Welcome

Welcome to the April 2010 edition of the “OSD Procurement e-NEWS” from the Operational Services Division (OSD). The Newsletter is designed to inform and educate our buyer community.

This month’s information includes:

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- FAC32 - Asbestos and Lead Paint Abatement
- FAC63 - Carpet and Flooring Products and Installation
- FAC66 - Landscaping and Outdoor Application Products
- FIR02 - Fire/EMS Equipment & Supplies/Related Services/ Repairs
- HSP32 - Healthcare Equipment, Furniture, Furnishings and Related Services:
- MED41 - Influenza Vaccine for the 2010 – 2011 Flu Season:
- OFF15 - Printing Services (Offset, Photocopy, pre- and post-press production) and Mail Services

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Statewide Contract Updates

GRO23 – Dairy Products
This statewide contract has been renewed with the current two (2) contractors Garelick Farms and Rosev Dairy through March 31, 2011. The contract provides various types of dairy products which include the following products: milk in various flavors and sizes, juices, yogurts, cream cheese and ice cream, etc. The Market Basket structure of this contract award allows users to purchase items from the market basket lists as well as from the contractor’s additional list of catalog items Contract pricing
has remained the same with both contractors for an additional twelve (12) months. For detailed contract information, pricing, etc. please refer to the Comm-PASS (www.comm-pass.com) web site.

**FAC32 Asbestos and Lead Paint Abatement**
The statewide contract for Asbestos and Lead Paint Abatement has expired, and it will not be replaced by a new contract. What does this mean to you? All departments must issue their own procurements for the service following the requirements of MGL Chapter 149. A great summary of those requirements is available on the Inspector General’s website at http://www.mass.gov/ig/mcppo/charts_proc.pdf. For additional guidance on Chapter 149 please contact the Inspector General’s Office.

**FAC63 – Carpet and Flooring Products and Installation.**
If you are looking to buy carpet or flooring for your office, library or school, look no further than FAC63. This contract replaces the old FAC25 contract, but with several important differences stemming from the fact that carpet and flooring installation projects fall under MGL Chapter 149 and are considered construction projects. As a result:

- If installation is included in the project, FAC63 can only be used for projects with estimated value under $10,000. The procurement process for Chapter 149 has to be followed (see summary at http://www.mass.gov/ig/mcppo/charts_proc.pdf).
- If you are buying materials only, there is no purchase dollar limit. In such cases, since there is no installer to help you double-check and plan your order, most contractors will offer that service (fees may apply).

FAC63 features a significantly wider range of green flooring options, from the traditional carpet (minimum of 10% total recycled content by weight) to recycled-content vinyl tile, bamboo, linoleum, polyurea coatings, and many other products. For more information, view the contract on Comm-PASS or contact Dmitriy.Nikolayev@state.ma.us.

**FAC66 – Landscaping and Outdoor Application Products**
The spring has arrived, and OSD has issued a new statewide contract for Landscaping and Outdoor Application Products. The contract replaces the old contract for these products, FAC24, and features a wide range of suppliers and options, including EPP landscaping supplies. Please note that this contract was awarded by regions to accommodate our buyers. Additional information is available on Comm-PASS or by emailing Dmitriy.Nikolayev@state.ma.us.

**FIR02 – Fire/EMS Equipment & Supplies/Related Services/ Repairs**
OSD is pleased to announce that FIR02 has been renewed with seventeen (17) current contractors through September 30, 2010. The contract is divided into three categories; Fire Equipment and Supplies, EMS Equipment and Supplies, and Related Repairs and Services. Detailed contractor and discount information may be found as an attached file posted on Comm-PASS (www.comm-pass.com) file entitled “Pricing/Discount Information 2010” located under the “Vendor” tab on Comm-Pass.

**HSP32, Healthcare Equipment, Furniture, Furnishings and Related Services**
Purchasing Entities must use the new State Net Price List published for each Vendor under the Vendor tab of the Contract on Comm-PASS. The new price lists will be effective from April 1, 2010 to September 30, 2010. OSD sought and obtained price decreases. How do you spell S-A-V-I-N-G-S? Medline Industries reduced all their prices 1% across the board, McKesson Medical, TransMed USA, and H. Eric Richards reduced their prices on selected items. The OSD Update is posted on Comm-PASS www.Comm-pass.com under the Forms & Terms tab with details on how to use this Statewide Contract.

