

Contract User Guide for PRF79DesignatedCTR

PRF79: Purchase Card (P-card) Program

UPDATED: May 23, 2024

Contract #:	PRF79
MMARS MA #:	PRF79Designated CTR01*
Initial Contract Term:	February 1, 2022 – December 31, 2025
Maximum End Date:	Two 3-year extension(s) to December 31, 2031
Current Contract Term:	February 1, 2022 – December 31, 2025
Contract Manager:	Jessica Cogswell, jessica.cogswell@mass.gov , (617) 973-2323
This Contract Contains:	Supplier Diversity Program
UNSPSC Codes:	84-12-15 Purchase Card (P-card) Services
Updates:	Added OSD Contract Managers to SST Member List

*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 Purchase Card (P-card) Program services and replaces the Statewide Contract for these same services formerly known as PRF47DesignatedOSC which ended 1/31/22. The Commonwealth P-Card program aims to simplify and expedite Department's and other eligible entities routine and incidental purchases. The program can also be used to minimize reimbursable travel processing costs or as an alternative payment method. The P-Card purchasing process includes pricing inquiry, order placement, delivery of goods, invoices, and voucher review. The P-Card program offers individual detailed purchase entries and streamlined payment entry and disbursement processing. Additionally, the Commonwealth P-Card will assist Departments and other eligible entities in fulfilling immediate or non-office hour purchasing needs and dramatically shortens and simplifies the payment cycle processing. Bank of America, NA is the one vendor that was selected to provide these 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.

The procurement card offers a quick method of payment for incidental, it is also useful in emergencies as it is able to be customized to the entities needs. This Statewide Contract also allows for the added benefit for Eligible Entities to receive a rebate based on the specific volume of transactions and payment windows.

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 **PRF79** to find related Master Blanket Purchase Order (MBPO) information.
- 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;

Eligible Entities

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

Each eligible entity is responsible for monitoring its own purchases and paying its own invoices for goods and/or services acquired from this Contract. Contractors will be responsible for marketing their goods and/or services to Commonwealth Agencies and other eligible entities.

Supplier Diversity Requirements

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

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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.

Pricing, Quotes and Purchase Options

Purchase Options

Commonwealth State Entity P-Card access is managed by CTR. All other Eligible Entities are responsible for their own engagement with the awarded vendor. The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a rate contract

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by clicking on individual vendor MBPOs on the vendor information page.

When contacting the vendor for this Statewide Contract, always reference **PRF79** to receive contract pricing.

Setting Up a COMMBUYS Account

The Office of the Comptroller manages the Purchase Card Program for State Agencies. Commonwealth State Entities will NOT engage the vendor for this Statewide Contract through COMMBUYS but will instead reach out to the designated Contract Manager Jessica Cogswell for this Statewide Contract from the Officer of the Comptroller.

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.

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 **PRF79** 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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Instructions on How to Use the Contract

Commonwealth State Entities

The Commonwealth's P-Card policy is located here: <https://public.powerdms.com/MAComptroller/documents/1779658>

Interested Commonwealth departments should email osc-p_card@mass.gov. Comptroller staff will work with the CFO on the required training and forms.

Department CFO's are required to take a one hour training, prior to receiving their card.

Please note that new departments will take approximately four to six weeks to set up.

Other (as listed in Eligible Entities)

Reach out to BOA directly for contract details and to set up your program. The BOA Contract Manager is SVP Elizabeth J. Moroney. She can be contacted at elizabeth.j.moroney@bofa.com.

Instructions for MMARS Users

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

The VC code for Bank of America is VC0000138161, FIA CARD SERVICES N A. This VC must be on all encumbrance and payment documents to ensure the payment is routed to the correct account.

Contract Exclusions

The Commonwealth P-Card cannot be used for the following:

- Cash Advances (ATMs);
- Gift Cards;
- Legal Services;
- Alcohol purchases; or
- Any additional purchases identified by the Department in its Department's Internal Control P-Card Use Policy.

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.

The procurement card offers a quick method of payment for incidental, it is also useful in emergencies as it is able to be customized to the entities needs.



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Additional Information/FAQs

Contract File Additional Documents

Copies of the Commonwealth Terms and Conditions, Standard Contract Form, Contractor Authorized Signatory Listing(CASL), Prompt Payment Discount Terms (in SCF) are available from CTR and can be emailed to an Eligible Entity upon request to complete the Contract File (for audit purposes). Please email Contract Manager Jessica Cogswell for these documents.

Additional Reporting Requirements for Contract Management

For Statewide Contract management purposes CTR or OSD may request periodic reports of all engagements under the Statewide Contract at any time from Eligible Entities.

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Strategic Sourcing Team Members

- Kevin McHugh, CTR
- Jessica Cogswell, CTR
- Thomas Smith-Vaughan, CTR
- John Scully, CTR
- Holly Turner (inactive), OSD
- Adriana Leon, CNB
- Kimberly Egan, DDS
- Mary Murray, DOR
- Michelle Bessler, DOR
- David Mahr, CDA
- John Bianchi, DOT
- Marge MacEvitt (inactive), OSD
- Camille Clarke, OSD



OPERATIONAL SERVICES DIVISION

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record (All contract documents)	PO-22-1080-OSD03-SRC01-24380	Marge MacEvitt	617-720-3121	marge.macevitt@mass.gov	N/A	N/A
Bank of America	PO-22-1080-OSD03-SRC01-24379	Elizabeth Moroney	617-434-9321	elizabeth.j.moroney@bofa.com	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. [Price files may be found in the individual vendor's MBPO.]

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