



OPERATIONAL SERVICES DIVISION

Contract User Guide for PSE01

PSE01: Public Safety Equipment and Two-Way Radio

UPDATED: January 1, 2022

Contract #:	PSE01
MMARS MA #:	PSE01*
Initial Contract Term:	January 1, 2022, to December 31, 2026
Maximum End Date:	One (1) option for two (2) year extension through December 31, 2028
Current Contract Term:	January 1, 2022, to December 31, 2026
Contract Manager:	Daniel Billings, Phone: 617-720-3309, Daniel.Billings@mass.gov
This Contract Contains:	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business
UNSPSC Codes:	Fire: 46-16-00, 46-19-00 EMS: 42-17-00, 42-17-22 Police: 46-20-00, 92-10-15 Marine: 25-11-00, 92-12-19 Two-Way Radio's: 43-19-15, 43-19-16, 43-22-17, 81-11-18

Table of Contents:

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

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction Requirements](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: UNSPSC Codes for PSE01](#)

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: January 1, 2022

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Page 1 of 24

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PSE01 Contract User Guide

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Contract Summary

This is the Statewide Contract for Public Safety Equipment and Two-Way Radio supplies and services. This new Statewide Contract replaces and combines the public safety and two-way radio categories from statewide contract numbers FIR04/FIR04A and ITT57. OSD has rebranded the “FIR” and two-way radio statewide contracts to create a brand-new contract category entitled “PSE” to offer a single and cohesive contract for all public safety equipment, supplies and applicable services. The contract category “FIR” will no longer be used as a category of services.

COVID-19 Updates

Buyers are encouraged to engage with vendors for additional information. See vendor list and information table

Contract Categories

This contract includes 5 categories of Public Safety Equipment and Two-Way Radio products/service as listed below:

- Category 1: Fire Equipment, Supplies, and Services
- Category 2: Emergency Medical Services (EMS) Equipment, Supplies, and Services
- Category 3: Police Equipment, Supplies, and Services
- Category 4: Marine Equipment, Supplies and Services
- Category 5: Two-way Radio Equipment, Supplies and Services

PLEASE NOTE: The items identified below **cannot** be purchased under the PSE01 Public Safety Equipment and Two-Way Radio, Supplies, Services and Repairs statewide contract:

- Firearms, Ammunitions, Related Training Products, Services Accessories and Less than Lethal Munitions, Tasers, etc.
- All vehicles including fire trucks and boats.
- Public Safety Broadband and LTE only communications equipment and services (the home Statewide Contract for this is ITT72).

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth’s buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

The statewide contract covers a broad array of public safety equipment, parts & services available through various authorized dealers of listed manufacturers. Competitive Pricing – The Strategic Sourcing Services Team



PSE01 Contract User Guide

(SSST) has awarded the contract to those Contractors who provided the most competitive discounts for the manufacturers being offered. Complete award information for awarded Contractors is located in COMMBUYS <https://www.commbuys.com/bso/advsearch/buyerAdvancedSearch.sdo>. Please see instructions below for how to obtain the contract information in COMMBUYS.

Vendors on the PSE01 statewide contract also offer the following discounts which can vary for each Vendor: Prompt Pay Discounts, Dock Delivery Discounts, Volume Discounts, Trade-In's.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for PSE01 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for PSE01 and can be accessed directly by visiting [list the Master MBPO hyperlink here, for example, [Master Blanket Purchase Order PO-15-1080-OSD01-OSD10-00000003619](#)].
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific , M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement



PSE01 Contract User Guide

Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or by [email at: 30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
- This is a fee for service contract
- Product pricing may be found on the [vendor information](#) page, where links to all the vendors MBPO's are provided.

Pricing Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price. Further negotiations can be made based on volume as PSE01 offer volume-based discounts.



PSE01 Contract User Guide

OPERATIONAL SERVICES DIVISION

Product/Service Pricing and Finding Vendor Price Files

Manufacturer's Suggested Retail Price (MSRP) Files on COMMBUYS

At times during the duration of this contract, some PSE01 Vendors may have outdated MSRP reference files on COMMBUYS. Because of this, Buyers should always request that a vendor provide them the most current MSRP at the time of quote. Buyers may then refer to the awarded vendor's PSE01 price file from COMMBUYS to check pricing. All Vendors have an awarded price file in Microsoft Excel format that indicates their approved manufacturers and their awarded discount off of MSRP for their starting price. If a vendor does not have a manufacturer listed in their awarded PSE01 price file then the vendor must work with OSD to get that manufacturer added before they can sell their products on PSE01. If a vendor is not honoring their discount pricing from the PSE01 price file then the customer should contact the OSD Contract Manager.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference PSE01 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, then choose the *Make a Statewide Contract Purchase in COMMBUYS* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer creates a Release Requisition, and then converts it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "PSE01 RFQ" when entering information in the Description field.

