

## Statewide Contract Index User Instructions

The [Statewide Contract Index](#) is a popular tool for buyers. The Index enables buyers to:

- Find Statewide Contract (SWC) products and services using keywords;
- Identify vendors on contract;
- Locate contract purchasing information: PunchOut catalog purchasing; Blanket Release types; Solicitation Enabled contracts; and RPA Enabled contracts;
- Conduct SWC title searches;
- Identify Statewide Contract vendors that are certified by the Supplier Diversity Office (SDO) and/or participants in the Small Business Purchasing Program (SBPP).



Easily find the Statewide Contract Index from the [COMMBUYS](#) home page under the *Information about Statewide Contract Purchasing* section. Once you've accessed the Excel spreadsheet, select the *Enable Content* button at the top of the page to get started. Index resources are available on three tabs:

- I. **Alphabetical by Index Listing**
- II. **Expanded Search**
- III. **Programs (SDO and SBPP)**

The Index is updated weekly. Find the last refresh date at the top left of the Index.



### I. Alphabetical by Index Listing Tab

#### Find Products and Services on Statewide Contract Using Keywords

To search by keywords, select the **Search by Keywords** dropdown arrow (Column B). In the **Search** field, enter a keyword(s) and select **OK**.

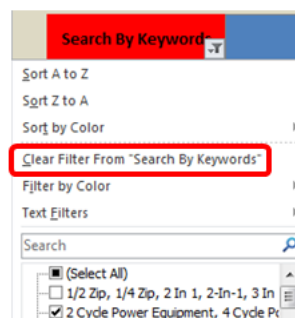
#### Examples:

- Search using the words *public safety* and the Index returns information about two contracts: FIR04 and HLS06;
- A search for *irrigation* returns FAC103 and FAC104 information.

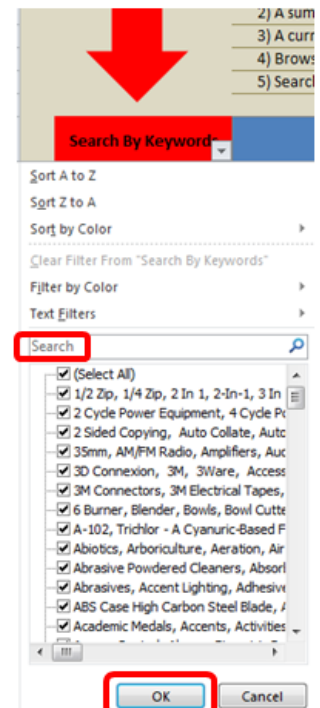
Use the contract links (Column D) to locate [Contract User Guides](#).

### Important!

When conducting searches on the *Alphabetical Index Listing* tab, always clear the filter before beginning a new search.



by



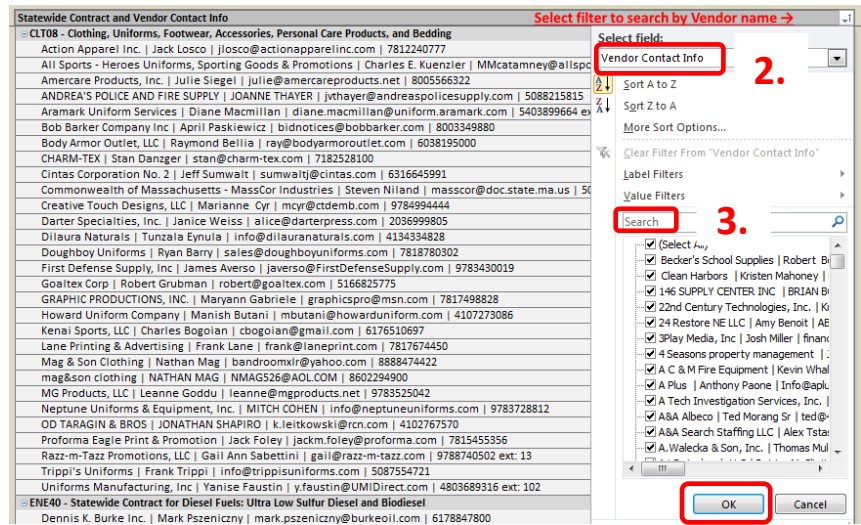
## II. Expanded Search Tab

### Find Statewide Contract Vendors

#### Search by Vendor Name

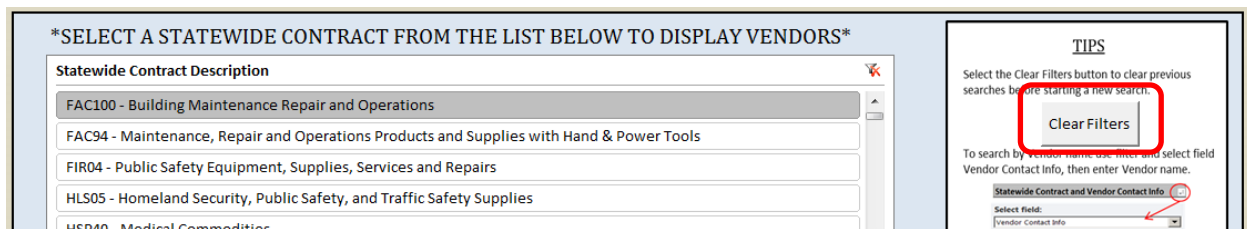
To search for Statewide Contract Vendors, use the *Expanded Search* tab.

