



OPERATIONAL SERVICES DIVISION

Contract User Guide for PSE01

PSE01: Public Safety Equipment and Two-Way Radio

UPDATED: April 25, 2022

| | |
|--------------------------------|---|
| Contract #: | PSE01 |
| MMARS MA #: | PSE01* |
| Initial Contract Term: | January 1, 2022, to December 31, 2026 |
| Maximum End Date: | One (1) option for two (2) year extension through December 31, 2028 |
| Current Contract Term: | January 1, 2022, to December 31, 2026 |
| Contract Manager: | Daniel Billings, Phone: 617-720-3309, Daniel.Billings@mass.gov |
| This Contract Contains: | Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business |
| UNSPSC Codes: | Fire: 46-16-00, 46-19-00 EMS: 42-17-00, 42-17-22 Police: 46-20-00, 92-10-15 Marine: 25-11-00, 92-12-19 Two-Way Radio's: 43-19-15, 43-19-16, 43-22-17, 81-11-18 |

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Contract Summary

This is the Statewide Contract for Public Safety Equipment and Two-Way Radio supplies and services. This new Statewide Contract replaces and combines the public safety and two-way radio categories from statewide contract numbers FIR04/FIR04A and ITT57. OSD has rebranded the “FIR” and two-way radio statewide contracts to create a brand-new contract category entitled “PSE” to offer a single and cohesive contract for all public safety equipment, supplies and applicable services. The contract category “FIR” will no longer be used as a category of services.

COVID-19 Updates

As the CDC has found that COVID-19 is contracted primarily through [airborne transmission](#), organizations may wish to reevaluate cleaning protocols and apply disinfectants to surface areas only as needed. Disinfectants used for this purpose should be listed on EPA’s [List N: Disinfectants for Use Against SARS-CoV-2](#), and it is recommended to choose safer disinfectants (find more information about safer disinfectants on the Toxics Use Reduction Institute’s [COVID-19: Safely Clean & Disinfect](#) webpage) which may be found on the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

Contract Categories

This contract includes 5 categories of Public Safety Equipment and Two-Way Radio products/service as listed below:

- Category 1: Fire Equipment, Supplies, and Services
- Category 2: Emergency Medical Services (EMS) Equipment, Supplies, and Services
- Category 3: Police Equipment, Supplies, and Services
- Category 4: Marine Equipment, Supplies and Services
- Category 5: Two-way Radio Equipment, Supplies and Services

PLEASE NOTE: The items identified below **cannot** be purchased under the PSE01 Public Safety Equipment and Two-Way Radio, Supplies, Services and Repairs statewide contract:

- Firearms, Ammunitions, Related Training Products, Services Accessories and Less than Lethal Munitions, Tasers, etc.
- All vehicles including fire trucks and boats.
- Public Safety Broadband and LTE only communications equipment and services (the home Statewide Contract for this is ITT72).

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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 statewide contract covers a broad array of public safety equipment, parts & services available through various authorized dealers of listed manufacturers. Competitive Pricing – The Strategic Sourcing Services Team (SSST) has awarded the contract to those Contractors who provided the most competitive discounts for the manufacturers being offered. Complete award information for awarded Contractors is located in COMMBUYS <https://www.commbuys.com/bs0/advsearch/buyerAdvancedSearch.sdo>. Please see instructions below for how to obtain the contract information in COMMBUYS.

Vendors on the PSE01 statewide contract also offer the following discounts which can vary for each Vendor: Prompt Pay Discounts, Dock Delivery Discounts, Volume Discounts, Trade-In's.

Find Bid/Contract Documents

- 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 PSE01 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 PSE01 and can be accessed directly by visiting [list the Master MBPO hyperlink here, for example, [Master Blanket Purchase Order PO-15-1080-OSD01-OSD10-00000003619](#)].
- 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;
Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

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

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Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific , M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General’s Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or by [email at: 30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General’s Office, at 617-963-2371. Visit the Attorney General’s [Public Construction web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

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 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, Quote 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

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- This is a fee for service contract
- Product pricing may be found on the [vendor information](#) page, where links to all the vendors MBPO's are provided.

Pricing Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price. Further negotiations can be made based on volume as PSE01 offer volume-based discounts.

