



# User Guide for DESE K-12 Health Safety Supply/PPE Program

## DESE K-12 Health Safety Supply/PPE Program

UPDATED: July 14, 2020

<b>Program #:</b>	DESE K-12 Health Safety Supply/PPE Program
<b>MMARS MA #:</b>	Please refer to <a href="#">Instructions for MMARS Users</a>
<b>Current Program Term:</b>	July 1, 2020 – June 30, 2021
<b>Maximum Program Term:</b>	The program will continue for the duration of the COVID-19 pandemic as determined by the Department of Elementary and Secondary Education (DESE)
<b>Program Manager:</b>	Gustav Pearson, 617-720-3101, <a href="mailto:Gustav.Pearson@mass.gov">Gustav.Pearson@mass.gov</a>
<b>UNSPSC Codes:</b>	46-18-00 Personal Safety and Protection; 46-18-15 Safety Apparel; 46-18-17 Face and Head Protection.
<b>Notes:</b>	This program is set up pursuant to the DESE Guidance on Required Safety Supplies for Re-Opening Schools.

\*The asterisk is required when referencing the program in the Massachusetts Management Accounting Reporting System (MMARS).

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## Program Summary

This statewide program is set up to assist the integration of K-12 back to school operations with the Commonwealth's overall multiphase reopening plan in response to the COVID19 epidemic. Pursuant to the DESE Guidance on Required Safety Supplies for Re-Opening Schools<sup>1</sup> the program provides for the acquisition of required key safety supplies by granting access to OSD's statewide contracts and statewide vendors that are able to respond to the K-12 demand.

## Product Description

In line with the DESE's Guidance of June 2020 this program provides access to the products listed below:

- Disposable Masks
- Disposable Nitrile Gloves
- Disposable Gowns
- Eye Protection
- Face Shields
- Waste Disposal Medium
- N-95 Ventilating Masks/KN-95 Masks
- Hand Sanitizer
- Disinfecting Wipes

## Helpful information on product description and usage:

### Supplying Disinfectant and Sanitizer Products

If you are purchasing disinfectants and hand sanitizers for use against COVID-19, make sure that all products meet the guidelines established by the EPA and the CDC:

- Disinfectants: should be on the EPA's List N: Disinfectants for Use Against SARS-CoV-2 AND registered by the Massachusetts Pesticide Board Subcommittee
- Hand Sanitizers: The CDC Hand Hygiene Recommendations cite at least 60% alcohol based hand sanitizer if soap and water are not available. For healthcare, refer to the CDC's Hand Hygiene in Healthcare Settings for more information.

### Safety:

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of

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<sup>1</sup> For more information please visit <https://www.mass.gov/doc/dese-fall-reopening-guidance/download>. The Guidance can also be accessed at <https://boston.cbslocal.com/wp-content/uploads/sites/3859903/2020/06/Guidance-on-Required-Safety-Supplies-for-Re-Opening-Schools.pdf>.

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disinfectants does not require a license in Massachusetts, but purchasers should review OSHA guidance and standards, and ensure the individuals using disinfectants are aware of the guidance.

## Benefits and Cost Savings

This program provides access to statewide contracts which are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Additional benefits include, as applicable:

- Prompt Payment Discounts (PPD)
- Volume Discounts

## Find Bid/Contract/Program Documents

- To find all program-specific documents, including the Program User Guide, DESE's Guidance on Required Safety Supplies for Re-Opening Schools, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for DESE K-12 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for DESE K-12 Health Safety Supply/PPE Program visit [PO-21-1080-OSD03-SRC02-19681](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

All school districts under DESE's authority including charter schools, special education schools, and private schools are eligible users of this program. In addition, eligible entities include the Commonwealth standard list of Eligible Entities as defined on our [Who Can Use Statewide Contracts](#) webpage.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this program:

- Purchases made through this program will be direct, outright purchases.

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## Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the program represent “ceiling” or “not-to-exceed” pricing and may be further negotiated.

## Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in the individual vendor MBPOs.

## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).


When contacting a vendor on statewide contract, always reference DESE K-12 Health Safety Supply/PPE Program to receive contract pricing.

## Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate DESE K-12 contracts and the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

## How To Purchase From The Program

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor’s e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [  ] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor’s e-commerce site. After shopping is complete on the vendor’s e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

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If required, buyers should consult their institutional procurement guidelines for requirements related to the number of received quotes and allowed timeframe for quote response.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Program. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “DESE K-12 Health Safety Supply/ PPE RFQ” when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

## Obtaining Quotes

Program users should always reference ‘DESE K-12 Health Safety Supply/ PPE’ when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

## Product Trials, Pilots, and Demonstrations

Buyers to check with vendors before placing an order in case product demonstrations are needed.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

The following MA numbers must be used for purchases under this program:

Vendor	MMARS MA#
<b>Safeware</b>	HLS06*
<b>MSC Industrial Supply</b>	FAC101*
<b>Fastenal</b>	FAC101*
<b>Westnet</b>	HSP40*

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<b>Fisher</b>	HPS41*
<b>Grainger</b>	FAC101*
<b>Noble</b>	FAC101*
<b>McKesson Medical-Surgical Minnesota Supply Inc</b>	HSP40*

## Environmentally Preferable Products (EPP)

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery>Returns

No freight charges on catalog item orders, 24-48-hour delivery on stock items. Entities also have the option to pick up orders at a vendors' branch location throughout the Commonwealth if applicable.

