MCPPO Spotlight on Schools

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The Operational Services Division (OSD) is an oversight agency of the Commonwealth of Massachusetts within the Executive Office of Administration and Finance.

- Establish and manage Statewide Contracts for goods and services that provide customer satisfaction and ensure best value
- Establish policies and procedures that ensure compliance with all state laws, regulations, and executive orders.
- Support socioeconomic and environmental goals of the Commonwealth
- Manage the Commonwealth’s online market center – COMMBUYS
Statewide Contract Categories

CLT – Clothing and Footwear  
ENE – Energy, Utilities and Fuel  
FAC – Facilities Maintenance, Repairs and Services  
FIR – Public Safety Equipment and Supplies  
GRO – Food and Groceries  
HLS – Homeland Security and Public Safety  
HSP – Healthcare and Lab Products  
ITC – Information Technology – Hardware  
ITS – Information Technology – Software and Services  
ITT – Information Technology – Telecommunications  
MED – Medical  
OFF – Office, Educational Supplies and Services  
PRF – Professional Services  
PSE – Public Safety Equipment and Supplies  
TRD – Tradespersons  
VEH – Vehicles, Transportation and Road Maintenance
Contract User Guides

- Contract summary
- Benefits and cost savings
- Who may use the contract
- Pricing and purchasing guidance
- Contract exclusions
- Delivery information/returns
- Awarded vendor list
- OSD Contract Manager

Link to our [Contract User Guides](#).
Statewide Contracts and 30B

Purchases made from Statewide Contracts (SWC) meet the requirements of 30B

M.G.L. c. 30B (1)(c) allows municipal entities, including schools, to purchase products and services from SWCs without seeking bids or quotations. Users must comply with guidance provided in the Contract User Guide.
Best Value
With $1.4 billion in goods and services purchased each year, the Commonwealth has significant purchasing power.

Reduced Administrative Work
OSD handles the procurement and ongoing management of Statewide Contracts so public buyers may forgo the time and cost of conducting their own solicitations.

Customer Service
Each contract is supported by an experienced Contract Manager who is available for buyer support. The LGE team, Training team and OSD Help Desk staff also support our buyer community.
COMMBUY is OSD’s web-based online Market Center with over 25,000 vendors and over 1.5 million goods and services available to Commonwealth buyers.

COMMBUY is available 24 hours a day, 7 days a week to buyers and vendors who transact business in the Commonwealth.
COMMBUYXS Features and Benefits

• Customized workflows to fit with your unique procurement process
• Automated Approval Paths
• Purchase Orders sent directly to the vendors
• PunchOut Catalogs
• Electronic Document Storage
• Grant opportunities
• Bids Management Tools
Office, Educational Supplies & Services

OFF38 – Office, School, Library Furniture, Accessories and Installation

OFF45 – Art and Instructional School Supplies

OFF47 – Office Supplies, Recycled Paper and Envelopes

OFF50 – Audio, Video, Multimedia Presentation Equipment, Supplies and Services
Information Technology (IT)
Hardware, Software, Telecommunications

ITC66 – Copiers, Printers, Scanners, Facsimile
Category 1 is a cooperative contract between the Commonwealth and NASPO

ITC73 – Desktops, Laptops, Chromebooks, Tablets

ITS75 – Software and Services

ITT72 – Network Services, Communications Services & Related Equipment
Testimonials

OSD’s Contract for Computer Hardware was the #1 IT Contract used by municipalities in FY20

New Durfee High School, Fall River

*OSD Contracts are the most transparent and expedient method to use with beneficial terms and conditions. Using OSD contracts saves the cost of bidding and advertising.

I can turn around a completely transparent, competitive solicitation from closed bid solicitation to award in a week, opposed to the lengthy advertising method, saving on the cost to advertise as well. “

Tammy Moutinho
City of Fall River, CFO

$21M was spent in FY20 by 340 Communities using OSD’s Network Services Contract

Anticipating and Avoiding Potential Disruption of Service

The Network Services Contract from OSD provided for an ‘extend beyond’ attribute which resolved a School IT Director’s concern of interruption in service during an interim period of transition to City WAN services.

“The ability to extend, in a month-to-month short-term agreement, without penalty and/or surcharge from the New Bedford School’s current IT vendor came as welcome relief.

The savings of resource time not needing an interim contract solution was realized and very much appreciated. It allowed us to avoid potential disruptions of student services during a transitional period.”