1. Click the filter icon
2. Select *Vendor Contact Info* from the **Select Field** drop-down and scroll through the alphabetical list, or
3. Type the vendor's name in the **Search** box. Click **OK** and the selected vendor and their associated contract(s) is displayed.



### Important User Tip for Using the Expanded Search Tab

When conducting searches using the *Expanded Search* tab, always click the *Clear Filters* button before starting a new search.



## Search for Awarded Vendors by Statewide Contract

**\*SELECT A STATEWIDE CONTRACT FROM THE LIST BELOW TO DISPLAY VENDORS\***

Statewide Contract Description

GRO35 - Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small

GRO36 - Dairy Products

GRO37 - Baked Goods

**GRO38 - Prime Grocers**

HLS02designatedMEMA - Disaster Debris Monitoring Services

PunchOut Enabled: Yes (highlighted), No

Blanket Release Type: Direct Release (highlighted), Standard Release, RPA Release Only \*

RPA Allowed: Yes (highlighted), No

Solicitation Enabled: Yes (highlighted), No

\*RPA: after-the-fact (RPA)purchasing

Statewide Contract and Vendor Contact Info

**GRO38 - Prime Grocers**

B&B Trading Corp | JAMES LAMPERT | jlampert@bandbtrading.net | 6174421400

Global Foods | Steve Schnell | stevesc@globalfoodsiv.com | 7022124559

NATIONAL FOOD GROUP INC | Rachelle McCoy | rmccoy@nationalfoodgroup.com | 2485602315

New England Food | Christine Stevens | cstevens@newenglandfoodinc.com | 7813411650

Performance Group | Agata .Beynor | abeynor@pfgc.com | 8003880257

US Foods | Matthew DiGregorio | matthew.digregorio@usfoods.com | 6033942600

On the **Expanded Search** tab, select the desired contract number from the **Statewide Contract Description** box to return available vendors.

For example, the GRO38 Prime Grocers contract has six awarded vendors.

Note that the displayed contact information is pulled from the vendor profile for the associated Master Blanket in

COMMBUYS. It is advisable to use the vendor contact information provided in [Contract User Guides](#).

## Find Contract Purchasing Information

Use the **Expanded Search** tab for information about how buyers may purchase from contracts.

Refer to the four COMMBUYS purchasing data categories, each with Red buttons, in this FAC100 example.

**\*SELECT A STATEWIDE CONTRACT FROM THE LIST BELOW TO DISPLAY VENDORS\***

Statewide Contract Description

ENE44 - Statewide Contract for Natural Gas

ENE45 - No. 2 Heating Oil and No. 4 & 6 Residual Fuels

ENE46 - Propane (Liquefied Petroleum) Gases

**FAC100 - Building Maintenance Repair and Operations**

FAC101 - Maintenance Repair and Operations Industrial Supplies

PunchOut Enabled: Yes (highlighted), No

Blanket Release Type: Direct Release (highlighted), Standard Release, RPA Release Only \*

RPA Allowed: Yes (highlighted), No

Solicitation Enabled: Yes (highlighted), No

\*RPA: after-the-fact (RPA)purchasing

Statewide Contract and Vendor Contact Info

**FAC100 - Building Maintenance Repair and Operations**

A&A Albecco | Ted Morang Sr | ted@aalbecco.com | 9785513226

AirMotion Sciences, Inc. | Peter Caruso | info@airmotionsciences.com | 5086533500

Betts Plumbing & Heating Supply Inc. (WBE/DBE/SBPP) | Kimberley Rexford | kimr@bettsplumbing.com | 4135683308

Carr Hardware and Supply | Dan Kays | dank@camhardware.com | 4134435611

D.O.T. FLEETPARTS | JACK BELLAN | jackbellan@hotmail.com | 7813956873

Design-Build Solutions, Inc. | Steve Rojek | srojek@garlandind.com | 2164303633

F.W.Webb Company | Ernest Couthermarsh | ecg@fwwebb.com | 7812726600

Ferguson Enterprises, Inc. | Tom Pagliarulo | tom.pagliarulo@ferguson.com | 97815921200

FRANK P. MCCARTIN CO., INC. | DAVID C MCCARTIN | DAVEM@GOINDUSTRIALSUPPLIES.COM | 9784547606

Fred Davis Corporation | Lisa Legendre | Lisa@freddaviscorp.com | 5083593610

Graybar Electric Company Inc. | Michael Teahan | michael.teahan@graybar.com | 6177214043

