



**Buy
the
Way**

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**Official Newsletter of the
Operational Services Division**
October 2017

Second Annual State Fall Fleet Event

Sturbridge Host Hotel
Tuesday, November 7, 2017
9:00 a.m. – 2:00 p.m.

Based on positive feedback from buyers and vendors alike, the Operational Services Division (OSD) once again will host the State Fall Fleet Event, this year in Sturbridge. Whether you manage a fleet or simply need to purchase vehicle-related items on occasion, you are sure to leave this event with money-saving ideas and information to drive more efficient purchasing activities. Among those attending last year were Town Managers, Housing Authority Directors, School Administrators, City and Town Chief Procurement Officers, DPW Directors, and Police and Fire Chiefs, as well as State Agency representatives. We hope to see you there!

We are pleased to offer presentations on a wide range of engaging topics, including a Telematics overview by the Massachusetts Bay Transportation Authority (MBTA), industry updates from Original Equipment Manufacturers (OEMs), and other topics suggested through feedback from our buyer community. As an added bonus, join the Division of Local Services as they lead a discussion about safe methods to collect and dispose of drug paraphernalia. We've included the agenda below to help you plan your day.

Similar to last year, vendors from across our spectrum of fleet-related Statewide Contracts will be showing off their products and services in the exhibit hall and look forward to speaking with attendees. Join us!

[Click here to register to attend!](#)

Agenda

9:00 a.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

10:00 a.m. – 10:30 a.m.
10:30 a.m. – 11:00 a.m.
11:00 a.m. – 11:30 a.m.

11:30 a.m. – 12:00 noon
12:00 noon – 1:30 p.m.

1:30 p.m. – 2:00 p.m.

Networking with Vendors

Safe Drug Paraphernalia Cleanup Initiative - Division of Local Services (DLS)

Telematics for Your Fleet - MBTA

Surplus Property Program Overview - OSD

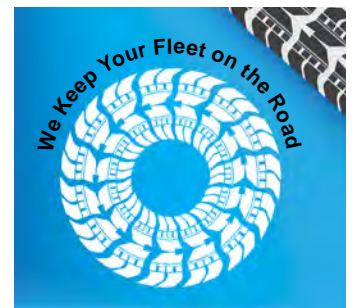
Best Practices for Spec'ing Heavy Duty Vehicles - Massachusetts Highway Association (MHA)

Green Fleet Initiatives - Metropolitan Area Planning Council (MAPC) and Department of Energy Resources (DOER)

The Future of Vehicles - OEMs from Vehicle Statewide Contract VEH98 discuss industry changes: Hyundai, Toyota, Fiat Chrysler Automobiles, Ford, General Motors (listed in presentation order)

Vehicle Statewide Contract VEH98 Best Practices - OSD

Refer questions to [Lisa Westgate](#). For event logistics, email us at OSD-events@state.ma.us.



Training for Buyers

COMMBUYS Purchasing for Eligible Nonprofits

October 25 (Webinar)

COMMBUYS PunchOut & Line Item Catalog Ordering

October 30 (Webinar)

COMMBUYS Purchasing

November 8 (Boston)

Introduction to Statewide Contracts and COMMBUYS

November 13 (Boston)

COMMBUYS Purchasing for Eligible Nonprofits

November 16 (Boston)

Essentials of State Procurement

November 20 (Boston)

COMMBUYS Organization Administrator

December 4 (Boston)

COMMBUYS PunchOut & Line Item Catalog Ordering

December 5 (Webinar)

COMMBUYS Purchasing

December 6 (Boston)

COMMBUYS RPA Release and RPA Release Enabled Contracts

December 6 (Webinar)

COMMBUYS Procurement

December 7 (Boston)

How to Use Master Blanket Purchase Orders

December 11 (Webinar)

Essentials of State Procurement

December 12 (Boston)

How to Create a Departmental Master Blanket Purchase Order

December 13 (Boston)

[Click here to see the full calendar.](#)

Enthusiasm for Statewide Contracts Saves Time & Money for School District

In December 2017, Paul Fox will celebrate his one-year anniversary of becoming the Director of Facilities at Bridgewater-Raynham Regional School District. Since starting, Paul has brought a fresh outlook and enthusiasm to his role as buyer for the department. "When I began, I was new to the function and didn't have lots of connections or direction. I started learning the best practices, and discovered how much more efficient it is to use [Statewide Contracts](#) and [COMMBUYS](#) instead of conducting procurements from scratch."



