

## Contract User Guide

### OFF50: Audio, Video, Multimedia Presentation Equipment, Supplies and Services

#### Contract Overview

<b>Category Manager Contact Information</b>	<a href="#">Jessica Ofurie</a> 351-201-2213
<b>Contract Term</b>	<ul style="list-style-type: none"> <li>• <b>Current Contract Term:</b> November 1, 2021–October 31, 2026</li> <li>• <b>Maximum End Date:</b> October 31, 2026. No option to renew.</li> <li>• <b>Extend Beyond Date:</b> 10/31/2027. No new agreements except for performance and payment purposes only beyond this date.</li> </ul>
<b>Massachusetts Management Accounting and Reporting System (MMARS) Master Agreement (MA) Number</b>	<b>OFF50*</b>  <b>Note:</b> *The asterisk is required when referencing the contract in the MMARS system.
<b>Quote Requirements</b>	Quotes are required for purchasing. Refer to the <a href="#">Quote Response and Requirements</a> section for guidelines.
<b>Vendor List</b>	Refer to <a href="#">Vendor List and Information</a> for eligible vendors on this contract.
<b>Updates</b>	10/20/2025: Corrected vendor table.

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## Contract Summary

**OFF50–Audio, Video, Multimedia Presentation Equipment, Supplies and Services:** This Statewide Contract (SWC) provides professional and consumer grade Audio, Video, Multimedia, Studio Production, Presentation, Photographic Equipment and Systems, Peripherals, Supplies, Accessories and Related Services.

**Note:** This contract may be used to procure the goods or services described herein **at any dollar amount**. Any limitations, including for procurements involving **construction**, are outlined in this Contract User Guide.

For the Master Contract Record, refer to the [OFF50 Master Contract Record](#).

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by:

- Leveraging the Commonwealth’s buying power
- Simplifying the solicitation process
- Providing contracting expertise
- Enhancing vendor relationships through proactive management and oversight
- Offering competitive pricing
- Partnering with a pool of qualified and experienced vendors
- Offering Prompt Payment Discount
- Accessing a wide range of environmentally preferable products and services

## Contract Categories

This contract includes five (5) categories of products/service listed as follows:

- **Category 1:** Audio Equipment–This category includes, but is not limited to the following:
  - Audio Mixers
  - Amplifiers
  - AM/FM Radio
  - Audio Recorder
  - Players

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- Audio Duplicators
- Assistive Audio Devices
- Audio Acoustic Material
- Compact Disc Players
- Equalizers
- Microphones
- Media Player
- Public Address Systems (Including Portable)
- Speaker Systems
- Stereo Receivers
- Design Services
- Installation
- System Integration Services
- Maintenance Agreement
- Support Services
- Related Software
- **Category 2: Video Equipment**—This category includes, but is not limited to the following:
  - Assistive Video Devices
  - Equipment for Videoconferencing
  - Studio Production
  - Video Recording
  - Digital Video Disc Players
  - Laser Disc Players
  - Televisions (CRT, Plasma, LCD, LED)
  - Television Monitors/Monitor Receivers
  - TV Combo Units (VCR, DVD, BD)
  - Camcorders
  - Digital Video Recorders
  - High-Definition Cameras (Non-Security Related)
  - Digital Video Editing Systems
  - Teleprompters
  - Video Duplicators

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- Video Mixer
- Design Services
- Installation
- System Integration Services
- Maintenance Agreement
- Support Services
- Related Software
- **Category 3:** Display Equipment—This category includes, but is not limited to:
  - Assistive Display Devices
  - Video Projection Screens and Tripods
  - Video Displays Including Plasma, LCD Panels, and LED (Light-Emitting Diode) Panels
  - Visual Presentation Boards
  - Overheads
  - Slides
  - Film
  - Film Strips
  - Projectors
  - Interactive Displays
  - Electronic Sign Display Services
  - Installation
  - System Integration Services
  - Maintenance Agreement
  - Support Services
  - Related Software
- **Category 4:** Photographic Equipment—This category includes, but is not limited to:
  - Cameras (Film, Digital Imaging, Studio, Document)
  - Stand Alone Printers for Digital Camera Printing Only (35mm, Single-Lens Reflex/Digital Single-Lens Reflect, Small, Medium and Large Format)
  - Film Holders
  - Slide Printers
  - Lens Accessories
  - Film/Digital Post Processing and Related software

