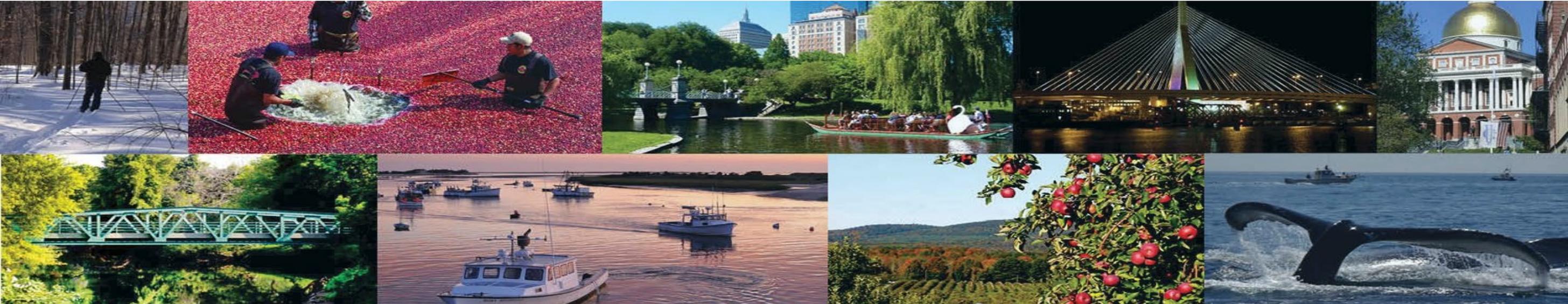




OPERATIONAL SERVICES DIVISION

# MCPPO Spotlight on Schools

Renee O'Rourke  
April 2022



# Operational Services Division



OPERATIONAL SERVICES DIVISION

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



OPERATIONAL SERVICES DIVISION

- 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

OSD OPERATIONAL SERVICES DIVISION		Statewide Contracts	
<b>CLT</b>	<b>Clothing and Footwear</b>	<b>GRO</b>	<b>Food and Groceries</b>
CLT08	Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding	GRO34	Drinking Water - General and Emergency Services
<b>ENE</b>	<b>Energy, Utilities and Fuel</b>	GRO35	Foodservice Equipment & Supplies
ENE45	No. 2 Heating Oil and No. 4 & 6 Residual Fuel	GRO36	Dairy Products
ENE46	Propane	GRO37	Baked Goods
ENE47	Diesel Fuels	GRO38	Prime Grocers
ENE48	Gasoline	<b>HLS</b>	<b>Homeland Security and Public Safety</b>
ENE49	Electricity	HLS02	Disaster Debris Monitoring Services
ENE50	Natural Gas	HLS03	Disaster Debris Management Services
ENE51	Electricity Demand Response and Forward Capacity Market Services	HLS06	Homeland Security, Public Safety, and Traffic Safety Supplies
<b>FAC</b>	<b>Facilities Maintenance, Repair, and Services</b>	<b>HSP</b>	<b>Healthcare and Lab Products</b>
FAC81	Janitorial Services Environmentally Preferable	HSP39	GPO for Medical Commodities and Equipment
FAC85	Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies	HSP40	Medical Commodities
FAC86	Solid Waste and Recycling Services, Surplus Disposal	HSP41	Laboratory Supplies and Equipment
FAC87*	Recycling Containers, Compost Bins and Rain Barrels *Expiring 6/30/21 and is being replaced by FAC113, effective 2/1/21	HSP42	COVID-19 Pooled Testing Services
FAC90	Carpet and Mattress Recycling Services	<b>ITC</b>	<b>Information Technology Hardware</b>
FAC92	Integrated Pest Management Services	ITC47	IT Hardware and Services
FAC93	Security Services, Private Investigative Services, and Fence Rental	ITC56	Oracle Equipment and Services
FAC96	Records Management, Storage, Archiving and Moving Services	ITC66	Photocopiers, Printers, Scanners, and Related Devices and Services
FAC98	Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs	ITC68	Data Cable Products and Services
FAC100	Maintenance Repair and Operations Project Materials and Supplies	ITC70	IT Asset Lease Services
FAC101	Maintenance Repair and Operations Commercial Grade Products and Supplies (Janitorial)	ITC71	Security, Surveillance, Monitoring and Access Control
FAC102	Athletic Supplies and Physical Education Equipment	ITC73	IT Hardware and Services
FAC103	Landscaping, Snow Removal, Tree Care and Related Services	<b>ITS</b>	<b>Information Technology Software and Services</b>
FAC104	Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service	ITS55	IBM Software and Services
FAC105	Maintenance Repair and Operations Retail Products and Supplies	ITS58	Software Reseller
