

# Contract User Guide for VEH115

## VEH115: Vehicle Parts Inventory Management

**UPDATED:** February 2, 2024

<b>Contract #:</b>	VEH115
<b>MMARS MA #:</b>	VEH115*
<b>Initial Contract Term:</b>	July 21, 2021 – December 29, 2024
<b>Maximum End Date:</b>	December 29, 2025
<b>Current Contract Term:</b>	July 21, 2021 – December 29, 2025
<b>Contract Manager:</b>	Kelly Thompson Clark, 617-720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>
<b>UNSPSC Codes:</b>	25-17-00-00: Transportation components and systems 43-23-15-08: Inventory Management Software
<b>Notes:</b>	This contract is a cooperative agreement established with Sourcewell and NAPA IBS that has replaced VEH108 – Parts Inventory Management. Contract users must contact <a href="#">Terry Ryan</a> at NAPA IBS as a first step to discuss account setup and pricing structure.

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

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## Contract Summary

This is a Statewide Contract for Parts Inventory Management. Contract Users can establish a “parts store” that is managed by NAPA Integrated Business Solutions (IBS). Typically, this is an on-site store, located within your facility; however, in some cases, an off-site site can be established.

NAPA IBS is a service for fleet customers, where the customer has a need to effectively manage the parts, supplies and materials to manage their fleet. Using NAPA IBS’s Total Automotive Management System (TAMS) software solution, NAPA monitors, manages and tracks the stock of auto parts and supplies that are customized based on your fleet’s needs, allowing for minimum downtime when vehicle service is required. NAPA IBS owns and manages the inventory, so you only pay for the parts you use, when you use them.

## Benefits and Cost Savings

Statewide contracts 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.

In addition, this contract offers the following benefits:

- **Competitive Pricing:** Contract Users are offered acquisition cost pricing, plus a factor to ensure gross margin for NAPA IBS, rather than a contract discount based off of list pricing.
- **Inventory Reduction:** NAPA IBS offers their parts on a consignment model whereby users only pay for the parts they use while having the luxury of having a full breadth of parts on site, eliminating the risk of overstock and waste.
- **Staffing:** NAPA IBS provides the staff to run the parts operation during the hours the customer needs. This staff has expert knowledge and is 100% dedicated to their contract customer.
- **Transaction Cost Reduction:** Processing a single monthly payment for all parts and supplies used saves on time and administrative costs.
- **Integration with Existing Fleet Management Software:** NAPA IBS’s Total Automotive Management System (TAMS) can be integrated with many software systems your fleet already uses, including Chevin’s FleetWave® offered on [VEH99](#).
- **Shop Productivity Improvement:** NAPA IBS’s on-site store handles the day-to-day productivity killers, including paperwork, defects, and warranty claims. Regular reporting of on-demand fill rates and other KPIs are developed with the Contract User to ensure limited downtime and waiting for delivery of parts

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for VEH115 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VEH115 visit [PO-22-1080-OSD03-SRC3-22882](#).
- OSD is participating in the #110520-GPC Sourcewell Cooperative contract and information on this contract may be found at [Sourcewell](#).

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## 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

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

## Pricing, Quote and Purchase Options

### Purchase Options

Contract Users are billed monthly for the inventory management service, plus any parts that were purchased. Payment terms are Net 45. There are no leasing/financing options.

### Pricing Options

- The pricing is customized for the Contract User factoring in product mix, volume discounts, market prices and more. Eligible Purchasing Entities should contact NAPA IBS as a first step for a customized price quote.
- Eligible Purchasing Entities establish one of three Contract Pricing Models:
  - All product costs are billed to the customer on a not-to-exceed pricing profile that builds monthly operational costs of service into the price of the parts
  - All product costs are billed to the customer on a cost-plus basis. All monthly operational costs incurred in our services are billed separately to the customer
  - All product costs are billed at NAPA’s acquisition cost. Monthly operational costs are billed separately to the customer, as well as a Management Fee equal to 10% of the previous month’s net sales.

### 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 COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference VEH115 to receive contract pricing.

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### Quick Search in COMMBUYS

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

### How To Purchase From The Contract

#### Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

Initial contact must be made with the vendor to establish an account and pricing structure. Once service commences, contract users will receive a monthly invoice that must be paid within 45 days.

Once an invoice is downloaded and reviewed the process is as follows:

1. Initiate a new requisition, making sure to select **Release Requisition** for Requisition Type.
2. Search for an item on the **Items** tab of the requisition; use VEH115 in the description field to narrow your search.
3. Select the appropriate catalog line.
4. Enter the total price.
5. Attach the vendor invoice. Enter only one invoice per release requisition.
6. Submit for approval.
7. When sent to PO, the requisition will become a Completely Received Purchase Order.

