

PRF76: Management Consultants, Program Coordinators and Planners Services

UPDATED: February 8, 2024

Contract #:	PRF76	
MMARS MA #:	PRF76*	
Initial Contract Term:	October 1, 2022 -September 30, 2027	
Maximum End Date:	One (2) year extension to 2029	
Current Contract Term:	October 1, 2022 -September 30, 2027	
Contract Manager:	Ann-Maria Bennett, 617-720-3119, AnnMaria.Bennett@mass.gov	
This Contract Contains:	Small Business Purchasing Program, MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business	
UNSPSC Codes:	80-10-00	Management Advisory Services
	86-10-18	In Service Training and Manpower Development
	86-13-00	Specialized Educational Services
	77-10-00	Environmental Management

Updates: This Contract User Guide was updated on February 8, 2024. SDP certification information for The Mauch Group, LLC has been updated.

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [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: Contract Categories](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

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

Updated: February 8, 2024

Template version: 8.0

Page 1 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract Summary

This is a Statewide Contract for PRF76 Management Consultants, Program Coordinators and Planners Services. This contract provides a wide-ranging list of independent, experienced, and pre-qualified vendors offering an array of management consulting services under multiple categories. PRF76 replaces PRF61 for similar services.

COVID-19 Updates

Due to COVID-19, this contract was expanded to include a category for the Department of Elementary and Secondary Education (DESE) Facilities and Operations Technical Assistance Services. Buyers are encouraged to engage with vendors for additional information. See vendor list and information table

Contract Categories

This contract includes 9 categories of service as listed below.

Category 1:	Education Services
Category 2:	Program Development, Organizational and Strategic Planning Services
Category 3:	Professional Development Services
Category 4:	General Data Analytics Services and Evaluation Services
Category 5:	Downtown/Town Center/Commercial Area Revitalization Consulting Services
Category 6:	Planning, Zoning and Development Consulting Services
Category 7:	DESE Facilities Technical Assistance Services and Operations
Category 8:	Health and Human Services
Category 9:	Specialized Racial and Health Equity Services

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.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allow for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for PRF76 to find related Master Blanket Purchase Order (MBPO) information.
- 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 PRF76 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master

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

Updated: February 8, 2024

Template version: 8.0

Page 2 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



Blanket Purchase Order (MBPO) for PRF76 and can be accessed directly by visiting: [PO-22-1080-OSD03-SRC3-26807](#)

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;

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.

Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

Supplier Diversity Requirements

When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:

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.

When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

Small Business Award Preference: In accordance with the Supplier Diversity Office's SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department's best value criteria as defined in the RFR or RFQ.

SDP Commitment: Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more

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

Updated: February 8, 2024

Template version: 8.0

Page 3 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder's level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder's SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder's company size during the evaluation of the ancillary SDP commitments and total prior year spending.

Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder's SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder's SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

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

Updated: February 8, 2024

Template version: 8.0

Page 4 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> • Notify at least two small businesses capable of providing the product or service of the opportunity, if available. • Include SBPP contract language and place it prominently within the RFQ. See SDO Template Language. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria. • Award to a large business only if there is no SBPP participating business meeting departments' best value criteria. • Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria. • See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance.
More than \$250,000/year	<ul style="list-style-type: none"> • Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available. • 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. • See the Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams for additional guidance. <p>Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.</p>

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:

- This is a fee for service contract.

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

Updated: February 8, 2024

Template version: 8.0

Page 5 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

- Purchases made through this contract will be direct, outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.

Pricing Options

- The compensation structure for the PRF76 contract is according to individual projects as described and agreed to in the SoW and the accepted bidder response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

Project Pricing:

Costs under PRF76 must be determined through project-based compensation. Eligible Entities will determine the format in which quotations for their specific project will be collected. Vendors are expected to be competitive with each project and must provide a detailed and transparent budget related to the scope of services to be completed. Eligible Entities and awarded PRF76 vendors may negotiate project rates as part of the quote process. Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS.