FAC106	Water Treatment Chemicals and Alternative Treatment Systems	ITS59	Independent IT Research Services
FAC107	Professional Grade Tools and Diagnostic Equipment	ITS60	Cloud Solutions
FAC109	Renewable and Alternative Energy Portfolio Standards Services	ITS61	IT Accessibility Audit, Consulting and Training Services
FAC110	Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response	ITS63	StaffAugCat1 - Full Service; StaffAugCat2 - Lower Overhead; StaffAugCat3 - Niche Resources
FAC111	Facilities and Uniforms Management Services	ITS64	Oracle Software and Services
FAC112	Equipment Rental	ITS65	ESRI Geographic Information Products and Services
FAC113	Recycling Containers, Compost Bins, and Rain Barrels	ITS67	Equipment Maintenance Program
FAC116	Lawns and Grounds Equipment, Parts and Services (Start date 5/1/21)	ITS69	Managed Print Services
<b>FIR</b>	<b>Public Safety Equipment and Supplies</b>	ITS74	ProjServGIS - Geographical Information Systems (GIS)
FIR04	Public Safety Equipment, Supplies, Services and Repairs	ITS74	ProjServ - IT Project Services
		ITS75	Software and Services
		ITS77	IT Staff Augmentation (Will replace ITS63 - Start date 7/1/21)
		ITS78	Data and Cybersecurity (Start date 7/1/21)
		<b>ITI</b>	<b>Information Technology Telecommunications</b>
		ITT46	Network Services (includes Cellular)
		ITT50	Converged Voice and Data Communication Systems and Service (VoIP)
		ITT57	Two-Way Radio Equipment and Services
		ITT72	Telecommunications Services and Equipment
		<b>MED</b>	<b>Medical</b>
		MED47	Pharmaceutical Prime Vendor Drug Wholesaler
		MED48	Pharmaceutical GPO
		MED54	Influenza Vaccine (2021-2022 Flu Season)
		<b>Misc</b>	<b>Miscellaneous</b>
		MISC01	Medical Commodities

# Contract User Guides



OPERATIONAL SERVICES DIVISION

- 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](#).



## Contract User Guide for OFF38

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### OFF38: Office, School and Library Furniture, Accessories & Services

<b>Contract #:</b>	OFF38	<b>UPDATED:</b> March 26, 2021
<b>MMARS MA #:</b>	OFF38*	
<b>Initial Contract Term:</b>	April 15, 2015 – April 14, 2018	
<b>Maximum End Date:</b>	April 14, 2024	
<b>Current Contract Term:</b>	April 15, 2015 – April 14, 2024	
<b>Contract Manager:</b>	Ariola Molla, 617-720-3381, ariola.t.molla@mass.gov	
<b>This Contract Contains:</b>	Environmentally Preferable Products, WBE	
<b>UNSPSC Codes:</b>	56-11-15 Workstations & Office Packages, 56-11-21 Seating, 56-10-17 Office, 24-10-20 Shelving & Storage, 56-11-00 Commercial & Industrial, 56-12-00 Classroom, Instructional, & Institutional, 56-12-10 Library, 56-10-19 Parts and Accessories	

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

#### Table of Contents

(NOTE: To access hyperlinks below, scroll over desired section and use "CTRL + Click")

