



# OSD Procurement e-News

A publication of Operational Services Division  
617-720-3300

[www.mass.gov/osd](http://www.mass.gov/osd)  
<http://www.comm-pass.com>

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## Welcome

Welcome to the January 2008 edition of the "**OSD Procurement e-NEWS**" from the Operational Services Division (OSD).

### This month's information includes:

#### Statewide Contract Updates

- ANI12 - Animal Feed, Bedding and Related Supplies
- HSP24 - Medical Equipment Beds and Furnishings
- HSP25designatedWMH - Dental Supplies, Instruments & Equipment
- HSP27 - GPO for Medical Commodities & Equipment
- LAW04 - Chemical Agents and Less than Lethal Munitions
- LAW05 - Body Armor
- OFF16 - Photocopiers, Printers, Facsimile/Multifunctional Equipment, Supplies and Services
- OFF18 - Multi-Media Equipment, Systems and Services, Surveillance and Security
- OFF19 - Office Supplies, Recycled Paper and Envelopes
- OFF21 - Digital Duplicating Equipment, Supplies and Services
- VEH71 - Diesel Engine Emission Control Retrofits and Related Services
- VEH86 - Alternative Ice and Snow Control Products Coming to State Contract

#### Commonwealth Printing Services/CPS Printing Options that Make \$ence

#### Upcoming Events and Training Opportunities

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- Training for Commonwealth Departments
- AMP Training for Businesses
- Massachusetts Municipal Association Annual Meeting and Trade Show
- MassRecycle – College of Green Offices
- Save the date – STAR 2009

#### What's New!

- CPS Announces Free Shipping and Delivery for All Winter Orders
- New Comm-PASS Functionality Coming – Quick Quote
- Updated Vendor and Rate Information - FAC29 Tradespersons - Repair and Maintenance
- \$ave \$mart – Brings you "Additional Savings on Statewide Contracts!
- New Edition of the EPP Buyer Update

#### Did You Know?

- Prompt Payment Discount - One Agency's Method to Save Money (DYS)
- Are You Getting Statewide Contract Pricing?
- OFF15 - Choosing printing providers using options that makes \$ence
- OSD has an on-line Training Resource Center

## Statewide Contract Updates

### **ANI12 - Animal Feed, Bedding and Related Supplies**

This contract replaces ANI08 and is currently active. Pricing information can be found under the Forms tab and the vendor names will be familiar to us all. Expanded in the contract are the K9 training supplies to meet all of your local needs.



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above!

#### **HSP24 – Medical Equipment Beds and Furnishings**

The statewide contract (SWC) has been extended to 12/31/2009. Six of the seven vendors on the contract have completed the extension. At present time the extension with Hudson Home Healthcare is pending.

#### **HSP25designatedWMH – Dental Supplies, Instruments & Equipment**

The contract has been extended to 12/31/2009 with all vendors. Updated price lists will be published for each vendor on the Vendor Tab of the contract on Comm-PASS.

#### **HSP27 - GPO for Medical Commodities & Equipment**

This new SWC for a Group Purchasing Organization will begin on 01/01/2009 when the current SWC HSP20 for a medical commodities GPO ends on 12/31/2008. Managed Healthcare Associates (MHA) remains as the Commonwealths GPO for Medical Commodities & Equipment. No direct purchases are made with the GPO. The GPO establishes the cost of many items purchased from HSP28, Medical Commodities SWC and HSP24 for Medical Equipment.

#### **LAW04 - Chemical Agents and Less than Lethal Munitions**

LAW04 is being rolled into LAW09, Weapons. It will be a separate category on LAW09 and is currently posted on Comm-Pass. Upon award, LAW04 will be terminated. We are looking forward to additional vendors and product lines.

#### **LAW05 - Body Armor**

Body Armor contract LAW11 is currently active on Comm-Pass replacing LAW05. There have been significant improvements to this contract including expanding manufactures and product selection. There are currently 7 manufactures represented on this contract with more to come.

