



# Purchasing from Statewide Contracts

## *Tips for Municipalities and Other Eligible Entities*

Statewide Contracts (SWCs), managed by the Operational Services Division (OSD), are an easy way to realize cost benefits and secure time savings. They offer state-negotiated pricing and benefits, and organizations may use SWCs to forgo the extensive time needed to develop solicitations, issue bids, evaluate responses, and execute contracts. Purchases from Statewide Contracts also meet the requirements of M.G.L. c. 30B, § 1(c) provided buyers adhere to the guidelines outlined in each Statewide Contract User Guide.

Here are a few tips to help you navigate Statewide Contracts and ensure you reap the benefits our contracts offer.

## Review the Statewide Contract User Guide

Each Statewide Contract offers a User Guide that provides contract details and guidelines for proper use of the contract. It's important to read this document thoroughly to ensure you take full advantage of the negotiated benefits and adhere to the contract's guidance to meet 30B requirements.

User Guides include contract benefits, such as prompt pay discounts and extended warranties, pricing, quote requirements, emergency services, environmental specifications, return policies, and expectations buyers should have when working with awarded vendors. The table of contents will help you navigate areas of the User Guide, including:

- **Contract Name and Contract Number** – you must advise vendors you are seeking goods/services related to the specific contract name and number
- **Contract Summary** – quickly determine if the contract covers what you need
- **Find Bid/Contract Documents** – link to contract documents, including Price Sheets in COMMBUYS – no login required!
- **Pricing, Quote, and Purchase Options**: explains the contract's pricing structure which varies contract to contract, e.g., Products – price sheets, discounts off MSRP or list price; Services – hourly rates or mark-up percentages over prevailing wage
- **Additional Information/FAQs** – various contract guidance including frequently purchased items, available discounts, and Statement of Work templates
- **Vendor List and Information** – summarizes all vendors, awarded categories/regions, phone numbers, and emails

## Purchasing Basics

For products where a contract price is established:

1. Review the Price File in COMMBUYS, linkable from the Contract User Guide
2. Reach out to the vendor(s) via phone or email and identify the SWC number, e.g., FAC116
3. Suggested message: Please provide the best price available through OSD Statewide Contract [Contract Number], including all applicable discounts and warranties, for the following items…

For purchases that require quotes:

1. Follow the quote guidance provided in the Contract User Guide. As a best practice, contact all vendors eligible to provide that product or service. Note that for services, some contracts offer a Statement of Work (SOW) template for buyer use/consideration.
2. Follow steps 1-3, provided above.

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## Additional Purchasing Resources

**Not sure where to find a product or service? Looking for a Statewide Contract Vendor certified by the Supplier Diversity Office?**
Use the Statewide Contract Index. Watch our video or use the instructions posted on the Index.

**Applying Prompt Pay Discounts**
Most contracts offer Prompt Pay Discounts (PPD). Have a conversation with the vendor to understand how the PPD will be realized – whether you will do your own calculation within your financial system and forward the reduced payment, or the vendor will send 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

**Statewide Contract Reference Sheet**
This resource, updated every two months, lists all Statewide Contracts by Category.

**Climate and Sustainable Products and Services**
Locate environmentally preferable products on Statewide Contract and related resources.

**Need a Trades vendor?**
OSD offers four Trades Contracts providing 29 service categories. Search for awarded Trades vendors by service category and county using the Trades Index. Locate vendors, pricing, and contact information in a few clicks.

**COMMBUYS.com**
Easily link to OSD information from the COMMBUYS home page.

**OSD Help Desk**
Have a question? Reach OSD Help Desk staff Monday through Friday, 8 a.m. – 5 p.m. (888) 627-8283

**OSD's Local Government Team**
The Local Government Enablement (LGE) team works with municipal organizations to ensure buyers have familiarity and ease of access to the selection, pricing, and added benefits negotiated by the state through Statewide Contracts. Link to LGE resources or reach out to your local representative.

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