simplifying your procurement process

presenters: Rika Monzillo, Sr. Strategic Sourcing Manager, MCPPO

April 12, 2022
Established in MGL, Chapter 15A: Section 24A. Cooperative Purchasing (1977)
who is the MHEC

• a nonprofit purchasing consortium established in 1977 a direct result of a task force formed by Governor Dukakis
guiding principles

We...

- live the mission - strive to be the consortium of choice
- be customer-focused with our suppliers and members
- work as a team internally and with our customers
our approach

• simple
• savvy
• diverse
• adherence to M.G.L. 30B
  – research; increase competition
  – develop scope /solicitation
  – advertise
  – analyze bids
  – award
  – ongoing management

• easy to use website and purchase process
website homepage

products and services
- contract landing pages
- discounts & promotions
- search tool
- news
- diverse suppliers

member sectors
- cities & towns
- higher education
- k-12
- msba
- libraries

education & events
- member calendar
- member events
- training modules

MHEC G12 Uniforms Contract Launch for Members
Tuesday, Feb. 15
2 p.m.
Join Zummule for a free member webinar to help you get the most from our contract landing page—a one-stop shopping hub where you can easily find what you need to make important purchasing decisions.

Looking to support minority business enterprises?
Our contracts have you covered.

simple. savvy. diverse.™
Landing Pages Menu
supplier sell sheets up close and specific
contracts search tool
home page view of the marketplace
sourcing managers
  – MCPPO designated
  – broad industry sector experience

member board of directors

participate in member trade events

support member associations

over 2000 member entities
diverse

• diverse membership
• large portfolio of contracts
• significant diversity in our supplier base
membership demographics

• membership: 2100+

• industry sectors 10
  – municipal: school departments (K-12), libraries, cities & towns
  – education: educational non profits, private and public colleges and universities, private secondary schools
  – housing authorities
  – museums & societies
  – healthcare

• territory: New England (6 states)
utilization by category

- Athletics & Recreation: 4%
- Communications: 11%
- Event Management: 1%
- Facilities: 18%
- FF & E: 9%
- Library: 11%
- Laboratory: 17%
- Office & Services: 6%
- Safety & Medical: 1%
- Technology: 22%
## Diversity Supplier List – C07

<table>
<thead>
<tr>
<th>Supplier</th>
<th>SDO Certs.</th>
<th>Phone</th>
<th>FAX</th>
<th>Begin</th>
<th>End</th>
<th>Contact Name</th>
<th>Extend Fd/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 AmTab Manufacturing Corporation</td>
<td>M</td>
<td>630-391-7600 x34</td>
<td>630-896-7945</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Martha Davchev</td>
<td>Yes</td>
</tr>
<tr>
<td>17 Claridge Products and Equipment Inc</td>
<td>W</td>
<td>814-342-7000</td>
<td>870-743-1908</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Cathy M. Thomas</td>
<td>Yes</td>
</tr>
<tr>
<td>18 Dari-Ran Furniture Industries</td>
<td>W</td>
<td>336-861-2409</td>
<td>336-861-6485</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Candice Williams</td>
<td></td>
</tr>
<tr>
<td>19 GM Companies</td>
<td>SDV</td>
<td>513-932-3445 x1059</td>
<td>513-932-9252</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Ashley Blevins</td>
<td>Yes</td>
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<tr>
<td>20 Green Furniture Concept</td>
<td>SDV</td>
<td>877-582-8964 x403</td>
<td></td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Sandra Aleyan</td>
<td>Yes</td>
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<tr>
<td>21 Integra Inc</td>
<td>W</td>
<td>282-314-6905</td>
<td>282-375-3814</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Tracey Putnam</td>
<td>Yes</td>
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<tr>
<td>22 Leader Furniture, LLC</td>
<td>D, W</td>
<td>847-291-2000</td>
<td>847-905-7263</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Lynn Baehr</td>
<td>Yes</td>
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<tr>
<td>23 Modiform Inc</td>
<td>SDV</td>
<td>978-345-7942 x2140</td>
<td>978-345-0188</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Laura Wade</td>
<td>Yes</td>
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<tr>
<td>24 Neutral Posture</td>
<td>DO, W</td>
<td>877-778-0562 ext. 128</td>
<td></td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Jennifer Gurode</td>
<td>Yes</td>
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<tr>
<td>25 School Furnishings</td>
<td>M, W</td>
<td>603-692-9410</td>
<td>603-692-9439</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Karen Crump</td>
<td>Yes</td>
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<tr>
<td>26 Transformations Furniture</td>
<td>W</td>
<td>260-267-9570</td>
<td>888-513-5865</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Sand Wolf</td>
<td>Yes</td>
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<td>27 Workplace Resources</td>
<td>D</td>
<td>508-770-1900 x23</td>
<td>508-770-1905</td>
<td>08/01/2020</td>
<td>07/31/2023</td>
<td>Claudia Russo</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Diversity Classifications
- D – disadvantaged
- DO – disability owned
- M – minority owned
- SDV – service disabled veteran
- V – veteran owned
- W – woman owned
value added