Paul Fox receives COMMBUYS guidance.

Paul's enthusiasm for learning, paired with Director of Business Services Kathleen Macedo's expertise, has made a huge impact. Working with OSD's Local Government Enablement Account Manager Patricia Burke, the school district has spent more than \$230,000 on goods and services from Statewide Contracts.* With a focus on Facilities and IT contracts, Bridgewater-Raynham has procured moving services, landscaping and green roof products, voice and data communication systems, and two-way radios. In addition, Paul mentions, "I've really enjoyed using the Fuel Card Management and Maintenance Repair and Operations contracts. We're able to do in-store pick-up, which is extremely convenient."

For buyers who similarly are new to COMMBUYS, Paul advocates that the process gets easier when you are willing to put in the time and effort to learn the system. "The Statewide Contract agreements have been ironed out and you're not sacrificing vendor quality. For me, using COMMBUYS is a huge time savings. If I am stuck at any point, it is so simple for me to ask a question. Patricia really is the most valuable asset – I know I can always get help and solutions from her."

Patricia adds, "I cannot say enough about Paul's commitment to innovating the school district's procurement by taking advantage of all of the services and assistance that OSD has to offer! He understands the efficiencies and compliance benefits, and has a good command on all of the ways to use COMMBUYS and Statewide Contracts. His willingness to learn is saving the school district a lot of money." For those who may be more hesitant about starting to use Statewide Contracts, Paul encourages, "Sometimes, it's easy to get complacent using the same vendors. It is important to look at your options and make sure to do your due diligence. If you step away from that complacency, you may be surprised to find other reliable vendors along with a number of other benefits."

For instance, as an unexpected benefit, Paul remarks that he has learned the true purchasing power of the State. "Recently, I had an issue with a vendor, separate of COMMBUYS and Statewide Contracts. I was not getting any results with my vendor contact, so I looked up the Statewide Contract vendor representative. Once I reached out to that representative, I was able to expedite the process and clear the path."

Added benefits like these ensure that Paul and the Bridgewater-Raynham team will continue to use Statewide Contracts to find their best solutions. What is next for the school district? Paul remarks, "I'm very excited about the tradespersons contracts (TRD01, TRD02, TRD03, and TRD04). As the biggest user of COMMBUYS at the school, they'll make life for us at the Facilities department a lot easier."

Is your school district interested in becoming COMMBUYS-enabled like Bridgewater-Raynham? Contact the [Local Government Enablement Team](#) to see how Statewide Contracts may save your school time and money.

**January 2015-October 2017*

STATEWIDE CONTRACT UPDATES | OCTOBER 2017

Procurement Schedule

COMMBUYS

Statewide Contract User Guides

Statewide Contract Reference Guide



Help Desk Assistance

Questions about COMMBUYS?
Contact us for help.

1-888-627-8283
COMMBUYS@state.ma.us

Staff are available
8 a.m. to 5 p.m. ET,
Monday through Friday.

Statewide Contract ITS69 for Managed Print Services Coming Soon!

As reported in the cover story of the August issue of [Buy the Way](#), Executive Departments are preparing for a major shift in the way they handle print operations, moving toward Managed Print Services (MPS). The soon-to-be-introduced Managed Print Services Statewide Contract – ITS69 – will support this transition, offering a holistic approach to handling print output that will garner cost reductions, efficiencies, and sustainability benefits. Though this Commonwealth initiative to streamline print operations is targeted to Executive Departments, all eligible entities will be able to reap the benefits of the new ITS69 contract!



The Managed Print Services Sourcing Team currently is evaluating seven ITS69 bid responses and is targeting **November 1, 2017**, as the contract start date. We look forward to sharing details about the new contract once launched.

Interim Guidance for Executive Departments

During this transitional period while there is a moratorium on the acquisition of various print-related equipment, Departments are advised to enter into short-term (six months or less) lease extensions or rentals with [ITC66](#) vendors, as needed, to meet Department requirements. Lease extensions that carry no early termination penalties have been approved by OSD.

Take Advantage of Extra Savings on VEH98 Cars, SUVs, and Trucks

Did you know?

Previous model year(s) cars, SUVs, and Trucks may be purchased under [VEH98](#) with an additional 2% off contract pricing! Moreover, buyers standardly take possession of their VEH98 vehicles with *three* sets of keys and a full tank of gas!