<ul style="list-style-type: none"><li>• <a href="#">Contract Summary</a></li><li>• <a href="#">Contract Categories</a></li><li>• <a href="#">Who Can Use This Contract</a></li><li>• <a href="#">Find Bid/Contract Documents</a></li><li>• <a href="#">Benefits and Cost Savings</a></li><li>• <a href="#">Construction Law Compliance</a></li><li>• <a href="#">Shipping/Delivery&gt;Returns</a></li><li>• <a href="#">How To Purchase From The Contract in COMMBUYS</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Instructions for MMARS Users</a></li><li>• <a href="#">Contract Exclusions and Related Statewide Contracts</a></li><li>• <a href="#">Product Quality Tier Rating Reference</a></li><li>• <a href="#">General Standards on Contract</a></li><li>• <a href="#">Emergency Services</a></li><li>• <a href="#">Products Not Found on Contract</a></li><li>• <a href="#">Strategic Sourcing Team Members</a></li><li>• <a href="#">Vendor List and Information</a></li></ul>
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**TIP: To return to the first page throughout this document use the "CTRL + Home" command**

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.  
Updated: March 26, 2021 Page 1 of 13  
Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd

# Statewide Contracts and 30B



OPERATIONAL SERVICES DIVISION

**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.

# COMMBUYS



OPERATIONAL SERVICES DIVISION

COMMBUYS 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.



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

# COMMBUYS Features and Benefits



OPERATIONAL SERVICES DIVISION

- 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



OPERATIONAL SERVICES DIVISION

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



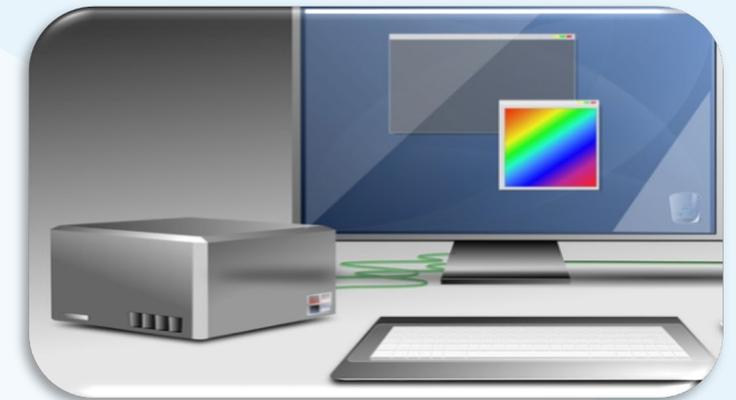
# Information Technology (IT)

## Hardware, Software, Telecommunications



OPERATIONAL SERVICES DIVISION

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



OPERATIONAL SERVICES DIVISION

## 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 expeditious 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, CPO

## \$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 ITT46 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 disruption of student services during a transitional period."

Rob Tetreault, Director of Information Services  
New Bedford Public Schools

# Healthcare and Lab Products



OPERATIONAL SERVICES DIVISION

## 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



OPERATIONAL SERVICES DIVISION

EPPs include products and services that:

## FAC118

Environmentally Preferable Cleaning Products

- 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.

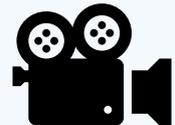


**Contact Us!**

Julia Wolfe, Director of  
Environmental Purchasing,  
Operational Services Division

[julia.wolfe@mass.gov](mailto:julia.wolfe@mass.gov)  
617-502-8836

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



[Improving Public Health and the Environment](#)



