



OPERATIONAL SERVICES DIVISION

Contract User Guide for OFF50

OFF50: Audio, Video, Multimedia Presentation Equipment, Supplies and Services

UPDATED: July 1, 2022

Contract #:	OFF50
MMARS MA #:	OFF50*
Initial Contract Term:	November 1, 2021 – October 31, 2026
Maximum End Date:	No option to renew
Current Contract Term:	November 1, 2021 – October 31, 2026
Contract Manager:	Nicauris Santana, 617-720-3174, Nicauris.Santana@mass.gov
This Contract Contains:	SDO Certified Vendor
UNSPSC Codes:	45-11-17-00: Audio presentation and composing equipment and hardware and controllers 45-11-18-00: Video and combination video and audio presentation equipment and hardware and controllers 45-11-00-00: Audio and visual presentation and composing equipment 45-12-00-00: Photographic or filming or video equipment

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

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Contract Summary

This is a Statewide Contract for the Audio, Video, Multimedia Equipment & Related Services. It is to provide professional and/or consumer grade Audio, Video, Multimedia, Studio Production, Presentation, Photographic Equipment and Systems, Peripherals, Supplies, Accessories and Related Services.

Contract Categories

This contract includes 5 categories of products/service as listed below.

Category 1: Audio Equipment

This category includes, but is not limited to, Audio Mixers, Amplifiers, AM/FM Radio, Audio Recorder/Players, Audio Duplicators, Assistive Audio Devices, Audio Acoustic material, Compact Disc Players, Equalizers, Microphones, Media player, Public Address Systems (including Portable), Speaker Systems, Stereo Receivers, Design Services, Installation, System Integration Services, Maintenance Agreement, Support Services and Related Software.

Category 2: Video Equipment

This category includes, but is not limited to, Assistive Video Devices, Equipment for Videoconferencing, Studio Production, Video Recording, Digital Video Disc Players, Laser Disc Players, Televisions (CRT, Plasma, LCD, LED), Television Monitors/Monitor Receivers, TV Combo Units (VCR, DVD, BD), Camcorders, Digital Video Recorders, High-Definition Cameras (NON-Security Related), Digital Video Editing Systems, Teleprompters, Video Duplicators, Video Mixer, Design Services, Installation, System Integration Services, Maintenance Agreement, Support Services and Related Software.

Category 3: Display Equipment

This category includes, but is not limited to, Assistive Display Devices, Video Projection Screens, and Tripods. Video Displays include Plasma, LCD Panels, and LED (Light-Emitting Diode) Panels. Other products offered are Visual Presentation Boards, Overheads, Slides, Film, Film Strips, Projectors, Interactive Displays, Electronic Sign Display Services, Installation, System Integration Services, Maintenance, Support Services and Related Software.

Category 4: Photographic Equipment

This category includes, but is not limited to, Cameras: Film, Digital Imaging, Studio, Document; Stand Alone Printers for Digital Camera Printing only, 35mm, SLR/DSLR, small, medium & large format; Film Holders; Slide Printers; Lens Accessories; Film/Digital Post Processing and related software.

Category 5: Related Peripherals, Supplies, Accessories

Products in this category will include those used in relation with the above Product Categories 1-4 - Audio Visual Tables, Carts, Projector Mounting Systems, Podiums, Lecterns, Stands, Equipment Cases, Headphones, Rack mounting Equipment, Test Equipment, Batteries, Chargers, AV Cables, Connectors, Adapters, Patch Panels, Multimedia Consoles, Switchers, Camera Accessories: Various Lenses, Tripods, Fluid Heads; Camera Support Equipment; related Software (OEM and Authoring); Audio, Video and Photo storage.

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.

Additional benefits are Prompt Payment Discounts, Dock Delivery Discounts, Volume Discounts, Tiered Discounts, and ability to negotiate additional volume discounts.

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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 OFF50 to find related Master Blanket Purchase Order (MBPO) information.
- To find all contract-specific documents, including the Master Price File, Contract User Guide, RFR, and other attachments, visit COMMBUYS.com and search for OFF50 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" MBPO for OFF50 and can be accessed directly by visiting MBPO number [PO-22-1080-OSD03-OSD03-23516](https://www.mass.gov/po-22-1080-osd03-osd03-23516).
- Solicitation Enable MBPOs are listed on the [Vendor List and 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;

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. Prior approval of the department is required for any subcontracted service of the Contract. Vendors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

All Requests for Quotes, Statements of Work, Purchase Orders, Billing and Primary Contact should be to/from the awarded vendor of this contract.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific , M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

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Supplier Diversity Requirements

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

When selecting contractors 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 contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

When soliciting quotes, the following requirements apply:

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

Pricing, Quote and Purchase Options

When contacting a vendor on statewide contract, always reference OFF50 to receive contract pricing.