Product/Service Pricing and Finding Vendor Price Files

Manufacturer's Suggested Retail Price (MSRP) Files on COMMBUYS

At times during the duration of this contract, some PSE01 Vendors may have outdated MSRP reference files on COMMBUYS. Because of this, Buyers should always request that a vendor provide them the most current MSRP at the time of quote. Buyers may then refer to the awarded vendor's PSE01 price file from COMMBUYS to check pricing. All Vendors have an awarded price file in Microsoft Excel format that indicates their approved manufacturers and their awarded discount off of MSRP for their starting price. If a vendor does not have a manufacturer listed in their awarded PSE01 price file then the vendor must work with OSD to get that manufacturer added before they can sell their products on PSE01. If a vendor is not honoring their discount pricing from the PSE01 price file then the customer should contact the OSD Contract Manager.

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 PSE01 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.

How To Purchase From The Contract

- **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.

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For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

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

- **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 creates a Release Requisition, and then converts 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 “PSE01 RFQ” when entering information in the Description field.

PSE01 has a “Solicitation Enabled” master MBPO page on COMMBUYS. Buyers can distinguish this page by the “Conversion Vendor” vendor name. This page allows COMMBUYS users to obtain quotes from multiple Vendors at once. The buyer creates 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.

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, then choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

All vendor MBPO pages have a \$0.00 line item for placing orders. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

- **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, then choose the *How to Create an RPA Requisition* job aid.

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- **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). Once a vendor is selected in COMMBUYS, you are 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.

Obtaining Quotes

Contract users should always reference PSE01 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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, then choose Request Quotes From Vendors on Statewide Contracts job aid.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Quotes Not Including Construction Services:

Award based on best value, but it's strongly encouraged that Entities solicit at least three quotes from

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Vendors to be evaluated with best value criteria applied.

Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A “state-assisted contract” is a construction project undertaken by a political subdivision of the Commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the Commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General’s Office at 617-963-2371 or visit the Attorney General’s [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General’s Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit www.mass.gov/prevailing-wage-enforcement for more information.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@mass.gov for additional support.

Environmentally Preferable Products (EPP)

GreenScreen certified firefighting foams, which have been tested to be both free of Per- and polyfluoroalkyl substances (PFAS) and free of the chemicals of highest health and environmental concerns, are now available through this contract.

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EPP Requirements:

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

Contract Exclusions and Related Statewide Contracts

The items identified below **cannot** be purchased under the PSE01 Public Safety Equipment, Supplies, Services and Repairs statewide contract:

- Firearms, Ammunitions, Related Training Products, Services Accessories and Less than Lethal Munitions, Tasers, etc.
- All vehicles including fire trucks and boats.
- Public Safety Broadband and LTE only communications equipment and services (the home Statewide Contract for this is ITT72).

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

All quotations shall be FOB destination. The term FOB destination shall mean delivered and unloaded to all the Commonwealth Departments, cities, towns and/or Political Subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the Contractor(s).

The Contractor(s) must deliver goods to the Department requesting the goods within 30 days after receipt of order (A.R.O.). Items delivered after 30 business days may be deemed unacceptable and returned to the Contractor at no cost to the Commonwealth. Delivery arrangements for custom-made items may be made by mutual agreement between purchasing Department and Contractor(s).

Surcharges: Vendors will not charge any additional fuel, shipping, transportation, energy, insurance or any other type of surcharge or fee on any order received from departments. Departments will NOT be required to pay any additional surcharges upon receipt of contractor invoicing.

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At the discretion of the Commonwealth, shipping charges may be negotiated and allowed under extenuating circumstances including, but not limited to: rush shipping requests by the Commonwealth Agency, oversized or heavy items being repaired, etc. This exception will only be allowed with an Agency request. Vendors are not allowed to request an exception for shipping charges.

Additional Information/FAQs

Performance Bond

User Departments may request and require Contractors to furnish a performance and/or labor and materials bond, in a form and with surety satisfactory to the end user for those orders in the amount of \$100,000 or more. The Contractor(s) shall be responsible for the cost of the bond(s).

Adding/Removing Products

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the Contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract. **NO PRODUCTS MAY BE ADDED WITHOUT APPROVAL OF THE SSST AND SSSL.**

Frequently Purchased Items on the Contract:

Fire Equipment & Supplies

Turnout gear, Urban Search and Rescue (USAR) gear, station work uniforms, dress uniforms, specialized outerwear, forestry clothing, any other firefighter personal protective equipment (PPE), self-contained breathing apparatus (SCBA) and SCBA cylinders, breathing air compressors, SCBA test benches, SCBA fit testers, self-contained smoke/fire hoods, firefighting foam, water applications (hoses, nozzles, gates), ladders, power tools, hand tools, emergency vehicle lighting, specialty equipment (meters, including air monitoring, radiological, etc., meter calibration equipment, meter calibration gases and meter parts; other types of specialty gas, bottled or otherwise, not currently covered under ENE46, HSP41 or their successor contracts), fire alarm equipment (control panels, smoke/heat devices, water flow devices, signaling, receiving and cabling items), associated software updates, training aids and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (All vehicles excluded).



