



OPERATIONAL SERVICES DIVISION

Best Practices for Navigating Statewide Contracts and COMMBUYS Purchasing

August 15, 2023



Today's Presenters



OPERATIONAL SERVICES DIVISION

- ❖ Jackie Needham, Local Government Account Manager
- ❖ Jennifer Forsey, Local Government Account Manager
- ❖ Tim Kennedy, Director, Strategic Sourcing Services



Agenda



OPERATIONAL SERVICES DIVISION

Statewide Contracts

- ❑ OSD Overview
- ❑ Best Practices using Statewide Contracts
- ❑ Popular and Underutilized Contracts

- ❑ www.COMMBUYS.com Landing Page
- ❑ Statewide Contract Index
- ❑ Contract User Guides
- ❑ Tradesperson Index
- ❑ QRG (Quick Reference Guide) to Post Bid on COMMBUYS

Let Us Help You

- ❑ Local Government Enablement Team
- ❑ Contact Information
- ❑ Help Desk links
- ❑ Additional OSD Resources

Questions and Answers



The Operational Services Division (OSD) is an oversight agency of the Commonwealth of Massachusetts within the Executive Office of Administration and Finance.

Primary Roles:

- Establish and manage Statewide Contracts for goods and services that provide customer satisfaction and ensure best value
- Establish policies and procedures that ensure compliance with all state laws, regulations, and executive orders
- Support socioeconomic and environmental goals of the Commonwealth
- Manage the Commonwealth's online market center – COMMBUYS

Statewide Contracts Offer Efficiency and Excellence

1. Purchases made using OSD Statewide Contracts (SWC) meet the requirements of M.G. L. c. 30B
2. Wide range of contract offerings
3. Competitive pricing plus pre-negotiated benefits



Statewide Contract Reference Sheet



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CLT Clothing and Footwear

CLT08 Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding

DESE K-12 - Health Safety Supply/PPE Program

DESE K-12 Health Safety Supply/PPE Program*

ENE Energy, Utilities and Fuel

ENE46 Propane
 ENE47 Diesel Fuels
 ENE48 Gasoline
 ENE49 Electricity
 ENE50 Natural Gas
 ENE51 Electricity Demand Response and Forward Capacity Market Services
 ENE52 No. 2 Heating Oil and APS Eligible Liquid Biofuel

FAC Facilities Maintenance, Repairs and Services

FAC86 Solid Waste and Recycling Services, Surplus Disposal
 FAC90 Carpet and Mattress Recycling Services
 FAC96 Records Management, Storage, Archiving and Moving Services
 FAC98 Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs
 FAC100 Maintenance Repair and Operations Project Materials and Supplies
 FAC101 Maintenance Repair and Operations Commercial Grade Products and Supplies (Janitorial)
 FAC104 Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Services
 FAC107 Professional Grade Tools and Diagnostic Equipment
 FAC109 Renewable and Alternative Energy Portfolio Standards and Services
 FAC110 Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response
 FAC111 Facilities and Uniforms Management Services
 FAC112 Equipment Rental
 FAC113 Recycling Containers, Compost Bins, and Rain Barrels
 FAC114 Janitorial Services, Environmentally Preferable
 FAC115 Security Services, Private Investigative Services, and Fence Rental
 FAC116 Lawns and Grounds Equipment, Parts and Services
 FAC117 Integrated Pest Management
 FAC118 Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies
 FAC119 Maintenance Repair and Operations Retail Products and Supplies
 FAC120 Landscaping Services, Snow Removal, Tree Care and Related Services
 FAC121 Water Treatment Chemicals and Alternative Treatment Systems

Statewide Contracts

July - August 2023

GRO Food and Groceries

GRO38 Prime Grocers
 GRO39 Drinking Water, General & Emergency Services
 GRO40 Foodservice Equipment & Supplies
 GRO41 Dairy Products and Baked Goods

HLS Homeland Security and Public Safety

HLS06 Homeland Security, Public Safety, and Traffic Safety Supplies

HSP Healthcare and Lab Products

HSP41 Category 10 - COVID-19 Rapid Test Kits
 HSP43 GPO for Medical Commodities and Equipment
 HSP44 Medical Commodities
 HSP45 Laboratory Supplies and Equipment