Purchase Options

The purchase option identified below is the only acceptable option that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

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Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.
- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price. The vendors cannot offer lesser discount than the offering listed on the Master Price File under this contract. Purchasers are strongly encouraged to further negotiate for higher discounts.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in COMMBUYS.com, search OFF50, find the vendor named “Master Contract Record” and under the Agency Attachments you shall find the Master Price File or you may visit the [Vendor List and Information](#) page, where links to all the vendors MBPO’s are provided.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

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

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

OFF50 has “Solicitation Enabled” category MBPO in COMMBUYS. This feature allows COMMBUYS users to obtain quotes from multiple vendors at once from the same category. The purchaser 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.

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.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

All vendor MBPO pages have a \$0.00 line item for each category they are awarded. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a file.

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

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

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Obtaining Quotes

Contract users should always reference OFF50 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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

- The *COMMBUYS Purchase Orders* section, and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid. The thresholds below apply to construction related labor only. There is no dollar threshold limit for equipment.

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, prevailing wage may apply to services purchased under this contract, such as installation or movement of equipment.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A "state-assisted contract" is a construction project undertaken by a political subdivision of the commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the commonwealth. An affected awarding authority's bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General's Office at 617-963-2371, or visit the Attorney General's [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General's Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit www.mass.gov/prevailing-wage-enforcement for more information.

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Instructions for MMARS Users

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

Contract Exclusions and Related Statewide Contracts

Leasing is not available on this contract. Leases may be procured through ITC70 IT Asset Leasing.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Shipping, Delivery and Acceptance: Delivery must be F.O.B. Destination, freight prepaid, with all product costs (including all delivery expenses) included with Contractor's response to 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 Contractor.

- **Deliveries to Dukes and Nantucket Counties:** The Commonwealth understands that deliveries to Eligible Entities in Dukes County and Nantucket County may require a ferrying cost. Any fees necessary to complete an order in Dukes or Nantucket County must be agreed to in writing by the Eligible Entity prior to the beginning of any order. Contractors must use all available means to secure the most cost-efficient method of delivery to Eligible Entities in Dukes or Nantucket County.

The Contractor must be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Partial shipments may be made only with the express written permission of the Purchasing Entity.

All vendors must agree to deliver items within five to fourteen calendar days of receipt of an order if the item ordered is an in-stock product. If the product is out-of-stock or a customized order, the delivery date must be mutually agreed upon with the Purchasing Entity. If the Vendor finds that any order cannot be delivered at the agreed upon delivery date, the Vendor must notify the Purchasing Entity of the projected delivery date at time of order or within twenty-four (24) hours of receipt of an order.

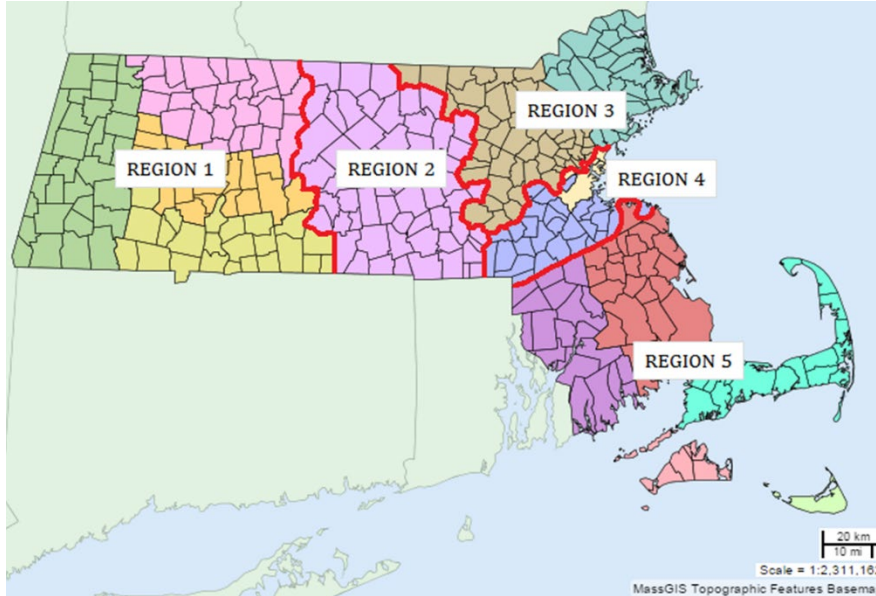
Product returns: A Purchasing Entity is allowed a period of 30 calendar days after the receipt of an order to make any returns. The 30 day return policy is a requirement unless the Vendor at time of order clearly states in writing to the Purchasing Entity that an item is not returnable. All items being returned by Purchasing Entity must be in their original packaging and in saleable condition.