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- **Category 5:** Related Peripherals, Supplies, Accessories—Products in this category will include those used in relation with the above Product Categories 1-4:
  - Audio Visual Tables
  - Carts
  - Projector Mounting Systems
  - Podiums
  - Lecterns
  - Stands
  - Equipment Cases
  - Headphones
  - Rack mounting Equipment
  - Test Equipment
  - Batteries
  - Chargers
  - AV Cables
  - Connectors
  - Adapters
  - Patch Panels
  - Multimedia Consoles
  - Switchers
  - Camera Accessories (Various Lenses, Tripods, Fluid Heads)
  - Camera Support Equipment
  - Related Software (Original Equipment Manufacturer and Authoring)
  - Audio, Video, and Photo Storage

## **Contract Exclusions and Related Statewide Contracts**

Leasing is not available on this contract. Leases may be procured through the [ITC83 IT Asset Lease Services](#).



## Who May Use the Contract

The following is a complete list of the types of organizations generally allowed to use the Operational Service Division's (OSD's) Statewide Contracts (SWCs). Some SWCs may be open to additional organizations, and some are more restricted in usage.

- Cities, towns, districts, counties, and other political subdivisions
- Executive, Legislative, and Judicial Branches, including all departments and elected offices therein
- Independent public authorities, commissions, and quasi-public agencies
- Local public libraries, public school districts, and charter schools
- Public hospitals owned by the Commonwealth of Massachusetts
- Public institutions of higher education
- Public purchasing cooperatives
- [Non-profit](#), UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories and their cities, towns, districts, counties, other political subdivisions, and public institutions of higher education without prior approval from the State Purchasing Agent
- Other entities when designated in writing by the State Purchasing Agent

## Pricing Options

**Note:** The price files and vendor catalogs are accessible through public view in COMMBUYS; therefore, buyers may access the price files and vendor catalogs without signing into a COMMBUYS account.

- **Vendor Price File:** All vendors have been provided with a Microsoft Excel file outlining their awarded pricing, including approved manufacturers and the awarded discount percentage off MSRP for their base price. If a vendor does not have a manufacturer listed in their awarded price file, the vendor must contact the Category Manager ([Jessica Ofurie](#)) to get the manufacturer added before they can sell their products on **OFF50**. If a vendor is not honoring their discount pricing from the price file, then the customer should contact the Category Manager ([Jessica Ofurie](#)).



- **Ceiling/Not-to-Exceed:** The contract's published pricing, including discounts, is a maximum price or 'not-to-exceed' limit and can be subject to further negotiation.
- **Discount from Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off the MSRP catalog price.

**Note:** Product pricing may be found on the [vendor information](#) page, where links to all the vendors' MBPOs are provided.

## Quote Response and Requirements

Buyers must solicit quotes when using this contract.

For purchases of **\$10,000 and above**, buyers are required to solicit quotes from all eligible vendors and obtain a minimum of three (3) responses. This ensures a competitive bidding process and helps the buyer find the best possible value for their purchase. A “no bid” response is considered an acceptable response.

For purchases **under \$10,000**, soliciting quotes is at the discretion of the buyer. However, before making a purchase, buyers should consult with their Chief Purchasing Officer or equivalent authority.

## Purchase Options

Purchases made through this contract will be direct, outright purchases.

This contract provides for the following methods of purchase:

- **Quote Solicitation:** Buyers may solicit quotes from multiple vendors (refer to the [Vendor List](#)), award vendors, and place orders through COMMBUYS. A solicitation-enabled contract allows the buyer to solicit quotes from vendors who have Master Blanket Purchase Orders (MBPOs) or Statewide Contracts in COMMBUYS. The buyers may create a solicitation-enabled bid using a release requisition, converting the requisition to a bid, and then requesting quotes from eligible vendors.

Refer to the [How to Request Quotes from Vendors on Statewide Contracts](#) job aid for more details.

- **Direct Purchase of Fixed Price Items on COMMBUYS:** Used for products and services with fixed pricing and is viewable in vendor catalogs or price files. Refer to the [Vendor List](#) for a list

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of eligible vendors. The buyer can submit a request for goods and services from a Statewide Contract (SWC) or a Designated SWC. This option is for users with Basic Purchaser or Department Access privileges in COMMBUYS. Once the requisition is approved, a Purchase Order (PO) is generated and can be sent to the vendor.

Refer to the [How to Make a Statewide Contract Purchase in COMMBUYS](#) job aid for more details.

