

Pathways & Connections

*News and events from the Massachusetts
Supplier Diversity Office (SDO)*



September 2023

Resources for
Diverse and
Small
Businesses

Open Bid
Opportunities
on COMMBUYS

COMMBUYS
Vendor Training
Schedule

Directory of
Certified
Businesses



National Hispanic Heritage Month: September 15 - October 15

Please join the SDO as we celebrate National Hispanic Heritage Month! Learn more about the month and why we celebrate it [here](#).

Celebrating Hispanic Heritage with Governor Healey



Governor Maura T. Healey (second from right) celebrates Hispanic Heritage Month at the Statehouse with (from left) SDO Director of State Certification Wanda Colon-D'Angelo, SDO Executive Director Bill McAvoy, and SDO General Counsel Evandro Carvalho.

Members of the SDO attended the Commonwealth's recent celebration of Hispanic Heritage Month. During this event, which was hosted by Governor Healey's Latino Empowerment Advisory Council, Governor Healey signed Executive Order 615, which will increase language access across state government. The Governor also issued a proclamation declaring Hispanic Heritage Month in Massachusetts from September 15 to October 15.

A message from the SDO's Executive Director: State of Emergency

Note: The following is from a memo SDO Executive Director Bill McAvoy sent to Agency Supplier Diversity Officers, CFOs, and Agency leaders across the commonwealth:

I am writing in response to Governor Healey's [Declared State of Emergency](#) regarding migrant families entering the state and the Operational Services Division's (OSD) Notice about Emergency Contract Usage. In their Notice, OSD announced a temporary change in the state's procurement processes releasing Executive Agencies from the obligation to obtain multiple quotes when seeking goods or services directly related to the declared emergency.

The Supplier Diversity Office (SDO) recommends that Executive Agencies utilize this streamlined process as an opportunity to use diverse and small businesses for emergency contract needs. Multiple agencies have been providing support to this migrant population in the form of housing, transportation, food, medical care, education, and infant supplies, etc. Agencies have an opportunity to meet their Supplier Diversity Program (SDP) and Small Business Purchasing Program (SBPP) benchmarks and provide local diverse and small vendors with an opportunity to participate in the Commonwealth's procurement process.

Some diverse and small vendors may be located where migrants and refugees are being housed or being provided with services. To make it easy to find these businesses, the Supplier Diversity Office offers the new [Certified Diverse Business Dashboard](#), where you can locate diverse vendors by town, county, or even certification type. Small Businesses may be located on COMMBUYS by clicking on the "Small Business Purchasing Program" checkbox on the [COMMBUYS Advanced Search page](#).

It is important to remind agencies that they must follow the provisions set forth in OSD's Emergency Contract Usage Notice and [Best Value Procurement Handbook](#), including the requirement to use a Statewide Contract when one is available. Questions about OSD's policies should be sent to the OSD Help Desk at OSDHelpDesk@mass.gov.

For questions about SDO's Dashboard or locating diverse and small businesses, please contact the SDO at webmaster.sdo@mass.gov.

New Outreach Event for Construction Vendors!

[To register for this event, click here!](#)



MBE/WBE/VBE Outreach Event

Join us to learn about upcoming construction projects and opportunities to get involved!

Construction Contractors, Vendors and Suppliers Are All Invited

**Thursday, November 2, 2023
1-4PM**

**UMass Amherst Center at Springfield
Classroom 014
1500 Main Street, Springfield, MA 01115**

Register Here:

<https://www.eventbrite.com/e/715600108187?aff=oddtcreator>

Representatives from the UMass Building Authority (UMBA), the Division of Capital Asset Management and Maintenance (DCAMM), the MA Supplier Diversity Office (SDO) and other Construction Management Companies will be available to answer questions and share information on how to get involved in UMBA/DCAMM projects.

Two New Diversity Summit Events Announced



MASS SAVE[®] SUPPLIER DIVERSITY SUMMIT

Connecting MWBEs to new business opportunities

A message from Mass Save:

The sponsors of Mass Save cordially invite you to engage and connect at the second annual Supplier Diversity Summit being held on two dates in October. Come learn how to participate in Mass Save energy efficiency programs!

Both minority- and women-owned businesses have the opportunity to engage with the sponsors of Mass Save, network, and gain valuable information and resources.