**OFF15 Printing Services (Offset, Photocopy, pre- and post-press production) and Mail Services**
This contract has been renewed through April 6, 2011. This contract provides for copy, print and mailing services statewide for all Eligible Entities. As a reminder, all Executive Departments are required to use the quote form on the Forms & Terms page to obtain quotes from Commonwealth Print Services (CPS) and MassCor. Please review the Commercial Printers and the Copy Center files for contact information and region coverage.

**MED41 - Influenza Vaccine for the 2010 – 2011 Flu Season**
The Contract has been awarded and is published on www.comm-pass.com,. please download the OSD Update for the Contract. Sanofi Pasteur has the lowest price for “Adult” Vaccine but all Vaccine must be pre-booked (RSVP) with Sanofi Pasteur by April 15, 2010 as Sanofi Pasteur will not accept orders after April 15, 2010. Sanofi Pasteur will accept orders for all products prior to that date. Novartis Vaccine has requested that all Pre Books (RSVP) be done by April 30, 2010 but they will continue to accept orders until they run out of product. McKesson was awarded Flumist the Nasal
Vaccine made by Medimune. (2-49 years old). We don’t anticipate a shortage on this vaccine, but it is a good idea to order as early as possible.

**Do you need additional information?** Complete details on these and other Statewide Contracts can be found in the "OSD Update" for each contract, which is located in Comm-PASS on the "Forms and Terms" tab. For additional assistance, please contact the Procurement Manager whose name is listed on the "Issuers Tab" in Comm-PASS.

### Upcoming Events and Training Opportunities

The following is a listing of OSD training and events for the next few months. Please note that classes are being added all the time. For an up-to-date listing of training opportunities please go to the [OSD Events and Training web page](#).

#### Procurement Training

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>AMP Workshop for Departments</td>
<td>05/13/2010</td>
<td>Boston</td>
<td>9:30 – 12:30</td>
</tr>
<tr>
<td>Effective Procurement Negotiations</td>
<td>04/23/2010</td>
<td>Boston</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>How to Use Statewide Contracts</td>
<td>05/13/2010</td>
<td>Boston</td>
<td>9:30 – 12:00</td>
</tr>
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<td>Procurement Basics</td>
<td>05/25/2010</td>
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<td>9:00 – 12:00</td>
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<td>Procurement Exceptions</td>
<td>05/25/2010</td>
<td>Boston</td>
<td>1:00 – 2:30</td>
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<tr>
<td>RFR Workshop</td>
<td>06/08/2010</td>
<td>Boston</td>
<td>9:00 - 3:00</td>
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#### Comm-PASS Training

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<tr>
<th>Training</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Comm-PASS Administrator</td>
<td>05/20/2010</td>
<td>Boston</td>
<td>10:00-12:00</td>
</tr>
<tr>
<td>Comm-PASS User</td>
<td>05/20/2010</td>
<td>Boston</td>
<td>12:30 – 3:30</td>
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<tr>
<td>PRF34 - Quick Quotes Administrator**</td>
<td>04/20/2010</td>
<td>Boston</td>
<td>1:00 – 3:00</td>
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<td></td>
<td>05/18/2010</td>
<td>Boston</td>
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<tr>
<td>PRF34 - Quick Quotes User**</td>
<td>04/20/2010</td>
<td>Boston</td>
<td>9:00 – 12:30</td>
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<td></td>
<td>04/29/2010</td>
<td>Boston</td>
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<tr>
<td>PRF34 - Quick Quotes Vendor**</td>
<td>04/22/2010</td>
<td>Boston</td>
<td>9:00 – 12:00</td>
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* Administrator training – Must have signatory authority and should attend both the Admin and User Training

** User training – Must be authorized by entity Administrator

**Check OSD Training Page for dates

#### Training Opportunities for Businesses

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<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tr>
<td>AMP – How to Effectively Navigate Comm-PASS</td>
<td>4/27/2010</td>
<td>Boston</td>
<td>1:00 – 3:00</td>
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<td></td>
<td>5/11/2010</td>
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<tr>
<td>AMP Introduction and Overview</td>
<td>4/27/2010</td>
<td>Boston</td>
<td>10:00 – 12:30</td>
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<td></td>
<td>5/11/2010</td>
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<tr>
<td>Connecting Your Business to the Commonwealth</td>
<td>4/29/2010</td>
<td>Salem Barnstable</td>
<td>9:00 – 3:00</td>
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<td></td>
<td>6/22/2010</td>
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**How to Register for OSD Training Courses:** Registration for all OSD training classes is via PACE. Job aids are available from the [OSD Training web page](#).

If you are unable to attend these sessions and feel these trainings would benefit your municipality, department or associations please contact us by sending an email to osdtraining@osd.state.ma.us.

