

A background image showing a diverse group of business professionals in a meeting. A woman with long dark hair is on the left, smiling. Next to her is a man in a suit, also smiling. In the center is an older woman with short white hair and glasses, smiling. On the right is a man with glasses and a beard, smiling. They are gathered around a table with laptops and papers.

Supplier Diversity Office (SDO) Classes for Vendors

The SDO offers free online classes to give your business the tools and knowledge to do business with the Commonwealth. Click the links below to register!

Certified Vendor Onboarding: How to make your State Certification work for you

Vendors will learn more about using their state certification to identify opportunities in public procurement. This training covers:

- Exploring business opportunities
- Creating Supplier Diversity Program (SDP) partnerships
- Using available free resources to help grow your business

[Click Here to Register](#)

Finding Business Opportunities for Certified Vendors

Vendors will learn how to identify, evaluate, and pursue Commonwealth business opportunities. Participants will learn how to:

- Navigate the public procurement process
- Market their business to government buyers
- Leverage no-cost resources available to support their success

[Click Here to Register](#)

Fulfilling Your Supplier Diversity Program (SDP) Commitment as a Purchase of Service (POS) provider

The Commonwealth's contracts for POS require providers to submit an SDP plan form. This webinar will help vendors understand and meet their SDP requirement. Participants will learn:

- SDP plan requirements
- How to find SDP partners
- How to upload the SDP Plan Form to the Uniform Financial Reporting System (UFR)

[Click Here to Register](#)

Goods and Services Supplier Diversity Plan (SDP) Reporting for Departmental Contractors

Are you a vendor on a departmental goods and services contract? Departmental vendors must report their SDP spending in the Hub. Participants will learn how to:

- Register in the Hub
- Submit SDP spend reports
- Add and manage users

[Click Here to Register](#)

SDO Contractor Onboarding

Are you a vendor on a statewide or departmental contract? As part of your contract terms and conditions, vendors are required to spend a percentage of contract sales with certified diverse businesses and report their spend. This webinar will help vendors understand and meet their Supplier Diversity Program (SDP) requirement.

- What the SDP is and how it impacts your contract obligations
- Where to find eligible partners
- How to report SDP spend

[Click Here to Register](#)

Don't Miss Out! Responding to Requests for Quotes (RFQs)

Are you a vendor that is enrolled in the Small Business Purchasing Program (SBPP) and currently on a statewide contract? Don't miss out on another COMMBUYS opportunity! Participants will learn:

- The mechanics of an RFQ
- How to identify and respond to an RFQ
- How RFQs are evaluated

[Click Here to Register](#)

Small Business Purchasing Program (SBPP) for Vendors

The SBPP promotes using Massachusetts-based small businesses (including nonprofits) in the Commonwealth's goods and services procurements. Enrollment in the SBPP is free and can help market your business to Executive Department buyers.

This class gives an overview of the SBPP and details the advantages of being SBPP certified. To qualify for the SBPP, businesses must:

- Have its principal place of business in Massachusetts
- Have been in business for at least one year
- Currently employ a combined total of 50 or fewer full-time employees
- Have gross revenues of \$15 million or less, based on a three-year average

[Click Here to Register](#)