



# Buy the Way

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## Vendors Needed!

The Operational Services Division's (OSD's) Strategic Sourcing Services unit, in conjunction with public purchasers around the Commonwealth, identifies statewide needs for goods and services and develops [Statewide Contracts](#) that satisfy those requirements. Of course, integral to fulfilling these needs is attracting vendors able to provide wide-ranging commodities and services. Vendors should take note that, with the Commonwealth of Massachusetts spending more than \$1 billion on goods and services available on Statewide Contracts each year, it's worth investigating whether the state is seeking services offered by your business.



There's no mystery to staying on top of the state's future purchasing plans. Each month the Operational Services Division publishes the [OSD Procurement Schedule](#) summarizing its future procurements, including impending contract expiration dates and renewals, intentions to rebid contracts, and new goods and services opportunities.

The Commonwealth's purchasing and procurement portal, [COMMBUY'S](#), provides an open and transparent display of current and imminent Statewide Contract bid opportunities, as well as bids for other organizations, such as municipalities. Establishing a vendor profile in COMMBUY'S streamlines the process for identifying relevant bids: specify the products and services your business provides and we'll notify you about matching opportunities. Get more information about [COMMBUY'S registration](#).

As you might expect, our needs continuously evolve, but here's a look at some of OSD's current [Statewide Contract](#) procurement activities:

- Four [Trades Contracts](#) covering 27 categories – [TRD01](#), [TRD02](#), [TRD03](#), [TRD04](#);
- New [GRO36](#) Contract for Dairy Products;
- Reopening of Purchase of Vehicles Contract [VEH98](#), seeking fire trucks, ambulances, buses, and additional trucks;
- Partial Reopening of [FAC82](#) covering Hazardous/Medical Waste;
- Partial Reopening of [FAC88](#) to provide battery-powered lawn equipment;
- Intent to Post [ITC70](#) bid for Operational Term IT Leasing;
- Intent to Post [FAC98](#) bid for Floorcovering, Accessories, Installation, Maintenance & Repairs.



If you have questions about searching for opportunities, getting registered in COMMBUY'S, or signing up for free training to learn about doing business with the state, contact the [COMMBUY'S Help Desk](#) at 888-MA-State (627-8283).



## Training for Buyers

### Essentials of State Procurement

March 5 (Lawrence)

### **COMMBUY'S Procurement**

March 8 (Boston)

### **Introduction to Statewide Contracts and COMMBUY'S**

March 15 (Boston)

### **COMMBUY'S PunchOut & Line Item Catalog Ordering**

March 21 (Webinar)

### **How to Create a Departmental Master Blanket Purchase Order**

March 26 (Boston)

### **COMMBUY'S Purchasing**

March 27 (Boston)

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

## Training for Vendors

### **COMMBUY'S for Awarded Statewide Contract Vendors**

March 6 (Boston)

### **Demystifying the RFR: Understanding the Importance of the Request for Response**

March 7 (Boston)

### **Selling to the State: Marketing Your Business to Public Purchasers**

March 13 (Boston)

### **COMMBUY'S Vendors: Essentials for the Seller Role**

March 14 (Boston)

### **COMMBUY'S Vendors: Organizational Design and Maintenance for the Seller Administrator**

March 19 (Webinar)

### **Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors**

March 21 (Webinar)

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

## Small Town Administrators Welcome OSD

Shaun Suhoski, Town Manager from Athol, had a problem. He and the town staff were experiencing some challenges navigating COMMBUY'S and completing various processes within the system. Shaun soon learned that this difficulty was shared by other town administrators from Central Massachusetts, including Heather Budrewicz from Ashburnham. After discussing the matter, they concluded that COMMBUY'S training would be very helpful.



Shaun Suhoski, Athol MA Town Manager

Shaun and Heather serve on the Program Committee of the [Small Town Administrators of Massachusetts](#) (STAM), an organization representing municipalities across the Commonwealth with populations of less than 12,000. They reached out to the 100 or so STAM communities to gauge their interest in attending a COMMBUY'S training session and found that there definitely was a need for this service. Shaun contacted OSD's [Local Government Enablement Team](#) (LGE) for assistance.

"In my experience, procurement in small towns generally falls under the authority of the town manager, who then can delegate to particular departments, as needed," Shaun explained. "It was my hope that OSD staff could 'demystify' the process for me, as a chief procurement officer, and for department-level staff who may undertake many of the routine procurements," he continued.