Details:

First event

October 10, 2023

9:00 a.m. - Noon

The White Room, Lower Level

138 Green Street in Worcester, MA

[Register for this event](#)

Second Event

October 25, 2023

9:00 a.m. - Noon

Roxbury Community College

1234 Columbus Avenue in Boston, MA

[Register for this event](#)

We Want to Hear About Your Success!



The SDO is looking for news about new contracts, business growth, and other milestones for SDO-certified diverse and small businesses. Your story might be featured on our website, the *Pathways & Connections* newsletter, or our social media feeds!

If you have a success story to share, please [fill out this form](#) and hit the “Submit” button. We would love to hear from you!

**SDO Means
*Business***

Click here for more!

Don't Miss these Upcoming Events!

Check out these upcoming opportunities to network and grow your business:



- **September 27:** Veterans Business Outreach Center of New England Veterans Small Business Symposium (webinar). [Register here.](#)
- **September 29:** Massachusetts Rehabilitation Commission Breakfast – Workforce Success: Powered by Partnerships [Reserve a spot here.](#)
- **October 3:** Center for Women & Enterprise Awards Breakfast and Matchmaking Event [Learn more and register here.](#)
- **October 3:** Massport Business Diversity Summit [Get ticket here.](#)
- **October 4:** Commission on the Status of Persons with Disabilities Opening the Doors to Employment for Persons with Disabilities Panel Session [Learn more and register here.](#)
- **October 5:** Commission on the Status of Persons with Disabilities Inaugural National Disability Employment Awareness Month Celebration [Learn more and register here.](#)
- **October 6-8:** BECMA Mass Black Expo [Register here.](#)
- **October 17:** Associated General Contractors of MA Business Diversity Summit “Hold the Door Open” [Learn more and register here.](#)
- **October 18:** Eastern Bank Foundation 35th Annual Celebration of Social Justice [Confirm your attendance here.](#)

Check Out these Current and Future Bids!

- **OFF53: Office Supplies, Recycled Paper, and Envelopes.** [Link to the Intent to Bid.](#)
- **Social Equity RFR for Technical Assistance and Training.** [Link to the RFR.](#)
- **FAC126: Records Management, Storage and Archiving Services,** replacing FAC96. [Link to the Intent to Bid.](#)
- **FAC127: Moving and Storage Services,** replacing FAC96. [Link to the Intent to Bid.](#)

- An RFR for a seed-to-sale electronic tracking system of record (seed-to-sale SOR). This system will serve as the Commonwealth's system of record for the regulated cannabis industry. [Link to the RFR.](#)
- FAC119: Maintenance Repair and Operations (MRO) Retail Products and Supplies. [Link to the Bid.](#)
- Conference Space and Catering Services for DCF. [Link to the Bid.](#)

You can also check out all the newly posted bids on COMMBUYS each week by [visiting this link.](#)



The Supplier Diversity Hub - an Easy, Free Way to Help Grow Your Business

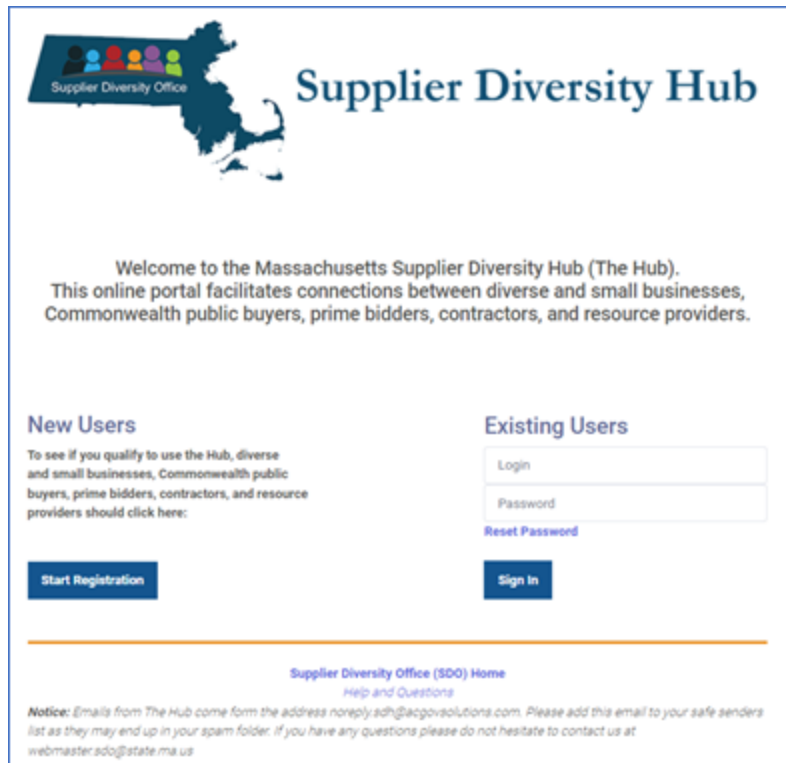
Diverse and small vendors now have full access to the Supplier Diversity Hub ("The Hub")! Already in use by state agencies, The Hub is a free, new way to help grow your business.

