

# INTRODUCE COMMBUYS TO YOUR CITY OR TOWN!

The Operational Services Division (OSD) is dedicated to helping municipal organizations access competitive Statewide Contract pricing, reach potential bidders, streamline business purchasing and procurement processes, and find grant opportunities through COMMBUYS, the Commonwealth of Massachusetts' online procurement platform.

COMMBUYS offers flexibility for buyers, whether you need to access Statewide Contract and grant information, make purchases, or participate in online procurement activities. The Local Government Enablement team (*below*) is committed to introducing COMMBUYS to your city or town to realize these benefits.

The COMMBUYS enablement process (*right*) allows the team of experienced implementation specialists to work with strong and committed local government leadership to review all of COMMBUYS' many features. They identify those best matched to the business needs of the organization, and integrate the COMMBUYS buying practices. A dedicated Account Manager is available to assist with implementation, training, marketing, and vendor involvement. Your Account Manager is your devoted resource, every step of the way.

More than 98% of Massachusetts' cities and towns have registered in COMMBUYS. We welcome the opportunity to talk to you about COMMBUYS' extensive capabilities, and demonstrate how you can take advantage of these features for your organization.

**Contact us at [COMMBUYSEnablement@mass.gov](mailto:COMMBUYSEnablement@mass.gov) or (617) 720-3329 to schedule a consultation.**



*Left to right:* Jennifer Forsey, Account Manager; Patricia Burke, Account Manager; Jackie Abbott, Account Manager; Eric Murphy, Team Manager.

## ENABLEMENT PROCESS

1

### INITIAL MEETING

Conduct an on-site visit with purchasing and procurement personnel to discuss organization's current practices.

Demonstrate COMMBUYS functionality and benefits, while identifying local needs.

2

### DEEP DIVE

Propose a COMMBUYS configuration tailored to local needs and processes.

Develop organization set-up activities and schedule on-site training in coordination with the Organization Administrator.

3

### IMPLEMENTATION

Execute roll-out strategy, providing appropriate resources to fully integrate COMMBUYS.

Access continued support including a dedicated Account Manager, the COMMBUYS Help Desk, training, job aids, and webinars.

# BENEFITS of COMMBUYS



## DIRECT ACCESS TO STATEWIDE CONTRACTS

Access to Statewide Contract pricing has never been easier with COMMBUYS PunchOut catalogs. From COMMBUYS, "PunchOut" to a growing number of online vendor catalogs. After choosing your items in the vendor's online catalog, selections are pulled back into COMMBUYS and summarized on a requisition.



## CUSTOMIZED WORKFLOW

COMMBUYS is highly flexible and adapts to your business processes. Your dedicated Account Manager works with you to design your buyer profile so that documents electronically route through your prescribed approval process. Whether your organization is large or small, COMMBUYS may adapt to your needs.



## STREAMLINED FULFILLMENT FROM VENDOR

COMMBUYS provides direct access to more than 100 of the Commonwealth's competitively priced and previously negotiated Statewide Contracts, generating an invaluable time savings for your organization. Additionally, COMMBUYS sends your online selections directly to the vendor for fulfillment. When it is time to submit a requisition, access previous orders for easier submission.



## COMPREHENSIVE BID MANAGEMENT TOOLS

With COMMBUYS, you may create and publish bids online, aggregate your purchasing power by posting and evaluating bids with other buying entities, and attach detailed bid specifications within your bid posting. You also may connect with registered businesses to reach a larger audience of vendors at no cost to you for registration, postage, or advertising.



## GRANT FUNDING NOTIFICATIONS

Finding grant opportunities has never been easier with a COMMBUYS-specific UNSPSC commodity code for grants. This code enables interested organizations to quickly locate grant opportunities and receive email notifications when grants are posted in COMMBUYS.



## PURCHASING & PROCUREMENT DATA ACCESS

COMMBUYS serves as a data warehouse for your purchasing and procurement activity. With COMMBUYS, maintain an end-to-end archived procurement audit trail, electronically retaining detailed descriptions of items purchased, cost, and receipts of goods.



## COMPLY WITH THE ACT TO MODERNIZE MUNICIPAL FINANCE AND GOVERNMENT

Enacted on November 7, 2016, the Act requires municipalities to post certain bid notices on COMMBUYS. The Act also raises the threshold for small scale construction projects and materials from \$10,000-\$25,000 to \$10,000-\$50,000 and allows municipalities to save time and money by using Statewide Contracts.

## COMMBUYS QUICK STATS

### PURCHASING

**183** LOCAL GOVERNMENT ORGANIZATIONS  
**1,433** ACTIVE USERS PURCHASING  
**24,689** PURCHASE ORDERS COMPLETED  
**>\$75M** IN LOCAL GOVERNMENT ORDERS  
RECORDED IN COMMBUYS

### POSTING BIDS/ADVERTISEMENTS

**921** LOCAL GOVERNMENT ORGANIZATIONS  
**2,447** ACTIVE USERS POSTING BIDS  
**21,327** BIDS POSTED

*Data as of May 30, 2020*



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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