In November, OSD LGE Account Managers Jackie Abbott and Jennifer Forsey, along with OSD Trainer Renee O'Rourke, traveled to Athol to provide training to representatives from 14 STAM communities. Jackie and Jenn followed up the group meeting by traveling to each of the 14 communities, providing one-on-one training to community representatives, helping them to navigate COMMBUY'S to conduct their purchasing/procurement needs.

According to Shaun, "The overview class was very well presented and the willingness and follow-up by OSD to visit the individual communities and participants for hands-on training was invaluable. Having regional collaboration helps build relationships between communities, but it also makes for a more effective and efficient presentation by OSD."



"Jackie and the OSD training team helped demystify the COMMBUY'S process for more than 20 administrators and department managers, representing 14 communities," said Shaun. "The willingness of the OSD staff to venture to central and western Massachusetts is much appreciated and the Small Town Administrators of Massachusetts look forward to scheduling additional sessions with OSD in the coming months," he added.

If your community would like to meet with OSD's Local Government Enablement team to learn more about COMMBUY'S utilization or Statewide Contracts, please send an email to [commbuysenablement@state.ma.us](mailto:commbuysenablement@state.ma.us).

**May 10, 2018**

**Gillette Stadium**



# STATEWIDE CONTRACT UPDATES | FEBRUARY 2018

## Procurement Schedule

## Statewide Contract Reference Guide

## COMMBUYS

## Statewide Contract User Guides

## \$ave\$mart

### People Are Asking About...

HLS05, OSD's Statewide Contract for Homeland Security, Public Safety, and Traffic Safety Supplies, is generating buzz across the Commonwealth. Our [Local Government Enablement Team](#) reports a growing number of purchasing teams are inquiring about products and equipment offered by the [HLS05](#) vendor, Safeware, Inc.



HLS05 also covers products in the areas of disaster response, emergency management and preparedness, equipment for law enforcement, firefighting, search and rescue, and training, as well as personal protective equipment (PPE), electronic messaging boards, mobile command centers, road cones and barriers, and more! Safeware currently carries more than 500 manufacturers and is able to add new manufacturers to respond to customer demand.

Safeware's competitive pricing is based on a nationally scaled cooperative contract that OSD adopted into HLS05. In addition to advantageous pricing, Safeware also offers prompt payment discounts and price reductions on bulk orders. You can get started anytime by browsing through Safeware's PunchOut catalog in COMMBUYS. If you cannot find what you need, contact the Safeware representative directly: [Brenton Passmore](#): 301-683-1234 ext. 1395 or 800-331-6707.

### What HLS05 Customers Are Buying

**DPW:** Electronic Message Boards, Glass Road Beads, Personal Protective Equipment, Road Cones/Barriers, and Traffic Control Signs

**Fire/Police:** Burn Trays, Cylinder Backpacks, Digital Radio Sets, Drones, and Mobile Command Centers

**Safety/Response:** 5-in-1 Jackets, Flammable Liquids Closets, Portable Heaters/Air Conditioners, Respirators and Fit Tests, and Shelter Tents.



Additional details are published in the HLS05 [Contract User Guide](#). Contact [Steve Lyons](#), Contract Manager, at 617-720-3373 with questions.

### Related Statewide Contracts/Resources:

- [FIR04](#) – Public Safety Equipment, Supplies, Services and Repairs
- [CLT08](#) – Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding
- Locate our list of Statewide Contract Emergency Response Vendors [here](#).



### Notice to Energy Buyers

Statewide Contract Diesel (ENE40), Gasoline (ENE41), and Heating Oil (ENE45) buyers will not see a charge for the Federal Oil Spill Tax Fund on their monthly invoices for the period running January 1 through February 28, 2018, as the tax supporting the fund expired at the end of the 2017 calendar year. Be advised, however, that the tax will be reinstated as of March 1, 2018. Statewide Contract Vendors are aware of these updates.

Refer questions to [Michael Woods](#), Contract Manager, at 617-720-3191.

## COMMBUYS

**Help Desk Assistance**  
Questions about COMMBUYS?  
Contact us for help.

1-888-627-8283  
[COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us)

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

# STATEWIDE CONTRACT UPDATES | FEBRUARY 2018

Interested in Vehicle Lift Inspection/Repair Services? Your thoughts please...

