Welcome

Welcome to the May 2010 edition of the “OSD Procurement e-NEWS” from the Operational Services Division (OSD).

This month’s information includes:

Statewide Contract Updates

- ANI12 – Animal Feed
- GR028 – Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies
- FAC70 – Announcement Only Tradespersons Repair And Maintenance
- HSP32 – Medical Equipment, Furniture, Furnishings and Related Services
- ITC32 – Telecommunications/Data Infrastructure (ITC32) (Non-construction related, low-voltage Cabling) Services and Maintenance
- ITT09 – Communication Network Services
- ITT18 – Centrex Services and Equipment
- ITT29 – Converged Enterprise Communication Systems (VoIP), Services & Equipment
- ITT37 – Internet Hosting and Access Services
- OFF21 – Digital Duplicating Equipment
- MED22 – Referenced Lab Services
- MED25 – Maintenance and Repair of Medical and Lab Equipment
- MED41 – Influenza Vaccine for the 2010 – 2011 Flu Season:
- PRF34 – Temp Help Services Contract - Make Quick Quote work for you!
- VEH84 – Fuel Card & Fuel Management Services

GreenOpps: Solutions and Savings through Green Purchasing

- Landscaping with Organics on Statewide Contract FAC66

Upcoming Events and Training Opportunities

- Procurement Training
- Comm-PASS Training
- Training Opportunities for Businesses

What’s New?

- Supplier Diversity Office at OSD
- Massachusetts State Surplus Property Program New On-Line Application

Cost Saving Opportunities...

- Question of the Day: “When was the last time you got a quote for THIS?”
- Additional Savings on FAC27 – Building Materials and Supplies
- $ave$mart HSP28 – Medical Commodities
- MED22 – Referenced Lab Services
Comm-PASS Advertising Program – ITC44
Looking to Save Money? $ave$mart can Help!

Did You Know?
Verzion - Property Tax Recovery Charge Notice!

Statewide Contract Updates

ANI12 – Animal Feed
A **NEW ANNOUNCEMENT** for ANI12 Animal Feed has been posted to Comm-PASS. This announcement is only for "Animal Feed only" under the Animal Feed, Bedding and Training Equipment contract.

GR028 - Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies
A **NEW** Statewide Contract to provide Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with related Services and Supplies GR026 has been awarded. This contract provides various types of water components such as bottled water, emergency bottled water, water filtration services, and reverse osmosis with available services and supplies with the added option to obtain coffee services as well with the following contractors: Nestles Waters of North America, Framingham, MA, DS Waters/Belmont Springs, Belmont, MA and Atlas Waters, Waltham, MA. Eligible entities are strongly encouraged to review the cost comparison sheets available under the "Forms & Terms” tab of Comm-PASS (www.comm-pass.com) to determine which contractor provides the best and lowest pricing for the commodity or services available under this contract.

FAC70 - Announcement Only Tradespersons Repair And Maintenance
A **NEW ANNOUNCEMENT** for FAC70 Tradesperson Repair and Maintenance has been posted to Comm-Pass. This new RFR will be replacing the current FAC29 contract and will have staggered released dates by trade and is posted under the “intent” tab of www.comm-pass.com.

HSP32 - Medical Equipment, Furniture, Furnishings and Related Services
This Statewide Contract is for the purchase of healthcare equipment, furniture, furnishings and related services used in all healthcare facilities and settings. The Contract has three Categories: (1) General use items; (2) Custom fitted wheelchairs and adaptive equipment; (3) X-ray, radiology imaging equipment. The OSD Update located on the Forms and Terms tab in Comm-PASS must be read before using the Contract. An RFQ process, described in the Update that is specific to this Contract must be followed for Categories 1 and 3 for items costing more than $2,000. Many entities have indicated savings so please remember to fax the Category 1 and Category 3 RFQ results form to OSD (617-727-4527) attention Brian Putnam to allow for data collection.

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 solicitation is seeking qualified and experienced vendors to provide proposals for information technology telecommunications/data infrastructure non-construction related low-voltage cabling services and maintenance and provide various cable-associated hardware products for the purpose of maintaining the Commonwealth's Eligible Entities' telecommunications/data infrastructure. This solicitation will be replacing the current contract, ITC32 which expires in June 2010. Updated information will be provided in upcoming editions of the e-News. This contract will be replacing ITC32, which will expire June 30, 2010.

