



OSD Municipal Procurement e-News

A publication of Operational Services Division

617-720-3300

www.mass.gov/osd

<http://www.comm-pass.com>

August 2008

Find
Contracts...

Post
Solicitations



Free Posting!

Free Training!

Free Support!

Comm-PASS

Welcome

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

This month's information includes:

Statewide Contract Updates

- [FAC50 Integrated Pest Management](#)
- [ITC16A IT Hardware Computers, Mobile Equipment, Servers, Storage and Services](#)
- [OFF14 Recreational/Athletic/Physical Fitness Equipment, Supplies and Services](#)
- [OFF19 Office Supplies, Recycled Paper and Envelopes](#)
- [PRF34 Temporary Help Services](#)

Upcoming Events

- [Understanding Statewide Contracts/Comm-PASS](#)
 - [Carlisle](#)
 - [Ware](#)
 - [Orange](#)
 - [Wrentham](#)
 - [Medway](#)
 - [Lakeville](#)
 - [Comm-PASS Training](#)
 - [Boston](#)
 - [Environmentally Preferable Purchasing Webinar](#)
 - [AMPFY09 Kickoff](#)
- Training Invitations for your Local Businesses
- [Pathways to Procurement Workshop](#)
 - [Westfield](#)
 - [Boston](#)
 - [AMP Workshops](#)
 - [AMP Vendor Basic Procurement Workshop](#)
 - [How to Submit an Effective AMP Plan Workshop](#)

What's New

- [Leading By Example Awards Call For Nominations](#)
- [July 2008 EPP Buyer Update](#)
- [13 Save Smart Opportunities](#)
- [Updated Statewide Contract Booklet – Summer Edition](#)

Did You Know

- [Commonwealth Print Services](#)
- [Governor Patrick Signs Green Communities Act](#)
- [OSD goes on the road!](#)

Statewide Contract Updates

FAC50 Integrated Pest Management Statewide Contract is now available! This new Contract replaces the previous contract FAC35. In addition to Pest Management Services inside buildings, the new contract includes Pest Management Services for landscapes (e.g. lawns, athletic fields, etc.) as well as problematic animal control and removal.

ITC16A IT Hardware Computers, Mobile Equipment, Servers, Storage and Services

OSD is pleased to announce that ITC16a statewide contract for IT Computer Hardware Equipment and Services has been extended to June 30, 2010 and now offers **a cost-savings** in the form of

Pathways to Procurement

Do you know vendor who wants to learn how to do business with the Commonwealth?



Click on the people to see the current schedule.



For a full description of upcoming \$ave \$mart opportunities!

Click on the \$ave\$mart above!

reduced rates and/or cost avoidance proposal which are beneficial to all eligible entities. Contractors in Categories (2-7) that agreed to the contract renewal criteria which included Amendments 11, 12, 13 (Amendment Documents posted @ www.comm-pass.com under ITC16a contract's Forms & Terms tab).

OFF14 - Recreational/Athletic/Physical Fitness Equipment, Supplies and Services has been extended until August 2008 while the PMT finalizes the new contracts.

OFF19 - Office Supplies, Recycled Paper and Envelopes Statewide Contract has been extended to 12/31/08. The Contract will remain in effect while a new Contract is being developed.

PRF34 Temporary Help Services Statewide Contract is the primary vehicle to procure Temporary Help Services. Detailed information with prices, job categories, zones and more available on Comm-PASS. This contract is effective July 12, 2008 through July 11, 2011.

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.

Upcoming Events

The following is a listing of OSD events for the month of July and more are being added! A complete listing of all OSD events are 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 this training would benefit your municipality or association please contact us by sending an email to osdoutreach@state.ma.us

Understanding Statewide Contract / Comm-PASS

August 7, 2008 - Ware

August 8, 2008 - Orange

August 13, 2008 - Carlisle

August 14, 2008 - Wrentham (Full)

August 22, 2008 - Medway

August 28, 2009 - Lakeville

OSD will be conducting a free training session for the Towns of Lakeville, Medway, Orange, Ware and Wrentham. These trainings provide a broad overview of Statewide Contracts, including how they are developed, how to use them and an on-line review of how to locate Statewide Contracts using the Commonwealth's e-Procurement system, Comm-PASS. If you are a surrounding community and wish to register for any of the upcoming sessions please send an email to osdoutreach@state.ma.us.

Comm-PASS Training

August 21, 2008 - Boston (Administrator and User)

Limited space is still available for our free Comm-PASS training classes. Comm-PASS Trainings are offered to all municipalities 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.ma.us, name@school.edu, indicating date/location and your interest as an Administrator, User, or both to the [Comm-PASS Helpdesk](#).

- **Comm-PASS Training Locations** – This fall, OSD is planning on scheduling Comm-PASS training at various locations in the Commonwealth. If you have a computer lab with internet connectivity and are interested in hosting a Comm-PASS training session, please send an e-mail to osdtraining@state.ma.us.