#### **OFF16 - Photocopiers, Printers, Facsimile/Multifunctional Equipment, Supplies and Services**

Ricoh, which provides Ricoh brand copiers under OFF16, has acquired IKON Office Solutions, the only company currently on OFF16 authorized to sell/lease Canon copiers. At some future date, IKON will no longer be able to provide new Canon copiers. **Please note that leases with IKON for Canon equipment and IKON maintenance agreements for Canon products will not be affected. IKON will continue to provide maintenance and support services for Canon copiers for the foreseeable future.**

OSD and the PMT will be weighing various options regarding if and how new Canon copiers may be available in the future via OFF16. When OSD is notified by IKON that IKON can no longer sell new Canon copiers, an OSD Update will be published to this effect and the copiers will be removed from the Comm-PASS website.

#### **OFF18 - Multi-Media Equipment, Systems and Services, Surveillance and Security**

The following three vendors have been added to Category 4 - Surveillance Equipment and Related Services: American Alarm & Communications, BCM Controls and Valley Communications. There are now six (6) vendors in this category available for all eligible entities.

#### **OFF19 - Office Supplies, Recycled Paper and Envelopes**

This Statewide Contract is available to all Commonwealth Eligible Entities to provide office supplies, recycled paper and envelopes. OFF19 is set to expire on 12/31/08, but it **is being extended through 8/31/09**. The Procurement Management Team (PMT) will resume meetings in early 2009 to develop the procurement which will replace it. OSD is seeking additional members for this PMT. Anyone who buys from or uses this contract and is interested in joining the team should e-mail Marge MacEvitt, Procurement Manager @ [marge.macevitt@state.ma.us](mailto:marge.macevitt@state.ma.us)

#### **OFF21 Digital Duplicating Equipment, Supplies and Services**

The OFF21 Statewide Contract provides new and unused Digital Duplicating Equipment, related OEM, generic and/or remanufactured supplies and new and predecessor related services in several categories. Riso Corporation has just been awarded and added to Category 1 - Digital Duplicating Equipment, Supplies and Services.

Find  
Contracts...

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Comm-PASS

### VEH48 – Reflective Sheeting, Signs

This is a statewide contract for Reflective Sheeting Signs and includes the following products:

- ASTM TYPE 1 – Pressure sensitive adhesive Engineer Grade
- ASTM TYPE II – Pressure sensitive adhesive Super Engineer Grade
- ASTM TYPE III – Pressure sensitive adhesive High Intensity Grade Green & White. Work Zone Sheeting Orange
- ASTM TYPE VII – Pressure sensitive adhesive
- ASTM TYPE VIII – Pressure sensitive adhesive, Conspicuity Tape- Pressure Sensitive 2" or 3" roll – Red / White, Electrocut Engineer Grade Reflective roll For Gerber Scientific – S-punched with slotted hole, Pattern, White, Electrocut EC Film Series 1170 roll For Gerber Scientific – S-punched with slotted hole pattern Green, Electrocut High Intensity roll For Gerber Scientific – S-punched with slotted hole pattern (Silver), Electrocut Film Series 7725 roll For Gerber Scientific – S-punched with slotted hole pattern Black, Reflective Sheeting Brand Positionable Adhesive Vehicle Markings Multi-Stripe 3" ( 3/4" Blue -1 1/2" Green - 3/4" Blue Engineer Grade & High Intensity, Application, Pre masking and Pre Spacing Tapes 8" & 14" , Fluorescent Prismatic School Zone – Work Zone.

Please see the OSD Update and pricing sheet at [www.comm-pass.com](http://www.comm-pass.com) for detailed information. The contract will be renewed through January 30, 2011.

### VEH71 – Diesel Engine Emission Control Retrofits and Related Services

This Statewide contract expired on 12/22/2008 and has been replaced by a new contract issued by EQE, EQE-900-011. This department contract is open for all departments and municipalities. Please contact Richard Blandchet at 617-654-6585 for additional details.

