



The Commonwealth of
Massachusetts Executive Office for
Administration and Finance
Operational Services Division
Charles D. Baker,
Governor Karyn E. Polito,
Lieutenant Governor Michael
J. Heffernan, Secretary

Gary J. Lambert
Assistant Secretary for
Operational Services

Memorandum

To: Secretariat and Agency Chief Procurement Officers, General Counsels, Chief Financial Officers, and Chiefs of Staff
Cc: Cabinet Secretaries, Agency Heads
From: Gary Lambert, Assistant Secretary for Operational Services
Date: June 16, 2021
Re: Compliance Advisory

Please be advised that OSD has revised and updated the OSD Quality Assurance Program to ensure that agencies' procurement files are accurately captured and maintained in COMMBUYS in a timely manner.

Quality Assurance (QA) Program

The OSD Quality Assurance (QA) Program is a key element in the success of the procurement and purchasing policies established by OSD. The purpose of the program is to assist Departments in achieving and maintaining compliance with 801 CMR 21.00 and the related OSD policies and guidance, including use of COMMBUYS.

Starting on July 1, 2021 OSD will calculate and track on a monthly basis every agency's "Overall COMMBUYS Compliance" on COMMBUYS. Overall COMMBUYS Compliance is defined as the percentage of bids open to bids closed and or awarded.

Maintaining a Complete Procurement File

801 CMR 21.06(1) requires Departments to maintain a paper or electronic file for each procurement.

At a minimum, the following parts of the procurement file must be kept electronically in COMMBUYS to be considered a "Complete Procurement File": RFR, Bidder Q&A, Amendments, bid responses, evaluation criteria and final scores, and awarded vendor list.

Starting on July 1, 2021, OSD will calculate and track on a monthly basis every agency's compliance with a Complete Procurement File requirement. Complete Procurement File percentages for each

agency will reflect the percentage of awarded bids which contain a complete procurement file to those bids missing essential documentation.

Future Best Practices Procurement Folder- additional required documents

Starting in the Fall of 2021: All executive agencies must have a fully populated electronic “Procurement Folder” to reduce paper and allow for full remote electronic storage and access. “Procurement Folder” will include everything in the procurement file including the following: SDP Plan forms, evaluation forms, fully executed copy of the Standard Terms and Conditions, contract amendments, W-9, Contract authorization form, Prompt Payment form, Electronic Funds Transfer form, bid bond and/or performance bonds if applicable. An update to the [Best Value Procurement Handbook](#) will be issued in July 2021 to reflect these additions.

Full Policy and Repercussions

Complete OSD policy provisions for the QA Program and guidance regarding creating and maintaining a procurement file can be found in the [Best Value Procurement Handbook](#).

Agencies with less than 50% Overall COMMBUYS Compliance may be flagged for remedial training.

Continued failure to maintain Overall Compliance *shall* result in the removal of an agency’s OSD delegated procurement authority.

Questions about posting in COMMBUYS may be addressed to our Help Desk, which can be reached at OSDHelpDesk@mass.gov, or by calling 1-888-627-8283 or 617-720-3197 during normal business hours (8am to 5pm ET Monday – Friday).

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