Additional Information/FAQs

Geographical Service Area

For the purposes of OFF50 the Commonwealth has been divided into five (5) regions. Each region consists of multiple counties. See below map and the breakdown of the regions. To review individual municipalities located within each county please go to <https://www.sec.state.ma.us/cis/cisctlist/ctlistcoun.htm>.



Region 1	Region 4
· Berkshire County	· Norfolk County
· Franklin County	· Suffolk County
· Hampden County	Region 5
· Hampshire County	· Barnstable County
Region 2	· Bristol County
· Worcester County	· Dukes County
Region 3	· Nantucket County
· Essex County	· Plymouth County
· Middlesex County	

Warranties

At a minimum, the Contractor must provide the manufacturer’s standard warranty for all products.

Standard Warranty

Contractors must guarantee the equipment offered comes with a standard one (1) or more year(s) warranty from the original equipment manufacturer (OEM) that is valid in the United States. Equipment furnished under the terms of this contract shall be guaranteed against faulty material and workmanship. A standard warranty shall include all expenses

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including parts, labor, and travel. Contractor must confirm the standard warranty is available when responding in the OFF50 quotes for all categories offered under this contract.

Extended Warranties

Eligible Entities may purchase extended warranties from an Awarded Contractors at negotiated pricing. The OFF50 Master Price File indicate if extended warranties are available for purchase. Warranty payments must be invoiced to the eligible entity prior to the extend beyond term end date listed on the [first page](#) of this document.

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:** discount is provided to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock.

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 awarded product category, the vendor may submit an updated Cost Table on April 1st and/or September 1st within the contract terms to the Commonwealth's Strategic Sourcing Manager for SST approval.

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 12 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.

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Strategic Sourcing Team Members

- Ashish Patel, Operational Services Division
- Holly Turner, Operational Services Division
- Sam Chan, Operational Services Division
- John Ferrara, Division of Capital Asset Management and Maintenance
- Mary Beth MacQuarrie, Town of Duxbury
- Robert Tetreault, New Bedford Public School District