Reach out to our VEH98 awarded vendors to find out what's available on their lots. Refer to the Awarded Dealer List on p. 8 of the [VEH98 Contract User Guide](#). Be sure to mention VEH98 to get Statewide Contract pricing and benefits.



New PunchOut Catalog for Republic Plumbing Supply Co.

COMMBUYS PunchOut catalog purchasing now is available through Republic Plumbing Supply under [FAC100](#) – Building Maintenance Repair and Operations.

Republic Plumbing Supply offers plumbing and heating products and supplies (Category 3) and HVAC and refrigeration products (Category 4).

- Find PunchOut purchasing resources on the [OSD website](#);
- Locate Republic's PunchOut Buyer Navigation Guide in [COMMBUYS](#);
- Express interest in becoming a COMMBUYS purchasing organization: Email COMMBUYSenablement@state.ma.us.



Shout out to Julie Walrath from the Department of Fire Services for her assistance in testing the new PunchOut!

STATEWIDE CONTRACT UPDATES | OCTOBER 2017

Additional Trades Services Available on Statewide Contract

Now Available!

TRD01 Categories

Boiler
Drain
Electrical
Fencing
General Contracting
Generator/Turbine
Glass/Window/Doors
HVAC/Sheet Metal
Painting
Plumbing

TRD02 Categories

Asphalt Paving
Carpentry
Excavation
Masonry
Septic



mass.gov/trades

The number of Trades categories available for purchasing continues to grow. Buyers now may engage with awarded vendors across the 15 services on TRD01 and TRD02. How to locate available vendors is easy — search for Trades vendors by county and Trades category using the [Tradespersons Index](#).

OSD will continue to build Trades vendor and category selection over the next several months as we launch TRD03 and TRD04 and as Executive Departments migrate their Trades vendors to available Statewide Contract categories.

Municipalities are encouraged to refer their current vendors to Statewide Contracting, as well, giving cities and towns the opportunity to work with their existing vendors and lessen the need for time-consuming and costly procurements. Refer vendors to mass.gov/trades or have them call 888-MA-STATE.

Did You Know?

- In advance of award, vendors' qualifications go through comprehensive review. We've done the due diligence work needed to find licensed and skilled Tradespeople.
- TRD projects are not necessarily capped at \$50,000. Construction services (labor) and project-related materials purchases are viewed differently. Construction services (labor) are limited to \$50,000 per engagement, but additional project equipment, parts, and/or materials may bring the total cost of the project over \$50,000.

Refer to the [TRD01](#) and [TRD02](#) Contract User Guides for more information.

**Don't see your vendors on contract?
Refer them to mass.gov/trades!**

We continue to seek qualified Trades businesses.

Coming Soon!

TRD03 Categories

Elevator
Exhaust Systems
Fire Prevention
Fire Suppression
Overhead Doors
Signage
Welding

TRD04 Categories

Cleaning Restoration
Compressor
Kitchen Exhaust/Duct
Pump & Motor
Roofing

Statewide Contract OFF45 - Art & Instructional School Supplies

Contract Highlights

- Wide selection of competitively priced art and instructional school supplies;
- New Category – Pre-K to Grade 3 furniture;
- More vendors than the predecessor contract, increasing the opportunity to negotiate;
- Prompt Pay Discounts up to 5%;
- Volume Discount opportunities;
- Wealth of Environmentally Preferable Product options.



Contract Categories

- [Part A](#) – Products such as composition notebooks, Crayola® washable markers, finger paints, construction paper, scissors, and many more selections from a fixed price catalog;
- [Part B](#) – Find mining/raw & moist clay supplies, sculpting tools, language arts comprehension games, sports & foam balls for multiple sports, plus thousands of other products via a percentage-off catalog — discounts ranging from 7.5 - 46.6% (excludes special order items);
- [Part C](#) – Shipping Information: Free on Board (FOB) with noted exceptions. Details provided in Appendix A of the Contract User Guide;
- [Part D](#) – NEW! Pre-K to Grade 3 furniture with discounts from 8.0 - 22.0% (excludes special order items)

Contract Guidance

Detailed information for each vendor, including pricing guidance, prompt pay and volume discounts, and vendor contact information may be found in the Contract User Guide: mass.gov/osd > Find a Statewide Contract User Guide > View available statewide contract user guides > [OFF45](#). Vendor-specific resources are posted on COMMBUYS.com: Contract & Bid Search > Contracts/Blankets > Enter OFF45 in the Contract/Blanket Description field. COMMBUYS purchasing via Release Requisition and PunchOut Catalog. Non-COMMBUYS users should contact the vendor directly.

