



Contract User Guide for PRF61

PRF61: Management Consultants, Program Coordinators and Planners Services

UPDATED: January 10, 2022

Contract #:	PRF61
MMARS MA #:	PRF61* & PRF61A*
Initial Contract Term:	January 1, 2016 - December 31, 2019
Maximum End Date:	Nine months interim to September 30, 2022
Current Contract Term:	January 1, 2022 to September 30, 2022
Contract Manager:	Ann-Maria Bennett, 617-720-3114, Annmaria.Bennett@mass.gov
This Contract Contains:	Small Business Purchasing Program, Supplier Diversity Office (SDO) Businesses, Prompt Payment Discount Program and Vendor Appraisal Management Form.
UNSPSC Codes:	80-10-00 Management Advisory Services 86-10-18 In Service Training and Manpower Development 86-13-00 Specialized Educational Services 77-10-00 Environmental Management

*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 PRF61 Management Consultants, Program Coordinators and Planners Services. This contract provides a wide-ranging list of independent, experienced, and pre-qualified vendors offering an array of management consulting services under multiple categories.

UPDATES: This Contract User Guide was updated on January 10, 2022 to update vendor tables.

Contract Categories

This contract includes 8 categories of service as listed below.

- Education Services
- Program Development, Organizational and Strategic Planning Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65)
- Health and Human Services
- Professional Development Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65)
- General Data Analytics Services and Evaluation Services
- Environmental Consulting Services
- Revitalization Consulting Services
- Department of Elementary and Secondary Education (DESE) Facilities and Operations Technical Assistance Services

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.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

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 PRF61 to find related Master Blanket Purchase Order (MBPO) information.
- See COMMBUYS link above to link directly to the MBPO for PRF61 categories.

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- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for PRF61 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 PRF61 and can be accessed directly by visiting Master Blanket Purchase Order PO-21-1080-OSD03-SRC3-19903.

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. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

Supplier Diversity Requirements

Contract User Guides that provide for direct vendor selection should include the following language:

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.

Contract User Guides that require the department to solicit quotes or issue a statement of work:

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.

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	<ul style="list-style-type: none">• 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.

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, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract
- Purchases made through this contract will be direct, outright purchases. All elements of the project’s creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.

Pricing Options

The compensation structure for the PRF61 contract is according to individual projects as described and agreed to in the SoW and the accepted bidder response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

Project Pricing:

Costs under PRF61 must be determined through project-based compensation. Eligible Entities will determine the format in which quotations for their specific project will be collected. Vendors are expected to be competitive with each project and must provide a detailed and transparent budget related to the scope of services to be completed. Eligible Entities and awarded PRF61 vendors may negotiate project rates as part of the quote process. Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS.

Hourly Rates:

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Engagements that are limited in scope, time and value might be best quoted on hourly rate compensation structure.

Multiple Quotes Requirement:

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF61 Master Blanket Purchase Order (s) in COMMBUYS.

Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF 61 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000.

Invoicing:

All bills/invoices must minimally include:

- Assignment name.
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
- *Hourly rate:* Identify account manager or other vendor agent and applicable hourly rate.
- *Project based:* Identify portion of project billed and balance remaining, but not an average rate.
- Supporting documents must accompany billing/invoicing received by an engaging entity.
- Totals should be reviewed for correctness by engaging entity prior to approval.
- Total billed/invoiced must meet the Commonwealth's requirements if audited.

Product/Service Pricing and Finding Vendor Price Files

To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

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 PRF61 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

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

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 “PRF61 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 PRF61 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF61 Master Blanket Purchase Order (s) in COMMBUYS.

Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF 61 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000. Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

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 contractor.

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.

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Additional Information/FAQs

Vendor Appraisal Management Form (VAMF):

In order to maintain their status as an active vendor under this contract, PRF61 pre-qualified vendors will be subject to user evaluation through an established Vendor Appraisal Management tool for each engagement. Eligible Entities will assess the awarded vendor's quality of performance and rate it against Key Performance Indicators. The following are the established criteria for VAMF:

- Quality & Competency
- Compensation Structure
- Delivery of Services
- Buyer Satisfaction/Customer Commitment

PRF61 vendors are subject to at least one user evaluation per project. The SSST will review completed vendor VAMFs periodic basis in order to make a determination as to whether or not a particular vendor will maintain its active status under this contract.