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Updated: January 1, 2022

Page 5 of 24



PSE01 Contract User Guide

PSE01 has a “Solicitation Enabled” master MBPO page on COMMBUYS. Buyers can distinguish this page by the “Conversion Vendor” vendor name. This page allows COMMBUYS users to obtain quotes from multiple Vendors at once. The buyer creates a Release Requisition and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected Vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, then choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

All vendor MBPO pages have a \$0.00 line item for placing orders. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, then choose the *How to Create an RPA Requisition* job aid.

Obtaining Quotes

Contract users should always reference PSE01 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, then choose *Request Quotes From Vendors on Statewide Contracts* job aid.



PSE01 Contract User Guide

OPERATIONAL SERVICES DIVISION

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Quotes Not Including Construction Services:

Award based on best value, but it's strongly encouraged that Entities solicit at least three quotes from Vendors to be evaluated with best value criteria applied.

Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A "state-assisted contract" is a construction project undertaken by a political subdivision of the Commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the Commonwealth. An affected awarding authority's bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General's Office at 617-963-2371 or visit the Attorney General's [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General's Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit www.mass.gov/prevailing-wage-enforcement for more information.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: January 1, 2022

Page 7 of 24



PSE01 Contract User Guide

OPERATIONAL SERVICES DIVISION

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@mass.gov for additional support.

Environmentally Preferable Products (EPP)

GreenScreen certified firefighting foams, which have been tested to be both free of Per- and polyfluoroalkyl substances (PFAS) and free of the chemicals of highest health and environmental concerns, are now available through this contract.

EPP Requirements:

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

Contract Exclusions and Related Statewide Contracts

The items identified below **cannot** be purchased under the PSE01 Public Safety Equipment, Supplies, Services and Repairs statewide contract:

- Firearms, Ammunitions, Related Training Products, Services Accessories and Less than Lethal Munitions, Tasers, etc.
- All vehicles including fire trucks and boats.
- Public Safety Broadband and LTE only communications equipment and services (the home Statewide Contract for this is ITT72).

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery>Returns

All quotations shall be FOB destination. The term FOB destination shall mean delivered and unloaded to all the Commonwealth Departments, cities, towns and/or Political Subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the Contractor(s).

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: January 1, 2022

Page 8 of 24



PSE01 Contract User Guide

OPERATIONAL SERVICES DIVISION

The Contractor(s) must deliver goods to the Department requesting the goods within 30 days after receipt of order (A.R.O.). Items delivered after 30 business days may be deemed unacceptable and returned to the Contractor at no cost to the Commonwealth. Delivery arrangements for custom-made items may be made by mutual agreement between purchasing Department and Contractor(s).

Surcharges: Vendors will not charge any additional fuel, shipping, transportation, energy, insurance or any other type of surcharge or fee on any order received from departments. Departments will NOT be required to pay any additional surcharges upon receipt of contractor invoicing.

At the discretion of the Commonwealth, shipping charges may be negotiated and allowed under extenuating circumstances including, but not limited to: rush shipping requests by the Commonwealth Agency, oversized or heavy items being repaired, etc. This exception will only be allowed with an Agency request. Vendors are not allowed to request an exception for shipping charges.

Additional Information/FAQs

Performance Bond

User Departments may request and require Contractors to furnish a performance and/or labor and materials bond, in a form and with surety satisfactory to the end user for those orders in the amount of \$100,000 or more. The Contractor(s) shall be responsible for the cost of the bond(s).

Adding/Removing Products

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the Contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract. **NO PRODUCTS MAY BE ADDED WITHOUT APPROVAL OF THE SSST AND SSSL.**

Frequently Purchased Items on the Contract:

Fire Equipment & Supplies

Turnout gear, Urban Search and Rescue (USAR) gear, station work uniforms, dress uniforms, specialized outerwear, forestry clothing, any other firefighter personal protective equipment (PPE), self-contained breathing apparatus (SCBA) and SCBA cylinders, breathing air compressors, SCBA test benches, SCBA fit testers, self-contained smoke/fire hoods, firefighting foam, water applications (hoses, nozzles, gates), ladders, power tools, hand tools, emergency vehicle lighting, specialty equipment (meters, including air monitoring, radiological, etc., meter calibration equipment, meter calibration gases and meter parts; other types of specialty gas, bottled or otherwise, not currently covered under ENE46, HSP41 or their successor contracts), fire alarm equipment

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: January 1, 2022

Page 9 of 24



PSE01 Contract User Guide

OPERATIONAL SERVICES DIVISION

(control panels, smoke/heat devices, water flow devices, signaling, receiving and cabling items), associated software updates, training aids and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (All vehicles excluded).