- **Direct Purchase of Non-Fixed Price Item (\$0 Line Item) on Vendor's MBPO:** Applicable to products and services that may require customized quoting. Review the [Vendor List](#) for a list of eligible vendors. The buyer can create a Release Requisition in COMMBUYS, submit the requisition for approval in COMMBUYS, and then send the vendor a Release Purchase Order.

View the [How to Make a Statewide Contract Purchase in COMMBUYS](#) job aid for more details.

## Extend Beyond (Performance and Payment That Goes Beyond Contract End Date)

For extend beyond, the following stipulations are in place:

- Buyers **may not** enter into a written agreement that will go more than twelve (12) months beyond the [maximum end date](#) of the contract. Existing services may be completed and payments made during this period.
- No new agreements, including leases, rentals, or service contracts, may be made after the contract's expiration.

## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth of Massachusetts' e-procurement platform, serving as a central marketplace for state agencies and other Eligible Entities to procure goods and services, connecting government buyers and businesses. It aims to streamline the purchasing process, ensuring transparency and efficiency in the procurement process.

For Executive Agencies, COMMBUYS is required. Per 801 CMR 21.00, Executive Agencies must use established Statewide Contracts (SWCs) for the purchase of products and services. To set up a



COMMBUYS buyer account or to update an existing agency account, the buyers must email the [OSD Help Desk](#) or call 1-888-627-8283.

While COMMBUYS use is not mandated for Non-Executive Agencies and other Eligible Entities, it is highly recommended to streamline the procurement process and assist buyers in making informed purchasing choices. Eligible entities should follow their internal guidelines for COMMBUYS use.

## Finding Contract Documents

Buyers may view contract documents (including Contract User Guides, Request for Response, Prompt Payment Discount Form, specifications, and other attachments) on COMMBUYS without requiring a COMMBUYS account or logging in.

To find contract documents in COMMBUYS, follow these steps:

1. On the [COMMBUYS](#) home page, enter **OFF50** in the search tool and select **Blankets** from the drop-down list.
2. Select the Search icon. The related Master Blanket Purchase Orders (MBPOs) information opens in a table format.
3. To view the associated contract documents, under the **Blanket #** column, select on the applicable Purchase Order (PO) link. The MBPO opens for the selected PO, and the attachments may be found in the **Agency Attachments** or **Vendor Attachments** section.

All standard contract documents are within the Master Contract Record. Access them directly by selecting [OFF50 Master Contract Record](#).

## Finding Vendor-Specific Documents

To find vendor-specific documents, including Continuity Plan, Environmental Policy, Bidder Response Form, and other forms, refer to the links to the individual vendor MBPOs on the [Vendor Information](#) page, and follow these steps:

1. On the [Vendor Information](#) page, under the **Master Blanket Purchase Order #** Column, select the applicable Purchase Order (PO) link. The Master Blanket Purchase Order (MBPO) opens for the selected PO.

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2. On the MBPO, scroll down to the **Vendor Attachments** section to find the vendor-specific documents.
3. To view, select the desired document link.

## Construction and Construction-Related Labor Requirements

This contract may include construction, reconstruction, alteration, installation, demolition, maintenance, and repair work, including associated materials. The Eligible Entity is responsible for consulting with legal counsel to determine if work sought under this contract qualifies as construction under [G.L. c. 149 or G.L. c.30, § 39M](#).

Please refer to the following construction and construction-related labor requirements:

- Purchasing entities are responsible for compliance with applicable construction procurement law requirements. Information concerning specific G.L. c. 149 and c. 30 construction requirements may be found in the [Office of the Inspector General's Public Procurement Charts](#).
- 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 Assistance from the Office of the Inspector General is available on the [OIG Public Procurement](#) web page. To access the 30B Hotline, please call 617-722-8838 or email [30B Hotline](#).
- For further information about the public construction bidding laws, please email the [Attorney General's Office Bid Unit](#). Visit the Attorney General's [Public Construction](#) web page to learn more about Public Bidding Laws. **Note:** Operational Services Division (OSD) does not provide legal guidance on construction law.

## Construction Thresholds

Please refer to the following requirements:

- Construction services purchased under this contract are limited to \$50,000 or less per engagement (job/project). The total cost of all maintenance and service agreements, including those spanning multiple years, shall not exceed \$50,000 over the life of the contract.



