FAC96: Records Management, Storage and Archiving Services and Moving Services Statewide Contract

| Contract #: | FAC96 |
| MMARS MA #: | FAC96* |
| Initial Contract Term: | January 22, 2016 to January 31, 2019 |
| Maximum End Date: | Two (2) year extension(s) to January 1, 2023 |
| Current Contract Term: | February 1, 2019 – January 31, 2021 (please review individual vendor terms) |
| Contract Manager: | Michael Maxim, (617) 720-3112, Michael.Maxim@mass.gov |
| This Contract Contains: | Environmentally Preferable Products |
| UNSPSC Codes: | 78-13-00, 78-10-18 |
| Notes: | Please see vendor list and information, contract vendor terms have changed. |

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

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TIP: To return to the first page throughout this document, use the CTL + Home command.
Contract Summary
This is a Statewide Contract for FAC96. This contract provides Records Management, Storage and Archiving Services and Moving Services which include, but are not limited to, the following:

- **Monthly Storage Services**: Relocate data files to be held in secure off-site storage facilities.
- **Archiving Services**: Index and track data files being held in off-site storage facilities.
- **Retrievals Services**: Request stored data files to be returned to requesting facility.
- **Transportation Delivery/Pick-up Services**: Provide transport of data files to and from facility using secure vehicles.
- **Emergency Delivery/Pick-up Services**: Retrieval capability 24/7, 365 days.
- **Scanning Services**: Convert data to digital record.
- **Destruction Services**: Secure process to destroy paper files, records, tapes and other media.
- **Other Records Management, Storage and Archiving Services**: Other available services that fall within the scope of this contract as awarded and defined by the Contractor.
- **Moving Services**: Commercial moving services, library moving services, and other available specialty moving services as awarded and defined by the Contractor (e.g. rigging).

**UPDATES**: Updated Contract User Guide to Current Format

Contract Categories
This contract includes two categories of services as listed below.

Category 1: Records Management, Storage
Category 2: Moving Services – This category is for road cargo transport, local area trucking services, regional or national trucking services, vehicle carrier services, relocation services, tanker truck and trailer rental service, international trucking service, petroleum or chemical trucking service, road transport of dry bulk, road transport of letters and parcels, road transport of livestock or live animals.

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, wherever possible.

Additional benefits and cost savings include:

**Competitive Pricing** – The Strategic Sourcing Services Team (SSST) has awarded the contract to Contractors who provided the most competitive pricing and/or discounts for the services being offered.

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Prompt Pay Discount – Is available by all Contractors.

Statewide Awards – All Contractors provide services statewide.

On-line Capability – Secure online access via the Internet for the purpose of tracking current status, inventory, account management, alerts and notifications, document retrieval, billing and reporting.

Volume Purchase Discount – Is available from some Contractors. Please reference Contractor’s attached “Rate Sheet” on COMMBUY5 for details.

Find Bid/Contract Documents
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUY5.com and search for FAC96 to find related Master Blanket Purchase Order (MBPO) information.
- 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
Please see the standard list of Eligible Entities on our Who Can Use Statewide Contracts webpage.

Pricing, Quote and Purchase Options

Purchase Options
- This contract has been set up as a zero line item catalog in COMMBUY5.
- Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Each contractor has an “Award Rate Sheet” on COMMBUY5 which includes their specific pricing details. Vendor price lists are located in the attachments tab on each MBPO.
- Purchases made through this contract will be will be made on a fee for service basis. All orders should include reference to SWC FAC96 to ensure Eligible Entities are receiving SWC pricing.
- **Pricing and Buying Details:** Contract pricing MUST remain firm through 1/31/19 for all Contractors. All pricing on this contract is “ceiling” or “not-to-exceed” pricing. Pricing Options
- **Pricing and Buying Details:** Contract pricing MUST remain firm through 1/31/19 for all Contractors.
- Ceiling/Not-to-Exceed: All pricing on this contract is “ceiling” or “not to exceed” pricing.

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Product pricing may be found on the vendor information page, where links to each vendor MBPO’s are provided.