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EMS Equipment & Supplies

Emergency and field EMS products, plus medical equipment and supplies used by first responders and all levels of EMT certification. Includes disaster management products, extrication, immobilization and transportation products, airway management equipment, resuscitation products, emergency and field medical services kits, EMS supplies, cardiac monitors, IV pumps, transport ventilators, assessment equipment (blood pressure units, pulse oximeters, thermometers, exam lights), associated software updates, training aids and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excludes vehicles, medications and drugs).

Police Equipment & Supplies

Night vision binoculars, breathalyzers, visibility clothing, firearms lockers, patrol car recording devices, GPS tracking devices, license plate recognition equipment, gloves, knee pads, helmets, handcuffs, tactical mirrors, vehicle emergency lights, sirens, body cameras, traffic and crowd control equipment, forensic equipment, helium and acetylene gases, associated software updates, training aids and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excluded from this contract are the following: weapons, ammunition, lethal and less than lethal munitions, tasers and all vehicles).

Marine Equipment & Supplies

Equipment and supplies for the Maritime Incident Response Teams for port security, incident response, water training events, etc. including dry suits, multi-threat suits, personal floatation devices (PFDs), emergency position indicator radio beacons (EPIRBs), dry bags, marine ropes, re-breather apparatus, marine communication equipment, waterproof night vision cameras, marine locator equipment, craft systems and repair equipment, scuba and snorkeling gear, swim equipment and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excludes all boats and vehicles).

Two Way Radio Repairs and Services

Purchase, rental, installation, maintenance and service of Two-Way Radio and associated microwave radio systems, equipment, connected peripherals, parts and accessories. Services will include the design, engineering, frequency coordination, installation, maintenance and repair of two-way radio network and microwave systems. The products and services include two-way radio subscriber units and fixed station equipment, including dual mode (analog and P25 digital), and accessories; microwave systems, components and accessories; trunking and conventional two-way radio systems, components, accessories and infrastructure; analog and P25 digital two-way radio systems and infrastructure; marine and amateur radios and accessories; fixed mobile data and automatic vehicle location (AVL) systems; public safety paging systems; radio dispatch console systems, related components and accessories; radio dispatch console furniture and related components; desktop radio remote systems and related components; radio gateway systems (analog and digital) and related accessories; Land Mobile Radio (LMR) antenna system components; category associated software updates, and not limited to the

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items identified. Services and/or repairs of any or all of the above listed items. (Excluded from this contract: Public Safety Broadband and LTE only communications equipment and services).

Product Specifications, including Environmental Standards and Requirements

Selection of EPP Equipment – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Technical Support

Where technical support response is included, Vendors shall supply at no charge, limited telephone technical support accessible toll-free, from at least 8 A.M. – 6 P.M., Monday through Friday for three (3) years after purchase. The maximum response time for technical support calls is four (4) hours from initial request to on-scene arrival unless otherwise agreed in writing between the Purchasing Entity and the Contractor. Bidders must include the costs, if any, for technical support calls in the Cost Tables.

Warranties/Repairs and Services

The warranty for the Commonwealth shall be the manufacturer’s standard warranty starting from the date of acceptance by the Purchasing Entity. New equipment under this contract must be factory new and equipment considered a “durable commodity” shall carry a guarantee that service, service parts and maintenance will be available from the Contractor for a period of at least five (5) years from date of equipment acceptance by the Purchasing Entity. All equipment shall be in excellent working condition and shall include the new OEM equipment guarantee.

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:** A discount is provided to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** A discount is provided if product is delivered directly to the loading dock

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If the Needed Product Can Not be Found

If a product or service 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 or service meets the scope of the product category, the vendor may be able to add it to their product offerings with prior approval to add from the OSD contract manager.

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.

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

Contract users must complete a detailed Statement of Work for any service engagement to be completed under this contract. The SOW template can be found under the "Attachment" tab in COMMBUYS under the PSE01 Master Blanket MBPO; it is recommended that Buyers use this format to request the following list and any other information as required by the engaging entity:

- Scope of Services/Deliverables Dates & Location of Service
- Detailed Budget
- Estimated Total Costs
- # Of Staff/Rate(s) Per Hour

Required Documentation from Contractor:

- Vendors are required to submit completed payment vouchers, and all required signed documentation to the designated Buyer personnel for processing. Vendors are obligated to pay prevailing wage rates to their employees who work in Commonwealth owned or rented facilities under this contract. Please report any known or suspected underpayment or non-payment of the prevailing wage to OSD for referral to the Attorney General's Office and the Department of Labor and Workforce Development. There is no Commonwealth form to report weekly janitorial prevailing wage, as there is for construction.