ITT09 – Communication Network Services
This statewide contract for Communication Network Services (CNS) is a qualified list of telecommunications contractors and provides several companies offering a wide array of voice, data, and cellular services. The OSD Update and Service Request Form are in the Forms & Terms tab. Cost tables for each contractor are in the Vendor tab. Contractor Report template is in the Forms & Terms tab. An interim contract has been offered to current ITT09 vendors. The new contract end date will be 6/30/2011. Individual vendors are being renewed as we receive their documentation.

ITT18 – Centrex Services and Equipment
The Centrex Services statewide contract is with Verizon for enhanced Centrex (local telephone services) including voice messaging, automatic call distribution, call accounting, installation and...
maintenance of Centrex compatible telephone instruments and related equipment. Centrex Service, for the purposes of this contract, is a business telephone service provided from a Central Office switch located at the Contractors premises and terminated via auxiliary equipment at the customer’s premises. All system functions are provided at the Central Office (switching system) including access to the Public Switched Telephone Network (PSTN). This contract is currently being renewed pending negotiations and/or receipt of documentation from vendors. The new end date will be 6/30/2012

**ITT29 – Converged Enterprise Communication Systems (VoIP), Services & Equipment**

ITT32 is currently being renewed pending receipt of documentation from vendors. The new end date will be 6/30/2011. This statewide contract is for the purchase & service of telephony & data products. The contract is divided into 4 categories. The complete list of brands available and contractors is in the Comm-PASS Vendor tab.

- **Category 1** - Telephony & Data equipment, systems and services - Brands available are Avaya, Cisco, Nortel, Alcatel, NEC and VerticalWave.
- **Category 2** - Services and upgrades for telephony & data systems - Brands available are Avaya, Cisco, Nortel, Alcatel, Ericsson, Intertel, Mitel, NEC, VerticalComdial and VerticalWave.
- **Category 1 & 2** - Services are by contractor for specified brands of telephony systems and data systems. Contractors are allowed to service a mixed brand data environment as long as the mix of brands is less than 50% of any one of the following brands: Cisco, Nortel, Alcatel and NEC. When the mix of data equipment exceeds 50% for any one of these brands, then only the contractor assigned that brand is allowed to service that data equipment.
- **Category 3** - Managed Services for data and telephony systems (Not available yet).
- **Category 4** - Data and telephony equipment only.

**ITT37 – Internet Hosting and Access Services**

is being renewed pending negotiations and/or receipt of documentation from vendors. The new end date will be 6/30/2011. This statewide contract is for the purchase of internet access service, web site hosting and hosted applications. The contract is divided into 4 categories;

- **Category 1** - Data communication access services including dial-up, broadband, dedicated high-speed and wireless access. Internet access services to e-mail, web, ftp, news groups, RSS feeds and VPN services are also available in this category.
- **Category 2** - Web site hosting, application hosting services and other services including: host name registration, web site design and management, portal services, ASP-type services, mail relay, video/audio streaming and on-line learning systems.
- **Category 3** - Data communication access services and hosting services to meet the requirements of K-12 schools and public libraries including CIPA compliant filtering, security monitoring and data protection in compliance with the E-rate requirements of the USAC SLD. A copy of certified Form 470 #784100000634597 is posted on the Forms & Terms tab.
- **Category 4** - Enterprise Internet Access for high bandwidth “Tier 1” internet access.

**OFF21 – Digital Duplicating Equipment**

OFF 21 has been renewed for an additional year and will be ending on 4/30/2011. This contract provide new and unused Digital Duplicating Equipment, related OEM, generic and/or remanufactured supplies and new and predecessor related services in the following categories:

- **Category 1** - Digital Duplicating Equipment, Supplies and Services
- **Category 2** - Digital Duplicating Supplies
- **Category 3** - Digital Duplicating Service

**MED22 - Referenced Lab Services**

OSD is in the process of extending this SWC to 6/30/2012. Referenced Laboratory Services are all medical laboratory testing for humans that an entity cannot or selects not to perform in house that is referenced to an outside commercial laboratory for processing. This new Contract provides two General Referenced Laboratory Service Providers (GRLSP), Quest Diagnostics and UMass Memorial Medical Center, from which State Departments and other eligible users may obtain **REFERENCED LABORATORY TESTING SERVICES**. Referenced laboratory testing is defined as all medical human laboratory testing a facility cannot or selects not to perform in house that is referenced to an outside commercial laboratory for processing. This obviously includes the type of lab tests ordered in a hospital but it could include the testing of any human sample. GRLSP are full service labs and can fully meet most facilities needs.