Hampden/Zimmerman Electric Supply, a Div. of US Electrical Service | Rich Morini | rmorini@hzelectric.com | 8006496407

Jackson Lumber & Millwork | Thomas Zappala | tzappala@jacksonlumber.com | 9786891056

Johnstone Supply - The Woburn Group | Kimberly Giddinge | kimberly.giddinge@johnstonesupply.com | 7819338506

Johnstone Supply HVAC/R & MRO Supplies - FAC100 | Andrew M McWeeney | sales@johnstonehvac.com | 7814877777

Kamco Supply Corp. of Boston | Jeff Scala | jeffscala@kamcoboston.com | 7813380969

Kaufman Company | Mark Evans | marke@kaufmanco.com | 6174915500

METROPOLITAN PIPE & SUPPLY | Ken Olivieri | olivieri@metpipe.com | 6174926400

Norfolk Hardware, Inc. | Benjamin Rosen | rosenb@norfolkhardware.com | 6172962100

NorthEast Electrical Distributors | Edward Slowe | ed.slowe@needco.com | 7814018011

Plumbers' Supply Company | Brian Jones | bjones@plumbersupplyco.com | 5089854966

Premier Supply Group | Michael Carr | jbeaudry@psigne.com | 4137824420

Republic Plumbing Supply | Thomas Summers | Tsummers@republicsupplyco.com | 7817623900

RICHMOND HARDWARE & PAINT | ROBERT SEERY | Rob.Seery@verizon.net | 7818430066

Standard Electric, a Div. of US Electrical Service | Bill Smith | wsmith@standardelectric.com | 9789883193

Wilmoth's Dec. Center | SCOTT HOULIHAN | kevin.wilmothdec@verizon.net | 5089473370

Other COMMBUYS purchasing options offered through this contract, highlighted in red, include:

- Direct and Standard Release;
- RPA purchasing;\* and
- Solicitation Enabled quoting.

\* Buyers should refer to the Contract User Guide for RPA guidance specifics.

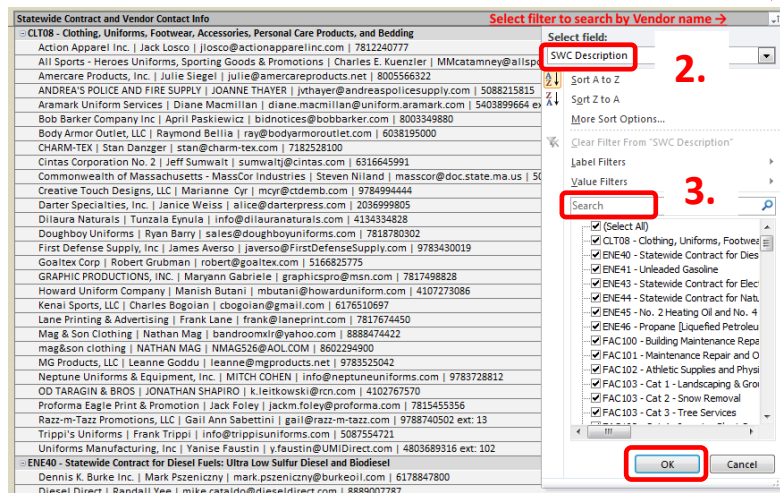
## Wider Search Capabilities

Without selecting a particular contract, users may choose to use the Red search buttons to identify all contracts/vendors meeting particular criteria, i.e. all PunchOut catalogs (select PunchOut Enabled Yes button) or all contracts offering Solicitation Enabled quote functionality (select Solicitation Enabled Yes button). Remember to click the *Clear Filters* button before starting a new search.

## Statewide Contract Title Search

Using the *Expanded Search* tab, search by words found within Statewide Contract titles.

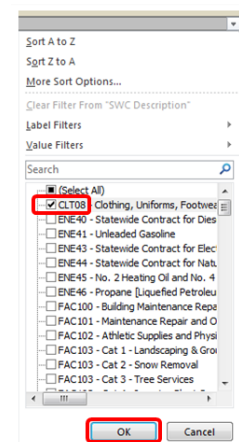
1. Click the filter icon
2. Select *SWC Description* from the **Select Field** drop-down.
3. Enter the desired search term in the **Search** box and click **OK**.



## III. Programs (SDO and SBPP) Tab

### Identify SDO Certified and SBPP Vendors on Contract

To search for SDO and SBPP Statewide Contract vendors, select the **Program (SDO and SBPP)** tab. Use the *SWC Description* filter to select a particular SWC or use the *Programs (SDO and SBPP)* filter to find vendors in one or both programs. Search for vendor names using the *Vendor Contact Info* filter.



Refer questions about the Index to the [COMMBUYS Help Desk](#) at 888-MA-State (627-8283).

Revised May 2019