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For non-Commonwealth owned or rented facilities, invoices for services rendered during the previous month must be submitted to the hiring entity according to the terms of the Statement of Work.

Strategic Sourcing Team Members:

| SST Member Names | Agency |
|---------------------|-----------------------------|
| Nazzaro, Melissa | EOTSS |
| Billings, Daniel | OSD |
| Rostamnezhad, Reann | OSD |
| Walrath, Julie | DFS Fiscal |
| FitzGerald, Nancy | DFS Fiscal |
| Thomas, Al | DFS HAZMAT |
| O'Neil, Bryan | DFS MFA |
| Shipman, Peter | DFS Facilities |
| Daggett, Paula | DOC |
| Griffiths, Nolan | DOC |
| Dailey, Matthew | DOC |
| Coates, James | DOC |
| Griffin, James | DOC |
| Kearnan, Brian | MSP |
| Meagher, Ann | MSP |
| Fernandes, Paul | MSP |
| Gutowski, Gary | MSP |
| Barstow, Matt | MSP |
| Reardon, John | MEP |
| Wong, Robert | MEP |
| Rogers, Sharon | Barnstable Sheriff's Office |
| Urato, Tina | MEMA |
| Bagdonas, Andy | MEMA |
| Mahoney, Stephen | MassDEP Marine |
| Wilder, Scott | Brookline PD |
| Fitzgerald, Ken | Foxborough PD |
| Verdone, Robert | SEMRECC |
| Floyd, Erica | Springfield FD |

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Vendor List and Information*

| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|---|--|-----------------|-----------------------|----------------------------------|------------|--|------------------------|---------------------------|
| **[Master Contract Record] [Master MBPO] (All contract documents) | PO-22-1080-OSD03-SRC3-24063 | Daniel Billings | 617-720-3309 | Daniel.Billings@mass.gov | N/A | N/A | N/A | N/A |
| ***[Solicitation Enabled MBPO] (for requesting quotes) Category 1: Fire Public Safety Equipment and Two-Way Radios | PO-22-1080-OSD03-SRC3-24071 | Daniel Billings | 617-720-3309 | Daniel.Billings@mass.gov | N/A | N/A | N/A | N/A |
| ***[Solicitation Enabled MBPO] (for requesting quotes) Category 2: EMS Public Safety Equipment and Two-Way Radios | PO-22-1080-OSD03-SRC3-24070 | Daniel Billings | 617-720-3309 | Daniel.Billings@mass.gov | N/A | N/A | N/A | N/A |
| ***[Solicitation Enabled MBPO] (for requesting quotes) Category 3: Police Public Safety Equipment and Two-Way Radios | PO-22-1080-OSD03-SRC3-24061 | Daniel Billings | 617-720-3309 | Daniel.Billings@mass.gov | N/A | N/A | N/A | N/A |
| ***[Solicitation Enabled MBPO] (for requesting quotes) Category 4: Marine Public Safety Equipment and Two-Way Radios | PO-22-1080-OSD03-SRC3-24067 | Daniel Billings | 617-720-3309 | Daniel.Billings@mass.gov | N/A | N/A | N/A | N/A |
| ***[Solicitation Enabled MBPO] (for requesting quotes) Category 5: Two Way Radio Public Safety Equipment and Two-Way Radios | PO-22-1080-OSD03-SRC3-24068 | Daniel Billings | 617-720-3309 | Daniel.Billings@mass.gov | N/A | N/A | N/A | N/A |
| Adamson Industries Corp. | PO-21-1080-OSD03-SRC04-24056 | Steve Contarino | 978-681-0370 | scontarino@adamsonindustries.com | 1,2,3,4 | PPD: 1% - 10 days VPD: 2% (Greater than \$25K) DDD: 2% | WBE | 1.00% |
| Airgas Inc | PO-22-1080-OSD03-SRC3-24259 | Naomi Albright | 855-625-5285 Ext 4805 | naomi.albright@airgas.com | 1,2,3,4 | PPD: 1% - 10 days | | 1.00% |
| ALL SPORTS HEROES UNIFORMS | PO-21-1080-OSD03-SRC04-24046 | Mike McAtamney | 978-452-1976 Ext 313 | mmcatamney@allsportheroes.com | 3,5 | PPD: 2% - 10 days 1% - 15 days .5% - 20 Days | WBE | 1.00% |