Environmentally Preferable Purchasing Webinar

August 21, 2008 1:00 pm- 2:30 pm EST

OSD invites you to participate in a **free webinar** on Green Purchasing. This webinar will focus on two areas;

Products and Accessibility - Where are we headed? What attributes of green are the most environmentally preferable? Are there standards? Where do you go to get products and how do you know they are really "green"? Is one green attribute better than another? How do you tell which is preferable?

[Policy & Program – Massachusetts' successful EPP program What do you need to have in your EPP Policy, Program and Measures? Do people use it? How do you report on your purchases? What tools do you need for an effective EPP program?](#)
REGISTER: [online at www.epa.gov/region1/RCCedu](http://www.epa.gov/region1/RCCedu)

AMPFY09 Kickoff

September 16, 2008 - Boston
State House – Great Hall
9:00-1:00

All State Entities – *Your time is important, don't miss this great networking opportunity to meet SOMWBA Certified Vendors. Special recognition will be given to Departments and their AMP Coordinators for outstanding performance.*

M/WBE Vendors—*This is your best opportunity to meet and market your business to the Commonwealth AMP Coordinators, OSD Procurement Management Team Leaders/Directors, and Prime Contractors on Statewide Contracts who are looking for partnerships early in the Fiscal Year. There is **no fee** to attend this event but **pre registration is required**. Please register at: <http://amp.osd.state.ma.us/attendee/AMPRecognitionKickOffAttendeeRegistration1.asp>
If you have questions on please e-mail: Amp@OSD.state.ma.us or call the AMP Help Desk at: (617) 720-3359*

Training Invitations for your Local Businesses

OSD offers various programs for Interested Bidders, Vendors and SOMWBA Certified Vendors throughout the year. The following is a listing of our upcoming sessions, please be sure to share this information with businesses in your community. If your municipality is interested in hosting an event or learning more about OSD's business trainings, please contact the OSD's training division by sending an email to osdtraining@state.ma.us.

Pathways to Procurement Free Workshop

August 6, 2008 – Westfield
September 22, 2008 - Boston

Do you know a business in your community that would benefit from learning how to bid on Statewide Contracts? To date over 1200 businesses across the Commonwealth have attended this free workshop! Complete details and registration information is available on-line at "[Pathways to Procurement](#)".

How to Submit an Effective AMP Plan Workshop

August 6, 2008 - Boston

The [AMP Plan form](#) is a requirement for all large procurements and Statewide Contracts. AMP is offering this workshop to both Certified and Non-certified Bidders who are interested in learning how to submit effective AMP Plans. The training is designed to provide all Bidders with the necessary information, resources, tools and skills to complete an AMP Plan for all types of solicitations.

AMP Vendor Basic Procurement Workshop

August 28, 2008 - Boston

The Commonwealth's Affirmative Market Program (AMP) Invites M/WBEs who are new to state procurement for a **Free AMP Basic Vendor Procurement Trainings**. Certified vendors interested in learning how to maximize their certification status, find opportunities for AMP partnerships and market as an AMP participant to state entities are encourage to attend this training.

Pre-registration for the AMP training is done via email at amp@massmail.state.ma.us in the subject line please add: **AMP Plan Workshop or How to submit an effective AMP plan**. For questions please call Maria Gonzalez at the **AMP Help Desk** at 617-720-3359.

What's New

Leading By Example Awards Call For Nominations

Governor Patrick's Executive Order No. 484, which created the Leading by Example Program, challenged public agencies to advance clean energy and efficiency and reduce overall environmental impacts of government operations. The Leading by Example Awards recognize outstanding efforts among Commonwealth agencies, public colleges and universities, and municipalities that have established and implemented policies and programs resulting in significant and demonstrable environmental benefits. **All entries must be submitted no**

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!

Editor
Barbara Miller
Director of
Quality
Assurance,
Training and
Outreach
617-720-3148

Produced by
Pamela Brasill
Outreach
Coordinator
617-720-3117

later than Wednesday, September 10, 2008 by 5 PM. To learn more about EEA's Leading by Example Program: <http://www.mass.gov/envir/Sustainable/> and OSD's Environmental Preferable Products (EPP) Program: www.mass.gov/epp

July 2008 – EPP Buyer Update

The July issue of the EPP Buyer Update is now available on-line at the OSD web site <http://www.mass.gov> Information included in this edition includes;