- For construction materials and labor valued from **\$10,000-\$50,000**, the buyers **must** solicit a minimum of three (3) quotes and receive two written responses. The contract shall be awarded to the responsible bidder who offers the lowest price.
- For construction materials and labor estimated to cost less than **\$10,000**, a Buyer may use sound business practices to award the work to a vendor without seeking additional quotes. Using an OSD statewide contract satisfies the sound business practices requirement of G.L. c. 149 for jobs costing less than \$10,000.

## Prevailing Wage Law 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 \(DLS\)](#). 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 [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 email the [Attorney General’s Office Bid Unit](#).



The Office of the Attorney General's Fair Labor Division is responsible for enforcing the prevailing wage laws. Review [Prevailing Wage Enforcement](#) for more information.

Buyers should always refer to a vendor's Bidder Response Form (located in their COMMBUYS file) for their mark-up over prevailing wage and materials as well as a vendor's charge for emergency services, holidays, and non-business hours.

## Labor Hours

Business Hours (excluding holidays) are defined as Monday through Friday 7:00 a.m. to 5:00 p.m. Non-Business Hours are defined as periods outside of Business Hours.

**Note:** Many state facilities operate continuously (24/7).

## Apprentice Labor Rates

Bidders may only include apprentice labor rates if they are participating in the Commonwealth's Approved Apprentice Program and can provide the required documentation. Refer to [Information for apprentices](#) to learn more.

## Supplier Diversity Office (SDO) Requirements

Please refer to the following guidelines:

- Executive Departments must use diverse and small businesses to the extent possible based on contract terms, [Supplier Diversity Office \(SDO\)](#), and departmental policies, laws, and regulations.
- The [Small Business Purchasing Program \(SBPP\)](#) applies to small procurements (\$250,000 or below annually), while the [Supplier Diversity Program \(SDP\)](#) applies to large procurements (over \$250,000 annually). Executive Departments must consider these requirements when soliciting quotes or issuing Statements of Work (SOWs).
- Operational Services Division (OSD) provides a list of SDO businesses through the [Statewide Contract Index](#). Refer to the **SDO Programs (SDP and SBPP)** tab on the index (scroll to view the tab).

## Supplier Diversity Program (SDP) Requirements

Please view the following guidelines:

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- In cases where all other factors are equal, and particularly when adhering to a best value approach, the department will favor the vendor with stronger SDP commitment.
- For more information, refer to [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](#).
- Vendor SDP commitment percentages may be found on the [vendor list](#) table.

## Small Business Purchasing Program (SBPP) Requirements

Please view the following guidelines:

- If available, departments must notify at least two certified small businesses capable of providing the product or service. Bids received from SBPP-participating small businesses must be evaluated, and if one meets the department's best value criteria, the contract must be awarded to that vendor.
- For more information, refer to [Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams](#).
- Vendor SBPP Certification status can be found on the [vendor list](#) table in the **SDO Certification Type** column.

## 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 (SWC).

## Shipping, Delivery, and Returns

For shipping, delivery, and returns, please follow these guidelines:

- Shipping charges may be negotiated and allowed under reasonable circumstances including but not limited to rush shipping requests by the Commonwealth Agency and oversized or heavy items being repaired.
- Vendors are not allowed to request an exception for shipping charges.
- Delivery must be Free on Board (FOB) destination, freight prepaid, with all product costs (including all delivery expenses) included with the vendor's response to the Purchasing Entity's request for quote.

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- FOB destination shall mean inside delivery to the ordering entity's requested destination.
- Freight charges, if any, must be identified at the time of the quote response.
- Any freight charges identified after the acceptance of this quote will not be paid.
- Freight charges must be no more than the actual freight charge paid by the vendor.
- Delivery arrangements for custom-made items may be made by mutual agreement between the purchasing department and vendor(s).
- Vendor must be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Partial shipments may be made only with the express written permission of the Purchasing Entity.
- All vendors must agree to deliver items within five to fourteen calendar days of receipt of an order if the item ordered is an in-stock product.
  - If the product is out-of-stock or a customized order, the delivery date must be mutually agreed upon with the Purchasing Entity.
  - If the vendor finds that any order cannot be delivered at the agreed upon delivery date, the vendor must notify the Purchasing Entity of the projected delivery date at time of order or within twenty-four (24) hours of receipt of an order.
- **Deliveries to Dukes and Nantucket Counties:** The Commonwealth understands that deliveries to Eligible Entities in Dukes County and Nantucket County may require a ferrying cost.
  - Any fees necessary to complete an order in Dukes or Nantucket County must be agreed to in writing by the Eligible Entity prior to the beginning of any order.
  - Vendors must use all available means to secure the most cost-efficient method of delivery to Eligible Entities in Dukes or Nantucket County.
- **Product returns:** A Purchasing Entity is allowed for a period of 30 calendar days after the receipt of an order to make any returns.
  - The 30-day return policy is a requirement unless the vendor at time of order clearly states in writing to the Purchasing Entity that an item is not returnable.
  - All items being returned by Purchasing Entity must be in their original packaging and in saleable condition.

