



# OFF51: School Instructional, Arts & Crafts, Recreational and Therapeutic Supplies

**UPDATED:** June 10, 2024

<b>Contract #:</b>	OFF51
<b>MMARS MA #:</b>	OFF51*
<b>Initial Contract Term:</b>	October 1, 2023, to February 1, 2027
<b>Maximum End Date:</b>	One (3) year extension to 2030
<b>Current Contract Term:</b>	October 1, 2023-February 1, 2027
<b>Contract Manager:</b>	Amanda Ferdinand, 617-720-3166, <a href="mailto:Amanda.Ferdinand@mass.gov">Amanda.Ferdinand@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	60-10-17 Instructional Supplies, 60-12-00 Art and Craft Supplies, 49-22-00 Recreational Supplies, 42-25-00 Therapeutic Supplies

\*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 School Instructional, Arts & Crafts, Recreational and Therapeutic Supplies. OFF51 replaces OFF45 Art and Instructional School Supplies. This state contract is available for use by Connecticut, other states are eligible to join OFF51 at any time. The buying structure of this contract no longer includes a Market Basket option. Product pricing has been established using a percentage off Manufacturer Suggested Retail Price (MSRP). Recreational and Therapeutic supplies have been added in addition to the art and instructional school supplies. The contract offers a robust product catalog that includes environmental and climate preferable products.

## Contract Categories

This contract includes four [4] categories of products as listed below.

Category 1:	Instructional Supplies
Category 2:	Arts and Craft Supplies
Category 3:	Recreational Supplies
Category 4:	Therapeutic Supplies

## 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 and cost savings: PPD, Dock delivery discounts, volume discounts, ability to negotiate additional volume discounts, as applicable.

## 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 OFF51 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for OFF51 visit the [Master Blanket Purchase Order PO-24-1080-OSD03-SRC3-30369](#).
- 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 OFF51 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for OFF51 and can be accessed directly by visiting the [Master Blanket Purchase Order PO-24-1080-OSD03-SRC3-30369](#).
- 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;

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### Eligible Entities

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

## Supplier Diversity Requirements

### When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:

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.

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 vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

**Small Business Award Preference:** In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

**SDP Commitment:** Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder’s level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder’s SDP commitment.
SDP commitment – ancillary	

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SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder’s company size during the evaluation of the ancillary SDP commitments and total prior year spending.

**Key Evaluation Requirements**

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder’s SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder’s SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

**Other Requirements:**

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li> <li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria.</li> <li>• Award to a large business only if there is no SBPP participating business meeting departments’ best value criteria.</li> <li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li> <li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>
More than \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• 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.</li> <li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>

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**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.

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.

## Pricing 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 Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price. Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing and may be further negotiated.

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

Product pricing may be found in the Master Price File located in the Master Contract Record for OFF51. The Master Price File can be accessed directly by visiting the Master Blanket Purchase Order [PO-24-1080-OSD03-SRC3-30369](#).

### Setting Up a COMMBUYS Account

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

Per **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 OFF51 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

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## How To Purchase From The Contract

- **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). G2B PunchOut can now also be accessed directly on COMMBUYS Landing Page when signed in. Click on  icon on left hand side of page. Select a vendor on the dropdown in COMMBUYS, you are then 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 complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Creating a Punch Out Order* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a COMMBUYS PunchOut* job aid.

Current OFF51 Vendors with PunchOut Catalogs:

- Lakeshore Learning
- School Specialty

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you 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 complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section and choose the *Make a Statewide Contract Purchase in COMMBUYS* job aid.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. 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 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.

## Instructions for MMARS Users

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

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## 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](http://www.mass.gov/epp). The Order can be seen in [Executive Order 515](#).

### Required/Desired Specifications

A number of environmental product or service specifications have been designated as either mandatory or desirable for the Product/Service category by the EPP Program through EO 515 and can be viewed in the Minimum Environmentally Preferable Products and Services Specifications Guide at: <https://www.mass.gov/doc/minimum-environmentally-preferable-products-and-services-specifications-guide/download>.