Geographical Service Area

PRF61 covers the entire state of Massachusetts as represented in the Counties coverage map below:

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

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.

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 twelve (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.

Memorandum of Understanding/Statement of Work

Sample Statement of Work (SoW): Eligible Entities must determine which of the two provided sample SoW best fit their needs for PRF61 engagements. Sample SoW can be found in the attachment tab of PRF61. PRF61 Bid/Contract Docs: RFR, Contract User Guide, Sample SOW, Vendor Appraisal Form, etc. COMMBUYS MBPO Number: [Purchase Order PO-21-1080-OSD03-SRC3-19903](#)

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- **Sample 1:** Recommended for engagement (s) related to technology or confidential data. Eligible Entities should consult with their legal team prior to using this SoW. Sections specific to technology are highlighted in yellow.
- **Sample 2:** Recommended for simple transactions.

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Strategic Sourcing Team Members

- | | |
|-------------------------------|------|
| • Joe Burch | DPH |
| • Charles Caron (inactive) | DPH |
| • Tammy Goodhue | DPH |
| • Christine Gorwood | DPH |
| • Hillary Hallberg (inactive) | MBTA |
| • Sarah Harding | EEC |
| • Kristen Heffernan | DPH |
| • Edith Kwok | EOE |
| • Laura Leicach-Alleyne | EHS |
| • Winifred Prendergast | DEP |
| • David Minucci | DEP |
| • Mary- Anne Siok (inactive) | ESE |
| • Sudarshan Rangan | EHS |
| • Mark Southard | DHCD |
| • Sorraia Tavares | OSD |
| • Julia Wolfe | OSD |

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD)	SDP Commitment Percentage
** [Master Record] (All contract documents)	Purchase Order PO-21-1080-OSD03-SRC3-19903	Ann-Maria Bennett	617-720-3114	Annmaria.Bennett@mass.gov	N/A	N/A	N/A
Accelare, Inc.		Brendan McLaughlin	617-899-0963	Brendan.McLaughlin@accelare.com	See Appendix A	3% 10 days; 2% 15 days; 1% 20 days	5%
Accenture, LLP		Timothy Rogers	781-962-3525	timothy.p.rogers@accenture.com	See Appendix A	2% 10 days; 1% 15 days; 1% 20 days	2%
Ann McFarland Burke		Ann McFarland Burke	413-575-5345	annmburkeco@gmail.com	See Appendix A	N/A	1%
ATC Group Services dba Cardno ATC		Michael Gitten	781-404-1439	michael.gitten@atcassociates.com	See Appendix A	2% 10 days; 1.5% 15 days; 1% 20 days	10%
Auribus Consulting LLC		Mete Habip	404-543-8844	mhabip@auribusconsulting.com	See Appendix A	1% 10 days; 0.5% 15 days; 0.3% 20 days	1%
Bailit Health Purchasing, LLC		Michael Bailit	781-453-1166	mbailit@bailit-health.com	See Appendix A	1% 10 days	1%
Bronner Group, LLC		Marilyn Katzin	312-756-5101	mkatzin@bronnerngroup.com	Appendix A	2% 10 days	10%
Casey Hall DBA Casey Hall Training Associates		Casey Hall	508-252-6590	CaseyHall@comcast.net	See Appendix A	2% 10 days; 1.5% 15 days; 1.25% 20 days; 1% 30 days	1%
Center for EcoTechnology, Inc.		John Majercak	413-586-7350 x228	John.Majercak@cetonline.org	See Appendix A	1% 10 days	4%
Colliers Project Leaders USA NE, LLC		Sharon Garfi	860-395-0055	Sharon.garfi@collierseng.com	See Appendix A	4% 10 days; 3% 15 days; 2% 20 days; 1% 30 days	10%
Crisis Management		Bruce Cedar	617-803-4518	bcedar@cmgassociates.com	See Appendix A	3% 10 days; 2% 15 days;	1%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD)	SDP Commitment Percentage
Group dba CMG Associates						1% 20 days	
CSG Government Solutions Inc		Kirk Swanson	(312) 423-2103	rfp@csgdelivers.com		2% 10 days; 1% 15 days; 1% 20 days;	10%
Deloitte Consulting		Virginia Fraser	412-841-8200	rvfraser@deloitte.com	See Appendix A	1% 10 days; 1% 15 days; 1% 20 days; 1% 30 days	7%
Deltawrx		Brian Hudson	818-227-9300	bhudson@deltawrx.com	See Appendix A	2.5% 10 days; 2% 15 days; 1.5% 20 days; 1% 30 days	10%
Dougherty Management Associates Inc dba DMA Health Strategies		Diane Salley	781-863-8003	dianes@dmahealth.com	See Appendix A	1% 10 days	0.25%
Eastern Research Group		John Wilhelmi	781-674-7312	john.wilhelmi@erg.com	See Appendix A	1% 10 days	1%
Eco-Genesis Corp.		Myron Ritrosky, Jr	413-445-7756	myron@ecogenesis.com	See Appendix A	2.1% 10 days; 2% 15 days; 1.75% 20 days 1% 30 days	5.5%
Edgmere Consulting Corp.		John Washek	781-581-9991	jwashek@edgmereconsulting.com	See Appendix A	2% 10 days; 2% 15 days; 1% 20 days	1%
Ernst & Young U.S. LLP		Debra Cammer Hines	617-585-1981	debracammer.hines@ey.com	See Appendix A	2% 10 days; 1% 15 days;	2%
Favermann Design		Mark Favermann	617-247-1440	favermann@gmail.com	See Appendix A	2.5% 10 days; 2% 15 days;	5%
FinePoint Associates		Peg Barringer	617-763-5952	peg@finepointassociates.com	See Appendix A	3% 10 days; 2% 15 days; 1% 20 days	1%
Geolnsight, Inc.		Nikki Delude Roy	603-314-0820	ndeluderoy@geoinc.com	See Appendix A	1% 10 days; 0.75% 15 days; 0.5% 20 days	1%