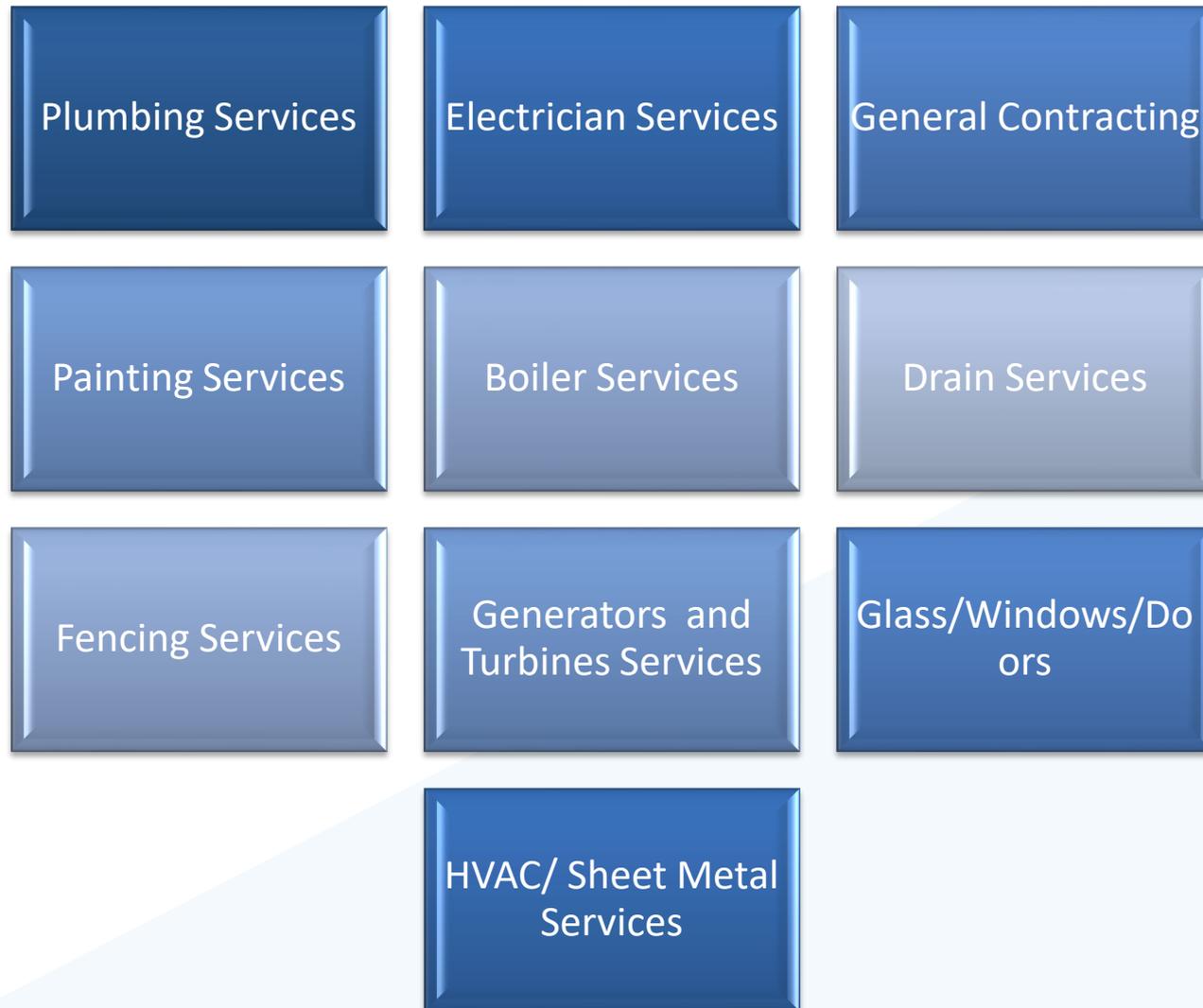
# Tradesperson Contracts

# TRD01 - Tradesperson Contract



OPERATIONAL SERVICES DIVISION

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



- 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

# TRD02 - Tradesperson Contract

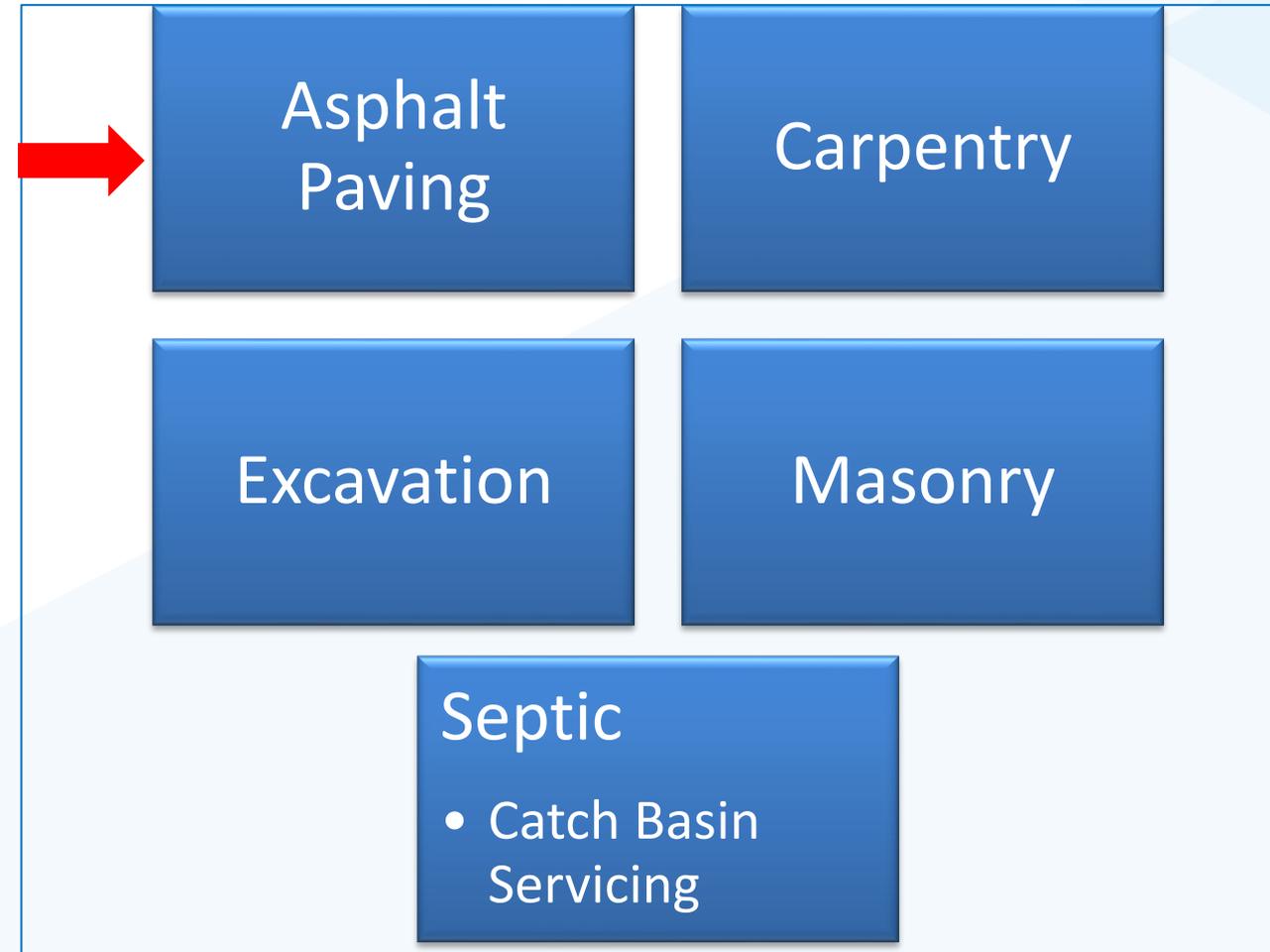