Questions? Contact Peter Etzel, Contract Manager, for more information: 617-720-3397 or peter.etzel@state.ma.us.

STATEWIDE CONTRACT UPDATES | OCTOBER 2017

New Vendor on Statewide Contract CLT08

Providing Cleaning/Laundry Service!

OSD is pleased to welcome a new [CLT08](#) vendor, CINTAS, providing cleaning/laundry service for clothing/uniforms, mats, mops, towels, and other related items. Buyers interested in pursuing a cleaning service agreement with CINTAS may reach out today to get started!

CINTAS

Jeff Sumwalt, Northeast Government Manager

631-664-5991

sumwaltj@cintas.com



CINTAS
READY FOR THE WORKDAY™

Vendor Details

- Locate CINTAS' price file in [COMMBUYS](#).
- Prompt Pay Discounts available:
 - 3% for payments issued within 10 days;
 - 2% for payments issued within 15 days; and
 - 1% for payments issued within 20 days.
- Service terms may not exceed 12 months (renewals permitted).

Reminder

- CLT08 also enables buyers to purchase items, such as clothing, uniforms, footwear, accessories, personal care products, and bedding from more than 25 vendors on contract, representing over 500 manufacturers.
- Clothing rental category also is available; rental terms may not exceed 12 months (renewals permitted).

Learn more about the [CLT08](#) contract in the Contract User Guide, or contact Steve Lyons, Strategic Sourcing Lead, at steve.lyons@state.ma.us or 617-720-3373.

Statewide Contract ITS63: IT Staff Augmentation Full Service and Niche

Short-term IT Staffing Solutions Await

Statewide Contract [ITS63 for IT Staff Augmentation](#) fills short-term personnel gaps, bolsters staffing for rollouts and special projects, and provides expertise that you may not have in-house. Describe the skills and experience you require and let our more than 50 vendors locate candidate résumés and references for your inspection.

Here are some ways we can help...

- Expertise in Accela, Java, LexisNexis, Peoplesoft, Tableau, and Websphere, among others;
- Software Application/Web Development;
- Technical Documentation;
- System/Network/Database Administration;
- Business Analysis; and
- Project Management.

Contract Resources

- Locate Statewide Contract resources as an attachment in [COMMBUYS](#):
 - ◊ Request résumés: Specifications for ITS63 IT Staff Augmentation Posting form;
 - ◊ Locate vendor names/emails: Vendor Listing Spreadsheet; and
 - ◊ Pricing information: Hourly Rate Cards.
- Niche services detailed in the [Contract User Guide](#) on p. 12;
- All vendors offer a 5% Prompt Pay Discount for payments made within 30 days.

Speak with Marge MacEvitt, Strategic Sourcing Services Lead, if you have questions about how to use this contract: marge.macevitt@state.ma.us or 617-720-3121.

COMMBUYS Loyalty Program Results through September 30th Now Available!

Training Data Included in the New Standings

COMMBUYS Loyalty Program results have been tabulated through September 30, 2017, and – for the first time – we’ve included training details for the preceding five quarters. Check out your [COMMBUYS Loyalty Program results](#) and see how you stack up against others in your organization type!



COMMBUYS Loyalty Program Training Data

As promised, Training information for the last 15 months has been integrated into the Program standings. Data includes completion of the [Strategic Sourcing Certificate Program](#) to earn points toward the *Sourcing Scholars* badge and attendance at other [designated classes](#) toward receiving a *Thirst for Knowledge* badge. We encourage you to take a look at these newly published standings.

Of special note, 154 COMMBUYS organizations received a *Thirst for Knowledge* badge, including 16 level-five badge earners. Twenty-two organizations were granted a *Sourcing Scholars* badge. Shout out to the Massachusetts Bay Transportation Authority (MBTA) for attaining a level-five *Sourcing Scholars* badge – the highest echelon attainable!

Review our current [Buyer Training Schedule](#) to be positioned to earn points in future quarters. Get a quick overview of the Program by linking to the [COMMBUYS Loyalty Program Rules](#).