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| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|-------------------------------------|--|---------------------|----------------------|-------------------------------------|------------|---|------------------------|---------------------------|
| All-Comm Technologies | PO-21-1080-OSD03-SRC04-24049 | Paul Boudreau | 781-289-3000 | pboudreau@allcomm1.com | 5 | PPD: 2% - 10 days 1% - 15 days to 30 days | | 2.00% |
| Applied Communications Services Inc | PO-21-1080-OSD03-SRC04-24033 | Stefan Georgules | 508-393-9312 | sgeorgules@appliedcomm.com | 5 | PPD: 2% - 10 days 1% - 15 days | | 1.00% |
| Atlantic Tactical | PO-21-1080-OSD03-SRC04-24015 | Paul Newsham | 978-505-4714 | Paul.Newsham@atlantictactical.com | 1,2,3,4,5 | PPD: 1% - 10 days VPD: 2% | | 1.00% |
| AVIAT U.S., INC | PO-21-1080-OSD03-SRC04-24032 | Bob Brown | 603-479-2171 | Bob.Brown@Aviatnet.com | 5 | N/A | | 1.00% |
| Ayacht Technology Solutions | PO-21-1080-OSD03-SRC04-24042 | Mark Ayotte | 978-558-0160 | mayotte.commpass@ayacht.com | 1,2,3,4,5 | PPD: 1% - 10 days .5% - 15 days .3% - 15 days VPD: 2% | | 4.50% |
| B & B Engineering | PO-21-1080-OSD03-SRC04-24057 | Daniel Dinwiddle | 978-352-6660 | ddinwiddle@lwbills.com | 1.3 | PPD: 2% - 10 days VPD: 5% | | 1.00% |
| Beltronics | PO-21-1080-OSD03-SRC04-24021 | Bernard Peabody | 603-402-4144 Ext 106 | bernie@beltronics.net | 5 | PPD: 2% - 10 days 1% - 15 days VPD: 2% | | 1.00% |
| Bergeron Protective Clothing | PO-21-1080-OSD03-SRC04-24054 | Richard Hills Grove | 603-496-0196 | Rich@BergeronProtectiveClothing.com | 1,2,3 | PPD: 1% - 10 days VPD: 40% | | 1.00% |
| Body Armor Outlet | PO-21-1080-OSD03-SRC04-24014 | Ray Bellia | 603-327-8186 | ray@bodyarmoroutlet.com | 1,2,3 | PPD: 1% - 10 days VPD: 1% | | 1.00% |
| Brand Company | PO-21-1080-OSD03-SRC04-24020 | Frank Twiss | 978-468-4877 | ftwiss@brandcompany.com | 1,2,3,5 | PPD: 3% - 10 days 2% - 15 days 1% - 20 Days | | 1.00% |
| Brigham Industries | PO-21-1080-OSD03-SRC04-24050 | Janice Bagdis | 508-795-7905 | jbagdis@brighamindustries.com | 1,2,3,4 | PPD: 2% - 10 days VPD: 5% | WBE | 3.50% |

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| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|--------------------------------|--|------------------|----------------------|-------------------------------|------------|---|------------------------|---------------------------|
| Camelot Tools | PO-21-1080-OSD03-SRC04-24036 | Lauren Cacula | 508-981-7443 | tools@camelottools.com | 1,2,3 | PPD: 5% - 10 days | | 2.00% |
| Central Lake Armor Express | PO-22-1080-OSD03-SRC3-24198 | Aimee Allen | (336) 500-3467 | aallen@armorexpress.com | 3 | PPD: 2% - 10 days 1% - 15 days .5% - 20 days | | 1.00% |
| Colonial Ford | PO-21-1080-OSD03-SRC04-24026 | John Welch | 774-283-6400 | jwelch@buycmg.com | 1,2,3,4 | PPD: 1% - 10 days .5% - 15 days VPD: 1% DDD: 1.5% | | 1.00% |
| Comtronics - A Bearcom Company | PO-22-1080-OSD03-SRC3-24164 | Lynn Chandler | 617-770-0212 | lynn.chandler@bearcom.com | 5 | PPD: 2% - 10 days 1.5% - 15 days 1.5% - 15 days VPD: 2% | | 2.00% |
| Connecticut Radio | PO-21-1080-OSD03-SRC04-24031 | DJ Bighinatti | 860-563-4867 | dj@connradio.com | 5 | PPD: 5% - 10 days 3% - 15 days VPD: 3% | | 10.00% |
| Cyber Communications | PO-21-1080-OSD03-SRC04-24045 | John Connolly | 781-647-1010 | jconnolly@cybercomminc.com | 5 | PPD: 2% - 10 days 1% - 15 days .5% - 15 days VPD: 2% | | 1.50% |
| D&R COMMUNICATIONS | PO-21-1080-OSD03-SRC04-24018 | Roger B Santerre | 508-943-9595 | rbs@drradio.com | 5 | PPD: 2% - 10 days 1% - 15 days VPD: 30% | | 1.00% |
| East Coast Emergency Outfitter | PO-22-1080-OSD03-SRC3-24244 | Brian Lindsay | 866-639-0279 | brian@emergencyoutfitter.net | 1,2,3 | PPD: 2% - 10 days VPD: 2% | | 1.00% |
| EASTERN COMMUNICATIONS LTD | PO-21-1080-OSD03-SRC04-24027 | Gregg Moshensky | 718-729-2044 Ext 322 | gsm@easterncommunications.com | 5 | PPD: .4% - 10 days .3% - 15 days .2% - 20 Days | | 1.00% |

