



Purchasing from Massachusetts Statewide Contracts

Tips for Out-of-State Buyers

The Operational Services Division (OSD) manages the Commonwealth of Massachusetts' (MA) Statewide Contracts (SWCs), 114 Statewide Contracts with 1,700 active vendors, providing state-negotiated pricing, extensive benefits, and a streamlined procurement process. Our contracts offer cost-effective solutions and save valuable time.

Here are a few tips to follow when purchasing from Massachusetts Statewide Contracts.

Eligibility

» **States, Territories, and State Government Departments located outside of MA**
No prior approval required by the Massachusetts State Purchasing Agent

» **Other Entities, such as local government entities and public colleges/universities located outside of MA**
Prior approval required by the Massachusetts State Purchasing Agent. Send requests to purchasing.agent@mass.gov

In some cases, Local Government organizations outside of Massachusetts no longer require prior approval. Check the Contract User Guide to confirm whether prior approval is required.

Get Familiar with Our Statewide Contract User Guides

Each Statewide Contract offers a User Guide that outlines essential contract details, including contract guidelines, pricing structure, quote requirements, prompt payment discounts, extended warranties, emergency services, environmental specifications, and awarded Vendor information. Entities must adhere to the guidance provided in the Contract User Guide and also follow their state and/or local purchasing regulations, policies, and procedures.

Purchasing Basics

» When contacting Vendors, reference the SWC number associated with your quote or purchase

» Follow the quote guidance provided in the Contract User Guide. As a best practice, contact all vendors eligible to provide that product or service. For services, some contracts offer a Statement of Work (SOW) template for buyer use/consideration

» Suggested Message to Vendors: Please provide the best price available for the following items, including all applicable discounts, warranties, and terms under OSD Statewide Contract [SWC Number].

OPERATIONAL SERVICES DIVISION
Commonwealth of Massachusetts
One Ashburton Place, Room 1608 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd





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Tips for Out-of-State Buyers Continued

Additional Purchasing Resources

Not sure where to find a product or service?
Use the Statewide Contract Index. Watch our Statewide Contract Index Video or use the instructions posted on the Index.

Apply Prompt Pay Discounts
Most contracts offer Prompt Pay Discounts (PPDs). Contact the vendor to understand how the PPD will be applied – whether you will calculate within your financial system or the vendor will provide a revised invoice.

Can't find a product on the contract's price sheet?
If a product appears to be within the scope of a contract, but is not specified on the price sheet, reach out to the Category Manager listed on page 1 of the Contract User Guide. OSD will work with awarded vendors to add items when they are within the scope of the RFR and available from vendors.

Useful Links

All Statewide Contracts by Category
Environmentally preferable products on SWC and related resources
OSD information available from the COMMBUYS home page

Contact Us

Reach OSD Help Desk staff Monday through Friday, 8:00 a.m. – 5:00 p.m. ET: 888-MA-State (627-8283)