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Guidehouse Holding Corp dba Guidehouse LLP		Matthew Schulien	703-409-7112	mschulien@guidehouse.com	See Appendix A	3% 10 days; 2% 15 days; 1% 20 days 0.5% 30 days	10%
Hagerty Consulting, Inc.		Katie Freeman	847-492-8454 x119	Katie.freeman@hagertyconsulting.com	See Appendix A	0.50% 10 days	10%
HRP Associates, Inc.		Jason Beach	860-674-9570	cms@hrpassociates.com	See Appendix A	2% 10 days; 1.5% 15 days; 1% 20 days; 0.50% 30 days	15%
HWK Consulting, LLC		Hope Wordan Kenefick	603-664-9920	hopewk@comcast.net	See Appendix A	1% 10 days; 1% 15 days; 1% 20 days; 1% 30 days	5%
ICF Incorporated, LLC		Donna Murray Semrin Gillespie Palaia, Kevin	703-472-3104	donna.murray@icfi.com; semrin.gillespie@icf.com; Kevin.Palaia@icf.com	See Appendix A	1% 10 days	1%
Innes Associates Limited		Emily Keys Innes	781-956-8556	emily@innes-design.com	See Appendix A	3% 10 days; 2% 15 days; 1% 20 days;	2%
JJR Consulting LLC		Jenna Roberts	603-502-4105	jjrconsultingnh@gmail.com	See Appendix A	0.05% 10 days 0.025% 15 days	0.25%
Jones Payne Architects and Planners, Inc.		Nadia Melim	617-790-3747	nmelim@jonespayne.com	See Appendix A	2% 10 days; 2% 15 days; 2% 20 days; 2% 30 days	2%
JSI Research & Training Institute		Lori Kiel	617-482-9485	Lori_Kiel@jsi.com	See Appendix A	1% 10 days; 1% 15 days	3%
Justice Resource Institute, Inc.		Shawn Power	781-559-4900 x3329	spower@jri.org	See Appendix A	1% 10 days; 0.50% 15 days	1%
KPMG, LLP		David Pondillo	518-505-8077	dpondillo@kpmg.com	See Appendix A	5% 10 days; 4% 15 days; 3% 20 days; 2% 30 days	10%
Lightship Engineering, LLC		Timothy Condon	508-830-3344 x120	tcondon@LightshipEngineering.com	See Appendix A	2% 10 days; 2% 15 days; 2% 20 days	1%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD)	SDP Commitment Percentage
Mathematica, Inc.		Pamela L. Tapscott	202-484-3294	rfpcenter@mathematica-mpr.com	See Appendix A	5% 10 days; 4% 15 days; 3% 20 days; 2% 30 days	1%
McKinsey & Company, Inc. Washington DC		Briana Park	202-662-3100	McKinsey_Contracts@McKinsey.com	See Appendix A	1% 10 days	5%
Miller Dyer Spears, Inc.		Amy Mackrell	617-338-5350	amackrell@mds-bos.com	See Appendix A	2% 10 days	10%
Morgan, Brown & Joy, LLP		Jaclyn L. Kugell	617-788-5054	jkugell@morganbrown.com	See Appendix A	2% 10 days; 1.5% 15 days; 1% 20 days; 0.50% 30 days	10%
Nelson\Nygaard Consulting Associates, Inc.		Tom Bacus	415-281-6980	tbacus@nelsonnygaard.com	See Appendix A	0.5% 10 days; 0.5% 15 days; 0.5% 20 days; 0.50% 30 days	5%
North Passage Associates		Edward Russ Meekins	6172855489	russmeekins@northpassageassociates.com	See Appendix A	1% 10 days	10%
Public Consulting Group, Inc.		Peter Marshall	617-426-2026	pmarshall@pcgus.com	See Appendix A	5% 10days; 4% 15 days; 3% 20 days; 2% 30days	2.50%
Regina Villa Associates, Inc.		Nancy Farrell	617-357-5772 x11	nfarrell@reginavilla.com	See Appendix A	1% 10 days; 1% 15 days	3%
Self Esteem Boston Educational Institute, Inc		Jeri Levitt	617-983-1111	empowermail@selfesteemboston.com	See Appendix A	1% 10 days	10%
Spruce Technology, Inc		Kristen Mazza	862-225-9302	kmazza@sprucetech.com	See Appendix A	2% 10 days; 1.5% 15 days; 1% 20 days	10%
Strategic Solutions Group, LLC		John Schaeffer	617-721-8845	jschaeffer@ssg-llc.com	See Appendix A	3% 10 days; 2% 15 days; 1% 20 days	2%
Studio G Architects, Inc		Gail Sullivan	617-524-5558	gails@studiogarchitects.com	See Appendix A	2% 10 days	30%