For more information, see the [How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#) job aid.

### Product Trials, Pilots, and Demonstrations

NAPA IBS will demonstrate their service to prospective contract users through an in-person meeting (preferable) or through a webinar. Contact [Terry Ryan](#) at NAPA IBS for more information.

### Additional Services

NAPA IBS's software solution, TAMS, can be integrated with many Fleet Management systems, including Chevin's FleetWave® offered on VEH11, to facilitate proper workflow processes and comprehensive fleet management.

### Instructions for MMARS Users

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

### Environmentally Preferable Products (EPP)

This contract offers a host of re-refined, recycled, or remanufactured items, including motor oils, auto parts and antifreeze. Contract users can work with NAPA IBS to customize the parts and supplies used to ensure they are taking full advantage of their EPP initiatives.

### Contract Exclusions and Related Statewide Contracts

This contract is intended to combine the fulfillment of auto parts and supplies with NAPA IBS's inventory management solution. These services are not separable, meaning that contract users may not purchase parts and supplies without the inventory management service, nor may they purchase the inventory management service using another supplier to fulfill their part and supply needs.

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## 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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Contract users establish their needs for emergency services during initial setup of the service and pricing structure. It is not uncommon to require a standard turnaround time for emergency situations whereby a NAPA IBS employee can be called in within a matter of hours to operate the parts store.

## Shipping/Delivery/Returns

In nearly all cases the cost of parts and service is inclusive of all shipping and delivery charges. An exception can occur in the event a contract user requires a special item that is not available in one of NAPA's distribution centers and must be sourced from a vendor out of state. In those cases, NAPA IBS will furnish a freight approval form and will only ship upon approval by the contract user.

New part returns, core returns and warranty returns are tracked through NAPA IBS's TAMS system and full credit is issued upon receiving the returned item and a return request from the authorized technician.

## Additional Information/FAQs

### Establishing Service

Contract users must contact [Terry Ryan](#) at IBS Solutions as a first step to discuss account setup and pricing structure. 60 days from the time a contract is signed is the typical turnaround time to implement the service. NAPA IBS makes every effort to establish the parts store within an existing space of the fleet management's facility and in most cases, can make do with fairly limited space. However, in cases where adequate space is not available, Contract Users may work with NAPA IBS to establish an offsite store. In these cases, NAPA IBS facilitates the setup and ongoing operation of the offsite store and the cost of operating the selected space will be billed to the Contract User as part of their monthly operational costs.

### Parts Room Setup

NAPA IBS requires a phone line and internet connection in order to operate the Parts Room. Typically, both of these can be provided by the Contract User, however NAPA IBS has the ability to establish a phone line and/or internet connection if needed. In this case, the cost of service(s) will be reflected in the Contract User's monthly operational costs.

### Geographical Service Area

As part of this cooperative agreement with Sourcwell, NAPA IBS's products and services are available nationwide.

### Product Specifications, including Environmental Standards and Requirements

NAPA IBS manages any product customers need them to handle, including NAPA and Non-NAPA Automotive/Truck/Ground Support Equipment (GSE) parts, Original Equipment (OE) parts, office supplies, safety material, tires, bulk fluids and more.

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### Warranties

NAPA IBS accepts the responsibility of managing all parts warranties for customers. NAPA will work with the contract customer to assist with and manage the manufacturer warranty process. All parts supplied under this contract will be tracked and credit issued upon manufacturer's approval. NAPA will issue warranty credit immediately for any part that is determined to be defective and will then process the claim on behalf of the customer.

### If the Needed Product Can Not be Found

In the rare instance where a part or supply cannot be sourced from NAPA IBS's extensive network of suppliers, contract users should contact the Strategic Sourcing Lead to notify them of the item they are attempting to find to see what next steps should be taken.

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance, or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance, or other agreements for services may be executed after the Contract has expired.

# Contract User Guide for VEH115

## Strategic Sourcing Team Members

- Lisa Westgate, OSD (Inactive)
- David Sargeant, OSD (Inactive)
- Kathryn Laboy, OSD (Inactive)
- Sorraia Tavares, OSD
- Kelly Thompson Clark, OSD

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order (MBPO#)	Contact Person	Phone #	Email	SDO Certification Type	SDP Commitment
Master Contract Record	<a href="#">PO-22-1080-OSD03-SRC3-22882</a>	Kelly Thompson Clark	(617) 720-3184	<a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>	N/A	N/A
NAPA IBS	<a href="#">PO-22-1080-OSD03-SRC3-22709</a>	Terry Ryan	(518) 339-0824	<a href="mailto:terry_ryan@genpt.com">terry_ryan@genpt.com</a>	N/A	1%

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

\*\*The Master Contract Record MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

\*\*\* The Solicitation Enabled MBPO is the central repository for contract file

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