Hourly Rates:

Engagements that are limited in scope, time and value might be best quoted on hourly rate compensation structure.

Multiple Quotes Requirement:

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF76 Master Blanket Purchase Order (s) in COMMBUYS.

Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF76 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000.

Invoicing:

All bills/invoices must minimally include:

- Assignment name.
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
- *Hourly rate:* Identify account manager or other vendor agent and applicable hourly rate.

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

Updated: February 8, 2024

Template version: 8.0

Page 6 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

- *Project based:* Identify portion of project billed and balance remaining, but not an average rate.
- Supporting documents must accompany billing/invoicing received by an engaging entity.
- Totals should be reviewed for correctness by engaging entity prior to approval.

Total billed/invoiced must meet the Commonwealth's requirements if audited.

Product/Service Pricing and Finding Vendor Price Files

To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

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.

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.)

When contacting a vendor on statewide contract, always reference PRF76 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

- **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 would create 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. Buyers must include "PRF76 RFQ" when entering information in the Description field.

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 and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Obtaining Quotes

Contract users should always reference PRF76 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF76 Master Blanket Purchase Order (s) in COMMBUYS.

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

Updated: February 8, 2024

Template version: 8.0

Page 7 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF 61 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000. Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

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 and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Contract Exclusions and Related Statewide Contracts

Exclusions to PRF76 contract includes:

- Restriction for Category 2 under this contract includes Financial Audit services currently provided under PRF78 Audit, Accounting, Compliance, Revenue Enhancement Services statewide contract or its replacement contract.
- Not covered under PRF76 is professional development for specialized public safety, law enforcement, fire, healthcare, mental health, highway, environmental, legal, food preparation, scientific; or any other areas that are not under the Scope of this RFR.
- Information Technology Training is excluded from PRF76.
- Category 4 of PRF76 is intended to cover general data analytics and/ or evaluation services for the Commonwealth. It does not cover specialized healthcare and health safety consulting related services.
- Category 8 of PRF76 does not cover specialized healthcare and health safety consulting related services.

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.

Additional Information/FAQs

Performance Measures

During the life of any contract resulting from this RFR, all vendors will be required to comply with Performance Measurements as directed by the Contract Manager on behalf of the Strategic Sourcing Team (SST) or the project

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

Updated: February 8, 2024

Template version: 8.0

Page 8 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

manager with the hiring eligible entity. Additionally, at the level of the SST, the following performance targets will be measured:

- **Responsiveness to RFQ requests** – By what percentage are vendors responding to or acknowledging invitations to quotes advertised by eligible entities.

Vendors are required to adhere to the performance measures as indicated and agreed with the hiring entity, that are in keeping with those of the processes and expectations of the hiring entity.

Geographical Service Area

PRF76 covers the entire state of Massachusetts as represented in the Counties coverage map below:

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

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.

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 six (6) 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

- **Sample Statement of Work (SoW):** Eligible Entities must determine which of the two provided sample SoW best fits their needs for PRF76 engagements. Sample SoW can be found in the attachment tab of PRF76 Bid/Contract Docs which also contains the following: RFR, Contract User Guide, Sample SOW etc. COMMBUYS MBPO Number:
- **Sample 1:** Recommended for engagement (s) related to technology or confidential data. Eligible Entities should consult with their legal team prior to using this SoW Sections specific to technology are highlighted in yellow.
- **Sample 2:** Recommended for simple transactions.

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

Updated: February 8, 2024

Template version: 8.0

Page 9 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract User Guide for PRF76

Strategic Sourcing Team Members

• Tanesha Deane	BLC
• Bob Glover	DHCD
• Elhame Kajtazi	DHE
• Jerome Collins	DMH
• Gregory Drouin	DMH
• Mary Beth Curley	DPH
• David Harvey	DPH
• Christine Eggleton	DPH
• Richard Currier	HRD
• John de Lalla	MBTA
• Reann Rostamnezhad	OSD
• Ann-Maria Bennett	OSD