Using The Hub, diverse and small businesses can now receive a number of benefits. Communication between them and prime vendors and contractors as well as public buyers is easier, they can receive immediate notifications about new

bidding opportunities, and they have instant access to check the status of their SDO certification.

Please follow the directions below to get started:

1. Visit <https://masdh.autocene.com> and click **Start Registration** on the left.
2. Click **Begin** to answer questions about your business or organization.
3. Select applicable Organization Type.
4. Search for your business or organization by name. If you find it, click on it and select **Next**. Then, Fill out the required fields and hit **Submit**.
5. If you can't find your business or organization, click **Next** and fill out the questions about your business or organization. Then hit **Submit**. You will receive a confirmation email with instructions on how to set your password.
6. Your username (which is also your email address) should be the same one you use to access your certification account.
7. Congratulations! You now have access to The Hub!



The image shows the login screen for the Supplier Diversity Hub. At the top left is a logo for the Supplier Diversity Office featuring a map of Massachusetts and five stylized human figures in different colors. To the right of the logo is the title "Supplier Diversity Hub" in a large, dark blue serif font. Below the title, a welcome message reads: "Welcome to the Massachusetts Supplier Diversity Hub (The Hub). This online portal facilitates connections between diverse and small businesses, Commonwealth public buyers, prime bidders, contractors, and resource providers." The screen is divided into two main sections: "New Users" on the left and "Existing Users" on the right. The "New Users" section includes a paragraph explaining the hub's purpose and a blue button labeled "Start Registration". The "Existing Users" section contains a login form with fields for "Login" and "Password", a "Reset Password" link, and a blue "Sign In" button. At the bottom, there is a horizontal line followed by the text "Supplier Diversity Office (SDO) Home" and a link for "Help and Questions". A small notice at the very bottom states: "Notice: Emails from The Hub come from the address noreply:sdh@acgovolutions.com. Please add this email to your safe senders list as they may end up in your spam folder. If you have any questions please do not hesitate to contact us at webmaster.sdo@state.ma.us".

The new Hub log-in screen

Once you have signed in, the first thing you need to do is to ensure your information is up-to-date in The Hub so that prime vendors and state agencies can find your business in a search. Follow the instructions below to update your search information:

If you need help, click the “Help” button on the left inside the Hub to see an instructional video.

1. Once signed in, click on your email address in the upper right of your screen.
2. Click on “Edit Profile.”
3. Click on “Company Profile.”
4. You will need to update your NAICS, CSI, and UNSPSC codes. In many cases, NAICS codes for diverse businesses are already entered.

5. Click on the category you want to update (NAICS Code Search, CSI Code Search, or UNSPSC Code Search) on the left. You will need to update each code individually.
6. Once on the NAICS Code Search screen, put your business category in the “Description” field. Click the “Search” button and select the items on the bottom of your screen that are applicable to your business. Then click the button “Select these Codes” on the right.
7. Once on the CSI Code Search screen, enter your business category in the “Sub Title” field. Click the “Search” button and select the items on the bottom of your screen that are applicable to your business. Then click the button “Select these Codes” on the right.
8. Once on the UNSPSC Code Search screen, put your business category in the “Class Title” field. Click the “Search” button and select the items on the bottom of your screen that are applicable to your business. Then click the button “Select these Codes” on the right.