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Statewide or Regions	PPD Discounts	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record (All contract documents)	PO-22-1080-OSD03-OSD03-23516	Nicauris Santana	617-720-3356	Nicauris.santana@mass.gov	N/A	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO's (for requesting quotes)	PO-22-1080-OSD03-SRC01-23531	Nicauris Santana	617-720-3356	Nicauris.santana@mass.gov	Category 1	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO's (for requesting quotes)	PO-22-1080-OSD03-SRC01-23529	Nicauris Santana	617-720-3356	Nicauris.santana@mass.gov	Category 2	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO's (for requesting quotes)	PO-22-1080-OSD03-SRC01-23530	Nicauris Santana	617-720-3356	Nicauris.santana@mass.gov	Category 3	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO's (for requesting quotes)	PO-22-1080-OSD03-SRC01-23531	Nicauris Santana	617-720-3356	Nicauris.santana@mass.gov	Category 4	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO's (for requesting quotes)	PO-22-1080-OSD03-SRC01-23531	Nicauris Santana	617-720-3356	Nicauris.santana@mass.gov	Category 5	N/A	N/A	N/A	N/A
Access A/V, LLC	PO-21-1080-OSD03-SRC01-23582	Brad Jett	603-224-2300 x214	eric@accessavnh.com	3	All	30 days – 2%	N/A	3%
Adtech Systems LLC	PO-21-1080-OSD03-SRC01-23576	Kristine Lyman	978-261-1101	kristine.lyman@adtechsystems.com	1,2,3,4,5	All	10 days – 1%	N/A	5%
Black Box Network Services	PO-21-1080-OSD03-SRC01-23597	Raymond Kitchen	212-856-7609	raymond.kitchen@blackbox.com	1,2,3,5	All	N/A	N/A	10%
Carousel Industries of North America, LLC	PO-21-1080-OSD03-SRC01-23595	Lauren Testa	401-583-4465	ltesta@carouselindustries.com	1,2,3,5	All	10 days – 2%	N/A	3%
CCS Presentation Systems	PO-21-1080-OSD03-SRC01-23594	Cheryl Gamst	978-256-2001	cheryl@ccsnewengland.com	1,2,3,4,5	All	10 days – 1.5% 15 days – 1.5% 20 days – 1.5%	MBE	2%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Statewide or Regions	PPD Discounts	SDO Certification Type	SDP Commitment Percentage
DGI Communications, LLC	PO-21-1080-OSD03-SRC01-23593	Jim Burke	978-495-3747	jburke@dgicomcommunications.com	1,2,3,5	All	10 days – 1% 15 days – 1% 20 days – 1%	N/A	16%
HUB Technical Services, LLC	PO-21-1080-OSD03-SRC01-23580	Joseph Lovetere	508-238-9887	jlovetere@hubtech.com	3 and 5	All	10 days – 2.25% 15 days – 2% 20 days – 1% 30 days – 0.05%	N/A	3%
INNO4 LLC	PO-21-1080-OSD03-SRC01-23581	Bob Feldman	617-970-5812	bfeldman@inno4llc.com	1,2,3,4,5	All	10 days – 3% 15 days – 2% 20 days – 1% 30 days – 0.5%	N/A	20%
MEC Technologies Inc	PO-21-1080-OSD03-SRC01-23575	Deborah Lemos	978-244-9301	dlemos@themecteam.com	1,2,3,5	All	10 days – 4% 15 days – 3% 20 days – 2%	N/A	5%
New Era Technology NE	PO-21-1080-OSD03-SRC01-23584	Guy Esposito	617-502-1628	sled.ne@NewEraTech.com	1,2,3,5	All	10 days – 3% 15 days – 3% 20 days – 1%	N/A	7%
Northeast Digital Integrators	PO-21-1080-OSD03-SRC01-23577	Nate Anderson	(603) 262-5875	nanderson@nedi-av.com	1,2,3,5	All	10 days – 5% 15 days – 5% 20 days – 4% 30 days – 3%	N/A	3%
Ockers Company	PO-21-1080-OSD03-SRC01-23523	David Mitchell	508-586-4642	Dmitchell@ockers.com	1,2,3,4,5	All	10 days – 3% 15 days – 2% 20 days – 1% 30 days – 1%	N/A	5%
Pro AV Systems, Inc.	PO-21-1080-OSD03-SRC01-23524	Kimberly Bishop	978-674-8729	kbishop@proavsi.com	1,2,3,4,5	All	10 days – 2.5% 15 days – 2% 20 days – 1% 30 days – 0.5%	MBE, WBE	5%
Red Thread Spaces LLC	PO-21-1080-OSD03-SRC01-23579	Todd Healy	617-777-7553	thealy@red-thread.com	1,2,3,5	All	10 days – 0.5% 15 days – 0.4% 20 days – 0.3%	N/A	2%
REnVisioning Technology, LLC	PO-21-1080-OSD03-SRC01-23522	David Leonard	617-657-5747	dave@renvisioning.com	1,2,5	All	10 days – 1% 15 days – 1% 20 days – 0.5%	WBE, LGTBE, SBPP	4%

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Statewide or Regions	PPD Discounts	SDO Certification Type	SDP Commitment Percentage
Shanahan Sound & Electronics, Inc.	PO-21-1080-OSD03-SRC01-23583	Catherine Shanahan	978-453-1556	catherine@shanahansound.com	5	All	10 days – 2% 15 days – 1%	WBE	3%
Valley Communications Systems, Inc.	PO-21-1080-OSD03-SRC01-23578	Laura L Lavallee	413-612-6145	laural@valleycommunications.com	1 and 4	All	10 days – 1.5% 15 days – 0.5%	N/A	1%
Whalley Computer Associates, Inc.	PO-21-1080-OSD03-SRC01-23596	Patti Martin	413-569-4218	pdm@wca.com	1,2,3,4,5	All	10 days – 1%	N/A	10%

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Master Contract Record MBPO is the central repository for all common contract files and the Master Price File.

*** The Solicitation Enabled MBPOs will allow for convenient quoting in COMMBUYS for each respective category(s).

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