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## Asphalt Paving Services

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

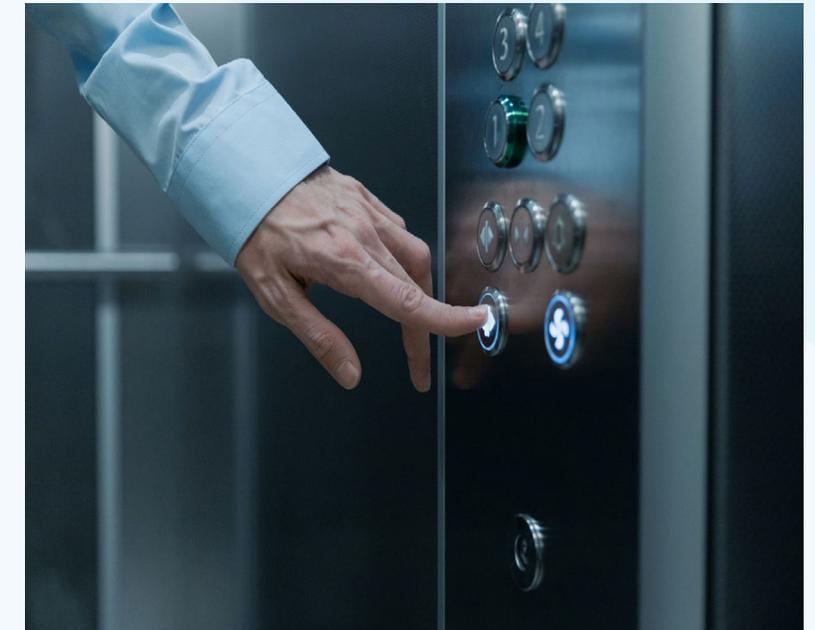
Fire  
Prevention

Fire  
Suppression

Overhead  
Doors

Signage

Welding

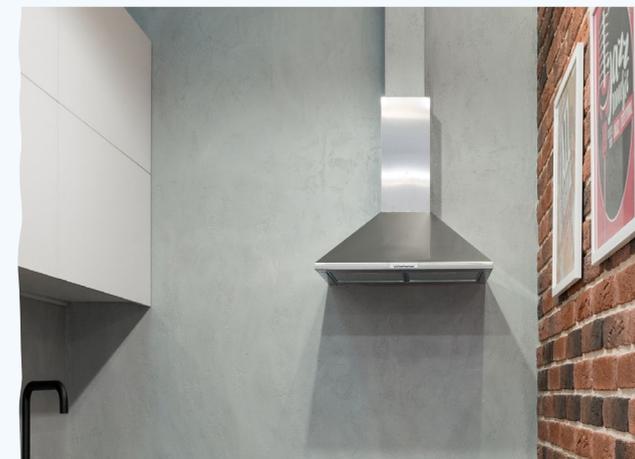


# TRD04 - Tradesperson Contract



OPERATIONAL SERVICES DIVISION

