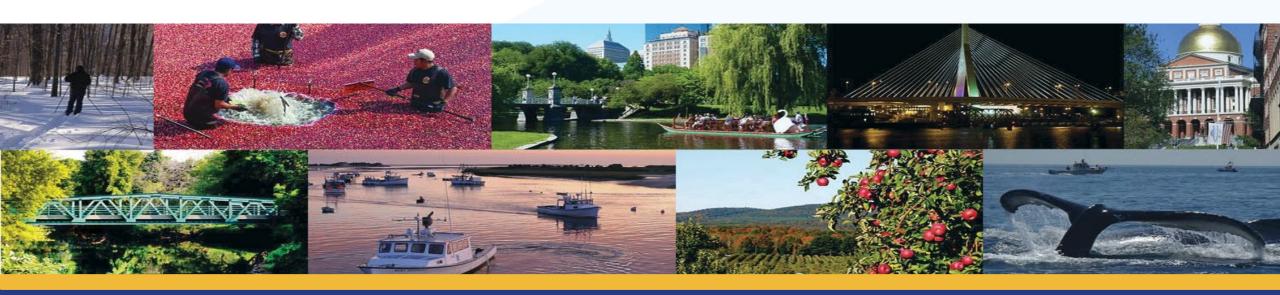


The Key Features of COMMBUYS: A Live Demonstration with OSD

November 7 2023



Today's Presenters





- ❖ 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

<u>Tradespersons Contract Index</u>

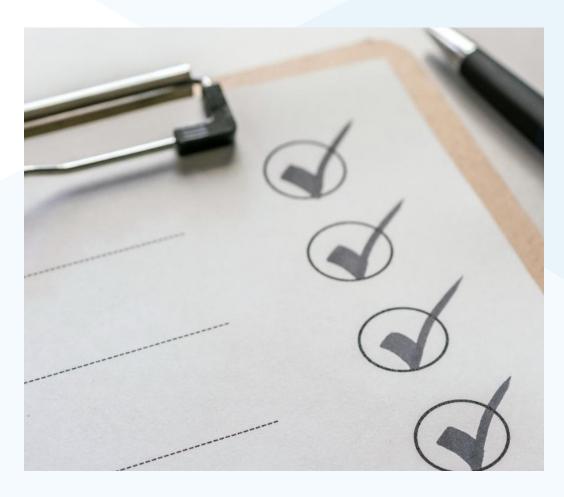
Advanced Search Tools

Bid Solicitations
Finding State Funded Grants
Blanket/Contracts
Vendors

Local Government Resources

<u>Posting a Bid Notice – Quick Reference Guide</u> <u>Local Government Enablement Team Resource Page</u>





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



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



STATEWIDE CONTRACTS

November-December 2023





- 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

Contract User Guides

information

Unique and specific for each OSD Statewide Contract

Contract Overview, Categories and Beneficial Terms

Contract Exclusions, Return Policies, Discounts (PPD)

Identifies List of Awarded Vendors with Contact

Purchasing Thresholds, Negotiated/Set Price Information

Contract Term and dedicated Contract Manager





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)

- Contract Summary
- Contract Categories
- Bonofits and Cost Saving
- Find Bid/Contract Document
- Who Can Use This Contract
- Supplier Diversity Requirements

- Environmentally Preferable Product

- 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
- LIENDON LIET AND INCORNATIO
- VENDOR LIST AND INFORMATION

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

Contract User Guides

Information and Contract Files

and Quote Guidance

Local Government Enablement Team

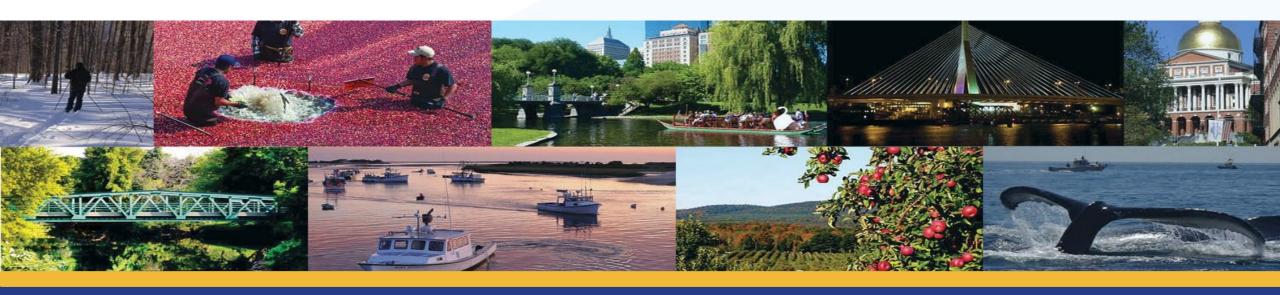




- Assists in navigating our wide selection of Statewide Contracts
- Constructs and implements tailored training for municipal staff
- Implements COMMBUYS solutions that complement local needs, to include online purchasing, full bid management capabilities, and grant notifications
- Are you receiving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



COMMBUYS Demonstration



Contact Information



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- Training Schedule
- Sign Up for OSD Updates
- Local Government Enablement Team Webpage

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Questions?