Eligible Entities: To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

Full Performance Specifications and Requirements
The “Specification and Requirements” provides detailed specifications and performance requirements that each Contractor must comply with for services being provided. Eligible Entities should reference this when developing their SOW. Documents are available on COMMBUYS as attachments under the Conversion Vendor.

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 COMMBUYS@state.ma.us.

Per 801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference FAC96 to receive contract pricing.

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 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.

  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 COMMBUY**
  This COMMBUY functionality provides a mechanism to easily obtain quotes, as specified by the Contract. 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.

  For a description of how to complete this purchase in COMMBUY, visit the [Job Aids for Buyers](#) webpage, and select:
  - The COMMBUY 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
Contract users should always reference FAC96 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

- **For orders up to $10,000** Eligible Entities may purchase directly from the vendor of their choice without requesting multiple quotes. Although not required, OSD strongly encourages Eligible Entities to request pricing and service information from multiple contractors.

- **For orders over $10,000** Eligible Entities are required to obtain at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the services being purchased.

  Statement of Work Templates is available under the Conversion Vendor to assist with the process. Depending on the services being solicited under the contract please use as a reference for determining scope of work.

  For a full description of how to complete a quote in COMMBUY visit the [Job Aids for Buyers](#) webpage, and select:
  - The COMMBUY Purchase Orders section, and choose the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid.

Prevailing Wage Requirements
The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Each buyer is required to request their own Prevailing Wage rate for each moving job. Buyers must provide the Prevailing Wage rate sheet to the vendor with the requested scope of work. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by

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calling the DLS Prevailing Wage Program at (617) 626-6953. Vendors must pay Prevailing Wages for all moves except for “school room furniture” moving. Buyers must receive a certified payroll record from the vendor prior to paying any invoices.

Additional Information

Executive Order EO504
Contractors have agreed to comply with Executive Order EO504 Regarding the Security and Confidentially of Personal Information, please reference link for details: http://www.mass.gov/ocabr/docs/idtheft/ea504.pdf.

Retention Schedule
The Massachusetts Statewide Retention Schedule, published by the Secretary of the Commonwealth, is produced under the statutory provisions of Massachusetts General Laws Ch. 4, § 7(26), c. 30 §42, and c. 66, §§ 1, 8 and 9. This schedule applies to all records of state government including those of executive departments, constitutional offices, authorities, independent agencies, and state records being managed by contracted service providers. Further, this schedule applies to all records, regardless of location and form. This schedule does not apply to municipal government records.

With limited exceptions, approval of the Records Conservation Board is required before any records may be destroyed or transferred. For further information please refer to the Massachusetts Statewide Record Management Division at the Secretary of State which includes the link to the Record Retention Schedule. http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm

Conditions for Storage and Archiving Services
All records are to be stored in such a manner that all reasonable steps are taken for the protection/security of said records from extreme heat and cold, high humidity, physical damage or unauthorized removal, including procedures for adequate fire detection and extinguishing systems, protection against water and smoke damage, watertight facilities, alarm systems, safes and locked files, window bars, security guards or any other devices reasonably expected to prevent loss through larceny or other means of unauthorized removal for manually held records.

Loss and Destruction
Contractors are responsible for all files stored and/or archived in their facilities from unauthorized use, theft and loss or damage by fire, smoke and water.
Travel Expense
Travel can be billed at a two (2) hour maximum. Purchasers are not required to pay for additional travel time over 2 hours.

Other Expenses
No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

Obsolete Furniture Removal
Eligible Entities seeking obsolete furniture removal services only should utilize the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC86-Category 2 Bulky Waste. If an eligible entity needs to incorporate obsolete furniture removal into a move job the below instructions must be followed:

When an agency decides that a piece of office equipment is surplus, a determination is made by the agency whether the equipment is usable or worthless. Usable equipment is posted on the Massachusetts State Surplus Property Office (SSPO) web site and offered to State agencies, political subdivisions and non-profit organizations in accordance with the Massachusetts policies and procedures governing the distribution of state owned surplus property. If the equipment is not transferred to any eligible entity, a decision is made (by SSPO and the agency) to either sell the item or consider the item obsolete/worthless.