ITC Information Technology Hardware

ITC68 Data Cable Products and Services *(expires 8/31/23)*
 ITC70 IT Asset Lease Services *(expires 8/31/23)*
 ITC71 Security, Surveillance, Monitoring and Access Control Systems
 ITC73 IT Hardware and Services
 ITC80 Imaging Devices, Supplies and Services

ITS Information Technology Software and Services

ITS55 IBM Software and Services
 ITS60 Cloud Solutions
 ITS61 IT Accessibility Audit, Consulting and Training Services
 ITS64 Oracle Software and Services
 ITS69 Managed Print Services
 ITS74 ProjServGIS - Geographical Information Systems (GIS)
 ITS74 ProjServ - IT Project Services
 ITS75 Software and Services
 ITS77 IT Staff Augmentation
 ITS78 Data, Cybersecurity, and Related Audit, Compliance and Incident Responses Services
 ITS80 Independent IT Research Services

ITT Information Technology Telecommunications

ITT72 Category 1 - Contract Cellular Services and Devices
 ITT72 Category 1 PSGW - Public Safety Grade Wireless
 ITT72 Category 2-9 - Network Services, Communications Services and Related Equipment

MED Medical

MED55 Influenza Vaccine (2023-2024 Flu Season)
 MED56 Pharmaceutical Prime Vendor Drug Wholesaler *(starts 7/1/23)*
 MED57 Pharmaceutical GPO *(starts 7/1/23)*

Misc. Miscellaneous

MASSCORINDUSTRIES001: Various Commodities

- OSD offers more than 100 competitively procured and actively managed contracts for Goods & Services
- 16 categories of contracts with more than 1,200 awarded vendors
- Statewide Contract Sheet updated bi-monthly

[Statewide Contract Reference Sheet](#)

- Unique and specific for each OSD Statewide Contract
- Contract Term and dedicated Contract Manager information
- Contract Overview, Categories and Beneficial Terms
- Purchasing Thresholds, Negotiated/Set Price Information and Quote Guidance
- Contract Exclusions, Return Policies, Discounts (PPD)
- Identifies List of Awarded Vendors with Contact Information and Contract Files

Link to our [Contract User Guides](#)



Contract User Guide for OFF47

OFF47: Office Supplies, Recycled Paper and Envelopes

		UPDATED: July 19, 2023
Contract #:	OFF47	
MMARS MA #:	OFF47*	
Initial Contract Term:	April 1, 2019 - March 31, 2021	
Renewal Option:	One (1), Three (3) year option to renew	
Maximum End Date:	March 31, 2024	
Current Contract Term:	April 1, 2021 - March 31, 2024	
Contract Manager:	Amanda Ferdinand, Phone: 617-720-3166, Amanda.Ferdinand@mass.gov	
This Contract Contains:	Environmentally Preferable Products (EPP), Supplier Diversity Office (SDO) Contractors	
UNSPSC Codes:	44-12-00 Office Supplies, 14-11-18 Recycled Paper, 44-12-15 Recycled Envelopes	

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

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

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- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
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TIP: To return to the first page throughout this document, use the CTL + Home command.

Sample Price Comparison - Office Supply Contract OFF47



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Item	COMMBUYS Price	"Government Account"	Cost Difference	% Difference Savings
Universal Top Tab Manila Folders/pack	\$5.15	\$16.98	\$11.83	70%
Universal Binder Clip – Medium/box	\$.57	\$1.49	\$.92	62%
Universal Binder Clip – Large/box	\$.73	\$1.99	\$1.26	63%
Post-It Notes/pack	\$7.88	\$15.15	\$7.27	48%
House of Doolittle Calendar/item	\$7.00	\$8.46	\$1.46	17%
Post-It Notes – Value Pac/pack	\$23.53	\$26.44	\$2.91	11%





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Popular Statewide Contracts Used by Municipalities in FY23