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| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|-------------------------------------|--|------------------|----------------------|--------------------------------------|------------|---|------------------------|---------------------------|
| Fire Equipment | PO-21-1080-OSD03-SRC04-24060 | Joe Golini | 781-827-5119 | jpgolini@feinewengland.com | 1 | PPD: 1% - 10 days | | 1.00% |
| Fire Tech and Safety of New England | PO-21-1080-OSD03-SRC04-24053 | Matthew Wicks | 978-649-6800 | Mwicks@firetechusa.com | 1,2,3,4 | PPD: 3% - 10 days 2% - 15 days 1% - 20 Days VPD: 5% | | 1.00% |
| FIREMATIC SUPPLY | PO-21-1080-OSD03-SRC04-24019 | Charles Poirier | 978-815-2451 | CPOIRIER@FIREMATIC.COM | 1,2,3,4 | PPD: 1% - 10 days | | 1.00% |
| Galls LLC | PO-21-1080-OSD03-SRC04-24016 | Amelia Smeltzer | 859- 800-1400 | smeltzer-amelia@galls.com | 1,2,3 | PPD: 1% - 10 days | | 1.00% |
| Global Public Safety | PO-21-1080-OSD03-SRC04-24038 | Joshua Bassett | 603-309-4058 | joshua.bassett@globalpublicsafety.us | 1,2,3 | PPD: 1% - 10 days .5% - 15 days DDD: 2% | | 100.00% |
| GOOSETOWN ENTERPRISES, INC. | PO-21-1080-OSD03-SRC04-24022 | Todd Stacy | 860-528-7500 Ext 323 | tstacy@goosetown.com | 1,2,3,4,5 | PPD: 3% - 10 days 1.5% - 15 days .5% - 20 Days VPD: 1% DDD: 1% | | 2.00% |
| Green Mountain Communications | PO-21-1080-OSD03-SRC04-24058 | Steve Connor | 603-234-6404 | steve.connor@greenmtncomm.com | 5 | PPD: .5% - 10 days .3% - 15 days .1% - 20 Days | | 1.00% |
| Guardian Uniform and Supply | PO-21-1080-OSD03-SRC04-24044 | Theresa Goodrich | 413-858-8880 | Terry@guardianuniform.com | 1,2,3,4,5 | PPD: 1% - 10 days | | 1.00% |
| Horizon Technologies Inc | PO-21-1080-OSD03-SRC04-24041 | Dan Ouellette | 928-763-4433 | douellette@horizontechnologies.us | 5 | PPD: 5% - 10 days 4% - 15 days 3% - 20 Days 2% - 20 Days VPD: 4% | | 3.00% |