If an agency determines their obsolete furniture to be worthless, the agency must first submit a list of their worthless equipment to SSPO along with a cover letter stating the equipment has been deemed worthless property. The cover letter must be signed by three people from the agency. SSPO will review and response to the agency’s request to dispose of the equipment.

A State Surplus Disposal Services Form has been developed to assist agencies in soliciting quotes for obsolete furniture disposal. It is located on the Conversion Vendor MBPO in COMMBUYS. It is the responsibility of the department to notify the contractor if there is any change to the disposal form. If additional office furniture needs to be removed and the contractor was not notified, it is at the discretion of the contractor whether the additional furniture will be removed or will need a new scheduling date.

Local municipalities or other non-state entities do not have to write to SSPO prior to the removal of their worthless items by a service.

Recycling
Eligible Entities may work with their vendors to secure recycling under the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC86.
**Emergency Storage**
Contractors can provide emergency storage if needed during a move. Pricing is located on their Rate Sheets in COMMBUYS.

**Order Cancellations**
Eligible Entities and/or Contractors must provide at a minimum at least 48 hours cancellation notice of any services being purchased under the contract.

**Security Deposit or Additional Insurance**
Contractors may not charge an Eligible Entity a security deposit or additional insurance for any commodity or service under this Statewide Contract.

**Instructions for MMARS Users**
MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

**Environmentally Preferable Products (EPP)**
EPP Products and Services Guide

**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**
Transportation Delivery/Pick-up Services: Provide transport of data files to and from facility using secure vehicles.

**Additional Information/FAQs**

**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

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of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

- **Volume Discounts:** Is available from some Contractors. Please reference Contractor’s attached “Rate Sheet” on COMMBUYS for details.

**Memorandum of Understanding/Statement of Work**

**Statement of Work Templates** is available under the Conversion Vendor to assist with the process. Depending on the services being solicited under the contract, please use it as a reference for determining scope of work. In addition, make sure to reference statewide contract FAC96.

**Summary of Where to Obtain Important Contract Information in COMMBUYS**

This contract has been set up as a zero line item catalog in COMMBUYS. Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor price lists are located in the attachments tab on each MBPO.

**How to Place an Order**

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for “How to Create a Solicitation Enabled Bid using a Release Requisition” for guidance.

Once a quote is obtained and selected the ordering process is as follows:

**P.O. FOR ONE-TIME SERVICES**

- Once a service and price is determined, the ordering process is as follows:
  - Initiate a new requisition
  - Search for an item (Use FAC96) in the description
  - Select the vendor you will be placing an order with
  - Select the appropriate catalog line
  - Enter “1” in the Quantity field and the total price in the Unit Cost field
  - Attach the vendor quote and/or a detailed order summary
  - Submit for approval

Further direction is available in the “How to Create a Release Requisition and Purchase Order (Contract Purchase)” Job Aid.
P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the “How to Complete a Partial Receipt in COMMBUYS” Job Aid.
# Contract User Guide for FAC96