If you have any questions, please don't hesitate to contact us at webmaster.sdo@mass.gov.

Meet the SDO: Julie Kearnan, Training Coordinator

Each month, we feature a different member of our team to share a little bit about themselves and discuss useful information and resources the SDO has available for diverse and small businesses. Please send any questions for the SDO team to robert.keane@mass.gov.

What made you want to work at the SDO?

Working with the Supplier Diversity Office in my prior role, I discovered the team is amazing and incredible. I wanted to become a part of this. As an SDO Training Coordinator, I can take my passion of teaching while enthusiastically promoting the mission of diversity, equity, and inclusion in state contracting.

How can a business owner get the most out of one of the SDO's training sessions?

Ask questions! I know this isn't everyone's style, however asking questions increases your knowledge, understanding and participation which increases learning. Complete the pre-work (meaning review the PowerPoint slides). Take notes. Take the session more than once, it will help reinforce the information. Lastly, if you need any additional assistance, the SDO trainers are always available to help!

What is the best way to prepare for a training session?

There are a couple of things you can do:

One, set your intentions: Be open-minded. Review the provided materials prior to the training. Come with questions. Have fun!

Two, identify your preferred learning style. This can be:



Favorite quote:

"The best is yet to come." - Frank Sinatra

Favorite song:

Jump, Van Halen

Favorite vacation spot:

Disney World, because it reminds me of fun times with my husband and 2 boys

Favorite food:

Protein smoothies

Favorite Drink:

Iced coffee from Dunkin'

Pet peeve:

I don't really have one

Last TV Show seen/binged:

Winning Time, the HBO series about the L.A. Lakers (I'm a big Celtics fan!)

- Visual: Seeing images, diagrams, videos, etc.
- Auditory: Hearing lectures and having discussions
- Read/Write: Reading the written word and writing things down
- Kinesthetic: Movement and hands-on activities

Once you have identified what works best for you, apply it to the training. As always, if you need help learning in your preferred style, please let us know!

Julie Kearnan can be reached at:
Julie.A.Kearnan@mass.gov

Last book read:

Coffee Self-Talk by Kristen Helmstetter

Dog person or cat person?

Dog person (but we don't have one)

Tell us something about you that others may not know:

I have always had a strong passion for fitness, health, and wellness. My passion for fitness combined with my love of teaching and helping others attain fitness goals led me to become a certified Spin and Group Exercise instructor. I have been teaching for over 15 years. However, my first and true love is running which I have been doing for more than 25 years with my husband.



***Diverse Business
Certification Updates***



***Pre-Certification
Webinars***

SDO certified 40 businesses in August 2023. For a full list of newly-certified businesses, please click [here](#).

REMINDER: SDO certification expires three years after the date of issue and renewal notices are sent via email to the primary contact on file. SDO-certified businesses should [log in](#) and review your contact information periodically to ensure that your certification stays up to date.

For businesses wishing to apply for SDO certification, attending a Pre-Certification Webinar is a must. This webinar covers the different types of SDO and SDO-recognized third-party certifications as well as the State certification process.

Registration is now available for webinars from now through December 2023. Sign up [here](#).



New SDO training now available!

Don't Miss Out! Responding to RFQs

Are you a vendor that is enrolled in the Small Business Purchasing Program (SBPP) and currently on a statewide contract? Don't miss out on another COMMBUYS opportunity! In this class you will learn:

- The benefits of the SBPP
- The mechanics of a Request for Quotes (RFQ)
- How to identify and respond to an RFQ
- How RFQ's are evaluated

(PRE-REQUISITE: This class is for SBPP participants currently on a Statewide or Departmental contract)

This class is available on the following dates:

October 19 from 9:00 a.m. - 10:00 a.m.

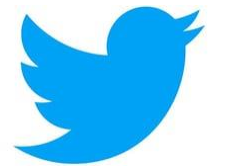
December 6 from 9:00 a.m. - 10:00 a.m.

Class size is limited! Please register in advance.

If you are interested in attending this class, [Click Here to register](#). Once registered, you will receive a confirmation email.

If you need special accommodations to fully participate in the training, please email Katherine.L.Thomas@mass.gov for assistance.

Follow us on:



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SDP & SBPP HelpDesk: sdp@mass.gov

Phone: (617) 502-8843

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