INSTRUCTIONS FOR PURCHASERS:

The Small Business Purchasing Program (SBPP) Award Preference Language below is mandatory for Small Procurements, defined as those with estimated annual value equal to or less than $250,000. When conducting a Small Procurement, use the language below.

Small procurements must be awarded to a Massachusetts-based Small Business when a response is received from an eligible SBPP participant and that response meets the department's best value criteria.

For additional information about the SBPP policy and guidance for determining program applicability and evaluation criteria, review the Supplier Diversity Office's Diverse and Small Business Program Policies for Goods and Services Procurements and the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams. You can also contact the Supplier Diversity Office at sdp@mass.gov.

Please delete these instructions before RFR publication.

Small Business Purchasing Program (SBPP)

Program Background
This procurement is designated as a Small Business Purchasing Program (SBPP) procurement in accordance with Executive Order No. 599 and the Commonwealth's Diverse and Small Business Program Policies. This procurement has an estimated annual value of $250,000 or less and is therefore subject to SBPP requirements.

SBPP Award Preference
All Bidders may submit a response to this solicitation. However, the Issuing Department intends to award the contract to a Bidder that is registered as an SBPP participant in COMMBUYS and meets the Department's best value criteria.

The Department will evaluate responses from SBPP participants first. If one or more SBPP participants submit a responsive bid that meets the Department's requirements and best value criteria, the Department will award the contract to the highest ranked SBPP participant.

If no SBPP participant submits a responsive bid that meets the Department's requirements and best value criteria, the Department may evaluate and award to a non-SBPP Bidder.

Best Value and Bidder Engagement
Responses submitted by SBPP participants will not be rejected for price or other desirable criteria without the Department first undertaking reasonable efforts to achieve best value through clarification, negotiation, and/or a Best and Final Offer (BAFO), as appropriate.

SBPP Participation Eligibility
A business must first be verified by the Massachusetts Supplier Diversity Office (SDO) as a small business and appear in COMMBUYS as an SBPP-registered business. The business is responsible for keeping its COMMBUYS information accurate.

To qualify, the business must satisfy all four of these requirements:

- **Massachusetts location**: Its principal place of business must be in Massachusetts.
- **Operating history:** It must have been in business for at least one year.
- **Size:** Across all locations, it must have 50 or fewer full-time-equivalent employees, or its employees must work fewer than 26,000 combined hours per quarter.
- **Revenue:** Its annual gross revenue must be $15 million or less, measured using the three-year average reported on the applicable tax forms.

For a nonprofit, there are additional requirements: it must be properly registered as a nonprofit or charitable organization with the Massachusetts Attorney General's Office, current on required filings, and tax-exempt under IRC § 501(c).

SBPP Application Process

Eligible businesses can register for the SBPP prior to bidding, with approval generally provided within 24–48 hours after applying. To learn more and apply, visit the webpage Register for the Small Business Purchasing Program (SBPP).

SBPP Compliance Requirements

A bidder must maintain **current SBPP status when submitting a bid and throughout any resulting contract**. Misrepresenting SBPP status can lead to disqualification, debarment, contract termination, or other actions.

Program Resources and Assistance

Information and assistance are available through the SBPP webpage, or by contacting the SBPP Help Desk at sbpp@mass.gov.