Category Spotlight this Quarter: Savvy Shopper

The *Savvy Shopper* category assigns one point for each Catalog, PunchOut, or Open Market Purchase Order processed in COMMBUYS. Thus far, we have 148 organizations that have achieved a badge! We are pleased to welcome first-time *Savvy Shopper* badge earners: the Towns of Acton, Bridgewater, Boylston, and Westborough, along with the Charles River Pollution Control District. Fifteen organizations have achieved a level 5 in this category. Select your organization to [view your standings](#).

Congratulations to all our badge earners! *Results are building...Which organization will be the first to earn a badge in all eligible categories?*

Become Certified in Strategic Sourcing!



Public purchasers are encouraged to attend the [Strategic Sourcing Certificate Program \(SSCP\)](#) hosted by OSD.

This five-class series is an in-depth look at Commonwealth procurement requirements and best value approaches and their practical application, from creating a solicitation to establishing and applying evaluation criteria and making a bid award. This comprehensive course allows professionals to work together in small groups and share their experiences.

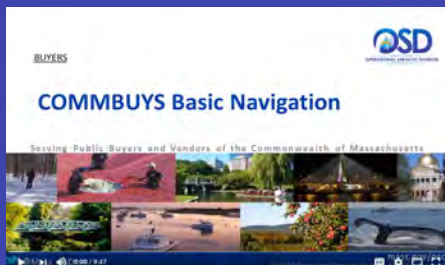
Click on the location below to access the appropriate SSCP Application, which must be completed and submitted to OSD Training in advance of the first class. Each course is limited to 25 students, so act quickly to reserve your spot:

- [Boston](#) starting February 1, 2018
- [Lawrence](#) starting March 22, 2018

The Essentials of State Procurement class is a prerequisite to attend SSCP. This class is offered on a regular basis; please check the [current training schedule](#) for the next available session.

Not sure if SSCP is for you? [Click here to read an interview with Brittany Anderson, an SSCP graduate who put her certification to use in a new position.](#) We look forward to seeing you!

Check out some of our new buyer training videos!



Municipal Shoutout: Town of Swampscott

Local Government Enablement Account Manager Jackie Abbott recently met with the Town of Swampscott to introduce Statewide Contracts and COMMBUYS. Assistant Town Administrator and Chief Procurement Officer M. Ronald Mendes, Esq., and department purchasers are pictured right, as they dive into all of the services that OSD offers cities and towns across Massachusetts. Is your municipal procurement team interested in COMMBUYS? Contact the [Local Government Enablement Team](#) to set up a consultation.



Upcoming Prospective Vendor Fair

Do you know a business owner on the Cape who would be interested in learning more about doing business with the Commonwealth? Forward them the [flyer for the upcoming vendor fair](#) in Yarmouth!

In Fiscal Year 2016, the Commonwealth of Massachusetts spent more than \$1.4 billion on goods and services available on Statewide Contract. OSD and local government purchasing and procurement officials are recruiting vendors to learn about becoming a Statewide Contractor and getting a slice of the \$1.4 billion pie. At the upcoming vendor fair, prospective vendors are invited to meet individually with representatives from OSD's Supplier Diversity Office, COMMBUYS Help Desk, Strategic Sourcing Team, and local government officials, who will provide information pertaining to their areas of expertise.



YARMOUTH - October 26, 2017

2:00 p.m. to 5:00 p.m., Yarmouth Town Hall

VendorFairYarmouth.eventbrite.com

To better serve our vendors and provide assistance in navigating COMMBUYS, we are offering our **COMMBUYS: How to Locate and Respond to Bids** workshop on the Cape, to coincide with the Yarmouth Vendor Fair:

[Register for the Hyannis workshop](#)

Hyannis Career Center, 372 North Street, Hyannis, MA 02601

Friday, November 3, 10:00 am – 12:00 p.m.



Vendor Opportunities

Partial Reopening of Statewide Contract FAC104 - Landscaping Products, Parks and Recreation Equipment & Related Products, Supplies & Services

OSD has identified a need to reopen Statewide Contract FAC104 for specific categories and invites interested vendors to respond to the RFR posted in [COMMBUYS](#). Available categories are as follows: Nursery Products; Compost and Mulch; Soil Aggregate Products; Fencing, Railing, Decking, Partitions, and Lockers; and Related Specialty EPP Products. The Bid Opening Date, the date by which vendor responses are due, is **November 21, 2017, at 3:00 p.m.***

Review our Vendors Resources below.