## Strategic Sourcing Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Eamon Shelton</td>
<td>Boston Public Library</td>
</tr>
<tr>
<td>Sarah Johnson</td>
<td>Consumer Affairs and Business Regulation</td>
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<tr>
<td>Gerard DeFranc</td>
<td>Department of Children &amp; Families</td>
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<tr>
<td>Brian Kearnan</td>
<td>Department of Correction</td>
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<td>Deanne Daneau</td>
<td>Department of Environmental Protection</td>
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<td>Keith Chudyk</td>
<td>Department of Public Health</td>
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<td>Mary Beth Curley</td>
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<td>Kathy Svizzero</td>
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<td>David Harvey</td>
<td>Department of Public Health</td>
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<tr>
<td>Max Feldpausch</td>
<td>Department of Transportation</td>
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<tr>
<td>John Ferrara</td>
<td>Division of Capital Asset Management &amp; Maintenance</td>
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<tr>
<td>Robert Fortes</td>
<td>Division of Professional Licensure</td>
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<tr>
<td>Sarah Wilkinson</td>
<td>Division of Professional Licensure</td>
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<tr>
<td>Edith Kwok</td>
<td>Executive Office of Education</td>
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<tr>
<td>Cory Thomas</td>
<td>Executive Office of Health and Human Services</td>
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<tr>
<td>Martin L. Lydon</td>
<td>Group Insurance Commission</td>
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<td>Vadim Sealy</td>
<td>Health and Human Services</td>
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<tr>
<td>Billy Allen</td>
<td>MA State Lottery</td>
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<tr>
<td>Lori Maggiacomo</td>
<td>Operational Services Division</td>
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<td>Betty Fernandez</td>
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<tr>
<td>Maureen Barends</td>
<td>Operational Services Division</td>
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</table>
Vendor List and Information*
The awarded Contractors (25 total) are listed below. Please refer to each Contractor’s COMMBUYS PO for specific award information attachments (Award Summary, Rate Sheet, Signed Contract, etc.) available under the Agency and Vendor attachment sections.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Records Management</th>
<th>Moving Services</th>
<th>Current Contract Term End Date</th>
<th>Contract Manager</th>
<th>Phone</th>
<th>Email</th>
<th>Contract/Blankets PO #</th>
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<tr>
<td>A.Walecka &amp; Son, Inc.</td>
<td>X</td>
<td>X</td>
<td>1/31/2021</td>
<td>Thomas Muldoon</td>
<td>508-295-5952</td>
<td><a href="mailto:tomm@awalecka.com">tomm@awalecka.com</a></td>
<td>PO-16-1080-OSD03-SRC02-00000006684</td>
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<td>ABC Moving &amp; Storage CO, LLC</td>
<td>X</td>
<td></td>
<td>1/31/2021</td>
<td>TELLY SBAT</td>
<td>508-942-9685</td>
<td><a href="mailto:telly@abcmoving.com">telly@abcmoving.com</a></td>
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<td>American Moving &amp; Installation, Inc</td>
<td>X</td>
<td></td>
<td>1/31/2020</td>
<td>Kathleen Rowell</td>
<td>781-878-800</td>
<td><a href="mailto:KRRowell@americanmovingandininstall.com">KRRowell@americanmovingandininstall.com</a></td>
<td>PO-17-1080-OSD03-SRC02-8787</td>
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<tr>
<td>Diamond Relocation Inc</td>
<td>X</td>
<td></td>
<td>1/31/2020</td>
<td>Craig Highfield</td>
<td>603-560-2187</td>
<td><a href="mailto:craig@diamondrelocation.com">craig@diamondrelocation.com</a></td>
<td>PO-16-1080-OSD03-SRC02-8777</td>
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<td>Donnegan Systems, Inc.</td>
<td>X</td>
<td></td>
<td>1/31/2021</td>
<td>Mike Melanson</td>
<td>800-222-6311</td>
<td><a href="mailto:mmelanson@donnegan.com">mmelanson@donnegan.com</a></td>
<td>PO-16-1080-OSD03-SRC02-8782</td>
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<td>Eastern Micrographics, Inc. DBA New</td>
<td>X</td>
<td></td>
<td>1/31/2020</td>
<td>David Monaco</td>
<td>413-531-1465</td>
<td><a href="mailto:dmonaco@neac.com">dmonaco@neac.com</a></td>
<td>PO-16-1080-OSD03-SRC02-8780</td>
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<td>England Archives Center</td>
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<td></td>
<td>Patrick MacWilliams</td>
<td>413-687-1738</td>