### What’s New?

**PRF34 Temporary Help Services Goes Live with Quick Quotes!**

OSD is pleased to announce that PRF34 for Temporary Help Services is the second statewide contract to be enabled for use with Quick Quote functionality. As of Tuesday, April 20th, 2010, buyers and sellers are conducting all transactions via this new functionality. Quick Quote
automatically creates electronic records of procurement activity for all public purchasers of the Commonwealth. If you are planning on buying from this contract, and have not received training, please visit the OSD training web pages, www.mass.gov/osd, as we are conducting weekly classes for QuickQuote Buyers. Visit the Quick Quote webpage for job aids and recorded instructional modules. Always check the OSD Update for the most current guidance.

**ITC32 Telecommunications/Data Infrastructure (ITC32) (Non-construction related, low-voltage Cabling) Services and Maintenance**

New solicitation for Data Infrastructure (low-voltage cabling, non-construction related) Services and Maintenance has been posted under ITC45. This contract will be replacing ITC32, which will expire June 30, 2010. Updated information will be provided when the new contract is in place.

**Procurement Scam Warning**

OSD has become aware of a scam perpetrated against other states. Public purchasing entities, e.g. a state agency, city, etc … have received invoices from computer companies (e.g. Dell, Apple, Lenovo) for purchases of PCs or other IT Hardware. The orders amount to between $15k and $30k. The orders reference a valid name of a procurement official within the agency and an appropriate statewide contract or a WSCA contract. The problem is the agency did not place the order.

Upon investigation they have found that a person was communicating via the internet with someone in Africa. The person is convinced to receive shipments of computers and then to re-ship the equipment to Africa. Those in Africa would issue the order to the manufacturer under the statewide contract or a WSCA contract, referencing a valid purchasing official and department. The equipment is shipped to a citizen of the state who would then re-shipped? the equipment to Africa.

While this particular scam could target ITC44 – WSCA Computers and ITC16A – IT Hardware, public purchasers are advised to verify ALL invoices before making payment.

**Cost Saving Opportunities…**

**Negotiations Work!!!**

What do you say to Statewide Contractors that offer 1-3% additional savings to renew their contract? A big thank you!

**Last month we reported to you that OSD Negotiated with our**

**OVM02 - Statewide Contract for Short-Term Vehicle Rentals!**

As a result there was a 3% Cost REDUCTION on the Statewide Contract

This month we are pleased to announce that Hazardous Waste, Healthcare Equipment, Furniture, Furnishings and Related Services, and Building Materials supplies contracts were recently renewed by OSD, and the vast majority of contractors offered 1-3% additional savings. Be sure to check out the updated pricing on Comm-PASS! New Reductions on:

**FAC53 Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response**

- Statewide Contract for the following categories: (1) Hazardous Materials Collection and Disposal; (2) Hazardous Waste Collection Events; (3) Medical/Infectious Waste Collection and Disposal; (4) Containers for Non-Commercially Generated Sharps Collection; (5) Absorbent Recycling for Automotive Fluids; (6) Mercury Waste; (7) Electronic Waste.

**FAC27 Building Materials and Supplies**

This is a Statewide Contract for building materials and supplies, including environmentally preferable products. The contract covers the following product categories: Tools, Paint & Supplies, Hardware, Floor, Wall & Ceiling Materials, Lumber, Building Materials, Plumbing, Electrical & Lighting, Appliances, Certified Wood, Reprocessed or Other Environmentally Preferable paint, Sustainable Roofing Materials, and Pre-fabricated Items (storage sheds, cabinets, etc.).

**HSP32, Healthcare Equipment, Furniture, Furnishings and Related Services:**

Before you buy click on the $ave$mart logo at
www.mass.gov/osd

Industries reduced all their prices 1% across the board, Mckesson Medical, TransMed USA, and H. Eric Richards reduced their prices on selected items.

OSD offers a FREE Effective Procurement Negotiations Workshop for all Commonwealth Departments – remember it pays YOU to negotiate!

Comm-PASS Advertising Program
OSD’s goal is to provide Statewide Contracts that offer the public purchasing community with best value in terms of price, quality and service! Before making any purchases, visit www.Comm-PASS.com to view advertisements from authorized Statewide Contract vendors. Select the ad graphic to access a Web page which has been reviewed and approved by the Statewide Contract manager at OSD.