Specialty Referenced Laboratory Service Providers (SRLSP) may be added to the contract. The PMT, when writing the RFR anticipated that there would probably be a need for specialty laboratory testing in the future and provided a mechanism for adding (SRLSP) through a rolling enrollment solicitation process. For additional specifics on this contract, please refer to the OSD Update in Comm-PASS.
MED25 - Maintenance and Repair of Medical and Lab Equipment
OSD is in the process of extending this contract to 6/30/2011. This is a rolling enrollment contract designed to establish and maintain a large pool of pre-qualified Contractors from which eligible entities located throughout the Commonwealth can select Contractors to service, certify, calibrate, maintain and repair a variety of medical and laboratory equipment. Work will primarily be performed on a time and materials basis; however, it will be possible to establish specific maintenance agreements under the umbrella of resulting contracts by mutual agreement between a pre-qualified Contractor and a procuring entity.

MED41 - Influenza Vaccine for the 2010 – 2011 Flu Season:
Contract users should note that one awarded vendor Sanofi Pasteur has already sold out their planned inventory and is no longer accepting orders. Another vendor Novartis Vaccine will accept orders until their supply of influenza vaccine is committed. If you have not placed an order you need to do so as soon as possible to ensure your supply.

PRF34 - Temp Help Services Contract - Make Quick Quote work for you!
Did some one pick up my fax? Is this spam or a real quote for service? No need to be chasing after missing documents or decipher random quotes. Quick Quote is a new functionality in Comm-PASS that will make your procurement straight forward, clear and consistent. Comm-PASS has Job Aids that will teach you how to use Quick Quote as well as a PRF34-Template that you can customize to fit your needs. Important information such as CORI checks and resumes can be asked for with your request. There is a new OSD Update available to guide you through the Quick Quote Process and that can make your procurement a lot easier.

VEH84 - Fuel Card & Fuel Management Services
A new online training is being held this month for new users of the WEX system as well as those that would like to participate again. The WEX Online system is a tool available to users of the fuel cards that contains all data captured through use of the Wright Express fuel card (such as gallons, spend, mileage, etc.). This tool allows users to view their usage and to create reports using this data to set their parameters. An invitation will be sent out to fleet managers and account contacts by Wright Express with all registration information. For additional details regarding the training, please contact Rob Gave at rob_gave@wrightexpress.com.

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.

GreenOpps: Solutions and Savings through Green Purchasing

Landscaping with Organics on Statewide Contract FAC66
As many of you gardeners and backyard farmers well know, soil depletion of organic nutrients is one of the main causes of unhealthy plants and disease. Chemical fertilizers and additives contribute to this process and, over time, damage the soil's ability to provide what plants need to resist disease, insect attacks, and stress. In addition, we are all becoming increasingly aware that these same chemicals are proving to have a profoundly negative impact on public health, particularly young children. As a result, many Massachusetts' agencies and communities are changing their practices to reduce their reliance on toxic chemicals and they are looking to Massachusetts' statewide contract FAC66 to provide them with organic options for landscaping and grounds maintenance. FAC66, Landscaping and Outdoor Applications includes several vendors that can provide organic and less toxic fertilizers, turf builders and other soil amendments aimed at producing a nutrient-rich soil and healthy plants that will not harm the earth or it's occupants. More good news is that these organic options will green your wallet as well as your grounds because of the long term remedies they create. See www.comm-pass.com for vendor and product information.

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.
Go Green with Organic Landscaping on FAC66

### Procurement Training

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Basics</td>
<td>05/25/2010</td>
<td>Boston</td>
<td>9:00 – 12:00</td>
</tr>
<tr>
<td>Procurement Exceptions</td>
<td>05/25/2010</td>
<td>Boston</td>
<td>1:00 – 2:30</td>
</tr>
<tr>
<td>RFR Workshop</td>
<td>06/08/2010</td>
<td>Boston</td>
<td>9:00 - 3:00</td>
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Please note that during the summer – OSD Procurement Training will be on-demand only. Please send any requests for OSD Procurement Training to osdtraining@state.ma.us.

