

About State Contracts

The University of Massachusetts is entitled to use the State Contracts. State contracts, like Campus, University contracts, and MHEC, enable the end user to issue purchase orders without further public bidding because a public bid has been done to select the contract vendor and establish a purchase contract. Procurement reserves the right to review the items requested and the individual contract used prior to approving a purchase order to determine if a separate bid would provide more advantageous pricing and terms. This is done because many contracts through the State and MHEC are contracts that are meant to appeal to a large number of institutions/State entities but don't always produce the best pricing and terms. On large purchases, the best method is generally a dedicated bid for the particular commodity/service that is required. The department will be alerted if a bid is required. Please note that because a vendor is listed as being on contract does not mean that everything they sell is covered by that contract. Departments should check for the specific items that they wish to purchase. Each contract also has a defined contract term so departments are cautioned to check the contract dates before they issue a purchase order to insure that the contract is valid.

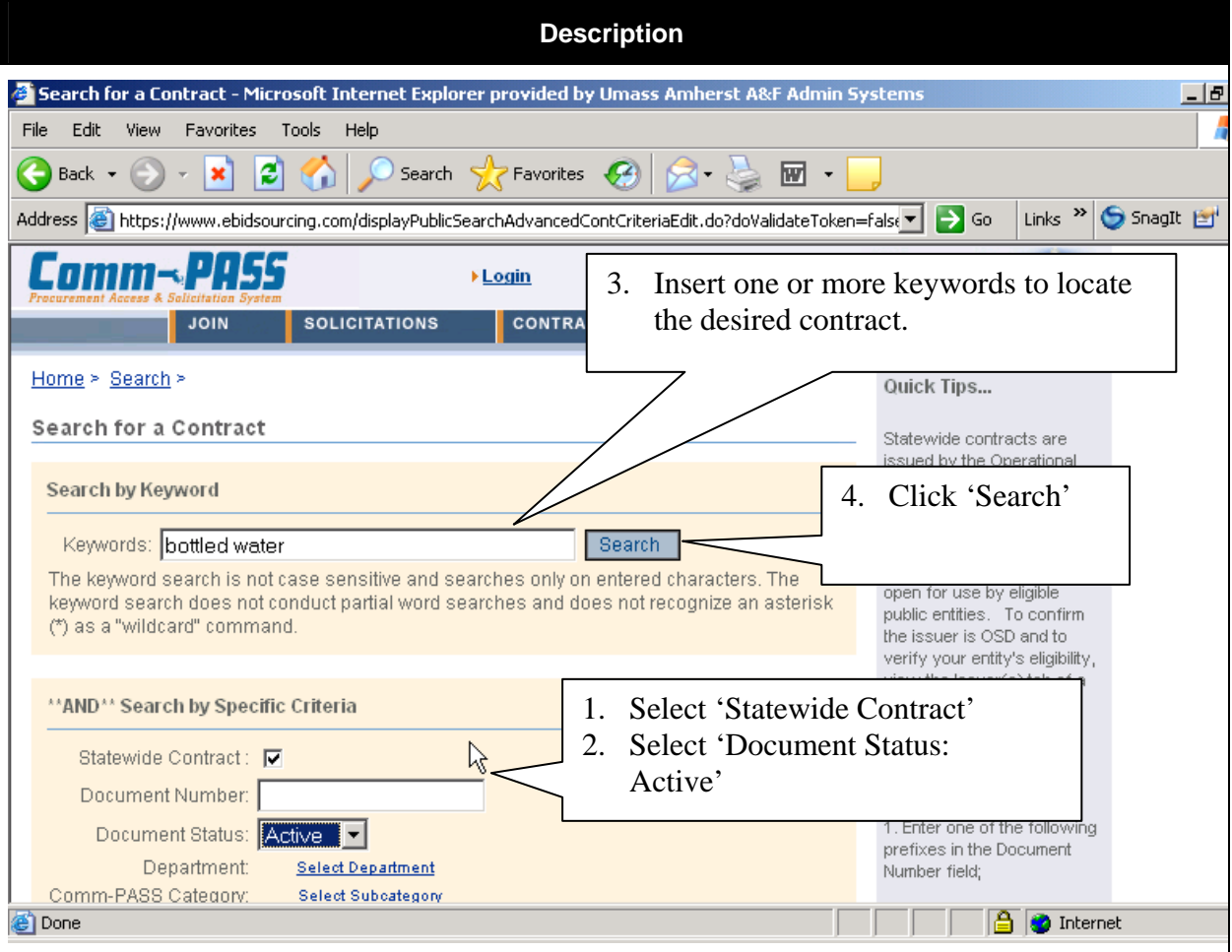
How Do I Access the State Contracts List?