[FAC100](#) - Building Maintenance Repair and Operations

[FAC116](#) - Lawns and Grounds Equipment, Parts and Services

[ITC73](#) - IT Hardware and Services

[ITT72](#) - Contract Cellular Services and Devices - Public Safety Grade Wireless

[OFF47](#) - Office Supplies, Recycled Paper and Envelopes

[PSE01](#) - Public Safety Equipment and Two-Way Radio

[VEH107](#) - Road Salt

[VEH114](#) - Automotive Parts, Paint, Refined Motor Oil, Lubricants, and Other Fluids

Offering 9 Categories Services from 60 Vendors

- Category 1: Contract Cellular Services and Devices
Public Safety Grade Wireless (PSGW) Cellular Service and Devices
- Category 2: Voice Services
- Category 3: Conferencing
- Category 4: Data Services and Broadband
- Category 5: Small Facility Services
- Category 6: Fiber Services
- Category 7: Managed Services
- Category 8: Call Center
- Category 9: Equipment Related to ITT72 Services



ITC73 Offers 4 categories of Products and Services

- Category 1: Desktops, Laptops, Chromebooks, and Tablets
- Category 2: Storage Solutions and Servers
- Category 3: Resellers and Services
- Category 4: Rugged Mobile Devices and Services



Highlights

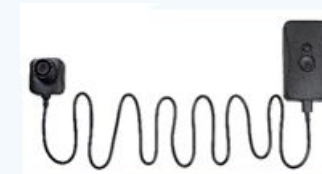
- Information Technology hardware
- Offers 49 Awarded Vendors with six Additional OEM Designated Resellers
- Has One Stop Shopping Features!

68 Authorized Dealers and Manufacturers

- Category 1: Fire Equipment, Supplies, and Services
- Category 2: Emergency Medical Services (EMS) Equipment, Supplies, and Services
- Category 3: Police Equipment, Supplies, and Services
- Category 4: Marine Equipment, Supplies and Services
- Category 5: Two-way Radio Equipment, Supplies and Services



Highlights
Body Cameras!
OSD Body Camera Webinar
September 14, 2023
10am-11am
[Register](#)



Underutilized Statewide Contracts



- ✓ **PRF** - Professional Services Contracts
- ✓ **TRD** - Trades Services Contracts
- ✓ **VEH** – Vehicle, Transportation, Road Maintenance



Professional Services Contracts



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Professional Services Contracts includes

- [PRF69](#) - Facilities Engineering Services
- [PRF70](#) - Advertising, Marketing and Event Services
- [PRF71](#) - Enterprise Temporary Help Services
- [PRF72](#) - Debt Collection Services
- [PRF73](#) - Payment Data and Payment Card Industry (PCI) Compliance Services
- [PRF74](#) - Energy, Climate Action and Facility Advisory Services
- [PRF75](#) - Foreign Language Interpretation and Translation Services
- [PRF76](#) - Management Consultants, Program Coordinators and Planners
- [PRF77](#) - Professional Environmental and Consulting Services
- [PRF78](#) - Audit, Accounting, Compliance and Revenue Enhancement



300+ Contractors across four contracts and 28 service categories

TRD01 Categories

- Boiler
- Drain
- Electrical
- Fencing Services
- General Contracting
- Generator/Turbines
- Glass/Window/Doors
- HVAC/Sheet Metal
- Painting
- Plumbing
- Solar Array Inspection

TRD02 Categories

- Asphalt Paving
- Carpentry
- Excavation
- Masonry
- Septic

TRD03 Categories

- Elevator
- Exhaust Systems
- Fire Detection
- Fire Suppression
- Overhead Doors
- Signage
- Welding

TRD04 Categories

- Cleaning Restoration
- Compressor Services
- Kitchen Exhaust
- Pump & Motor
- Roofing



[VEH102](#) - Advanced Vehicle Technology Equipment, Supplies and Services (EV charging stations)



[VEH110](#) - Light and Medium-Duty Vehicles (EVs)

[VEH111](#) - Heavy-Duty Vehicles, Road Maintenance and Construction Equipment (EV Buses)