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD)	SDP Commitment Percentage
TBA Architects, Inc.		Justin Humphreys	617-571-8147; 781-893-5828	jhumphreys@tbaarchitects.com	See Appendix A	5% 10 days; 4% 15 days; 3% 20 days; 2% 30days	22%
The Ripples Group		Thomas Innis	617-435-8587	tinnis@ripplesgroup.com	See Appendix A	1.5% 10 days; 1% 15 days; 0.5% 20 days	1%
The Mauch Group, LLC		Irene Mauch	781-775-5251	irene@mauchgroup.com	See Appendix A	5% 10 days; 4% 15 days; 3% 20 days	15%
UMass Donahue Institute		Sharon Vardatira	413-545-6615	svardatira@donahue.umass.edu	See Appendix A	N/A	1%
WalkBoston		Stacey Beuttell	617 429-9523	sbeuttell@walkboston.org	See Appendix A	N/A	1%
Weisman Consulting LLC DBA SMART Conversations		Paul Weisman	617-413-4291	paul@weismanconsulting.com	See Appendix A	2% 10 days; 1% 15 days; 0.5% 20 days;	15%
Weston & Sampson Engineers, Inc.		Francis M. Ricciardi	978-532-1900	ricciardif@wseinc.com	See Appendix A	1% 10 days; 1% 15 days; 1% 20 days;	5%
Zelus Consulting Group		Jenny Graham	617-821-1061	Jenny.Graham@zelusllc.com	See Appendix A	4% 10 days; 3% 15 days; 1.5% 20 days; 1% 30 days	5%

*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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Contract User Guide for PRF61