## Repairs and Services Warranties

For repairs and services warranties, please refer to these guidelines:

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- The warranty for the Commonwealth shall be the manufacturer’s standard warranty starting from the date of acceptance by the Purchasing Entity.
- Equipment that is considered a “durable commodity” (a product that is intended to last for a long time) must carry a guarantee that service, service parts, and maintenance is available from the vendor for a period of at least one (1) year from the date of equipment acceptance by the Purchasing Entity.
- All equipment must be new, in excellent working conditions, and must include the new Original Equipment Manufacturer (OEM) equipment guarantee.
- **Extended warranties:** Eligible Entities may purchase extended warranties from an awarded vendor at negotiated pricing.
  - The OFF50 Master Price File indicates whether extended warranties are available for purchase. The Master Price File is located in the **Agency Attachments** section in the [OFF50 Master Contract Record](#).
  - Warranty payments must be invoiced to the Eligible Entity prior to the extend beyond term end date listed on the [Contract Overview](#).

## Additional Discounts

Vendors in this statewide contract offer the following discounts, which may vary for each vendor:

- **Prompt Pay Discount:** A discount given to the buyer if the invoice is paid within a specified time, in accordance with the [Commonwealth’s Bill Paying Policy](#).
- **Dock Delivery Discount:** A discount is provided if product is delivered directly to the loading dock. These discounts may be found in the [Vendor List and Information](#).
- **Tiered Discount:** A discount that offers progressively larger savings as the order size or spending threshold increases, depending on the contract.
- **Volume Discount:** A discount is provided to the buyer if a certain volume of product or service is purchased. Buyers may negotiate additional volume discounts.

**Note:** Vendor discounts are detailed in the [vendor list](#) table and the price files within each vendor's Master Blanket Purchase Order (MBPO) or Master Contract Record MBPO.



## Emergency Services

Vendors on this contract may be required to provide products or services in cases of statewide emergencies. The [801 CMR 21.05\(3\)](#) 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.

## Vendor Performance

Key points concerning vendor performance are outlined below:

- Provide actionable feedback on vendors for this contract to optimize performance through the [Procurated Platform](#). On the Procurated website, select an OSD contract, choose **Select**, and then choose **Provide a Review** for the applicable vendor listed.
- Buyers are encouraged to reach out to the Category Manager ([Jessica Ofurie](#)).
- If vendors are not meeting their contractual obligations and buyers may be surveyed for vendor performance feedback.
- Vendors will be evaluated on their current performance and may be asked to work with the Commonwealth toward improvement.
  - If vendor performance is unacceptable but may be corrected, the vendor will be given the opportunity to develop and implement a Corrective Action Plan (CAP), working collaboratively with OSD and the relevant purchasing entities.
  - If vendor performance is inadequate or breaches the RFR terms, including attachments and agreements, the OSD Category Manager(s) may issue a warning, implement a CAP, or suspend/terminate the contract.
- Vendors must meet all contractual requirements throughout the life of the contract, including requirements for timely and accurate report submission, to remain in good standing under the contract.

## General Procurement Guidelines and Best Practices

For general procurement guidelines and best practices, follow these recommendations:

- Buyers should inform vendors to reference Statewide Contract **OFF50** on all quotes and invoices.
- No prepayment should be made for products not yet delivered or services not yet rendered.

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- No sales tax should be applied to invoices.
- No fees or surcharges (including travel, fuel, delivery) should be applied to invoices.
- Special order fees must be agreed upon by both parties upfront.
- Payments for products or services provided must be paid within 45 days per Massachusetts Bill Payment Policy, or sooner if applying Prompt Payment Discount.
- Buyers are not required to sign additional agreements with vendors that conflict with the Request for Response (RFR) Terms and Conditions. Contact the Category Manager ([Jessica Ofurie](#)) for guidance.
- Vendors must notify buyers of product substitutions.

