Days 3% - 30 Days	WBE	10%
MASSCOR Industries	PO-23-1080-OSD03-SRC3-26072	Steven Niland	508-850-1074	Steven.K.Niland@doc.state.ma.us	1, 2	All	N/A		N/A
McDermott-Pallotta, Inc. dba Evans & Faulkner	PO-22-1080-OSD03-SRC3-26055	John McDermott	617-924-4091	watertown@alphagraphics.com	2	Essex, Middle sex, Norfolk , Suffolk	PPD: 3% - 10 Days 2% - 15 Days 1% - 20 Days 0% - 30 Days		5%
MG Products, LLC	PO-22-1080-OSD03-SRC3-25869	Leanne Goddu	978-352-5042	leanne@mgproducts.net	4	All	PPD: 3% - 10 Days 2% - 15 Days 1% - 20 Days 1% - 30 Days	WBE	1%

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Updated: September 17, 2024

Template version: 7.0

Page 13 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

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Millennium Printing Corporation	PO-22-1080-OSD03-SRC3-26030	Kevin McCoy	781-337-0002	info@mpcprinting.com kmccoy@mpcprinting.com clayman@mpcprinting.com	1,2,4	All	PPD: 0% - 10 Days 0% - 15 Days 0% - 20 Days 1% - 30 Days	WBE	2%
Puritan Press, Inc.	PO-22-1080-OSD03-SRC3-26031	David Cady	603-889-4500	davec@puritancapital.com	1, 3	All	PPD: 2% - 10 Days 1.5% - 15 Days 1% - 20 Days .50% - 30 Days		1%
Razz-M-Tazz Promotions, LLC	PO-22-1080-OSD03-SRC3-26007	Gail Sabettini	978-874-0502	gail@razz-m-tazz.com	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	PO-22-1080-OSD03-SRC3-26074	Susan Sheridan	781-353-8643	corporate.wbmstr@rrd.com susan.sheridan@rrd.com	3	All	PPD: 1.5% - 10 Days 1% - 15 Days 0% - 20 Days 0% - 30 Days		5%
Shafii's Inc. dba TigerPress	PO-22-1080-OSD03-SRC3-26293	Jennifer R. Shafii	413-224-2100	info@tigerpress.com	All	All	PPD: 2% - 10 Days 2% - 15 Days 0% - 20 Days 0% - 30 Dyas		1%
Shawmut Advertising, Inc. dba Shawmut Communications Group	PO-22-1080-OSD03-SRC3-26300	Stacey Peluso-Slaney	978-762-7500	info@shawmutdelivers.com	1,2,3	All	PPD: 2.5% - 10 Days 2% - 15 Days 1.5% - 20 Days 1% - 30 Days		1%
Standard Modern Company, Inc.	PO-22-1080-OSD03-SRC3-26057	Julianne Smith	800-742-4123 Ext. 300	info@standardmodern.com jsmith@standardmodern.com	All	All	PPD: 4% - 10 Days 3% - 15 Days 2% - 20 Days 1% - 30 Days	WBE	2%

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Updated: September 17, 2024

Template version: 7.0

Page 14 of 15

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Region	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
Sterling Business Products, Inc. dba Sterling Printing	PO-22-1080-OSD03-SRC3-25870	Ricky Malrani	781-481-1234	ricky@sterlingprinting.com	All	All	PPD: 0% - 10 Days 0% - 15 Days 0% - 20 Days 1% - 30 Days	MBE	4%
TCI PRESS INC.	PO-22-1080-OSD03-SRC3-25871	Steve DiCaprio	508-336-6633	steve@tcipress.com	All	All	PPD: 2% - 10 Days 1.5% - 15 Days 1% - 20 Days 0% - 30 Days		3%
W.B. Mason Co., Inc.	PO-22-1080-OSD03-SRC3-26302	Gregg Manning	800-242-5892	Gregg.manning@wbmason.com	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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Updated: September 17, 2024

Template version: 7.0

Page 15 of 15

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