Appendix A: Contract Categories

Education Services	Program Development, Organizational and Strategic Planning Services	Health and Human Services	Professional Development	General Data Analytics Services and Evaluation Services	Environmental Services	Revitalization Services	Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services
Abt Associates Inc.	Abt Associates Inc.	Abt Associates Inc.	Accelare, Inc.	Abt Associates Inc.	Abt Associates Inc.	Abt Associates Inc.	Auribus Consulting LLC
Accenture	Accelare, Inc.	Accenture	Accenture	Accenture	ATC Group Services LLC	Ann Burke	Colliers Project Leaders USA NE, LLC
Ernst & Young U.S. LLP	Accenture	Bailit Health Purchasing, LLC	Blue Sage Consulting, Inc.	Casey Hall DBA Casey Hall Training Associates	Center for EcoTechnology, Inc.	Edgemere Consulting Corporation	DiNisco Design, Inc.
ICF Incorporated, LLC	Bailit Health Purchasing, LLC	Deloitte Consulting	Bronner Group, LLC	CMG Associates	Eastern Research Group	Ernst & Young U.S. LLP	Eco-Genesis Corp.
KPMG LLP	BLUE SAGE Consulting, Inc.	DMA Health Strategies	Casey Hall DBA Casey Hall Training Associates	Deloitte Consulting	Environmental Health & Engineering, Inc.	Favermann Design	Jones Payne Architects and Planners, Inc.
Mathematica Policy Research, Inc.	Bronner Group, LLC	Eastern Research Group	CMG Associates	DMA Health Strategies	Ernst & Young U.S. LLP	FinePoint Associates	Miller Dyer Spears, Inc
McKinsey & Company, Inc. Washington D.C.	Casey Hall DBA Casey Hall Training Associates	Hagerty Consulting, Inc	Daniel Penn Associates, LLC	Eastern Research Group	GeoInsight, Inc	Harriman Associates	Studio G Architects, Inc.

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OPERATIONAL SERVICES DIVISION

Education Services	Program Development, Organizational and Strategic Planning Services	Health and Human Services	Professional Development	General Data Analytics Services and Evaluation Services	Environmental Services	Revitalization Services	Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services
Guidehouse LLP	Daniel Penn Associates, LLC	Health Resources in Action (HRiA)	Ernst & Young U.S. LLP	Edgemere Consulting Corporation	HRP Associates Inc.	Nelson\Nygaard	TBA Architects, Inc.
Public Consulting Group, Inc.	Deloitte Consulting	HWK Consulting, LLC	Exceeda Consulting, Inc.	Ernst & Young U.S. LLP	ICF Incorporated, LLC	UMass Donahue Institute	
UMass Donahue Institute	DELTAWRX	ICF Incorporated, LLC	Guidehouse LLP	Hagerty Consulting, Inc	JSI Research & Training Institute	WalkBoston	
	DMA Health Strategies	JSI Research & Training Institute	Health Resources in Action (HRiA)	HWK Consulting, LLC	KPMG LLP	Weston & Sampson Engineers, Inc.	
	Eastern Research Group	Justice Resource Institute, Inc	ICF Incorporated, LLC	ICF Incorporated, LLC	Lightship Engineering, LLC		
	Edgemere Consulting Corporation	KPMG LLP	JJR Consulting LLC	JSI Research & Training Institute	Guidehouse LLP		
	Ernst & Young U.S. LLP	Mathematica Policy Research, Inc.	JSI Research & Training Institute	KPMG LLP	UMass Donahue Institute		
	Exceeda Consulting, Inc.	McKinsey & Company, Inc. Washington D.C.	KPMG LLP	Mathematica Policy Research, Inc.	Weston & Sampson Engineers, Inc.		
	Gartner, Inc	North Passage Associates	McKinsey & Company, Inc. Washington D.C.	McKinsey & Company, Inc. Washington D.C.			

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OPERATIONAL SERVICES DIVISION

Education Services	Program Development, Organizational and Strategic Planning Services	Health and Human Services	Professional Development	General Data Analytics Services and Evaluation Services	Environmental Services	Revitalization Services	Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services
	Hagerty Consulting, Inc	Guidehouse LLP	Morgan, Brown & Joy LLP	Guidehouse LLP			
	Health Resources in Action (HRIA)	Public Consulting Group, Inc.	North Passage Associates	Public Consulting Group, Inc.			
	HWK Consulting, LLC	Regina Villa Associates, Inc.	Public Consulting Group, Inc.	Strategic Solutions Group, LLC			
	ICF Incorporated, LLC	Self Esteem Boston	Regina Villa Associates, Inc.	The Ripples Group			
	JJR Consulting LLC	Strategic Solutions Group, LLC	Self Esteem Boston	UMass Donahue Institute			
	JSI Research & Training Institute	The Ripples Group	The Ripples Group				
	Justice Resource Institute, Inc	UMass Donahue Institute	UMass Donahue Institute				
	KPMG LLP		Weisman Consulting LLC DBA SMART Conversations				
	Mathematica Policy Research, Inc.		Zelus Consulting Group				