OSD is exploring an amendment to the Vehicle Lifts Statewide Contract that, if implemented, would add vehicle lift inspections, repairs, and related services to current [VEH105](#) offerings.

In an effort to understand buyer need for these services, OSD has developed a [brief survey](#) and would appreciate your feedback.

Note: We encourage you to take the survey and share the survey link with coworkers or colleagues at other organizations who may have feedback to share. We ask that you complete the survey no later than **Wednesday, March 7**.

[TAKE THE SURVEY!](#)

Refer questions to [Katherine Morse](#) at 617-720-3153.



**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

## Announcing Johnstone Supply PunchOut

OSD is pleased to welcome Johnstone Supply to our selection of PunchOut catalog vendors. Johnstone Supply offers HVAC and Refrigeration Products and Supplies under Category 4 of [FAC100](#) – Building Maintenance Repair and Operations (MRO).

Johnstone's Buyer Navigation Guide, attached to their G2B MBPO in [COMMBUYS](#), outlines their PunchOut catalog functionality. Among the described features, the PunchOut allows buyers to enter quotes received from Johnstone Supply in the COMMBUYS PunchOut which summarizes the associated items and pricing so they are ready for purchase.

## Inventory Management Services

For organizations that handle fleet maintenance in house, you should know that OSD is in active contract negotiations to secure Inventory Management Services through Statewide Contract VEH108.

Inventory Management Services are designed to maximize fleet maintenance and repair workflow efficiencies and decrease vehicle downtime. With a clear understanding of your organization's fleet profile, an on-premises auto parts warehouse is established to address your anticipated needs, as well as other organization-specific requirements. The service automatically replenishes inventory, handles the logistics of quickly securing unanticipated supplies, and provides detailed reports for tracking purposes. Internal controls ensure fleet inventory is secure and afford an ongoing system to gauge organization requirements in the future.



Although we have not yet set a launch date for this contract, we are optimistic about the contract's prospects for launch in the near future. OSD will keep buyers updated on the progress of our VEH108 negotiations. But if you have interim questions, contact [Lisa Westgate](#) at 617-720-3112.

## Municipal Shout Out: Town of Webster

Meet Ruby Jones, Administrative Assistant for the Town of Webster's Highway and Cemetery Departments. Ruby carefully administers the purchasing of fuels for the town and uses COMMBUYS RPA functionality to document Statewide Contract ENE40 (Diesel) and ENE41 (Gasoline) purchases in COMMBUYS. Last month, Ruby was excited to read in *Buy the Way* that the town was recognized for having achieved the Historian badge in the [COMMBUYS Loyalty Program](#) based on their RPA activities.

Link to [RPA resources](#) in the November 2017 issue of *Buy the Way* (page 5).



### COMMBUYS PURCHASING with PUNCHOUT CATALOGS

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. PunchOut buyers can search for products, view descriptions, and add them to their cart. Once the buyer is ready to purchase, they can click "Buy Now" and be directed to the vendor's website to complete the transaction. This allows buyers to easily locate and purchase the associated vendor's Statewide Contract products at the pre-negotiated prices. To learn more about how to use the PunchOut feature in COMMBUYS, see the [Purchasing with PUNCHOUT Catalogs](#) section in the COMMBUYS User Guide.

Below are the identified the PunchOut Vendors that may be relevant to your department:

Buildings & Grounds	
Vendor	Category
CDI Web	Engineering and Design
CDI Web	Plumbing Heating, HVAC, Refrigeration Products and Supplies
CDI Web	Maintenance, Repair and Operation Products, Supplies, and Tools for Off-Highway Vehicles
Ferguson Enterprise	Industrial Commercial Plumbing, Heating and Refrigeration Products and Supplies
Greinger	Maintenance, Repair and Operation Products, Supplies, and Tools for Off-Highway Vehicles
Johnson Controls	HVAC and Refrigeration Products and Supplies
Johnson Controls	Electrical and Electronic Components, Tools and Equipment
Kroger	HVAC and Refrigeration Products and Supplies
McMaster-Carr Corp. & Supply	Plumbing Heating Products and Supplies
MSC Industrial Supply	Maintenance, Repair and Operation Products, Supplies, and Tools for Off-Highway Vehicles
National Industries	Electrical Components, Tools and Equipment
Reed's Plumbing Supply Co.	Plumbing Heating, HVAC, Refrigeration Products and Supplies
Stanley Electric	Electrical Lighting, LED, Industrial and Outdoor Area Lighting
Standard Electric	Electrical Lighting, LED, Industrial and Outdoor Area Lighting
WHD Major	Office Supplies