- **Insight into Integrated Pest Management (IPM).** The practice of overt pesticide broadcasting is quickly becoming a thing of the past with the implementation of IPM. Not just limited to agriculture and horticulture, IPM addresses pest control through the most economic means available – a combination of pest monitoring, good sanitation practices, education and training, appropriate solid waste management, building maintenance, cultural pest control measures, mechanical pest control measures and biological pest controls.
- **Recycled Plastic Lumber Meets All Your Decking Needs.** Recycled plastic lumber (RPL) is a multi-purpose product for outdoor construction projects. Easy to use, recyclable, aesthetically pleasing and cost effective, RPL is growing in popularity and now widely offered by big box stores and local retailers near you.
- **What's Next for OSD?** Several new exciting contracts containing EPPs that are scheduled to be awarded before the end of summer.
- **Register Now for the 14th Annual EPP Vendor Fair and Conference!** Held at the DCU Center in Worcester, the Annual EPP Vendor Fair and Conference registers a record breaking number of 1300 attendees each and every year. With 165 exhibitors of innovative, energy and dollar saving environmental products and services, you shouldn't miss out on this popular event! Register today on-line at www.mass.gov/eppfair!

If you would you like to receive up-to-date environmental purchasing information in your email you will find subscription service information on OSD's web site www.mass.gov/osc in the On-line services section.

Save \$mart Opportunities

Before you buy be sure to check out the OSD \$ave\$mart Program! \$ave\$mart provides Statewide Contract users the opportunities for cost savings! There are currently over **15 \$ave\$mart Opportunities** available for all eligible entities including:

- **CLT06 - Clothing, Uniforms, Footwear, Accessories And Hygiene Supplies**
- **GRO21C – Catering Services, Conference Space and Hotel Rooms**
- **HSP28 – Medical Commodities**
- **ITC16A -Desktops, Laptops and more**
- **OFF12 - Recycled Corrugated Boxes, Reusable Plastic Boxes**
- **OFF15 – Printing and Mail Services**
- **OFF16 – Photocopier Equipment, Accessories and Facsimiles (5)**
- **OFF20 – Office, School, Library Furnishings as well as installation services (2)**
- **PRF30 – Translation and Interpretation Services**

Remember \$ave\$mart opportunities are updated often, a complete up-to-date list is available on our web site; www.mass.gov/osd, Select the \$ave\$mart logo and find opportunities for "Greater Savings on Statewide Contracts!"

Updated Statewide Contract Book – Summer Edition

The Statewide Contract Booklet provides the reader with information on frequently used Statewide Contracts. The booklet provides you with descriptions of Contracts, Procurement Managers names, e-mails and telephone numbers phone extensions, as well as all OSD programs available for you to use. Please follow the link provided to print your copy today! [Statewide Contract Booklet – Spring Edition](#)

Did You Know...

Commonwealth Print Services

The Commonwealth Print Services (CPS) located at One Ashburton Place, Room P-11, Boston, MA 02108 can supply you with quality print services at competitive prices.

- **CPS is the state operated full service color copy and offset printing center**
- **All cities, towns, municipalities, schools and state agencies can use this resource**

- **CPS will print and deliver your documents to your office**

It is easy to use CPS. Just call or e-mail your requirements to Kelly Young at (617) 720-3340 or to CPS@state.ma.us.

Governor Patrick Signs Green Communities Act

Governor Patrick signed into law the "**Green Communities Act**" to encourage municipalities, businesses, utilities and residents to implement practices and programs that reduce non-renewable energy use and carbon emissions. Several provisions are aimed at municipalities, among the most important of which are those establishing the "Green Communities" program. Other provisions also enhance communities' ability to save energy and reduce greenhouse emissions. Additional information on the Green Communities Act is available on-line at www.mass.gov

Industrial Gases are available on HSP14: Medical, Laboratory, Industrial & Therapeutic (Bulk, Cylinders, Systems & Supplies)

In addition to Medical Oxygen this Contract contains most of the non-fuel cylinder gases, such as acetylene with no cylinder fee. More information and pricing can be found on Comm-PASS.

OSD goes on the Road!

OSD is now scheduling our fall training sessions. Over the past several months more and more municipalities, schools and associations have been taking advantage of OSD's free Outreach services. Based on staffing and resources we meet at your location to provide:

- Comm-PASS Training – Computer Based Training for both User and Administrator on posting your Solicitations, Managing your Contracts in Comm-PASS and much more
- Understanding Statewide Contracts – Live demonstration which provides an overview of Statewide Contracts and an in-depth review of how to locate information on Comm-PASS.
- Pathways to Procurement – A workshop designed for businesses that are interested in learning about bidding opportunities for goods and services on Statewide Contracts and more!

If you believe that one of these trainings or workshops would be beneficial to your organization, please contact OSD Trainings Department at osdtraining@osd.state.ma.us.

[ABOUT OSD](#) | [Comm-PASS](#) | [CONTACT US](#)

Please e-mail ideas or suggestions for OSD Municipal Procurement e-News to [OSD Outreach](#)

Subscribe to OSD Municipal Procurement e-News by sending a blank e-mail to osd_municipalities-sub@listserv.state.ma.us