<td><a href="mailto:move@fivecollegemovers.com">move@fivecollegemovers.com</a></td>
<td>PO-16-1080-OSD03-SRC02-8776</td>
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<td>Scott Cremens</td>
<td>860-627-5800</td>
<td><a href="mailto:scremens@infoshred.com">scremens@infoshred.com</a></td>
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<td>Iron Mountain Inc</td>
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<td>1/31/2021</td>
<td>Mark Smith</td>
<td>518-365-2085</td>
<td><a href="mailto:mark.smith@ironmountain.com">mark.smith@ironmountain.com</a></td>
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<td>1/31/2020</td>
<td>Scott Miller</td>
<td>631-232-2233</td>
<td><a href="mailto:scott@nirbookmovers.com">scott@nirbookmovers.com</a></td>
<td>PO-16-1080-OSD03-SRC02-8773</td>
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<td></td>
<td>1/31/2021</td>
<td>Joe Kelly</td>
<td>413-596-5479</td>
<td><a href="mailto:Joe.Kelly@Proshred.com">Joe.Kelly@Proshred.com</a></td>
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<td>1/31/2021</td>
<td>Deborah Healy</td>
<td>508-588-1919</td>
<td><a href="mailto:Debbie@recordkeeperrms.com">Debbie@recordkeeperrms.com</a></td>
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<td>Retrievex d/b/a Access</td>
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<td></td>
<td>1/31/2020</td>
<td>Jean Mackie</td>
<td>978-854-6220 x3400</td>
<td><a href="mailto:boston@accesscorp.com">boston@accesscorp.com</a> <a href="mailto:jmackie@accesscorp.com">jmackie@accesscorp.com</a></td>
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<td>1/31/2021</td>
<td>Mike Pallotta</td>
<td>978-621-1276</td>
<td><a href="mailto:Mike.Pallotta@Ricoh-USA.com">Mike.Pallotta@Ricoh-USA.com</a></td>
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<td>1/31/2021</td>
<td>Alex Puchulu</td>
<td>781-436-4700</td>
<td><a href="mailto:apuchulu@isaacsmoving.com">apuchulu@isaacsmoving.com</a></td>
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<td>Shred It USA LLC</td>
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<td>1/31/2020</td>
<td>Chris Sheehan</td>
<td>800-697-4733</td>
<td>Chris.sheehan@stericycle</td>
<td>PO-18-1080-OSD03-SRC02-11324</td>
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<td>Sterling Corporation</td>
<td>X</td>
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<td>1/31/2021</td>
<td>Scott Reiland</td>
<td>781-844-0759</td>
<td><a href="mailto:sreiland@sterlingmail.com">sreiland@sterlingmail.com</a></td>
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<td>The Maverick Group Inc.</td>
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<td>Jose M. Rodriguez</td>
<td>413-746-8868</td>
<td><a href="mailto:josemr39@yahoo.com">josemr39@yahoo.com</a> <a href="mailto:documents@maverickgroup.net">documents@maverickgroup.net</a></td>
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<td>Valley Green Shredding, LLC</td>
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<td>Eric Wartel</td>
<td>413-461-3333, ext. 101</td>
<td><a href="mailto:eric@valleygreenshredding.com">eric@valleygreenshredding.com</a></td>
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<td>Wakefield Moving and Storage Inc.</td>
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<td>1/31/2020</td>
<td>Steve Gorman</td>
<td>781-913-5284</td>
<td><a href="mailto:sgorman@wakefieldmoving.com">sgorman@wakefieldmoving.com</a></td>
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<td>William B. Meyer, Inc.</td>
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<td>Michael Cavallo</td>
<td>203-668-5339</td>
<td><a href="mailto:mcavallo@williambmeyer.com">mcavallo@williambmeyer.com</a></td>
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<td>William Lowe &amp; Sons Corp</td>
<td>X</td>
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<td>1/31/2021</td>
<td>Douglas Lowe</td>
<td>617-242-8600</td>
<td><a href="mailto:doug@lowemovers.com">doug@lowemovers.com</a></td>
<td>PO-16-1080-OSD03-SRC02-8783</td>
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<td>WILLIAM WALSH, INC. d/b/a Walsh Movers</td>
<td>X</td>
<td>X</td>
<td>1/31/2021</td>
<td>WILLIAM F WALSH</td>
<td>617-592-6171</td>
<td><a href="mailto:bill@walshmovers.com">bill@walshmovers.com</a>;</td>
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### Conversion Vendor

**PO-16-1080-OSD03-SRC02-0000000669**

All awarded vendors are listed under this PO - click on “Distributors” tab for list. [Click here to access the Conversion Vendor](#). Use this MBPO when obtaining at least three (3) quotes. This MBPO also contains the following; the RFR, Performance Specifications and Requirements, Statement of Work Template Guidance, Contract User Guide.

**NOTE:** Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: February 26, 2019

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