• bidders accept MHEC T’s & C’s
• prompt payment discounts
• follow industry & economic trends
• member white glove service
  – quote support
  – dedicated member support
  – training
  – events; supplier expo
  – membership at no cost
• collaborations
collaborations

• specific contracts developed in union with members
  – technology; value added resellers
  – gasses
  – office supplies

• MSBA collaborative procurement program (CPP)
2022 Collaborative Procurement Program (CPP)

- partnership MHEC/MSBA
  - utilizing MHEC’s previously publicly bid contract for the basis of the program
  - provides supplier oversight
- aggregated volume
  - allows for negotiation of deeper discounts
objective

• **maximize** MSBA’s FF & E Contribution

• **lower** school districts’ out of pocket expense

• **procure** the best furniture and equipment at the lowest total cost

• **support** during the procurement process; another set of eyes to ensure the district received the agreed upon pricing/discount

who benefits?

• students

• educators

• taxpayers

• parents

• design community
furniture for classrooms, cafeterias and administrative spaces

- MSBA provides MHEC a list of schools with completion dates in 2022
- MHEC utilizes the anticipated enrollment numbers to negotiate deeper discounts with limited set of popular manufacturers
- school districts request quotes and place purchase orders referencing the program to receive additional incentives
it is a simple process!

Step 1
- select the brand/manufacturer

Step 2
- request a quote from a participating supplier/dealer
  - reference C.P.P. Pricing
  - copy MSBA & MHEC

Step 3
- place order
  - copy MSBA & MHEC
CPP Supplier Matrix Example

<table>
<thead>
<tr>
<th>MHEC Standard Contract</th>
<th>CPP Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brand</strong></td>
<td><strong>Discount</strong></td>
</tr>
<tr>
<td>Supplier A</td>
<td>MHEC Discount max at 39% $1M+</td>
</tr>
</tbody>
</table>

**Purchase Orders are placed with the selected dealer:**

- **Alumni:** Brand available from Insalco, Meteor, Monitor, RedThread, Robert H. Lord, School Furnishing, Worspace Interiors, Office Depot
- **AmTab:** Brand available from Meteor, RedThread, School Furnishings, Staples, Today’s Classroom
- **Artcobell:** Brand available from RedThread
- **KI:** Brand available from Creative Office Pavilion, RedThread, Robert H. Lord (these are the only authorized dealers for this program)
- **Fleetwood:** Brand available from RedThread, Robert H. Lord, School Furnishings and School Specialty
- **Scholarchief:** Brand available from Meteor, WB Mason
- **Sico:** Brand available from Robert H. Lord
- **Smith System:** Brand available from RedThread and Robert H. Lord
- **VS:** Brand available from Creative Office Pavilion, Robert H. Lord and Tucker Library Interiors
Thank You! Questions?

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