### VEH86 - Alternative Ice and Snow Control Products Coming to State Contract

If this month's ice and snow storms were any indication of the weather to come this winter, agencies and municipalities will be glad to know that OSD is in the process of awarding a state contract for alternatives to the heavy use of sodium chloride, or road salt; #VEH86. Reasons to reduce salt use include the fact that it is corrosive to rebar and steel, can be toxic to vegetation and water supplies and can build up in the soil, causing permanent damage. It usually leaves a white powdery residue and is not really effective below 20 degrees F.

In order to ensure a level of environmental preference, OSD's contract requires that the products on this contract meet the specification established by the Pacific Northwest Snow fighters (PNS) Association, an organization with the mission of establishing specifications for products used in winter maintenance that emphasize safety, environmental preservation, infrastructure protection, cost-effectiveness and performance. Although PNS has a comprehensive list of approved products on their site, #VEH86 may only contain a limited number of these items the first year, as not all local suppliers are familiar with the alternatives. As these and other products are used by the Commonwealth, OSD is interested to expand the contract to meet the needs of highway departments and agencies.

For information on the upcoming contract award, visit [www.comm-pass.com](http://www.comm-pass.com) and search under document number VEH86. For information on the PNS spec, visit the organization's site at [www.wsdot.wa.gov/partners/pns/](http://www.wsdot.wa.gov/partners/pns/).

***Do you need additional information?*** Complete details on these and other Statewide Contracts can be found in the "OSD Update" 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.

## Commonwealth Printing Services / CPS Printing Options that Make \$ence – OFF15

Under OFF15 statewide contract for printing, customers have the option of going directly to Commonwealth Printing Services/CPS and avoid the bid process. Otherwise, Executive Departments are required to get three quotes from the list of qualified OFF15 Vendors that must include one each from the in-house printers. By following this process, departments have discovered the capabilities of CPS printers who provide professional, quick, high quality and cost-efficient services meeting their highest expectations. Take a look at some of the products offered

**Did you know you could get office furniture on our Surplus Property Program?**



**Click on the idea man and see the most current surplus list available!**

by Commonwealth Printing Services/CPS:

- High speed color and black & white copies/scanning
- High-gloss, multi-color catalogs
- Printing on vinyl up to 36", on paper up to 42"
- Wide Format Posters & Banners
- Letterhead, Envelopes, Flyers, Labels
- NCR forms, other forms
- Business cards (engraved w/State seal available, blue or gold embossed)
- Note-head, Invitations
- Programs, brochures, magazines
- Transparencies
- Reports & booklets
- Retirement Guides
- Complete finishing services (i.e. GBC, Velobind & Tape bind, fold, collate, etc.)
- Monitored copying of exams and other classified documents (CPS)

And, the list goes on with even more advantages available when you opt to work with CPS:

- a. Graphic and technical staff works with you to refine your print specifications to suit your exact needs.
  - b. Easy access - CPS is located on the Plaza level of the McCormack building, One Ashburton Place, Boston, MA 02108.
  - c. Easy billing for Commonwealth Departments via interagency encumbrance (IE) process
  - e. Cities and towns and other municipalities, as well as the general public may also do business with CPS. They accept credit cards and purchase orders.
  - d. Experienced staff members with prior industry and state experience.
- For additional contract details, review OSD Update 03-25D.

Call CPS today for further information!

**Telephone – 617-720-3340**

**e-mail – [cps@osd.state.ma.us](mailto:cps@osd.state.ma.us)**

**Website – [www.mass.gov/osd](http://www.mass.gov/osd)**

## Upcoming Events and Training

The following is a listing of OSD training and events for the month of January 2009 and more are being added! A complete listing of all OSD events is located on-line at the [OSD Events Calendar](#). Please note seating is limited in our training sessions, so please register early. If you are unable to attend these sessions and feel these training would benefit your municipality, department or associations please contact us by sending an email to [osdtraining@osd.state.ma.us](mailto:osdtraining@osd.state.ma.us).

