



OPERATIONAL SERVICES DIVISION

# The Key Features of COMMBUYS: A Live Demonstration with OSD

November 7 2023



# Today's Presenters



OPERATIONAL SERVICES DIVISION



- ❖ Jackie Needham, Local Government Account Manager
- ❖ Patricia Burke, Local Government Account Manager
- ❖ Tim Kennedy, Director, Strategic Sourcing Services

# Agenda

## COMMBUYS Landing Page Navigation

### **Statewide Contract Purchasing**

[Statewide Contract Reference Sheet](#)

[Contract User Guides](#)

[Statewide Contract Index](#)

- Alphabetical by Index Listing
- Expanded Search
- Special Programs

[Tradespersons Contract Index](#)

### **Advanced Search Tools**

Bid Solicitations

Finding State Funded Grants

Blanket/Contracts

Vendors

### **Local Government Resources**

[Posting a Bid Notice – Quick Reference Guide](#)

[Local Government Enablement Team Resource Page](#)



OPERATIONAL SERVICES DIVISION



**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

# OSD Statewide Contracts – Effective and Efficient



OPERATIONAL SERVICES DIVISION

## Statewide Contracts Offer Efficiency and Excellence

- Satisfaction of M.G. L. c. 30B
- Best Value Procurement Strategy
- Wide range of contract offerings
- Competitive pricing plus pre-negotiated benefits
- Access to best-in-class vendors
- Purchasing and projects are completed sooner
- Preserves human capital /resources



# Statewide Contract Reference Sheet



OPERATIONAL SERVICES DIVISION



## STATEWIDE CONTRACTS

November-December 2023

<b>CLT</b>	<b>Clothing and Footwear</b>	FAC119	Maintenance Repair and Operations Retail Products and Supplies
CLT08	Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding	FAC120	Landscaping Services, Snow Removal, Tree Care and Related Services
<b>ENE</b>	<b>Energy, Utilities and Fuel</b>	FAC121	Water Treatment Chemicals and Alternative Treatment Systems
ENE47	Ultra Low Sulfur Diesel and Biodiesels	FAC122	Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Services (Begins 11/15/23)
ENE48	Gasoline	FAC124	Building Maintenance Repair and Operations Products and Supplies
ENE49	Electricity	<b>GRO</b>	<b>Food and Groceries</b>
ENES0	Natural Gas	GRO38	Prime Grocers
ENES1	Electricity Demand Response and Forward Capacity Market Services*	GRO39	Drinking Water, General & Emergency Services
ENES2	No. 2 Heating Oil and APS Eligible Liquid Biofuel	GRO40	Foodservice Equipment & Supplies
<b>FAC</b>	<b>Facilities Maintenance, Repairs and Services</b>	GRO41	Dairy Products and Baked Goods
FAC86	Solid Waste and Recycling Services	<b>HLS</b>	<b>Homeland Security and Public Safety</b>
FAC90	Carpet and Mattress Recycling Services*	HLS06	Homeland Security, Public Safety and Traffic Safety Supplies
FAC96	Records Management, Storage, Archiving and Moving Services (extended through 1/31/24)	<b>HSP</b>	<b>Healthcare and Lab Products</b>
FAC98	Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs	HSP41	Category 10 - COVID-19 Rapid Test Kits
FAC101	Maintenance Repair and Operations Commercial Grade Products and Supplies (Janitorial)	HSP43	GPO for Medical Commodities and Equipment
FAC104	Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Services (expires 12/31/23)	HSP44	Medical Commodities
FAC107	Professional Grade Tools and Diagnostic Equipment (extended through 12/31/23)	HSP45	Laboratory Supplies and Equipment
FAC109	Renewable and Alternative Energy Portfolio Standards and Services*	<b>ITC</b>	<b>Information Technology Hardware</b>
FAC110	Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response	ITC71	Security, Surveillance, Monitoring and Access Control Systems
FAC111	Facilities and Uniforms Management Services	ITC73	IT Hardware and Services
FAC112	Equipment Rental	ITC80	Imaging Devices, Supplies and Services
FAC113	Recycling Containers, Compost Bins, and Rain Barrels*	ITC83	IT Asset Lease Services
FAC114	Janitorial Services, Environmentally Preferable	<b>ITS</b>	<b>Information Technology Software and Services</b>
FAC115	Security Services, Private Investigative Services, and Fence Rental	ITS55	IBM Software and Services*
FAC116	Lawns and Grounds Equipment, Parts and Services	ITS60	Cloud Solutions
FAC117	Integrated Pest Management	ITS61	IT Accessibility Audit, Consulting and Training Services*
FAC118	Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies	ITS64	Oracle Software and Services
		ITS69	Managed Print Services
		ITS74	ProjServGIS - Geographical Information Systems (GIS)
		ITS74	ProjServ - IT Project Services
		ITS75	Software and Services

- OSD offers more than 100 competitively procured and actively managed contracts for Goods & Services
- 15 categories of contracts with more than 1,600 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

## Contract User Guides



### Contract User Guide for OFF47

## OFF47: Office Supplies, Recycled Paper and Envelopes

<b>Contract #:</b>	OFF47	<b>UPDATED:</b> July 19, 2023
<b>MMARS MA #:</b>	OFF47*	
<b>Initial Contract Term:</b>	April 1, 2019 - March 31, 2021	
<b>Renewal Option:</b>	One (1), Three (3) year option to renew	
<b>Maximum End Date:</b>	March 31, 2024	
<b>Current Contract Term:</b>	April 1, 2021 - March 31, 2024	
<b>Contract Manager:</b>	Amanda Ferdinand, Phone: 617-720-3166, <a href="mailto:Amanda.Ferdinand@mass.gov">Amanda.Ferdinand@mass.gov</a>	
<b>This Contract Contains:</b>	Environmentally Preferable Products (EPP), Supplier Diversity Office (SDO) Contractors	
<b>UNSPSC Codes:</b>	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)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

**TIP:** To return to the first page throughout this document, use the CTL + Home command.

## 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!)**





OPERATIONAL SERVICES DIVISION

# COMMBUYS Demonstration





OPERATIONAL SERVICES DIVISION

## Contact Information

### Local Government Enablement

Eric Murphy - Manager  
781-375-5637  
[eric.murphy@mass.gov](mailto:eric.murphy@mass.gov)

Jennifer Forsey – [jennifer.forsey@mass.gov](mailto:jennifer.forsey@mass.gov)  
Jackie Needham – [jackie.needham@mass.gov](mailto:jackie.needham@mass.gov)  
Trish Burke – [patricia.burke@mass.gov](mailto:patricia.burke@mass.gov)

### OSD Help Desk

Phone: 617-720-3197  
1-888-MA-STATE  
Toll-free: 888-627-8283  
[OSDHelpDesk@Mass.Gov](mailto:OSDHelpDesk@Mass.Gov)

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





**Questions?**