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OPERATIONAL SERVICES DIVISION

Education Services	Program Development, Organizational and Strategic Planning Services	Health and Human Services	Professional Development	General Data Analytics Services and Evaluation Services	Environmental Services	Revitalization Services	Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services
	McKinsey & Company, Inc. Washington D.C.						
	North Passage Associates						
	Guidehouse LLP						
	Public Consulting Group, Inc.						
	Regina Villa Associates, Inc.						
	Self Esteem Boston						
	Spruce Technology, Inc.						
	Strategic Solutions Group, LLC						
	The Mauch Group, LLC						
	The Ripples Group						
	UMass Donahue Institute						

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OPERATIONAL SERVICES DIVISION

Education Services	Program Development, Organizational and Strategic Planning Services	Health and Human Services	Professional Development	General Data Analytics Services and Evaluation Services	Environmental Services	Revitalization Services	Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services
	Weisman Consulting LLC DBA SMART Conversations						
	Zelus Consulting Group						

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Category Descriptions

- Education Services [PO-16-1080-OSD03-SRC3-00000006498](#)
- Program Development, Organizational and Strategic Planning Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65) [PO-16-1080-OSD03-SRC3-00000006493](#)
- Health and Human Services [PO-16-1080-OSD03-SRC3-00000006494](#)
- Professional Development Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65) [PO-16-1080-OSD03-SRC3-00000006497](#)
- General Data Analytics Services and Evaluation Services [PO-16-1080-OSD03-SRC3-00000006495](#)
- Environmental Consulting Services [PO-16-1080-OSD03-SRC3-00000006499](#)
- Revitalization Consulting Services [PO-16-1080-OSD03-SRC3-00000006496](#)
- Department of Elementary and Secondary Education (DESE) Facilities and Operations Technical Assistance Services
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for PRF61 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Record" Master Blanket Purchase Order (MBPO) for PRF61 and can be accessed directly by visiting [PO-21-1080-OSD03-SRC3-19903](#)

EDUCATION SERVICES

Pre-qualified vendors under the Education Services Category offer education related Management Consulting Services to aid in the Commonwealth's commitment to provide a rigorous, comprehensive, and successful education system.

Areas in which education services trainers and consultants are sought include, but are not limited to:

- Research based strategies
- Standards and accountability
- Assessment
- Professional development
- Innovation
- Student supports

PROGRAM DEVELOPMENT, ORGANIZATIONAL AND STRATEGIC PLANNING SERVICES

Pre-qualified vendors under the Program Development, Organizational Development, and Strategic Planning Category offer a broad range of services which the Commonwealth will draw on an "as needed" basis to meet the needs of the various departments and Eligible Entities.

Types of services acquired under this category may include, but are not limited to:

- Administrative.

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OPERATIONAL SERVICES DIVISION

- Human resource.
- Personnel.
- Physical distribution management
- Scientific administration
- Education
- Labor
- Health and Social Services
- Economic forecasting
- Budget analysis
- Market analysis
- Development of funding formulas
- Total cost analysis
- Projections in business development
- **Business Process Redesign Services-NEW Service Effective July 1, 2017**

HEALTH AND HUMAN SERVICES

Pre-qualified vendors under the Health and Human Services Category offer an array of services on an “as needed” basis. Such services include integrated human services that aid communities, families and individuals in a faster and cost-effective way to promote self-sufficiency. Direct services to clients are not covered through this contract.

The following list includes the fields in the health and human services spectrum:

- Public Health Services
- Mental Health Services
- Developmental Services
- Employment Services
- Child Service organizations
- Emergency Preparedness
- Financial Services

PROFESSIONAL DEVELOPMENT SERVICES:

Pre-qualified vendors under the Professional Development Services Category offer a broad range of effective quality courses, from which Eligible Entities will use on an “as needed” basis to design and/or provide trainings/presentations/facilitations/ instructional design including e-learning on different topics that will increase the knowledge, understanding, and skill levels of Commonwealth of Massachusetts staff and/or the public it serves.

