

## **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, utilize the language below.*

*Small procurements must be awarded to a Massachusetts-based Small Business should a response be received from an SBPP eligible participant and such response meets the department's best value criteria. For further 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](#). Contact the Supplier Diversity Office at [sdp@mass.gov](mailto:sdp@mass.gov) for policy questions and the Operational Services Division at [osdhelpdesk@mass.gov](mailto:osdhelpdesk@mass.gov) regarding evaluation guidance questions.*

***Please delete these instructions (everything in teal) before RFR publication.***

## **Small Business Purchasing Program (SBPP)**

**Program Background.** The Massachusetts [Small Business Purchasing Program](#) (SBPP) was established pursuant to [Executive Order 599](#) to increase state contracting opportunities with small businesses having their principal place of business within the Commonwealth of Massachusetts. Pursuant to the SBPP, it is the intention of the issuing department to award this Small Procurement to one or more SBPP participating business(es) as described below.

**SBPP Award Preference.** While all businesses, no matter the size or principal place of business, may submit responses to this solicitation, should an SBPP participant respond and meet the best value criteria as described in this solicitation, the SBPP participant shall be awarded the contract. Submissions from non-SBPP participants will be considered only when no SBPP bidder meets the Strategic Sourcing Team's best-value evaluation criteria.

**SBPP Participation Eligibility.** To be eligible to participate in this procurement as an SBPP participant, an entity must meet the following criteria, and be listed as an SBPP registered business in [SDO's Directory of Certified Businesses](#) or [COMMBUYS](#).

To be eligible as an SBPP participant, a business must:

1. Have its principal place of business in the Commonwealth of Massachusetts;
2. Have been in business for at least one year;
3. Employ a combined total of 50 or fewer full-time equivalent employees in all locations, or employees work less than a combined total of 26,000 hours per quarter; and
4. Have annual gross revenues, as reported on appropriate tax forms, of \$15 million or less, based on a three-year average.

Non-profit firms also must be registered as a non-profit or charitable organization with the MA Attorney General's Office and be up to date with all filings required by that office and be tax exempt under Section 501(c) of the Internal Revenue Code.

**SBPP Application Process.** Registering for the SBPP is generally an easy process and eligible businesses will receive an approval notification within 24-48 hours of applying. To learn more and submit an application, visit the webpage [Register for the Small Business Purchasing Program \(SBPP\)](#).

**SBPP Compliance Requirements.** It is the responsibility of the Bidder to ensure that their SBPP status is current at the time of submitting a response and throughout the life of any resulting contract. Misrepresentation of SBPP status will result in disqualification from consideration, and may result in debarment, contract termination, and other actions. To learn more about the SBPP, visit the [SBPP Webpage](#).

**Program Resources and Assistance.** Bidders and Vendors seeking assistance regarding the SBPP may visit the SBPP webpage, <http://www.mass.gov/sbpp>, or contact the SBPP Help Desk at [sbpp@mass.gov](mailto:sbpp@mass.gov).