### Office Administration

Office Administration	
Vendor	Category
CDI Web	Office Supplies and Equipment
CDI Web	Maintenance, Repair and Operation Products, Supplies, and Tools for Off-Highway Vehicles
Fisher Scientific	Laboratory Supplies and Equipment
GEA Microtek	Copper and Tin Melt Supplies
GEA Microtek	Electrical Components, Tools and Equipment
Greinger	Maintenance, Repair and Operation Products, Supplies, and Small Hand Power Tools
Greinger	Industrial Cleaning
Greinger	Industrial Cleaning
McMaster-Carr Corp. & Supply	Maintenance, Repair and Operation Products, Supplies, and Small Hand Power Tools
MSC Industrial Supply	Maintenance, Repair and Operation Products, Supplies, and Small Hand Power Tools
National Industries	Electrical Components, Tools and Equipment
Office Depot	Office Supplies
Office Depot	Office Supplies
OfficeMax	Office Supplies
Wilson Supplies	Laboratory Supplies and Equipment

### COMMBUYS PunchOut Flyer

Reference our flyer detailing all [COMMBUYS PunchOuts](#), spanning a wide range of product and service categories that include MRO, homeland security/safety,

medical and office supplies, as well as information technology.

### PunchOut Resources

- Get instructions to [purchase from a COMMBUYS PunchOut catalog](#);
- [Express interest](#) in becoming a COMMBUYS purchasing organization;
- Contact the [COMMBUYS Help Desk](#) at 888-MA-State (627-8283).

Forward questions about FAC100 to [Michelle Flores](#), Contract Manager, at 617-720-3319.

# SDO & CWE Streamline Application Process

In an effort to further streamline the state certification process, the [Supplier Diversity Office](#) (SDO) and the [Center for Women and Enterprise](#) (CWE) recently reached an agreement whereby Women's Business Enterprise National Council (WBENC)-certified Women Business Enterprises (WBE) seeking certification from the SDO only need to complete a one-page request for certification recognition. The SDO will forego collecting copies of the paperwork submitted to the CWE, thus saving time for applicants.

"The Center for Women and Enterprise is very excited to be partnering with the State of Massachusetts to provide a more seamless certification system for businesses in Massachusetts that are seeking state certification and Women's Business Enterprise National Council certification. We believe this will provide an easier way for enterprises to do business," said Susan Rittscher, President & CEO, Center for Women & Enterprise.

The collaboration between CWE and SDO enhances strides taken in January 2016 when the SDO started accepting cross-applications submitted to national and regional certification organizations, such as the Greater New England Minority Supplier Development Council (GNEMSDC) and the CWE and their regional affiliates; the City of Boston; and VetBiz/U.S. Department of Veteran Affairs, by Minority (MBE), Women (WBE), Veteran (VBE), and Service-Disabled Veteran (SDVOBE) business enterprises.



Prior to this announcement, the SDO required businesses that had been WBENC-certified through CWE as a WBE to submit the applications and supporting documents previously provided to CWE. The prior process also required the SDO to investigate whether the business met the SDO's certification qualifications. Under the new agreement, the SDO will recognize WBENC's Women Business Enterprise certification issued by CWE with very little paperwork and without the need for further investigation in most instances.<sup>1</sup>

"The Supplier Diversity Office values the strong working relationship that we have with the Center for Women and Enterprise and the quality certification and support services they provide to Women Business Enterprises," said Bill McAvoy, Deputy Assistant Secretary for Supplier Diversity for the Operational Services Division. "We look forward to providing an even more streamlined process for CWE-certified WBEs that are seeking SDO certification."

CWE and SDO will be rolling out the new process in the coming weeks. For more information, visit their respective websites at [www.cweonline.org](#) and [www.mass.gov/sdo](#).

<sup>1</sup> The SDO reserves the right to conduct investigations if deemed necessary to determine certification eligibility. CWE certification does not guarantee SDO recognition.