Rob Tetraault, Director of Information Services
New Bedford Public Schools
Healthcare and Lab Products

HSP41 – Laboratory Supplies & Equipment

Category 9: Scientific Educational Products & Supplies
designed for K-12, available to all purchasers

Category 10: COVID-19 Antigen Test Kits
Environmentally Preferable Contracts (EPP) Products – Green Contracts

EPPs include products and services that:

- Contain recycled materials
- Conserve energy or water
- Minimize waste
- Are less toxic and hazardous
- Reduce the generation, release, or disposal of toxic substances
- Protect open space
- Otherwise lessen the impact of such products or services on public health and the environment.

Video: Introduction to Sustainable Purchasing- Improving Public Health and the Environment

Improving Public Health and the Environment
Tradesperson Contracts
TRD01 - Tradesperson Contract

10 Trade / Service Categories. New Construction Threshold of $50K

- Plumbing Services
- Electrician Services
- General Contracting
- Painting Services
- Boiler Services
- Drain Services
- Fencing Services
- Generators and Turbines Services
- Glass/Windows/Doors
- HVAC/Sheet Metal Services

- OSD checks current trades licenses/certifications, all required insurance (including Comprehensive Commercial/Business Motor Vehicle Liability Insurance), and OSHA 10 certification

- Services from TRD contracts are limited to $50,000 per engagement but may be exceeded if the project requires additional equipment, parts, and/or materials, the total cost of the project may exceed $50,000

The Commonwealth has negotiated a number of restrictions to prevent vendors from passing on additional costs. Contractors may not charge buyers a security deposit or additional insurance. They only may be paid for hours worked on location. No meals, commuting expenses, fuel surcharges, lodging, incidental expenses, or other expenses may be billed to the buyer.
Asphalt Paving Services
Spring-Summer is a favored time of the year to create or update parking spaces through repaving, seal coating, and remarking of parking lots and delivery spaces. Outdoor recreational areas, including sporting courts, also are popular projects in the spring.
TRD03 - Tradesperson Contract

7 Categories

- Elevator Service
- Exhaust Systems
- Fire Prevention
- Fire Suppression
- Overhead Doors
- Signage
- Welding
TRD04 - Tradesperson Contract

5 Categories

- Cleaning Restoration
- Compressor Services
- Kitchen Exhaust/Duct Services
- Pump & Motor Services
- Roofing Services
Cost Saving Programs

• Surplus Property
• Prompt Payment Discounts
Surplus Property on mass.gov/osd

What do you need help with?

Featured services

- Sell to the State
- Supplier Diversity Office
- Find a Statewide Contract User Guide

More services

- Surplus Property Program
- Special Education Pricing
- File my Uniform Financial Report (UFR)
- Conducting Best Value Procurements
- Buy from a Statewide Contract
- Learn about COMMBUYS
Prompt Pay Discounts

- Discounts for payments made within the number of days specified on the Master Blanket Purchase Order
- Turnaround measured from date service is rendered/goods received or receipt of valid invoice (whichever is later)
- Based on 10, 15, 20, or 30 day turnaround
Initially launched to help schools source PPE, this contract has been renewed through June 2022.

- Link to the Contract User Guide and the Products and Pricing Summary Sheet from the COMMBUYS home page.
- Order through COMMBUYS or contact vendors directly.
- Increasing number of vendors offer PunchOut purchasing.
Massachusetts state agencies and other public entities post grants in COMMBUYYS. There are two approaches to finding these opportunities:

Get Notified When Grants Are Posted
- Set up a COMMBUYYS vendor account to receive notifications of grants posted in COMMBUYYS. Free account registration takes about 10 minutes.

Search for Grants
- Use the COMMBUYYS Public Search to find grant opportunities. Use the dedicated commodity code (00-00) for Grants.
Local Government Resources

OSD has a webpage devoted to Local Government:

mass.gov/osd > Search Local Government Resources

Learn more the mission of the Local Government Enablement Team and find helpful resources:

- Statewide Contract Reference Sheet
- Local Government Enablement Profile
- COMMBUYS Prospectus
- PunchOut Flyer
- And more!

Contact the Local Government Enablement Team.
Training Resources

On the OSD webpage, search for Training: mass.gov/osd > Search Training

We offer training for the Buyer & Vendor community. Attend one of our scheduled trainings or request a customized training for a group of you and your coworkers.

Contact the OSD Training Team OSD Training
Reach Out to Us!

Reach out to us if you have questions:

OSD Help Desk
888-MA-State (627-8283)
OSDHelpDesk@mass.gov

Local Government Enablement Team
COMMBUYSEnablement@mass.gov

OSD Training
OSDtraining@mass.gov

Register to receive the Local Government Enablement newsletter, distributed bi-monthly, that includes the most recent Statewide Contract Reference Sheet.
OSD Resources

OSD: www.mass.gov/osd

COMMbuys: https://www.commbuys.com/bso/

OSD Help Desk: 1-888-627-8283 or OSDHelpDesk@mass.gov

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