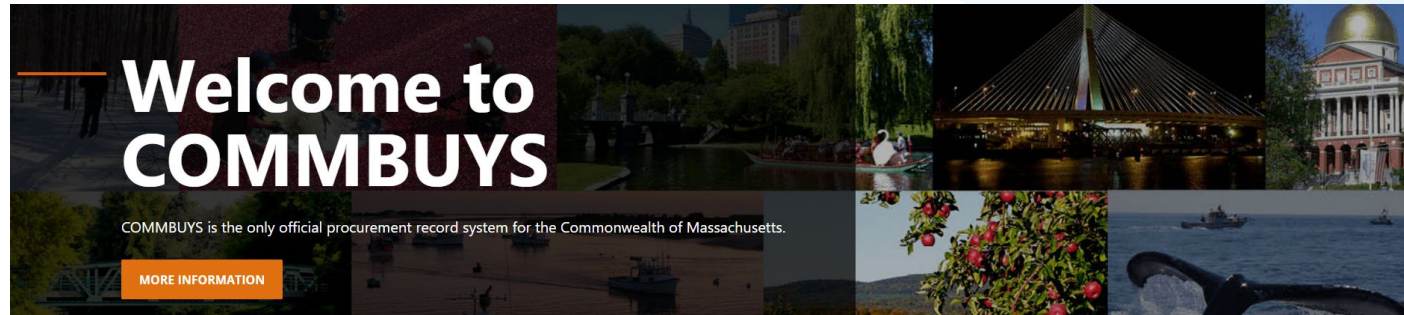
Article Highlights

- Boston purchased 20 electric buses in FY23
- Boston purchasing 18 electric buses in FY24
- Using VEH111, Vendor Anderson Motors (Bluebird Vision)

[Buy the Way Issue #22](#)

COMMBUYS Landing Page





Buyer Training Resources

- [Buyer Training Overview](#)
- [Job Aids for Buyers](#)
- [Buyer Webcast Training](#)

Vendor Training Resources

- [Vendor Training Overview](#)
- [Job Aids for Vendors](#)
- [Vendor Webcast Training](#)

Statewide Contract Purchasing

- [Statewide Contract Index](#)
- [Contract User Guides](#)
- [Procurement Schedule](#)
- [Statewide Contract Reference Sheet](#)
- [Tradespersons Contract Index](#)

Local Government Resources

- [Posting a Bid Notice – Quick Reference Guide](#)
- [Local Government Enablement Team](#)

Resources

COVID-19 Resources

- [COVID-19 Test Kits Info](#)

Newly Posted Bids

If you have any questions or concerns contact the OSD Help Desk at OSDHelpDesk@mass.gov or call us during normal business hours (8am - 5pm ET Monday – Friday) at 1-888-627-8283 or 617-720-3197.

Contract Sections

- Contract Summary
- Benefits and Cost Savings
- Pricing, Quote and Purchase Options
- Contract Exclusions and Related Statewide Contracts
- Shipping/Delivery>Returns
- Vendor Contact



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Trades Index – Found on www.commbuys.com landing page



OPERATIONAL SERVICES DIVISION

Updated on: 7/27/2023

User dropdown menu to select coverage COUNTY >>>>	Essex
User dropdown menu to select TRADE CATEGORY >>>>	Electrician Services

Statewide Contract ID	Vendor Name & Contact	Emergency Contact
TRD01	All Tech Electric Inc. Contract Manager Name: John Spadafora Primary Address: 1 Malden Street, Malden, MA 02148 Phone Number: 781-322-6057 Fax Number: 781-397-9992	Emergency Contact Name: John Spadafora Emergency Contact Phone/After Hours: 781-322-6057; 781-844-7130 Emergency Contact Email: john@alltechelectric.com
TRD01	Andy Ramos Electric, LLC Contract Manager Name: Andy Ramos Primary Address: 52 Beacon Avenue, Holyoke, MA 01040 Phone Number: 413-210-7677 Fax Number: N/A	Emergency Contact Name: Andy Ramos Emergency Contact Phone/After Hours: 413-322-0454; 413-210-7677 Emergency Contact Email: andyramos@andyramoselectric.com



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Training Quick Reference Guide

HOW TO POST A BID NOTICE IN COMMBUYS

This Reference Guide:

Provides the minimum information required to post a bid notice on COMMBUYS. If you require more detail refer to the Buyer job aid “How to Create a Bid from Scratch”.