## 5 Categories

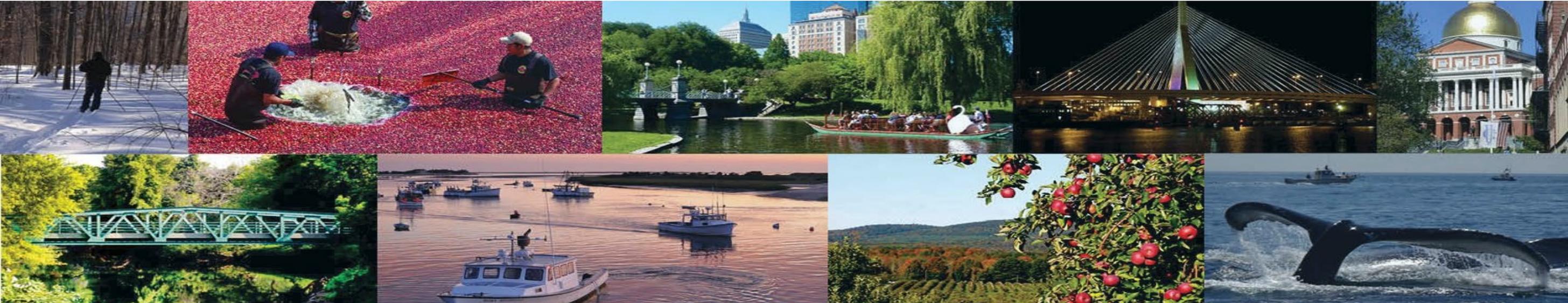




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# Cost Saving Programs

- Surplus Property
- Prompt Payment Discounts



# Surplus Property on mass.gov/osd



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## 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 →](#)