Areas in which professional development and training expertise are sought include but are not limited to:

- Leadership Development Programs
- Team building/ Capacity Building Programs
- Coaching Programs
- Train the Trainer(s) Programs
- Change Management Programs
- Communication Skills Programs

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OPERATIONAL SERVICES DIVISION

- Customer Relationship Management Programs
- General Health, Wellness & Safety Programs not requiring services of a hospital or university
- Business Process Redesign Programs
- **Business Process Redesign Services-NEW Service Effective July 1, 2017**

GENERAL DATA ANALYTICS SERVICES AND EVALUATION SERVICES:

Pre-qualified vendors under the General Data Analytics Service and Evaluation Services Category offer technical assistance and expertise to generate the statistics needed to complete the requirements of projects per the scope of work established by the Hiring Entity, to inform the legislature and the public of emerging and existing concerns, to tailor new intervention and prevention programs as well as evaluate currently existing programs, and to generate knowledge to further improve on established services and/or programs.

Primary areas of research expertise that will be purchased through this contract include:

- Survey research, including data collection, analysis and development of needs assessment
- Linkage of large datasets
- Program evaluation, including design, analysis and report preparation
- Forecasting analytic techniques
- Small area and small domain estimation
- Complex survey sample design
- Qualitative analysis and mixed method of analysis
- Preparing and analyzing large data, comparative and cost-effective studies
- Preparing and using electronic data for quality improvement work, service utilization, comparative effectiveness
- Expertise in geo-spatial analysis
- Subject matter expertise in economics, education, engineering, health and social services, transportation, financial services, the environment, cost effectiveness analysis, comparative effectiveness analysis, quality improvement work, policy analysis, secondary data analysis, and ecological studies design
- Quantitative data extraction and data management

ENVIRONMENTAL CONSULTING SERVICES:

Pre-qualified vendors under the Environmental Consulting Services Category offer education, outreach, technical and environmental services to the Commonwealth and its Eligible Entities. The Environmental Consulting Services Category under this contract shall include, but not be limited to:

- Implementation of programs
- Research
- Risk assessment
- Environmental engineering services
- Data analysis and evaluation
- Technical support
- Policy analysis
- Impact analysis

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OPERATIONAL SERVICES DIVISION

- Planning
- Sustainable systems
- Green purchasing support
- Project coordination
- Sound surveys
- Environmental sampling/ measurement and modeling

REVITALIZATION CONSULTING SERVICES:

Pre-qualified vendors under the Revitalization Consulting Services Category offer technical assistance consultant services related to City or Town Center development.

Primary areas of service include but are not limited to:

- Planning and Facilitation Services
- Economic Development Planning
- Business Recruitment and Business Retention
- Second Story Development
- Housing and Planning Services
- Technical Services
- Market Assessment Services
- Organizational Development of a Non-Profit
- Transportation Consulting Services
- Architectural Services
- Business Improvement Districts
- Technical Assistance Related to Downtown Revitalization

DESE FACILITIES AND OPERATIONS TECHNICAL ASSISTANCE SERVICES:

Specifically, the firms will possess the ability to provide:

- Expertise in HVAC system design and maintenance (including internal air quality assessment, commissioning, and recommissioning of systems, etc.)
- Facilities operations and/or other school-specific operations
- Deep knowledge of applicable occupancy and safety codes
- Cost estimating

In addition, the firms may possess:

- Specific experience with school building planning, design, and operations
- Expertise with district-wide master planning
- Cleaning, sanitation, and disinfection expertise and guidance
- Expertise in drinking water systems, and other building services
- Specific experience related to school cafeteria and/or food service operations
- Expertise in signage and other visual cueing
- Expertise in design for accessibility

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OPERATIONAL SERVICES DIVISION

- Expertise in people and activity flow, including entry, exit, and emergency evacuation
- Specific experience related to school activity scheduling
- Specific experience related to bus pick-up and drop-off, and route optimization
- Expertise in traffic flow and support of biking and walking
- Expertise in grounds (including playgrounds) and landscape planning and design
- Experience with modular classroom setup and procurement

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