### **NEW! Revised Comm-PASS Training Program**

More and more government agencies are taking advantage of using the Commonwealth's Procurement Access and Solicitation System (Comm-PASS). This free solicitation management system is helping departments, agencies and other public entities across the Commonwealth streamline their procurement process and reach out to a broader vendor audience. This system provides a desktop management tool at your fingertips that you can access from anywhere. Operational Services Division offers FREE training on a monthly basis. Starting in January 2009 join us for our new revised training program - an interactive learning environment that will bring you up to speed and show you how to make Comm-PASS work for YOU!

\*Admin training – must have signatory authority – should attend user session

\*User training – designated by admin user

Training – Boston	Date	Time
Comm-PASS Admin	January 22nd	11:00 – 12:00
Comm-PASS User	January 22nd	1:00 – 3:00
Comm-PASS Admin	January 22nd	11:00 – 12:00
Comm-PASS User	January 22nd	1:00 – 3:00.
Comm-PASS Admin	February 19th	11:00 – 12:00
Comm-PASS User	February 19th	1:00 – 3:00.

Comm-PASS Trainings are offered to all eligible entities that have [joined](#) the Comm-PASS Purchasing Community. To register for upcoming training, send an e-mail from a public domain, e.g., [name@city.us](#), [name@school.edu](#), indicating date/location and your interest as an Administrator, User, or both to the [Comm-PASS Helpdesk](#). Please indicate in the Subject line which session you are interested in attending. Sessions fill up quickly so please remember to register early!

### Training for Commonwealth Departments

Please note the following procurement trainings are based on state procurement regulations 801 CMR 21.00 and are for Commonwealth Departments only. For additional details and registration information please go to [www.mass.gov/osd](http://www.mass.gov/osd) and click on the training link.

Training - Boston	Date	Time
Procurement Basics	January 6th	9:00 – 12:00
Procurement Exceptions	January 6th	1:00 – 2:30
RFR Workshop	January 9th	9:30 – 3:30
AMP For Departments	January 15	9:30 – 12:00
How to Use Statewide Contracts	January 27th	9:30 – 12:00

### AMP Training for Businesses

Training - Boston	Date	Time
AMP Advanced Vendor Workshop (SOMWBA Certified Businesses Only)*	January 21	9:30 – 1:00
How to Submit an effective AMP Plan	January 14	10:00 – 12:00
	January 28	10:00 – 12:00

Complete details on all AMP Training are available at [www.mass.gov/amp](http://www.mass.gov/amp) or contact the AMP Help Desk at 617-720-3359.

### 30th MMA Annual Meeting & Trade Show January 23 & 24, 2009

#### Hynes Convention Center & Sheraton Boston Hotel

The Operational Services Outreach Division will be exhibiting at the [Massachusetts Municipal Association](#) 30<sup>th</sup> Annual Meeting and Trade Show. If you are attending be sure to stop by our booth to learn about cost savings opportunities with Statewide Contracts, Comm-PASS, OSD Programs and Services and inquire about your free gift!

### Training for your Local Businesses & Municipalities MassRecycle – College of Green Offices

January 27, 2009 – Fitchburg, MA

Whether you own your office or lease it, whether your office is large or small, there are ways to make it more sustainable, healthier for the staff and more cost effective. Speakers from representatives of leading New England businesses that have made "green" work for them will be presenting! Get answers: Does "greening up" make business sense for your office? What are the projects and tools that work for other businesses? What are the benefits others reaped from their efforts? This fourth annual event has grown into a larger venue; more workshop sessions, awards, silent auction and more! For complete details go to <http://massrecycle.org/greenoffice/index.html>

### SAVE THE DATE – STAR 2009!

STAR 2009 is scheduled for May 21st, 2009 and will be held at the Boston Convention Exhibition Center! Last year over 2000 public employees benefitted from meeting with over 300 statewide contractors' exhibitors and the ability to attend over 20 Professional Development Workshops. For complete details please visit the STAR web site at [www.mass.gov/STAR](http://www.mass.gov/STAR). Professional Development Workshops will be announced in March! Stay tuned for additional information about STAR 2009! Don't miss out on this exciting opportunity be sure to SAVE THE DATE!