## Adding a Product or Service

To add a product or service to the list of eligible products or services available under this contract, buyers **must** contact the Category Manager ([Jessica Ofurie](#)) for approval. The new products or services requested **must** comply with the established specifications and scope of the contract.

## Environmentally Preferable Products and Services (EPPS)

State agencies must comply with [Massachusetts Executive Order 515](#), which mandates the procurement of EPPs when they meet performance standards and offer best value.

The following are contract requirements and recommended environmentally preferable guidance for buyers:

- **ENERGY STAR® and Electronic Product Environmental Assessment Tool® (EPEAT®) Standards:**
  - Vendors must offer ENERGY STAR-registered products, as applicable, including audio/video equipment, digital media players, and televisions.
  - For televisions, buyers are encouraged to specify EPEAT-registered models.
  - If no compliant products are available, state purchasers must document vendor correspondence confirming unavailability of energy-efficient options.
- **Remanufactured Equipment:** Buyers are encouraged to select remanufactured products, made from cleaned, repaired, and reused components per original manufacturer specs. These must meet Original Equipment Manufacturer (OEM) standards and comply with applicable regulations.

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- **Equipment Recycling:** Request vendors to provide equipment recycling options for end-of-life products.
- **Packaging Requirements:**
  - Corrugated boxes must contain  $\geq 30\%$  post-consumer recycled content, clearly labeled on packaging.
  - Avoid polystyrene and other hard-to-recycle materials.
  - Prefer eco-friendly packing materials like starch-based peanuts or recycled kraft paper.
  - Ensure packaging is easily recyclable in Massachusetts.

**Learn More:** Explore the [Environmentally Preferable Products \(EPP\) Procurement Program](#) and discover detailed guidance in the [EPP Products and Services Guide](#).

## Instructions for Massachusetts Management Accounting and Reporting System (MMARS) Users

When placing orders with a contractor, MMARS users **must** include a reference to the Statewide Contract ID number **OFF50\*** in the Agreement ID field in MMARS for encumbrances related to purchases from Statewide Contracts. Please address all inquiries regarding MMARS technical support and job aids by emailing the [Comptroller Help Desk](#) or by calling 617-973-2468.

# OFF50 Contract User Guide

## Vendor List and Information

**Note:** N/A = Not Applicable, LGTBE = Lesbian Gay Bisexual Transgender Enterprise, MBE = Minority Business Enterprise, SBPP = Small Business Purchasing Program, WBE = Women Business Enterprise

Vendor <sup>1</sup>	Master Blanket Purchase Order Number	Contact Person	Phone Number	Email	Categories	Statewide or Regions	Prompt Payment Discount	Supplier Diversity Office (SDO) Certification Type	Supplier Diversity Program (SDP) Commitment Percentage
Master Contract Record (All contract documents) <sup>2</sup>	<a href="#">PO-22-1080-OSD03-OSD03-23516</a>	Jessica Ofurie	351-201-2213	<a href="mailto:jessica.ofurie2@mass.gov">jessica.ofurie2@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
Solicitation-Enabled Master Blanket Purchase Order ( MBPO) (For requesting quotes) <sup>3</sup>	<a href="#">PO-22-1080-OSD03-SRC02-23528</a>	Jessica Ofurie	351-201-2213	<a href="mailto:jessica.ofurie2@mass.gov">jessica.ofurie2@mass.gov</a>	Category 1	N/A	N/A	N/A	N/A

<sup>1</sup> Note that COMMBUYS is the official system of record for vendor contact information.

<sup>2</sup> The Master Contract Record MBPO is the central repository for all common contract files. The price files may be found in the individual vendor’s MBPO.

<sup>3</sup> The Solicitation-Enabled MBPO is for multiple quote requests and price comparison.