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| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|---|--|--------------------|----------------------|--|------------|---|------------------------|---------------------------|
| Industrial Communications | PO-21-1080-OSD03-SRC04-24048 | Melissa Goodwin | 781-319-1087 | melissa.goodwin@induscom.com | 5 | PPD: 2% - 10 days 1% - 15 days | | 3.00% |
| Industrial Protection Services | PO-21-1080-OSD03-SRC04-24043 | Kevin Murphy | 603-685-8040 | kmurphy@ipp-ips.com | 1,2,3,4 | PPD: 1% - 10 days | | 2.00% |
| Island Tech Services | PO-21-1080-OSD03-SRC04-24029 | Robert Gronenthal | 888-615-2770 Ext 236 | robert@itsg.us.com | 1,3 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 Days | | 1.00% |
| JUREK BROTHERS | PO-21-1080-OSD03-SRC04-24047 | Greg or Nick Jurek | 413-774-2783 | sales@jurekbros.com | 1,2,3,4 | PPD: 1% - 10 days .8% - 15 days .5% - 20 Days | | 1.00% |
| Keane Fire & Safety Equipment | PO-21-1080-OSD03-SRC04-24023 | Beth Hayes | 781-899-6565 Ext 113 | bhayes@keanefire.com | 1 | PPD: 2% - 10 days | WBE | 10.00% |
| KMW Hardware Inc dba A C & M Fire Equipment | PO-21-1080-OSD03-SRC04-24037 | Kevin Whalen | 978-264-4412 Ext 102 | kevin@acmfireequipment.com | 1 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 Days VPD: 3% (Qty 15 or greater) | | 1.00% |
| L3Harris Technologies | PO-21-1080-OSD03-SRC04-24055 | Ed Muller | 603-275-0877 | Ed.Muller@L3Harris.com | 3,4,5 | PPD: 1% - 10 days VPD: 31% | | 1.00% |
| MAG Retail Holdings FFD | PO-22-1080-OSD03-SRC3-24199 | Clay Chase | 508-494-6699 | cchase@mcgovernauto.com | 1,2,3,4 | PPD: 1% - 10 days | | 1.00% |
| Marcus Communications | PO-21-1080-OSD03-SRC04-24025 | Michael Bula | 800-833-7724 | mike@marcusradio.com | 5 | PPD: 2% - 10 days 1% - 15 days 1% - 20 days | | 1.00% |
| Modular Communications | PO-21-1080-OSD03-SRC04-24040 | Lee Lemoine | 603-203-5774 | lee.lemoine@modularcommunications.com | 5 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 days | | 3.00% |

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| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|-----------------------------------|--|------------------|--------------|---------------------------------------|------------|---|------------------------|---------------------------|
| | | | | | | VPD: 2% DDD: 1% | | |
| NEWCOM Wireless Services, LLC | PO-21-1080-OSD03-SRC04-24028 | Dov Koplovsky | 781-826-7989 | dov.koplovsky@newcomglobal.com | 1,2,3,4,5 | PPD: 2% - 30 days | | 51.00% |
| Northeast Rescue Systems Inc | PO-21-1080-OSD03-SRC04-24052 | Dorothy Oconnor | 617-325-3993 | info@northeastrescue.com | 1,2,3,4,5 | PPD: .5% - 10 days | WBE | 1.00% |
| Northeast Two-Way Radio Corp | PO-21-1080-OSD03-SRC04-24017 | Jason Martocchio | 978-532-1160 | jason@northeastradios.com | 1,3,5 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 days | | 1.50% |
| Pittsfield Communications Systems | PO-21-1080-OSD03-SRC04-24059 | Shannon Ullrich | 413-448-8214 | sullrich@pittsfieldcommunications.com | 5 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 days | | 2.00% |
| PURVIS Systems Incorporated | PO-21-1080-OSD03-SRC04-24024 | Mr. Rick Foster | 401-619-2469 | rfoster@purvis.com | 1,2 | PPD: 3% - 10 days 2% - 15 days 1% - 20 days .5% - 30 days | | 5.00% |
| RDC Communications, Inc. | PO-21-1080-OSD03-SRC04-24034 | Dale Boisvert | 508-394-2405 | dale@capeelectronics.com | 5 | PPD: 1.5% - 10 days 1% - 15 days .5% - 20 days VPD: 3% | | 1.00% |
| Strategic Safety Dynamics, LLC | PO-21-1080-OSD03-SRC04-24039 | Joseph Beltrani | 631-724-2646 | info@ssdonline.us | 1,2,3 | PPD: 1% - 10 days VPD: 5% | | 5.00% |
| TCS Communications Corp. | PO-21-1080-OSD03-SRC04-24051 | Todd Williams | 978-465-7932 | todd.williams@tcscommunications.com | 5 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 days VPD: 2% | | 2.00% |
| TESSCO Incorporated | PO-21-1080-OSD03-SRC04-24035 | Rommel Marcelino | 410-773-3576 | marcelinor@tessco.com | 5 | PPD: 2% - 10 days | | 1.00% |

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| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Discounts (PPD, Dock Delivery, Other) | SDO Certification Type | SDP Commitment Percentage |
|--------------------------------------|--|----------------|--------------|--------------------------------|------------|---|------------------------|---------------------------|
| Zetron, Inc. | PO-21-1080-OSD03-SRC04-24030 | Tiffany Carey | 425-820-6363 | tcarey@zetron.com | 5 | VPD: 5% | | 1.00% |
| Motorola Solutions, Inc. | PO-22-1080-OSD03-SRC3-25116 | Jim Dowling | 513-292-0805 | jdowling@motorolasolutions.com | 3, 5 | N/A | | 5.00% |
| David Capone General Contractor, Inc | TBD | David Capone | 508-528-2239 | dave@caponecommunications.com | 3, 5 | PPD: 2% - 10 days 1.5% - 15 days 1% - 20 Days VPD: 2% | | 10.00% |

*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.