New Statewide Contract PRF69 - Facilities Engineering Services

OSD is seeking qualified vendors for the PRF69 Facilities Engineering Services Statewide Contract to cover the following engineering disciplines: Civil; Coastal; Construction; Energy Systems; Facilities; Geotechnical; Mechanical; Permitting; Professional; Structural; Surveying; Transportation; Water Resources. The PRF69 bid is available for vendor review in [COMMBUYS](#). The Bid Opening Date is **November 14, 2017, at 4:00 p.m.***



Vendor Resources

Statewide Contract bid responses must be submitted through COMMBUYS. Set up your free vendor profile today.

- Locate COMMBUYS [vendor registration](#) resources.
- [Register](#) to attend the Locate and Respond to Bids in COMMBUYS webinar or watch our webcast.
- COMMBUYS Help Desk: 888-MA-STATE or COMMBUYS@state.ma.us.

**Please note: It is each bidder's responsibility to check COMMBUYS for any amendments, addenda, or modifications to the bid.*

Training for Business

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator

October 23 (Webinar)

COMMBUYS for Awarded Statewide Contract Vendors

October 24 (Boston)

SDO Pre-Certification

October 24 (Boston)

COMMBUYS Vendors: Essentials for the Seller Role

October 25 (Boston)

Locate and Respond to Bids in COMMBUYS

October 30 (Webinar)

Supplier Diversity Plan Overview for Bidders & Prime Contractors

November 8 (Webinar)

Supplier Diversity Plan Overview for Certified Businesses

November 8 (Webinar)

SDO Pre-Certification

November 9 (New Bedford)

Selling to the State: Marketing Your Business to Public Purchasers

November 14 (Boston)

COMMBUYS for Awarded Statewide Contract Vendors

November 15 (Boston)

Tradesperson Contract: How to Locate and Respond to Bids in COMMBUYS

November 27 (Webinar)

Demystifying the RFR: Understanding the Importance of the Request For Response

November 28 (Boston)

SDO Pre-Certification

December 4 (Springfield)

[Click here to see the full calendar.](#)



[Sign-up for other email communications!](#)

About OSD

The Operational Services Division (OSD) administers the procurement process for the Commonwealth of Massachusetts' Executive Agencies by establishing Statewide Contracts for commonly purchased goods and services. OSD's mission is to help our government and business customers succeed in meeting their goals by providing outstanding customer service, competent advice and guidance, objectivity in our work, and to make available to our customers high quality products and services that exceed the expectations of those whom we serve.

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Printed on 30% post-consumer recycled content paper.

Get Ready for America Recycles Day! Wednesday, November 15



America Recycles Day* is a national initiative to promote environmentally sustainable practices and purchasing. Similar to the goals outlined in the Commonwealth's [Environmentally Preferable Products Procurement Program](#), the day prompts consumers to learn about and take advantage of recycling opportunities and to reduce waste by buying products made with recycled content.

Take time now, in advance of America Recycles Day on November 15, to embrace the many ways Statewide Contract products and resources can support environmentally responsible practices with:

- tools to develop a recycling program in your facility — including on-site visits by awarded contract vendors who will assess your organization's needs, make cost-effective recommendations, and provide employee training;
- thousands of Environmentally Preferred Products. Get a complete list at mass.gov/epp in the Environmentally Preferable Products and Services Guide;
- the ability to recycle a vast array of items. Link to our [Recycling Possibilities flyer](#).



* America Recycles Day is a national initiative of Keep America Beautiful. [Learn more and Take the Pledge.](#)

Learn about the Commonwealth's Environmentally Preferable Products (EPP) Procurement Program at mass.gov/epp. Contact Julia Wolfe, Director of Environmental Purchasing: Julia.Wolfe@state.ma.us or 617-502-8836.

Vendor Outreach Event

Division of Capital Asset Management and Maintenance (DCAMM) Lowell Construction Opportunities Event

Saturday, October 28, 2017, 10 a.m. to 1 p.m.

Join DCAMM and the University of Massachusetts Building Authority (UMBA) for this event. Representatives from the City of Lowell, University of Massachusetts Building Authority, DCAMM, Suffolk, Commodore Builders, Dimeo, Hill International, UMASS Lowell, local and other industry experts to provide an overview of project requirements and timelines and will be on hand to answer questions, make introductions and inform interested attendees on how to get involved. OSD's Supplier Diversity Office (SDO) will be attending to answer any questions you may have about SDO certification and OSD bidding opportunities.

[Register to attend!](#)

Information provided as a courtesy and should not be construed as an endorsement by OSD.