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Vendor <sup>1</sup>	Master Blanket Purchase Order Number	Contact Person	Phone Number	Email	Categories	Statewide or Regions	Prompt Payment Discount	Supplier Diversity Office (SDO) Certification Type	Supplier Diversity Program (SDP) Commitment Percentage
Solicitation-Enabled MBPO (For requesting quotes) <sup>3</sup>	<a href="#">PO-22-1080-OSD03-SRC01-23529</a>	Jessica Ofurie	351-201-2213	<a href="mailto:jessica.ofurie2@mass.gov">jessica.ofurie2@mass.gov</a>	Category 2	N/A	N/A	N/A	N/A
Solicitation-Enabled MBPO (For requesting quotes) <sup>3</sup>	<a href="#">PO-22-1080-OSD03-SRC01-23530</a>	Jessica Ofurie	351-201-2213	<a href="mailto:jessica.ofurie2@mass.gov">jessica.ofurie2@mass.gov</a>	Category 3	N/A	N/A	N/A	N/A
Solicitation-Enabled MBPO (For requesting quotes) <sup>3</sup>	<a href="#">PO-22-1080-OSD03-SRC01-23531</a>	Jessica Ofurie	351-201-2213	<a href="mailto:jessica.ofurie2@mass.gov">jessica.ofurie2@mass.gov</a>	Category 4	N/A	N/A	N/A	N/A
Solicitation-Enabled MBPO (For requesting quotes) <sup>3</sup>	<a href="#">PO-22-1080-OSD03-SRC01-23532</a>	Jessica Ofurie	351-201-2213	<a href="mailto:jessica.ofurie2@mass.gov">jessica.ofurie2@mass.gov</a>	Category 5	N/A	N/A	N/A	N/A
AVI-SPL LLC	<a href="#">PO-25-1080-OSD03-SRC01-34645</a>	Kristine Lyman	978-261-1101	<a href="mailto:kristine.lyman@adtechsystems.com">kristine.lyman@adtechsystems.com</a>	1, 2, 3, 4, 5	All	10 days--1% off	N/A	5%
Black Box Network Services	<a href="#">PO-21-1080-OSD03-SRC01-23597</a>	Raymond Kitchen	212-856-7609	<a href="mailto:raymond.kitchen@blackbox.com">raymond.kitchen@blackbox.com</a>	1, 2, 3, 5	All	N/A	N/A	10%
Carousel Industries of North America, LLC	<a href="#">PO-21-1080-OSD03-SRC01-23595</a>	Lauren Testa	401-583-4465	<a href="mailto:ltesta@carouselindustries.com">ltesta@carouselindustries.com</a>	1, 2, 3, 5	All	10 days--2% off	N/A	3%

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CCS Presentation Systems	<a href="#">PO-21-1080-OSD03-SRC01-23594</a>	Cheryl Gamst	978-256-2001	<a href="mailto:cheryl@ccsnewengland.com">cheryl@ccsnewengland.com</a>	1, 2, 3, 4, 5	All	10 days–1.5% off 15 days–1.5% off 20 days–1.5% off	MBE	2%
DGI Communications, LLC	<a href="#">PO-21-1080-OSD03-SRC01-23593</a>	Jim Burke	978-495-3747	<a href="mailto:jburke@dgicomunications.com">jburke@dgicomunications.com</a>	1, 2, 3, 5	All	10 days–1% off 15 days–1% off 20 days–% off	N/A	16%
HUB Technical Services, LLC	<a href="#">PO-21-1080-OSD03-SRC01-23580</a>	Joseph Lovetere	508-238-9887	<a href="mailto:jlovetere@hubtech.com">jlovetere@hubtech.com</a>	3 and 5	All	10 days–2.25% off 15 days–2% off 20 days–1% off 30 days–0.05% off	N/A	3%
INNO4 LLC	<a href="#">PO-21-1080-OSD03-SRC01-23581</a>	Bob Feldman	617-970-5812	<a href="mailto:bfeldman@inno4llc.com">bfeldman@inno4llc.com</a>	1, 2, 3, 4, 5	All	10 days–3% off 15 days–2% off 20 days–1% off 30 days–0.5% off	N/A	20%
Key Code Media-NE (formerly known as Access A/V, LLC)	<a href="#">PO-24-1080-OSD03-OSD03-31300</a>	Robert Haigh	818-303-3900	<a href="mailto:RHaigh@keycodemedia.com">RHaigh@keycodemedia.com</a>	3	All	30 days–2% off	N/A	3%
MEC Technologies Inc	<a href="#">PO-21-1080-OSD03-SRC01-23575</a>	Deborah Lemos	978-244-9301	<a href="mailto:dlemos@themecteam.com">dlemos@themecteam.com</a>	1, 2, 3, 5	All	10 days–4% off 15 days–3% off 20 days–2% off	N/A	5%
New Era Technology NE	<a href="#">PO-21-1080-OSD03-SRC01-23584</a>	Sean Costello	617-502-1610	<a href="mailto:sean.costello@neweratech.com">sean.costello@neweratech.com</a>  <a href="mailto:sled.ne@neweratech.com">sled.ne@neweratech.com</a>	1, 2, 3, 5	All	10 days–3% off 15 days–3% off 20 days–1% off	N/A	7%