# What's New

## **CPS Announces Free Shipping and Delivery for All Winter Orders**

Now you can stretch your printing dollars even more, while very easily obtaining your printed documents. Contact CPS at 617-720-3340 or [CPS@OSD.MA.US](mailto:CPS@OSD.MA.US) to place your order. CPS will print your order to the specifications. The completed order will be mailed (UPS), or delivered to your office. This promotion is valid for January and February 2009 orders.

## **New Comm-PASS Functionality Coming – Quick Quote**

Thanks to public purchasers in cities and towns, public authorities and executive department, OSD is ready to design, test and implement Quick Quote functionality with an anticipated launch date of July 1, 2009. This functionality will enable public purchasers to rapidly generate a line-item quote to authorized vendors for select Statewide Contracts or to craft their own custom line-item quote to any vendor with a SmartBid account, an email address or a fax number. The entire process is designed to support small-dollar purchasing online. Quick Quote includes efficient features like automatic response tabulation, sorting by lowest price total, award by line or to one vendor, and the ability to make all submitted responses public after award. Several purchasers from cities and towns, public authorities, and executive departments have already volunteered to participate in a User Group between the New Year and June 30 to review all design specifications, conduct user acceptance testing, and weigh in on selection of those Statewide Contracts which will be enabled for this feature beginning July 1.

If you are a signatory authority for your public entity's procurements and would like to participate, send an email to [Joan.Matsumoto@state.ma.us](mailto:Joan.Matsumoto@state.ma.us) using the subject line Quick Quote User Group. Remaining seats are limited!

## **Updated Vendor and Rate Information - FAC29 Tradespersons - Repair and Maintenance**

OSD has completely revamped the master spreadsheet to make it easier to search and broke it down by major trades. Secondly, in order to add transparency to the cost structure we have added a Cost and Service Information page on the vendor tab. Under the Vendor Contact Information on the vendor tab, you will see an attachment. This attachment is vendor specific detailing all potential costs the vendor may charge. This includes travel, special equipment and secondary services offered to take just some of the guess work out for you.

## **\$ave \$mart – Brings you "Additional Savings on Statewide Contracts!**

Start the New Year with over 20 cost saving opportunities... before you buy check out the \$ave\$mart program including.....

PRF30, Foreign Language Interpretation (In-Person) and Translation Services / Corporate Translation Services - Do you know how to say 'savings' in French (économies), Spanish (ahorros) and Japanese (tsumitate)? **Language Bank Inc.** does! Satisfy your Department needs through their Interpretation and Translation services. For any assignment regardless of size, time or language you will receive 8% off the total price. Please call 212-653-8653 or 212-653-8652. Offer ends 06/30/09.

PRF33, Marketing and Advertising, Design & Development-(up to \$5M) - Aren't the best things in life free? Well here you go! **Moore & Isherwood** is offering 1 Hour of marketing consulting for free and provides free stock photography for any project when hired and it is appropriate. Please call 508 996-3946 for details. This offer ends on 03/31/09.

PRF36, Promotional Incentives Acquisition Services - Have your money go to a good cause! **Razz-m-Tazz Promotions** will be offering an additional 10% on "**GREEN**" Products. Have you ever wondered how we all could help in making a difference? Start by contacting 978-874-0502 or 877-874-0502. This offer ends on 03/01/09.

It seems every few days another Statewide Contract Vendor is partnering with OSD to lower their prices by offering \$ave\$mart Opportunities. Before you buy be sure to check the program for saving opportunities! To locate current opportunities go to [www.mass.gov/osd](http://www.mass.gov/osd) and click on the \$ave\$mart logo! Currently there are offerings on clothing, catering, Clothing, Catering, Computers, Printers, Boxes, Furniture, Translation Services, Marketing and more!