## Returned Goods Policy

The Bidder's returned goods policy must allow for the return of unused products normally stocked by the Contractor, within 90 days of delivery, free of charge including transportation back to the Contractor's facility, in cases when:

- The wrong item was ordered
- Product that was not ordered was delivered
- Unopened product is being returned in the same condition as received for any reason
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements

## Additional Information/FAQs

The [OSD Help Desk](#) is available to answer questions, help buyers access the SWC vendor list, and advise them on where to find specific products. In addition, Jonna Willis, DESE Procurement Director, is available to support districts with questions. She may be contacted via email at [Jonna.T.Willis@mass.gov](mailto:Jonna.T.Willis@mass.gov).

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### Geographical Service Area

Program vendors serve all districts of the Commonwealth.

### Product Specifications, including Environmental Standards and Requirements

Please refer to the DESE Guidance on Required Safety Supplies for Re-Opening Schools found under the Program documents in the Solicitation-enabled MBPO, also accessible here <https://boston.cbslocal.com/wp-content/uploads/sites/3859903/2020/06/Guidance-on-Required-Safety-Supplies-for-Re-Opening-Schools.pdf>.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

### If the Needed Product Can Not be Found

If a product included in the DESE's Guidance list of required supplies cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire additional information.



## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Vendor's Statewide Contract	Contact Person	Phone #	Email	Discounts (PPD, Other)	MBE MWBE WBE Veteran
**Solicitation enabled (All contract documents)	<a href="#">PO-21-1080-OSD03-SRC02-19681</a>	N/A	N/A	Gustav Pearson	617-720-3101;	<a href="mailto:gustav.pearson@mass.gov">gustav.pearson@mass.gov</a>	N/A	N/A
Safeware Inc	<a href="#">PO-19-1080-OSD03-SRC3-14635</a>	Yes	HLS06	Sue Roy	203-800-6298	<a href="mailto:sue.roy@safewareinc.com">sue.roy@safewareinc.com</a>	N/A	N/A
MSC Industrial Supply	<a href="#">PO-21-1080-OSD03-SRC02-19701</a>	Line-item catalog/Punch out to be soon available	FAC101	Jeffrey Dini	973-747-9736	<a href="mailto:Jeffrey.Dini@mscdirect.com">Jeffrey.Dini@mscdirect.com</a>	N/A	N/A
Fastenal	<a href="#">PO-21-1080-OSD03-SRC02-19700</a>	Line-item catalog/Punch out to be soon available	FAC101	Lucas Bartholomew	774-368-4599	<a href="mailto:LBarthol@Fastenal.com">LBarthol@Fastenal.com</a>	N/A	N/A
Westnet	<a href="#">PO-21-1080-OSD03-SRC02-19692</a>	Line-item catalog	HSP40	Tina McLean	781-828-7772	<a href="mailto:Tina@westnetmed.com">Tina@westnetmed.com</a>	PPD 1%/10	N/A
Fisher	<a href="#">PO-21-1080-OSD03-SRC02-19685</a>	Line-item catalog/Punch out to be soon available	HSP41	Terri Postlethwait	603-438-1763	<a href="mailto:terri.postlethwait@thermofisher.com">terri.postlethwait@thermofisher.com</a>	PPD 1%/10	N/A
Grainger Inc	<a href="#">PO-19-1080-OSD03-13825</a>	Line-item catalog/Punch out to be soon available	FAC101	Joe Marty	800 472 4643	<a href="mailto:customersupport@grainger.com">customersupport@grainger.com</a>	N/A	N/A

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**OPERATIONAL SERVICES DIVISION**

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Vendor's Statewide Contract	Contact Person	Phone #	Email	Discounts (PPD, Other)	MBE MWBE Veteran
Noble Supply & Logistics	<a href="#">PO-19-1080-OSD03-SRC3-15797</a>	Yes	FAC101	Cassia Proude	877-999-1911	Cproude@noble.com	N/A	N/A
McKesson Medical-Surgical Minnesota Supply Inc.	<a href="#">PO-21-1080-OSD03-SRC02-19705</a>	Line-item catalog/Punch out to be soon available	HSP40	Scott Pickens	614-208- 0950	scott.pickens@mckesson.com	PPD 1%/10	N/A

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\*Solicitation – enabled MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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