The following products will be required to be certified by the Art and Creative Materials Institute (ACMI). This certification requires products in the art, crafts, and creative material manufacturing sector as non-toxic. All statewide and executive department contracts are required to use these standards, unless otherwise noted in the RFR.

- all crayons, all markers, highlighters, and all paints.

It is desirable that vendors' products with recycled content, without high-hazard chemicals such as lead or asbestos, ketones or xylene, acetone, phthalates, and fragrances; and low odor or water based and fragrance-free markers. It is also desirable that vendors identify products they offer that meet additional environmental and health requirements as outlined in the Desirable Specification table found in [Appendix 1](#).

## Contract Exclusions and Related Statewide Contracts

The sale of the following product groups is prohibited under this contract because they are covered by other Statewide Contracts including but not limited to the following, and their successor contracts:

- Digital Duplicating Supplies are available through ITC80 or replacement contract: Copiers, Printers, Scanners and Related Devices and Services
- Multipurpose Copy Paper including 25% Cotton Bond Paper is available through OFF47 or replacement contract: Office Supplies, Recycled Paper, and Envelopes
- Audiovisual Equipment, Supplies & Services are available through OFF50 or replacement contract: Audio, Video, Multimedia Presentation Equipment and Services
- School & Office Furniture which is available through OFF38 or replacement contract: Office, School and Library Furniture, Accessories & Services

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- Outdoor furniture is available through FAC104 or replacement contract: Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service.
- IT Hardware and Services is available through ITC73 or replacement contract: Computers, chrome books, iPad etc. & accessories.
- Cleaning products, equipment and/or supplies are available through FAC118 or replacement contract: Environmentally Preferable Cleaning Products, Equipment and Supplies
- Any items requiring installation to a permanent/fixed structure.
- Additional items reviewed during the term of the contract that overlap a statewide contract.

### Procurement Exclusions for Connecticut

- Multipurpose Copy Paper and Toner is available through Contract #18PSX0032 | Office Supplies, Toner, and Cut Sheet Paper
- Audiovisual Equipment, Supplies & Services is available through Contract #19PSX0015 | Audio Visual Equipment
- Classroom and School Furniture is available through Contract #15PSX0041 | Classroom and School Furniture
- Office Furniture is available through Contract #16PSX0190 | Freestanding Office, Lounge, Dormitory and Residential Furniture
- Outdoor furniture is available through Contract #17PSX0081 | Playground, Recreation and Park Equipment
- Athletic Equipment and Supplies is available through Contract #18PSX0319 | Purchase of Athletic Equipment and Supplies
- Computer Hardware is available through Contract #13PSX0280 | Minnesota NASPO ValuePoint Computer Equipment
- Any items requiring installation to a permanent/fixed structure.
- Additional items reviewed during the term of the contract that overlap an existing contract. For more information regarding the above listed contracts for the state of Connecticut please go to [Connecticut's Department of Administrative services website](#).

## 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

### Delivery Terms:

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Delivery must be made at no extra cost, with no minimum requirements, all orders shall be Free On Board (FOB) destination with freight included. All orders must be delivered within 24 to 48 hours after order confirmation. All deliveries shall be performed during regular working hours, usually 8:00 AM to 5:00 PM EST/EDT Monday through Friday. Contractors that offer additional hours above and beyond these times should state additional hours. Changes may be granted with written approval of the Eligible Entity. It is highly desirable that all in-stock orders be processed and shipped within 24-48 hours after receipt of order, with a 95% fill rate. If an item is not in-stock and the contractor must fill the order by drop-shipment, it is highly desirable that the delivery be made within 5 business days after receipt of order. If items must be drop-shipped directly from the manufacturer, those items will be subject to the manufacturer's lead times for shipping and contractors are required to notify the customer with an estimated ship date. If the ship date is not satisfactory, the customer has the right to notify the contractor that they wish to cancel that portion of the order without penalty. Contractors must have the ability to pack and mark orders for specific classrooms or individual teachers in "teacher-packs" as defined by each ordering customer.