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Northeast Digital Integrators	<a href="#">PO-21-1080-OSD03-SRC01-23577</a>	Nate Anderson	(603) 262-5875	<a href="mailto:nanderson@nedi-av.com">nanderson@nedi-av.com</a>	1, 2, 3, 5	All	10 days–5% off 15 days–5% off 20 days–4% off 30 days–3% off	MBE	3%
Ockers Company	<a href="#">PO-21-1080-OSD03-SRC01-23523</a>	David Mitchell	508-586-4642	<a href="mailto:Dmitchell@ockers.com">Dmitchell@ockers.com</a>	1, 2, 3, 4, 5	All	10 days–3% off 15 days–2% off 20 days–1% off 30 days–1% off	N/A	5%
Pro AV Systems, Inc.	<a href="#">PO-21-1080-OSD03-SRC01-23524</a>	Kimberly Bishop	978-674-8729	<a href="mailto:kbishop@proavsi.com">kbishop@proavsi.com</a>	1, 2, 3, 4, 5	All	10 days–2.5% off 15 days–2% off 20 days–1% off 30 days–0.5% off	MBE, WBE	5%
Red Thread Spaces LLC	<a href="#">PO-21-1080-OSD03-SRC01-23579</a>	Todd Healy	617-777-7553	<a href="mailto:thealy@red-thread.com">thealy@red-thread.com</a>	1, 2, 3, 5	All	10 days–0.5% off 15 days–0.4% off 20 days–0.3% off	N/A	2%
REnVisioning Technology, LLC	<a href="#">PO-21-1080-OSD03-SRC01-23522</a>	David Leonard	617-657-5747	<a href="mailto:dave@renvisioning.com">dave@renvisioning.com</a>	1, 2, 5	All	10 days–1% off 15 days–1% off 20 days–0.5% off	WBE, LGTBE, SBPP	4%
Shanahan Sound & Electronics, Inc.	<a href="#">PO-21-1080-OSD03-SRC01-23583</a>	Catherine Shanahan	978-453-1556	<a href="mailto:catherine@shanahansound.com">catherine@shanahansound.com</a>	5	All	10 days–2% off 15 days–1% off	WBE, SBPP	3%
Valley Communications Systems, Inc.	<a href="#">PO-21-1080-OSD03-SRC01-23578</a>	Laura L Lavalleee	413-612-6145	<a href="mailto:laural@valleycommunications.com">laural@valleycommunications.com</a>	1 and 4	All	10 days–1.5% off 15 days–0.5% off	N/A	1%

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Vendor <sup>1</sup>	Master Blanket Purchase Order Number	Contact Person	Phone Number	Email	Categories	Statewide or Regions	Prompt Payment Discount	Supplier Diversity Office (SDO) Certification Type	Supplier Diversity Program (SDP) Commitment Percentage
Whalley Computer Associates, Inc.	<a href="#">PO-21-1080-OSD03-SRC01-23596</a>	Patti Martin	413-569-4218	pdm@wca.com	1, 2, 3, 4, 5	All	10 days – 1%	N/A	10%

## United Nations Standard Products and Services Code® (UNSPSC®)

UNSPSC for OFF50:

- **45-11-00-00:** Audio and visual presentation and composing equipment
- **45-11-17-00:** Audio presentation, composing equipment, and hardware and controllers
- **45-11-18-00:** Video, combination video and audio presentation equipment, and hardware and controllers
- **45-12-00-00:** Photographic, filming, or video equipment

## Appendix: Geographical Service Areas

For the purposes of OFF50, the Commonwealth has been divided into five (5) regions. Each region consists of multiple counties listed as follows:

- **Region 1:**
  - Berkshire County
  - Franklin County

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- Hampden County
- Hampshire County
- **Region 2:** Worcester County
- **Region 3:**
  - Essex County
  - Middlesex County
- **Region 4:**
  - Norfolk County
  - Suffolk County
- **Region 5:**
  - Barnstable County
  - Bristol County
  - Dukes County
  - Nantucket County
  - Plymouth County

To review individual municipalities located within each county, refer to the **Map of Massachusetts Counties** in the [Massachusetts Maps](#) web page.

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