[How To Post A Bid Notice in COMMBUYS](#)




Training Quick Reference Guide

HOW TO POST A BID NOTICE IN COMMBUYS

This Reference Guide:
Provides the minimum information required to post a bid notice on COMMBUYS. If you require more detail refer to the Buyer job aid “How to Create a Bid from Scratch”.

Of Special Note:
To post a bid or notice on COMMBUYS you must first be registered as a buyer. If you are not registered contact the COMMBUYS Help Desk at 1-888-627-8283 or gsdhelpdesk@mass.gov. Executive Agencies **MUST** accept electronic bids only using COMMBUYS.

STEP	Action
1	Log in to COMMBUYS. Click on the Add Documents plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select Bid Solicitation from the dropdown menu. The screen defaults to Create a bid from scratch . Click on the Continue button.
3	Complete the General tab information: <ul style="list-style-type: none"> • Description: The title of your bid. • Type Code: NS-Non-Statewide Solicitation. • Department: Select Department name from the dropdown menu. • Location: Select Location name from the dropdown menu. • Allow Electronic Response: This box is checked as a default. Vendors will be allowed to submit quotes online in COMMBUYS. Uncheck the box if you do not wish to accept electronic responses to your bid (non-Executive Agencies only). The bid will still be posted in COMMBUYS but vendors will not be able to submit online quotes in COMMBUYS. • Enter Bid Available Date: Select from the calendar icon the date & time based on your schedule. • Enter Bid Opening Date: Select from the calendar icon the date & time based on your schedule. This is the date that vendors can no longer submit quotes, and the bid can be opened to view the quotes. • Pre-Bid Conference: (Optional). • Bulletin Description: Enter a brief description of your bid and where bid documents can be located. This is a 500-character limit field. If space does not permit, enter additional instructions in the Item Description field. • Quote Notification: Check the box if you are allowing electronic responses and you would like to receive a COMMBUYS generated email every time a quote is submitted. • SPPP (Small Business Purchasing Program) Eligible? (Executive Agencies only). Select “Yes” if the total annual bid amount is under \$250k or “No” if over \$250k. • Leave all other fields at default or blank.

Click on the **Save & Continue** button (Result: The message *General Validation Error, No Items* displays).

Local Government Enablement Team



OPERATIONAL SERVICES DIVISION



- Assists in navigating our wide selection of Statewide Contracts
- Constructs and implements tailored training for municipal staff
- Implements COMMBUYS solutions that complement local needs, to include online purchasing, full bid management capabilities, and grant notifications
- **Are you receiving your city/town Statewide Contract Sales Reports (NEW!)**

Takeaways from Today's Session

- ❑ Invite us to speak at your next meeting/conference
- ❑ Sign up for LGE Newsletter
- ❑ Attend the Body Camera Webinar - September 14, 2023
- ❑ Receive and review your community's customized quarterly sales reports
- ❑ Topics Covered: how to use statewide contracts effectively, underused contracts, posting bid announcements, and searching for products and vendors.





OPERATIONAL SERVICES DIVISION

Contact Information

Local Government Enablement

Eric Murphy - Manager
781-375-5637
eric.murphy@mass.gov

Jennifer Forsey – jennifer.forsey@mass.gov
Jackie Needham – jackie.needham@mass.gov
Trish Burke – patricia.burke@mass.gov

OSD Help Desk

Phone: 617-720-3197
1-888-MA-STATE
Toll-free: 888-627-8283
OSDHelpDesk@Mass.Gov

- [Training Schedule](#)
- [Sign Up for OSD Updates](#)
- [Local Government Enablement Team Webpage](#)



Thank you for attending!