Contractors must have the ability to hold orders and delay shipments during typical school breaks (summer, winter, and spring) at the request of the ordering customer. There shall be no additional teacher pack, or pallet charges; and no additional charges will be accepted for inside deliveries. All orders shall be labeled and packaged adequately to insure safe handling and proper delivery. There may be multiple drop points within each delivery location that could encompass either desktop or departmental deliveries or both. If an item is out of stock, an acceptable alternative is provided within the original delivery timeframe. If such arrangements cannot be made, the contractor must make every effort to have the item delivered as soon as possible. Contractors must coordinate delivery time with the contract user, if requested.

Contractors must adhere to established security and/or property entrance policies and procedures established for Eligible Entities facilities. It is the Awarded Bidders responsibility to adhere to those policies and procedures prior to any attempt to enter the premises. Contractors must be prepared to supply a list of driver's names and any other background information if requested by any eligible entity for security clearance into the various locations throughout the state. If the contractor uses an independent company to satisfy delivery requests, the contractor is responsible for ensuring that the delivery company coordinates with the contract user. Late deliveries or deliveries that cannot be made within the above guidelines may be canceled at no cost to the Commonwealth.

### **Returns/Disposals:**

Products returned because of quality problems, duplicated shipments, outdated products, damaged items, etc., shall be picked up by the contractor within five (5) business days after notification, with no restocking charge, and shall be replaced with specified products or the ordering entity shall be credited/refunded for the full purchase price. Products ordered in error must be returned for credit within fifteen (15) days of receipt. Products must be in resalable condition (original container, unused). The contractor may not charge for such returns. There shall be no restocking charges.

## **Additional Information/FAQs**

### **Geographical Service Area**

Bidders must have products available and be able to deliver it statewide for Massachusetts and Connecticut.

Link to Map of Massachusetts: [https://www.sec.state.ma.us/divisions/cis/download/maps/County\\_Map.pdf](https://www.sec.state.ma.us/divisions/cis/download/maps/County_Map.pdf)

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Link to Map of Connecticut: <https://portal.ct.gov/-/media/DEEP/gis/Resources/IndexCountyTLpdf.pdf>

### Product Specifications, including Environmental Standard 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 discount or options may be negotiated directly with the vendor.
- **Dock Delivery Discount:** discount may be provided if product is delivered directly to the loading dock, check with the vendor and/or distributor.

### 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 the 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.



OPERATIONAL SERVICES DIVISION

# Contract User Guide for OFF51

## Strategic Sourcing Team Members

- Gerry Dawson, Operational Services Division
- Amanda Ferdinand, Operational Services Division
- Jodi Macomber, Department of Youth Services
- Jill Belisle, Connecticut Department of Administrative Services

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# Contract User Guide for OFF51