The newest Comm-PASS Advertisers include:

- OFF30 Audio, Video, Studio Production, Presentation, Photographic Equipment, Systems and Services
  - Pro AV Systems, Inc. brings 21st century display and audio technology into the classrooms and offices of New England. They provide all major brands of projectors, flat panel displays, audio equipment and interactive technologies - complete with design services, training and installation. Pro AV Systems has made it a priority to stay on top of the ever-changing advances in technology, and pass that experience and knowledge on to customers. Each system is designed with budget, reliability and ease-of-use in mind.

- PRF41 Event Planning Services
  - The Williams Agency is a SOMWBA-certified marketing with 15 years of event planning experience working with government agencies. The Agency has extensive experience in working with a full range of events on a local, national, and international level. The Williams Agency would like you to consider them for planning your next meeting, fundraiser, conference, workshop, training session, press conference, and tradeshow. They currently offer a 10% discount on labor through SaveSmart if you mention PRF41 when placing your order.
  - Pinnacle Events founder is an Event Marketing Professional with over 15 years experience in the strategic management and execution of events, meetings, conferences and tradeshows. Pinnacle promises their clients results based on creativity, critical thinking and ability to build consensus, exceed project goals and achieve superior results. Pinnacle can create and plan a full range of events from concept to completion including strategic planning sessions, award ceremonies, trade shows, trainings and team building.

26 Statewide Contract Vendors are now offering 40 PLUS $ave$mart opportunities! – With more and more vendors offering multiple cost saving opportunities, it pays all eligible entities to take a moment to review the $ave$mart web page before buying! New offerings this month include:

The following are NEW or Extended Opportunities for you to SAVE on Statewide Contracts!

- ITT09 - Communication Network Services Procurement / Verizon Business ("Verizon") - Private PIP 384 Kbps and T-1 and Ethernet PIP price reductions for both Access and Port (* Reduced rates) and additional speeds.
- OFF15 - Printing Services / RR Donnelley – Offering free design consultation, free first proof for form or label and 10% discount on 4CP Proofs with Consultation
- OFF16 / New England Copy Specialists – Offering 3 year warranty at no additional charge of four of the Canon copiers
- OFF20 - Office Furniture
  - Office Resources is offering a 7% reduction on Knoll products good through September.
  - KI (Krueger International) has reduced pricing of 3% through September.
- OFF28 – Office Supplies/WB Mason – originally scheduled to expire March 31st, extended promotion through June 30th. Additional 3% savings on all OFF28 products, additional 20% savings on select calendars and appointment books.
- PRF34 - Temporary Help Services
  - Professional Staffing Group - PSG is offering a Free Temp for the Day promotion for clients who have not worked with us in over one calendar year as well as discounted rates for Senior Clerk, computer operator and Administrative Support.
  - Travis Associates - $2.00 per hour discounted rate in the Office Computer Operator I category.
  - John Leonard Employment Services, Inc. - Discounted Temporary Help Bill Rates to
OSD is looking for locations for “Connecting Your Business to the Commonwealth” training for the business community.

If you have a location and are interested in hosting a training session please contact us.

Did You Know?

VEH91 – Sodium Chloride (Road Salt) Furnish and Delivery
OSD will soon be issuing a solicitation for Sodium Chloride (Road Salt) furnish and delivery. Six members of the MASS.DOT have joined the VRSPMT for the furnish and delivery of Sodium Chloride (Road Salt). It should be noted that MASS.DOT contacted the Procurement Team Leader for Vehicles and Related Services and Public Safety to join. There have been two VRSPMT meetings to date. In addition, two VRSPMT members from MASS.DOT participated in the four scheduled vendor meetings. If you are interested in participating please contact Ronald L. Whitaker, Procurement Manager.

STAR – Statewide Training And Resources

STAR Overview
May 4, 2010
Boston Convention and Exposition Center

A GreenSTAR is sprouting and you will be the first group of public employees to see the roots of what is expected to be an exciting STAR Exposition this year. Now that Executive Order 515 is in place to align Commonwealth agencies with “green” purchasing, all agencies, authorities and others should start to take advantage of seeing some of the environmental opportunities offered on state contracts at the upcoming STAR 2010 Exposition on May 4, at the Boston Convention & Exhibition Center. This year’s event features two workshops focused on green procurement issues: The Green Side of Janitorial Services, which will discuss two recently awarded cleaning products and services contracts and Maximizing the Benefits of Facility Statewide Contracts, that will highlight cost savings benefits and strategies available under contracts containing environmentally preferable products (EPPs). There are 28 Education Workshops that will meet everyone's needs. Check the STAR Website for the Education Workshops, and once you have secured an "okay" to be there - BE THERE!