*** The Solicitation Enabled MBPO is for multiple quote requests and price comparison.

Appendix A:

UNSPSC Codes for PSE01

Fire:

26-12-16: Electrical cable and accessories

31-15-15: Roped

31-15-16: Chains

31-15-17: Mechanical Cable

31-15-18: Mechanical Wire

31-15-19: Straps

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- 31-15-20: Security Wire
- 31-15-21: Cords
- 31-15-22: Nonelectric iron and steel wire
- 31-15-23: Nonelectric nonferrous metal wire
- 31-18-17: Packings and glands
- 31-18-18: Automotive boots and covers
- 31-20-15: Tape
- 31-20-16: Other Adhesives and Sealants
- 31-21-15: Paints and Primers
- 31-21-16: Paint Additives
- 31-21-17: Miscellaneous Finishes
- 31-21-18: Paint solvents and thinners
- 31-21-19: Paint applicators and painting accessories
- 39-11-20: Portable and Temporary Lighting and accessories
- 46-16-17: Rescue equipment and accessories
- 46-18-15: Safety apparel
- 46-18-16: Safety footwear
- 46-18-17: Face and head protection
- 46-18-18: Vision protection and accessories
- 46-18-19: Hearing protectors
- 46-18-20: Respiratory protection
- 46-18-21: Anti-static equipment and supplies
- 46-18-22: Ergonomic support aids

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- 46-18-23: Fall protection and rescue equipment
- 46-18-24: Decontamination aids and safety cleaning equipment
- 46-18-25: Personal safety devices or weapons
- 46-19-15: Fire prevention
- 46-19-16: Fire-fighting equipment

EMS:

- 42-17-15: Emergency medical services disaster management products
- 42-17-16: Emergency medical services extricating and immobilizing and transporting products
- 42-17-17: Emergency medical services blankets
- 42-17-18: Emergency medical services airway management equipment
- 42-17-19: Emergency medical services storage cases and bags
- 42-17-20: Emergency and field medical services kits
- 42-17-21: Emergency medical services resuscitation products
- 42-17-22: Emergency medical services supplies
- 42-18-16: Blood pressure units and related products
- 42-18-18: Pulse oximeters
- 42-18-21: Stethoscopes and related products
- 42-18-22: Medical thermometers and accessories
- 42-18-26: Medical exam lights or lamps
- 42-27-17: Oxygen therapy delivery systems and devices
- 42-27-19: Airway management products

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PSE01 Contract User Guide

42-27-20: Intubation supplies

42-30-15: Aids for medical training

42-31-15: Bandages and dressings and related products

Police:

12-14-20-05: Helium gas He

15-11-15-06: Acetylene

46-15-15: Crowd control equipment

46-15-16: Security and control equipment

46-15-17: Forensic equipment and supplies and accessories

46-15-18: Explosives control equipment and accessories and supplies

46-15-19: Chemical biological control equipment and accessories and supplies

46-16-15: Traffic control

46-17-15: Locks and security hardware and accessories

46-17-16: Surveillance and detection equipment

46-20-10: Public safety training equipment

46-20-11: Small arms weapons training equipment

78-11-15: Passenger air transportation

Marine:

25-11-19: Marine craft systems and subassemblies

46-16-16: Water safety

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PSE01 Contract User Guide

49-14-15: Scuba and snorkeling gear

49-14-16: Surf and swim equipment and accessories

Two-Way Radio:

32-10-15: Circuit assemblies and radio frequency RF components

43-19-15: Personal Communication Devices

43-19-16: Personal Communication Devices Accessories & Parts

43-22-17: Fixed Network Equipment & Components

81-11-18: Two Way Radio Maintenance & Support Services

83-11-16: Mobile communications services

83-11-19: Radio services

83-11-22: Enhanced telecommunications services

83-11-23: Fiber telecommunications services

83-11-24: Switched dial up and leased dedicated line circuit telecommunications services

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