



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 3.5 - Massachusetts State Contracts

1. **State Contracts:** State contracts are bid and controlled by the Commonwealth of Massachusetts Department of Operational Services Division (OSD). State contracts are available for use by eligible entities as defined by the OSD including public institutions of higher education located throughout the Commonwealth.
2. **Requisition and Purchase Order:** A requisition and a Purchase are required prior to the delivery of any good or commencement of any service.
3. **Utilization of State Contracts:** Purchases off of State Contracts are encouraged and permitted up to a limit of \$50,000, for purchases greater than \$50,000 dollars departments should contact Procurement to determine whether a separate bid is required or if purchasing from a State Contract will be approved.
4. **List of State Contracts:** A complete searchable list of current State Contracts in excel format can be found at the following link titled "Statewide Contract Index". This list is helpful to find existing contracts however it does not include the names of vendors who are on each contract. To find a list of vendors on each contract refer to the "Contract User Guides" explained below.
<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/>
5. **Contract User Guides:** Each State Contract has a user guide which explains how the contract is setup, the pricing structure, requirements for agencies using the contract, requirements for vendors selling off of the contract and includes a list of vendors. A complete and current list of State Contract user guides with links to the PDF version of the guides can be found at:
<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/statewide-contract-user-guides.html>
6. **State Contract Pricing:** In order to find the specific pricing offered by each vendor on a contract, a search for the relevant contract must be completed in COMMBUYS. This search option is available to the public and there is no login necessary to complete a search. Instructions on how to search for each contract are contained within each contract user guide listed above.