## The SDO Certification Journey of Marilyn Moedinger

Marilyn Moedinger came to OSD's attention when she Tweeted about her attendance at the Pre-Certification Workshop held in Worcester on February 12. The Workshop provides a streamlined state certification process for minority, women, and veteran-owned businesses and a brief introduction to COMMBUYS, the Small Business Purchasing Program, and the Supplier Diversity Program. Certification offers a way to enhance a business' marketability.

A while back, Marilyn learned about the state's certification program through conversations with colleagues. While intrigued with the possibility of becoming certified as a woman-owned business, the timing didn't seem quite right. Marilyn's architectural firm, Runcible Studios, which she founded in 2014, was just getting off the ground and she felt overwhelmed by the certification requirements. "Balancing working *in* the business vs. working *on* the business (doing taxes and payroll) is a challenge. To be successful as a business owner, you need to focus on both of those aspects," she said. With other priorities taking precedent, Marilyn decided to defer becoming certified until her business was more established.

Several weeks ago, Marilyn felt the time was ripe to pursue certification. Following her attendance at the Pre-Certification Workshop, we caught up with Marilyn to learn she has registered her business in COMMBUYS and is putting the finishing touches on her SDO certification application, which she expects to submit in the next week or so.



Marilyn Moedinger @mwm... · 2/12/18 ✓  
Getting ready for my training with @Mass OSD to learn more about becoming a Massachusetts Woman Owned Business Enterprise!  
#womeninarchitecture #smallbiz  
@RuncibleStudios



Operational Services @Mass OSD  
Replying to @mwmoeidinger and @RuncibleStudios  
Good luck in this endeavor. A great first step!

If you're interested in taking that first step to becoming SDO certified, complete the SDO's [Certification Self-Assessment](#) – it only takes a minute or two to determine whether your company/organization may qualify for the SDO programs.

Follow OSD on Twitter @Mass OSD. Learn more about certification on the Supplier Diversity Office [webpage](#).



[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.

Commonwealth of Massachusetts Executive Office for Administration & Finance Operational Services Division One Ashburton Place, Room 1017 Boston, MA 02108-1552 (617) 720-3300 [www.mass.gov/osd](http://www.mass.gov/osd)

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## OSD – A Resource for Global Procurement Initiatives

On February 2, the Operational Services Division (OSD) hosted a delegation of 21 director-level procurement practitioners from the Government of Brazil at our offices in Boston. The delegation was participating in a Study Tour organized by the Business Council for International Understanding (BCIU) and the U.S. Trade and Development Agency (USTDA), as part of its Global Procurement Initiative: Understanding Best Value.

The Study Tour provides delegates the opportunity to learn from U.S. procurement experts and exchange ideas and best practices for integrating best value determinations and life-cycle cost analysis for a more sustainable procurement process. The goal for the delegates is to implement the lessons learned from the Study Tour into the daily work of their departments.

Gary Lambert, Assistant Secretary for Operational Services, and Kathy Reilly, Deputy Assistant Secretary for Operational Services, met with the delegates and found them to be very curious about OSD's practical experience in applying best value to the procurement process and how OSD delegates authority to executive branch agencies – asking how we enforce procurement activities and guide agencies. The delegates also were impressed with OSD's ability to customize procurements, as Brazil's complex laws sometimes limit their ability to do so.



The Brazilian delegation is the third international group to visit OSD in the past year. While we are happy to share insights about Massachusetts' purchasing and procurement best practices, it's also beneficial for us to gain the perspectives of our counterparts from other nations.

## Upcoming Outreach Events

Over the next few months, OSD representatives will be an exhibitor at several events being held throughout the Commonwealth. Be sure to stop by the OSD table if you will be attending any of the events listed below.

### **Small Business Administration (SBA)**

#### **Massachusetts**

#### **Black History Month Celebration**

February 28

The Tip O'Neill Federal Building  
10 Causeway Street, 1st Floor Auditorium  
Boston

[Register to attend](#)

### **Massachusetts Association of School Business Officials (MASBO) Trade Show**

March 20

Best Western Royal Plaza, Marlborough

[Register to attend](#)

### **Massachusetts School Library Association Annual Conference**

March 25-26

DCU Center, Worcester

[Register to attend](#)



*This information is provided as a courtesy and should not be construed as an endorsement by OSD.*