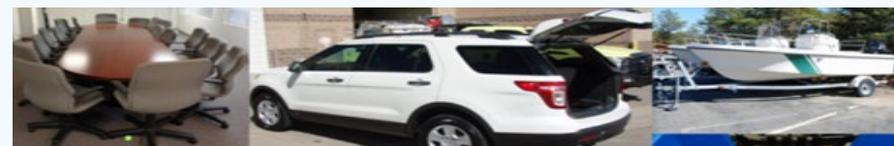
[Special Education Pricing →](#)

[File my Uniform Financial Report \(UFR\) →](#)

[Conducting Best Value Procurements →](#)

[Buy from a Statewide Contract →](#)

[Learn about COMMBUYS →](#)



# Prompt Pay Discounts



OPERATIONAL SERVICES DIVISION

- 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

# DESE Contract



OPERATIONAL SERVICES DIVISION

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.

# Grants



OPERATIONAL SERVICES DIVISION

Massachusetts state agencies and other public entities post grants in COMMBUYS. There are two approaches to finding these opportunities:



## Get Notified When Grants Are Posted

- Set up a COMMBUYS vendor account to receive notifications of grants posted in COMMBUYS. Free account registration takes about 10 minutes.



## Search for Grants

- Use the COMMBUYS Public Search to find grant opportunities. Use the dedicated commodity code (00-00) for Grants.

# Local Government Resources



OPERATIONAL SERVICES DIVISION

OSD has a webpage devoted to Local Government:

[mass.gov/osd](https://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



OPERATIONAL SERVICES DIVISION

On the OSD webpage, search for Training:

[mass.gov/osd](https://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!



OPERATIONAL SERVICES DIVISION



Reach out to us if you have questions:

OSD Help Desk

888-MA-State (627-8283)

[OSDHelpDesk@mass.gov](mailto:OSDHelpDesk@mass.gov)

Local Government Enablement Team

[COMMBUYSEnablement@mass.gov](mailto:COMMBUYSEnablement@mass.gov)

OSD Training

[OSDtraining@mass.gov](mailto: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



OPERATIONAL SERVICES DIVISION

OSD: [www.mass.gov/osd](http://www.mass.gov/osd)

COMMBUYS: <https://www.commbuys.com/bso/>

OSD Help Desk: 1-888-627-8283 or [OSDHelpDesk@mass.gov](mailto:OSDHelpDesk@mass.gov)

 Twitter: [@Mass\\_OSD](https://twitter.com/Mass_OSD)

 Instagram: [@Mass\\_OSD](https://www.instagram.com/Mass_OSD)

 LinkedIn: <https://www.linkedin.com/company/ma-osd/>

 Blog: <http://blog.mass.gov/osd/>

[Sign up to receive OSD updates.](#)

# COMMBUYS



OPERATIONAL SERVICES DIVISION

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Search... Bid Solicitation:   Advanced

# Welcome to COMMBUYS

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts.

[MORE INFORMATION](#)

### Buyer Training Resources

- [Buyer Training Overview](#)
- [Job Aids for Buyers](#)
- [Buyer Webcast Training](#)

### Statewide Contract Purchasing

- [Statewide Contract Index](#)
- [Contract User Guides](#)
- [Procurement Schedule](#)
- [Tradespersons Contract Index](#)

### Local Government Resources

- [Posting a Bid Notice - Quick Reference Guide](#)
- [Local Government Enablement Team Resources](#)

### Other Resources

- [Newly Posted Bids](#)
- [Public Bulletins](#)
- [Important Links](#)

If you have any questions or concerns contact the OSD Help Desk at [OSDHELPDESK@MASS.GOV](mailto:OSDHELPDESK@MASS.GOV) or call us during normal business hours (8am - 5pm ET Monday - Friday) at 1-888-627-8283 or 617-720-3197.

[www.COMMBUYS.com](http://www.COMMBUYS.com)