State Contract information is available at the Commonwealth's COMM-PASS web site. The link to, and the suggested basic instructions for how to use, the COMM-PASS Contracts Search page are listed below. Once you reach the web site, you can follow the basic instructions or play with the various options to locate one or more contracts. Note that these instructions are based upon the COMM-PASS web site as of April 05.

https://www.ebidsourcing.com/displayPublicSearchAdvancedContCriteriaEdit.do?doValidateToken=false&menu_id=2.4.3&org.apache.struts.taglib.html.TOKEN=06348afb413709fab9e884eeddf5468

(Create a Bookmark, or file under Favorites for easy future access).

To access the State Contracts search page and find a State Contract:

Panel	Description
1.	 <p>The screenshot shows the COMM-PASS search interface. Callout 1 points to the 'Statewide Contract' checkbox. Callout 2 points to the 'Document Status' dropdown menu. Callout 3 points to the 'Keywords' input field. Callout 4 points to the 'Search' button.</p> <p>1. Select 'Statewide Contract' 2. Select 'Document Status: Active'</p> <p>3. Insert one or more keywords to locate the desired contract.</p> <p>4. Click 'Search'</p>

Panel	Description
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2.

Click on the link to the contract(s) retrieved that meet your search criteria. Note that you may have to play with 'Keywords' a bit to achieve the desired results.

Statewide contracts are issued by the Operational Services Division or its designee(s). State executive agencies are required to use these contracts, which are also open for use by eligible public entities. To confirm the issuer is OSD and to verify your entity's eligibility, view the Issuer(s) tab of a specific contract.

To locate an OSD-issued statewide contract:

1. Enter one of the following prefixes in the Document Number field;

3.

Click on the eyeglass icon to access the contract

End Date	Document Number	Title	Status	Last Changed	View
09/01/2005	GRO01	Water, Bottled Water, & Water Cooler Service (GRO01)	ACTIVE	04/20/2005	

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Panel

Description

4.

Summary - Microsoft Internet Explorer provided by Umass Amherst A&F Admin Systems

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print

Address <https://www.ebidsourcing.com/displayPublicContSummView.do?docUserId...> Go Links SnagIt

Comm-PASS
Procurement Access & Solicitation System

JOIN SOLICITATIONS CONTRACTS

Home > Search > Contract Search > Search Result >

Summary

Document Number: GRO01 Issued By: Operational Services Division

Procurements

Summary Rules Issuer(s) Forms & Terms **Vendor(s)** Updates Other Information

Document Title: Water, Bottled Water, & Water Cooler Service (GRO01)
Document Status: ACTIVE Version: 00005

Estimated Value (US\$): 15,000,000.00
Estimated Units: Not Available

Start Date: 03/01/1998 12:00AM Last Changed Date: 04/20/2005 10:51AM
End Date: 09/01/2005 11:59PM Award Date: Not Available
Max End Date: 03/01/2006 11:59PM

Issuer may exercise renewal options. See Rules tab for renewal information, if any.

Quick Tips...
To inquire about a particular Solicitation, Contract, or Bidder Forum, contact the person listed on the Issuer tab within the specific posting.

Done Internet