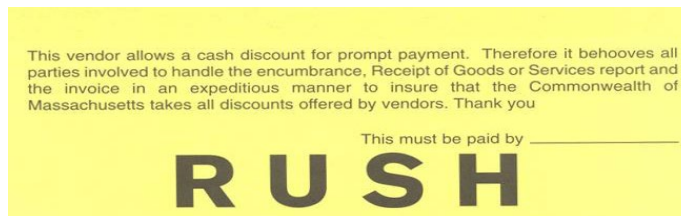
## EPP Buyer Update

The latest issue of the EPP Buyer Update (Newsletter of the Massachusetts Environmentally Preferable Products (EPP) Procurement Program) is now available! Articles include holiday recycling information, new Statewide Contract on low mercury lighting supplies and new opportunities for hazardous waste recycling information and more! [http://www.mass.gov/Aosd/docs/EPP/updates/volume\\_31\\_january\\_2008.doc](http://www.mass.gov/Aosd/docs/EPP/updates/volume_31_january_2008.doc)

## Did You Know...

### Prompt Payment Discount - One Agency's Method to Save Money (DYS)

All across the Commonwealth public purchasers are feeling the crunch of the recent downturn in the US Economy. It is being felt in every possible organization whether it is the private or public sectors. Public agency budgets have always been tight and in FY09, things are going to be tighter. One weapon in the Statewide Contract cost saving arsenal is the **Prompt Payment Discount (PPD)**. Unfortunately, some organizations have not taken full advantage of the PPD, which are available on many OSD and OSD designated statewide contracts. We have found that **DYS** – Department of Youth Services has instituted a method that has allowed them to stretch their budget by making the PPD a top priority! The Department of Youth Services applies a yellow, fluorescent sticky note on each invoice with a PPD available. The difference is this isn't your typical sticky note. The size of the sticky note is approximately 3.5" x 8" and has in big, bold letters **RUSH**. Additionally, the sticky note indicates 'this vendor allows a cash discount for prompt payment' and an area to indicate the date the invoice must be paid by in order for the savings. The size of the sticky note plays an important role in **DYS** accomplishing its task of saving money since it's easily visible and is an easy indicator for procurement staff to rush the payment. **DYS** staff is instructed all staff to expedite the process on these purchase to allow them to take full advantage of the Cost Saving opportunity with Prompt Payment Discount!



### DYS Prompt Payment Discount Notice

### Are You Getting Statewide Contract Pricing?

Many companies have multiple contracts with different price schedules. After you have identified a statewide contract to use that meets your needs, you need to ensure that the contractor identifies your order with the correct statewide contract in order to ensure that you receive the most advantageous prices and terms. The best way to do this is to identify each order using a specific statewide contract by name and contract number. This is important even with repeat orders.

It is also the responsibility of all purchasers to scrutinize invoices to ensure that the contractor followed through correctly with the contract pricing requested. Over time, some contract prices may change and it is important that purchasers question any change to ensure the charges are correct. OSD includes comprehensive guidance to public purchasers in the OSD Updates and other documents located on [www.Comm-PASS.com](http://www.Comm-PASS.com). Check **Comm-PASS** for the specific contract and review information in both the **Forms & Terms** tab and the **Vendor** tab for guidance, pricing and contract provisions. Please follow the guidance in order to ensure that the right services are being invoiced at the right prices the first time. If not, please follow up with the statewide contractor first; if you cannot get satisfaction, then contact the OSD Procurement Manager responsible for the particular contract.

The OSD Procurement Managers are listed in [www.Comm-PASS.com](http://www.Comm-PASS.com) for each contract under the **Issuer** tab. OSD's goal is to ensure that we continue to establish statewide contracts that meet your business needs, negotiate best contract price and service, provide guidance to assist in the purchasing process and manage contractor compliance and performance. Let us know how well we're doing!



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**Did you know that OSD has an on-line Training Resource Center?**

OSD's "LEAP" (Learning and Education About Procurement) was developed to assist you in expediting your procurement activities, while ensuring you have the information you need to make wise choices. Information includes Comm-PASS, Statewide Contracts, Comm-PASS, printable Quick Guides and more! Visit our web site at [www.mass.gov/osd](http://www.mass.gov/osd) and click on the training link!

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