EMS Equipment & Supplies

Emergency and field EMS products, plus medical equipment and supplies used by first responders and all levels of EMT certification. Includes disaster management products, extrication, immobilization and transportation products, airway management equipment, resuscitation products, emergency and field medical services kits, EMS supplies, cardiac monitors, IV pumps, transport ventilators, assessment equipment (blood pressure units, pulse oximeters, thermometers, exam lights), associated software updates, training aids and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excludes vehicles, medications and drugs).

Police Equipment & Supplies

Night vision binoculars, breathalyzers, visibility clothing, firearms lockers, patrol car recording devices, GPS tracking devices, license plate recognition equipment, gloves, knee pads, helmets, handcuffs, tactical mirrors, vehicle emergency lights, sirens, body cameras, traffic and crowd control equipment, forensic equipment, helium and acetylene gases, associated software updates, training aids and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excluded from this contract are the following: weapons, ammunition, lethal and less than lethal munitions, tasers and all vehicles).

Marine Equipment & Supplies

Equipment and supplies for the Maritime Incident Response Teams for port security, incident response, water training events, etc. including dry suits, multi-threat suits, personal floatation devices (PFDs), emergency position indicator radio beacons (EPIRBs), dry bags, marine ropes, re-breather apparatus, marine communication equipment, waterproof night vision cameras, marine locator equipment, craft systems and repair equipment, scuba and snorkeling gear, swim equipment and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excludes all boats and vehicles).

Two Way Radio Repairs and Services

Purchase, rental, installation, maintenance and service of Two-Way Radio and associated microwave radio systems, equipment, connected peripherals, parts and accessories. Services will include the design, engineering, frequency coordination, installation, maintenance and repair of two-way radio network and microwave systems. The products and services include two-way radio subscriber units and fixed station equipment, including dual mode (analog and P25 digital), and accessories; microwave systems, components and accessories; trunking and conventional two-way radio systems, components, accessories and infrastructure; analog and P25 digital two-way radio systems and infrastructure; marine and amateur radios and accessories; fixed mobile data and automatic vehicle location (AVL) systems; public safety paging systems; radio dispatch console systems, related components and accessories; radio dispatch console furniture and related components; desktop radio remote

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Updated: January 1, 2022

Page 10 of 24



PSE01 Contract User Guide

OPERATIONAL SERVICES DIVISION

systems and related components; radio gateway systems (analog and digital) and related accessories; Land Mobile Radio (LMR) antenna system components; category associated software updates, and not limited to the items identified. Services and/or repairs of any or all of the above listed items. (Excluded from this contract: Public Safety Broadband and LTE only communications equipment and services).

Product Specifications, including Environmental Standards and Requirements

Selection of EPP Equipment – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Technical Support

Where technical support response is included, Vendors shall supply at no charge, limited telephone technical support accessible toll-free, from at least 8 A.M. – 6 P.M., Monday through Friday for three (3) years after purchase. The maximum response time for technical support calls is four (4) hours from initial request to on-scene arrival unless otherwise agreed in writing between the Purchasing Entity and the Contractor. Bidders must include the costs, if any, for technical support calls in the Cost Tables.

Warranties/Repairs and Services

The warranty for the Commonwealth shall be the manufacturer’s standard warranty starting from the date of acceptance by the Purchasing Entity. New equipment under this contract must be factory new and equipment considered a “durable commodity” shall carry a guarantee that service, service parts and maintenance will be available from the Contractor for a period of at least five (5) years from date of equipment acceptance by the Purchasing Entity. All equipment shall be in excellent working condition and shall include the new OEM equipment guarantee.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth’s Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.
- **Volume Discounts:** A discount is provided to buyer if a certain volume of product or service is purchased.

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Updated: January 1, 2022

Page 11 of 24



PSE01 Contract User Guide

- **Dock Delivery Discount:** A discount is provided if product is delivered directly to the loading dock

If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings with prior approval to add from the OSD contract manager.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than twelve (12) months beyond the current contract term of this Statewide Contract as stated on the first page of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

Contract users must complete a detailed Statement of Work for any service engagement to be completed under this contract. The SOW template can be found under the "Attachment" tab in COMMBUYS under the PSE01 Master Blanket MBPO; it is recommended that Buyers use this format to request the following list and any other information as required by the engaging entity:

- Scope of Services/Deliverables Dates & Location of Service
- Detailed Budget
- Estimated Total Costs
- # Of Staff/Rate(s) Per Hour

Required Documentation from Contractor:

- Vendors are required to submit completed payment vouchers, and all required signed documentation to the designated Buyer personnel for processing. Vendors are obligated to pay prevailing wage rates to their employees who work in Commonwealth owned or rented facilities under this contract. Please report any known or suspected underpayment or non-payment of the prevailing wage to OSD for referral to the Attorney General's Office and the Department of Labor and Workforce Development. There is no Commonwealth form to report weekly janitorial prevailing wage, as there is for construction.