Also, there are as many as 134 EPP exhibitors registered for STAR 2010 and it's not totally "green" yet. They include equipment and technology for office environments, reduced toxicity products for cleaning and sanitizing facilities, interior construction components such as carpet, flooring, and outdoor surfaces that represent enhanced environmental design, water conservation systems, alternative fuels and vehicles and much more! Attend STAR 2010 and get an idea on how an even greener GreenSTAR 2011 will be next year to help every department meet their obligations under EO 515. Registration, meals and parking are FREE for public sector personnel, higher education and related non-profits. Visit the STAR Website at www.mass.gov/star to register and get more details. Re-certification education credits are also available. Register now to reserve your place!

- **OSD Presents STAR Workshops - KEYS - Knowledge Enhancing Your Success**
  This year the STAR Workshops have been designed with government professionals in mind! Boost your efficiencies and enhance your success by attending one of our 23 FREE Educational Workshops! Weather your looking to improve your job performance, enhance your communication and presentation skills, prepare for a new implementation, purchase from Statewide Contracts or move your organization into the Social Media environment – STAR is the place for you and/or your staff to be! As we all sharpen our pencils across the Commonwealth, attending training or providing it for your staff sometimes moves down on the priority list. STAR is the way for you to invest in your own future and your staff’s future! The theme for this year’s STAR workshop is KEYS – Knowledge Enhancing Your Success! This year we are offering over 20 educational workshops! Our workshops are designed with you in mind! From close to 50 speaker proposals we selected: procurement, IT, professional development, software and more! Detailed information on STAR registration and STAR Workshops is available at www.mass.gov/STAR. OSD looks forward to seeing you at STAR.

- **Comm-PASS / OSD QA, Training and Outreach Booth 114/116 - View and learn about Comm-PASS Quick Quotes**
The OSD QA, Training and Outreach Unit and The Comm-PASS Team are once again teaming up at STAR. Stop by to meet the QA Compliance Officers, OSD Trainers and the team from Comm-PASS. Get a first hand overview of the new Comm-PASS Quick Quote functionality and have your questions answered! The first 200 folks that stop by our booth will receive a FREE flash drive compete with up to date information on OSD programs and services! We all look forward to seeing you at STAR!

- **Massachusetts State Surplus Property Program – View the New On-Line Application – Booth 160**

  The Massachusetts State Surplus Property (SSPO) is pleased to announce the implementation of a new surplus property web site which will become available for use in May 2010. Some of the enhanced features of this new system are as follows:
  a. The site will be user friendly with clear and logical navigation text and visual aids.
  b. Users will be able to post/edit/view/delete their surplus property entries on-line instead of filling out a surplus property form and submitting it to SSPO.
  c. Will include integrated email messaging to agencies
  d. The capacity to attach or link documents and/or images to each surplus item.
  e. The addition of search parameters.

  The main function of SSPO is to insure that the Commonwealth of Massachusetts realizes the maximum benefit from state owned surplus personal property. The new web site will improve the overall efficiency how surplus items are offered and transferred to state agencies, municipalities and non-profit organizations. For further information on the Massachusetts Surplus Property Program and the new web site please stop by Booth 160 and speak with Paul Guerino.

- **Environmentally Preferable Products Program (EPP) - Booth 162**

  Visit the EPP Booth at STAR on May 4th at the BCEC and get a chance to win a BPA-free Blue Tritan Nalgene bottle! You can also get a user friendly guide on how the EPP Program can help you to fulfill your agency responsibilities under Executive Order 515 as well as up-to-date information on new EPP statewide contracts that can save you money!

- **Commonwealth Print Services (CPS) – Booth 305**

  Meet the folks from CPS and see examples of annual reports, business cards, letterhead, stationery and more at STAR. All across the commonwealth more and more municipalities, schools, and departments in fact all government entities are finding that working with CPS is as simple as e-mailing your final copy to CPS@state.ma.us, or contacting Glenn at 671-720-3340 or e-mailing your information! Michael, Ben and the folks for CPS look forward to meeting you at STAR!

- **AMP – Affirmative Market Program – Booth 165**

  Meet the AMP Board and Team members. Resources are available keep you informed about the strides the Commonwealth is taking to increase M/WBE spending and what is required of executive agencies and departments for their procurements. Learn about upcoming training opportunities and more – the AMP team looks forward to meeting you at STAR!

**ABOUT OSD | Comm-PASS | CONTACT US**

Please e-mail ideas or suggestions for OSD Procurement e-News to OSD Outreach

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