### Comm-PASS Training

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<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Comm-PASS Administrator</td>
<td>06/10/2010</td>
<td>Boston</td>
<td>10:00-12:00</td>
</tr>
<tr>
<td>Comm-PASS User</td>
<td>06/10/2010</td>
<td>Boston</td>
<td>12:30 – 3:30</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>
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<tbody>
<tr>
<td>AMP Introduction and Overview of Comm-PASS</td>
<td>6/29/2010</td>
<td>Boston</td>
<td>10:00 – 3:00</td>
</tr>
<tr>
<td>Connecting Your Business to the Commonwealth</td>
<td>6/22/2010</td>
<td>Salem, Barnstable</td>
<td>9:00 – 3:00</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?

**Supplier Diversity Office at OSD**
Effective May 1, 2010, the State Office of Minority and Women Business Assistance (SOMWBA) and the Affirmative Market Program (AMP) will be consolidated to create a new Supplier Diversity Office (SDO) at the Operational Services Division. Minority and Women-owned businesses will soon have a single point of entry to access certification services, technical assistance and business development services. Please check the OSD’s web site for updates on the consolidation!

**Massachusetts State Surplus Property Program New On-Line Application**
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:

- The site will be user friendly with clear and logical navigation text and visual aids.
- 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.
- Will include integrated email messaging to agencies
- The capacity to attach or link documents and/or images to each surplus item.
- 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 on how surplus items are offered and transferred to state agencies, municipalities and non-profit organizations. For further information on the Massachusetts Surplus Property Program please contact Paul Guerino at 617-720-3148

### Cost Saving Opportunities...

Question of the Day: “When was the last time you got a quote for THIS?”
As the Commonwealth is dealing with the economic crisis, our advice is to get quotes as often as possible. This especially applies to products and services you have been buying from the same
contractor year after year. Here are a few reasons why:

- **All vendors change prices, so a year-old quote may no longer be current.** Throughout the life of each contract, OSD obtains price reductions from vendors. Some reduce prices more than others. As a result, you may end up getting a better deal from a contractor who came in “high” a year ago.

- **Keep the vendors competing!** While you may be comfortable ordering from the same vendor over and over again, your contractors may grow too comfortable to “keep their pencils sharp.” Compare prices to show contractors that your business is not guaranteed.

- **Other vendors appreciate being asked.** Very often we hear that, after a new contract is awarded, “the incumbents” get to keep a big share of their old state accounts. Let’s be fair – if a contract is new, you should get new quotes.

### Additional Savings on FAC27 - Building Materials and Supplies

The Operational Services Division has just renewed the state contract for Building Materials and Supplies through 06/30/2011. All vendors have lowered their pricing by 1-3%. The Home Depot does not offer contract users a discount at their retail locations, but provides a “One Day Bid Room” option for orders of combined value of over $2,500 (any combination of items). To get a quote from the “One Day Bid Room,” contact the Pro Desk (Contractor Services Desk) at your local Home Depot store and fax them your quote request. Savings of 10-12% compared to retail prices are frequent. For additional information on FAC27, contact Dmitriy Nikolayev, Procurement Manager, at dmitriy.nikolayev@state.ma.us or 617-720-3351.

### $ave$mart HSP28 - Medical Commodities

H. Eric Richards has developed their End-of-Year-Special offering a 2% discount on all purchase orders greater than $250 placed during May and June. This SWC provides five distributors and one specialty supplier from which the Commonwealth will purchase the majority of medical commodities that are used for the provision of healthcare in any setting with the exception of prescription drugs and major equipment.

### MED22 - Referenced Lab Services

Many entities have indicated savings under Statewide Contract HSP32, Medical Equipment, Furniture & Furnishings so please remember to fax the Category 1 and Category 3 RFQ results form to OSD (617-727-4527) attention Brian Putnam to allow for data collection.

