

COMMBUYS Loyalty Program Rules



The COMMBUYS Loyalty Program has launched! COMMBUYS organizations automatically are entered to win badges at five levels of achievement across nine categories. Fiscal Year (FY) 2017 activity (July 1, 2016- June 30, 2017) was used to calculate each organization's baseline. Standings will be shared on a quarterly basis.

Purchasing



Savvy Shopper

One point for every Purchase Order: Catalog, G2B, or Open Market (excludes RPA)

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	1-10 pts.	11-100 pts.	101-500 pts.	501-1000 pts.	Over 1000 pts.
All Other Organization Types	1-10 pts.	11-100 pts.	101-250 pts.	251-500 pts.	Over 500 pts.



Contract Explorer

One point for every unique Statewide Contract purchase

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	1-5 pts.	6-10 pts.	11-25 pts.	26-40 pts.	Over 40 pts.
All Other Organization Types	1-3 pts.	4-5 pts.	6-10 pts.	11-15 pts.	Over 15 pts.



Vendor Explorer

One point for every unique Statewide Contract vendor utilized for a purchase

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	1-10 pts.	11-50 pts.	51-125 pts.	126-200 pts.	Over 200 pts.
All Other Organization Types	1-5 pts.	6-10 pts.	11-15 pts.	16-20 pts.	Over 20 pts.



Historian

One point for each RPA-eligible transaction entered into COMMBUYS

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	1-25 pts.	25-75 pts.	76-150 pts.	151-250 pts.	Over 250 pts.
All Other Organization Types	1-3 pts.	4-6 pts.	7-10 pts.	11-20 pts.	Over 20 pts.

Procurement



eProcurement Pro

One point for every RFR posted in COMMBUYS

Note

- Executive Departments also must post the bid *award* in COMMBUYS - a best practice for all organizations.
- Non-profit organizations are not eligible to post bids in COMMBUYS.

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	1-10 pts.	11-25 pts.	25-50 pts.	51-100 pts.	Over 100 pts.
All Other Eligible Organization Types	1-3 pts.	4-6 pts.	7-10 pts.	11-15 pts.	Over 15 pts.

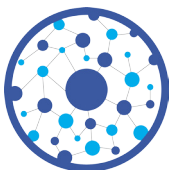
Organizational Growth



Starting Line

One point for a new buyer organization activated with at least one Basic Purchaser

Buyer Category	Completed
Executive Branch State Agencies	1 pt.
All Other Eligible Organization Types	1 pt.



Team Builder

One point for every unique PO/Department Location added to the organization

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	2-5 pts.	6-10 pts.	11-20 pts.	21-50 pts.	Over 50 pts.
All Other Eligible Organization Types	2-3 pts.	4-5 pts.	6-8 pts.	9-12 pts.	Over 12 pts.

Training



Sourcing Scholars

One point for each staff member who has completed the Strategic Sourcing Certificate Program. (SSCP is geared toward organizations following 801 CMR 21.00.)

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies, Non Executive Branch, Independent Agencies, Higher Education	1-2 pts.	3-4 pts.	5-6 pts.	7-8 pts.	Over 8 pts.
All Other Organization Types	1 pt.	2 pts.	3 pts.	4 pts.	Over 4 pts.

Link to information about Strategic Sourcing Certificate Program classes [here](#).



Thirst for Knowledge

One point each time a staff member attends designated training

Buyer Category	Level 1	Level 2	Level 3	Level 4	Level 5
Executive Branch State Agencies	1-5 pts.	6-10 pts.	11-25 pts.	26-40 pts.	Over 40 pts.
All Other Organization Types	1-3 pts.	4-5 pts.	6-10 pts.	11-15 pts.	Over 15 pts.

Link to a list of [eligible classes](#).

Contact us about joining COMMBUYS!
Monday - Friday, 8:00 a.m. to 5:00 p.m.
888-MA-STATE or COMMBUYS@state.ma.us