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Categories	Prompt Payment Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record (All contract documents)	<a href="#">PO-24-1080-OSD03-SRC3-30369</a>	N/A	Amanda Ferdinand	617-720-3166	<a href="mailto:Amanda.Ferdinand@mass.gov">Amanda.Ferdinand@mass.gov</a>	N/A	N/A	N/A	N/A
Becker School Supply	<a href="#">PO-23-1080-OSD03-OSD03-30501</a>	N/A	Robert F. Becker Kurt W. Becker Binita Sheth	800-523-1490 Ext. 108	<a href="mailto:robert.becker@cibinc.com">robert.becker@cibinc.com</a> <a href="mailto:kurt.becker@cibinc.com">kurt.becker@cibinc.com</a> <a href="mailto:Binita.sheth@cibinc.com">Binita.sheth@cibinc.com</a>	1, 2, 3	10 day -.50% 15 day -.50% 20 day -.25% 30 day -.01%	N/A	1%
Blick Art Materials	<a href="#">PO-23-1080-OSD03-OSD03-30370</a>	N/A	Megan Miller	800-704-7744	<a href="mailto:purchaseorders@dickblick.com">purchaseorders@dickblick.com</a>	2	10 day - 1% 15 day - 0% 20 day - 0% 30 day - 0%	N/A	1%
CAM Office Services	<a href="#">PO-23-1080-OSD03-OSD03-30503</a>	<a href="#">PO-24-1080-OSD03-OSD03-32096</a>	Gail Mandrafino	781-932-9868	<a href="mailto:g.mandrafino@camoffice.com">g.mandrafino@camoffice.com</a>	1, 2, 3, 4	10 day - 1% 15 day - 1% 20 day - 1% 30 day - 0%	WBE	2%
EAI Education	<a href="#">PO-23-1080-OSD03-OSD03-30499</a>	N/A	Barbara Ryniak	800-770-8010 Ext. 7440	<a href="mailto:info@eaieducation.com">info@eaieducation.com</a>	1	10 day - 2% 15 day - 2% 20 day -.50% 30 day -.50%	N/A	1%
Kaplan Early Learning Company	<a href="#">PO-23-1080-OSD03-OSD03-30504</a>	N/A	Customer Account Support	800-334-2014	<a href="mailto:customeraccountsupport@kaplanco.com">customeraccountsupport@kaplanco.com</a>	1, 2, 3, 4	10 day - 1% 15 day - 0% 20 day - 0% 30 day - 0%	N/A	3%
Lakeshore Learning Materials	<a href="#">PO-23-1080-OSD03-OSD03-30505</a>	<a href="#">PO-24-1080-OSD03-OSD03-30842</a>	Tyler Bickford	401-450-5800	<a href="mailto:tbickford@lakeshorelearning.com">tbickford@lakeshorelearning.com</a>	1, 2, 4	10 day - 1% 15 day - 0% 20 day - 0% 30 day - 0%	N/A	5%
S&S Worldwide Inc.	<a href="#">PO-23-1080-OSD03-OSD03-30506</a>	N/A	Erin Hemingway	800-642-7354	<a href="mailto:ehemingway@ssww.com">ehemingway@ssww.com</a>	1, 2, 3, 4	10 day - 2% 15 day - 0% 20 day - 0% 30 day - 0%	N/A	1%

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Categories	Prompt Payment Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
School Specialty	<a href="#">PO-23-1080-OSD03-OSD03-30502</a>	<a href="#">PO-24-1080-OSD03-OSD03-30887</a>	Jim Curtis	508-769-2675	<a href="mailto:james.curtis@schoolspecialty.com">james.curtis@schoolspecialty.com</a>	2	10 day - 1% 15 day - 0% 20 day - 0% 30 day - 0%	N/A	1%
W.B. Mason Co. Inc.	<a href="#">PO-23-1080-OSD03-OSD03-30556</a>	N/A	Gregg Manning	508-436-8273	<a href="mailto:gregg.manning@wbmason.com">gregg.manning@wbmason.com</a>	1, 2	10 day - 3% 15 day - 0% 20 day - 0% 30 day - 0%	N/A	1%

\*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.

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# Contract User Guide for OFF51

## Appendix 1: Desirable EPP Specifications

Product/Service	EPP Specifications
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
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, wire bound 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.
Clips, clamps and dispensers for paper	Must have PCRC options
Correction fluid	Ozone-safe (no harmful solvents), water-based, certified AP non-toxic

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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"> <li>• All packaging material contain a minimum of 35% PCRC</li> <li>• Product with electrical components must meet all appropriate current and future Underwriters Laboratories Inc. specifications</li> <li>• Must meet all current and future ANSI-BIFMA specifications for category of furniture</li> <li>• Products must meet Greenguard Gold or SCS Indoor Advantage Gold</li> </ul> <b>DESIRABLE CRITERIA:</b> 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.
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.
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

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	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

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