### Comm-PASS Advertising Program – ITC44

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 Comm-PASS.com to access advertisements from authorized Statewide Contract vendors. Select the ad graphic to access a Web page which has been reviewed and approved by OSD’s Statewide Contract manager.

The newest Comm-PASS Advertiser is HP – HEWLETT PACKARD, an authorized Statewide Contract vendor on **ITC44: IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement.**

HP-Hewlett Packard offers eligible public purchasers including municipalities, public authorities and public school systems servers, workstations, including notebooks, PC tablets, desktops and thin clients, printers, storage, PDA’s, instructional packages and monitors, as well as software - operating systems, LAN products, digital projectors and related services.

Before you buy, check out Statewide Contract vendors advertising on Comm-PASS!

### Looking to Save Money? $ave$mart can Help!

The following are NEW or Extended Opportunities for you to SAVE on Statewide Contracts! To learn more simply use the hyperlink below for additional information.

- CLT06 - Clothing, Uniforms, Footwear, Accessories and Hygiene Supplies / Razz-M-Tazz
- GR021C - Catering Services, Conference Space and Hotel Room Accommodations / Endicott College
- HSP28 - Medical Commodities / H. Eric Richards
- ITC16A - Desktops, Laptops, Tablets and More
- ITC09 - Communication Network Services Procurement / Verizon New England Inc. ("Verizon")
- ITC09 - Communication Network Services Procurement / Verizon Business ("Verizon")
- OFF15 - Printing Services and Mail Services / Moore North America Inc. d/b/a RR Donnelley
- OFF16 - Digital Photocopiers - Categories 1B, 1C & 1D / Konica Minolta
- OFF16 - Category 1B - Digital Photocopiers - Black & White / New England Copy Specialists (NECS)
- OFF16 - Digital Photocopiers - Categories 1B Black and White Copiers and 1C Color / Océ Imagistics
OFF16 - Digital Photocopiers: Category 1B Black & White and Category and 1D Black & White - Color / Ricoh
OFF20 - Office, School & Library Furniture Accessories & Installation / Offic Resources
OFF20 - Office, School & Library Furniture, Accessories & Installation / Virco, Inc.
OFF20 - Office, School & Library Furniture, Accessories & Installation / W.B. Mason
OFF22 - Postage & Mail Processing Equipment
OFF28 - Office Supplies / W.B. Mason
OVM03 - Re-Refined Motor Oil / Myra Distributing, Inc.
PRF 06 - Management Consultants, Program Coordinators and Planner Services / E. Wallace Coyle Associates
PRF20 - Temporary Help Services / Contemporaries, Inc.
PRF34 - Temporary Help Services / John Leonard Employment Services, Inc.
PRF34 - Temporary Help Services / Professional Staffing Group
PRF34 - Temporary Help Services / R.A.D. Employment Services, Inc.
PRF34 - Temporary Help Services / Travis Associates
PRF36 - Promotional Incentives Acquisition Services / Sterling Printing
PRF41 - Event Planning Services / The Williams Agency
VEH89 - Motorized Vehicle Parts / Minuteman Trucks

Did You Know?

Verzion - Property Tax Recovery Charge Notice!
Effective with bills issued on or after March 22, 2010, Verizon began charging a recovery fee to help defray the cost of the property tax that Massachusetts cities and towns recently instituted on Verizon's telephone poles and wires located on public property. State law permits, but does not require, Verizon to pass along this cost to its Massachusetts customers. Under the terms of the current Commonwealth of Massachusetts statewide contracts, however; Commonwealth Agencies and eligible entities purchasing under the statewide contracts are not subject to these fees. Verizon is in the process of correcting this situation and anticipates removing these fees from statewide contracts invoicing within the next two billing cycles. In the meantime, Commonwealth Agencies and eligible entities should not pay the fee, which appears as a separate invoice line item, and Verizon will refund any fee amounts already paid by Commonwealth Agencies or eligible entities. The fees, which appear as a separate invoice line item, are as follows:

- $1.47 monthly fee per business dial tone line customers including Centrex Services
- $1.47 per system for ISDN Basic Rate Interface customers
- $7.35 per port for ISDN Primary Rate Interface customers
- $35.28 per port for Flexpath customers

Please contact Tim Kennedy, Procurement Director if you should have any questions regarding this notice at Tim. Kennedy@state.ma.us