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

Updated: January, 25, 2024

Template version: 8.0

Page 10 of 33

One Ashburton Place, Suite 1608, Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract User Guide for PRF76

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
** [Master Record] (All contract documents). See respective category solicitation MBPOs	PO-22-1080-OSD03-SRC3-26807	Ann-Maria Bennett	617-720-3119	AnnMaria.Bennett@mass.gov	N/A	N/A		N/A
Abt Associates Inc		Silvio Guerrero	301-347-5815	Silvio_Guerrero@abtassoc.com	See Appendix A	1% 10 days	DBE	5%
Accelare		Brendan McLaughlin	617-899-0963	Brendan.mclaughlin@accelare.com	See Appendix A	2% 10 days 2% 15 days		7%
Accenture		Timothy Rogers	781 962-9525	timothy.p.rogers@accenture.com	See Appendix A	2% 10 days 2% 15 days 1% 20 days		15%
Achara Consulting Inc.		Myriam Anderson	708-378-9443	myriamanderson@acharaconsulting.com	See Appendix A	3% 10 days 2.5% 15 days 2% 20 days 1% 30 days		2%
Advocates for Human Potential, Inc. (AHP)		Damien Newman	978-261-1485	dnewman@ahpnet.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		1%
Agency Landscape + Planning, LLC		Rhiannon Sinclair	410-919-7800	rhiannon@agencylp.com	See Appendix A	3% 10 days 3% 15 days 1% 20 days	WBE, DBE	15%
Aligned Solutions LLC		Adam Stoler	617-571-9770	Adamstoler@alignedsolutions.us	See Appendix A	1% 10 days 1% 15 days 0.5% 20 days 0.25% 30 days		1%
Alvarez & Marsal Public Sector Services, LLC		Asta Roques	202-688-4271	aroques@alvarezandmarsal.com	See Appendix A	0.25% 10 days 0.25% 15 days 0.25% 20 days 0.25% 30 days		10%

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

Updated: January, 25, 2024

Template version: 8.0

Page 11 of 33

One Ashburton Place, Suite 1608, Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Ann McFarland Burke		Ann McFarland Burke	413-575-5345	annmburkeco@gmail.com	See Appendix A	N/A		1%
Archipelago Strategies Group Inc		Alejandra St. Guillen	617-419-6989	Alejandra@discoverasg.com	See Appendix A	1% 10 days 0.7% 15 days 0.6% 20 days	LGBTBE, MBE, WBE, SBPP	1%
Auribus Consulting LLC		Mete Habip	404-543-8844	mhabip@auribusconsulting.com	See Appendix A	1.5% 10 days 1% 15 days 0.5% 20 days		2%
Bailit Health Purchasing, LLC		Michael Bailit	781-453-1166	mbailit@bailit-health.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		1%
BCS, LLC		Alain Williams	617-812-6060 ext. 217	awilliams@bcs-hq.com	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days	DBE	25%
Berry, Dunn, McNeil & Parker LLC		Kevin Scheirer	207-541-2262	pgcv@berrydunn.com	See Appendix A	1% 10 days 0.5% 15 days		10%
BETA Group, Inc.		Kien Ho	781-255-1982	KHo@BETA-Inc.com	See Appendix A	1% 10 days 0.75% 15 days 0.5% 20 days 0.25% 30 days		5%
BetterSector LLC		Emily Sesno	802-578-4924	Esesno@bettersector.com	See Appendix A	4% 10 days 4% 15 days 2% 20 days 1% 30 days	WBE	6%
BME Strategies		Bryan Murphy-Eustis	617-682-5766	beustis@bmestrategies.com	See Appendix A	0.5% 10 days 0.5% 15 days 1% 20 days		7%
Borderland Partners LLC		Paula De Santiago	617-901-1144	pdesantiago@borderland-partners.com	See Appendix A	2% 10 days 2% 15 days 1% 20 days	MBE	2%

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

Updated: February 8, 2024

Template version: 8.0

Page 12 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Briljent, LLC		Celia McGarry, Kim Gast	518-390-6044	cmcgarry@briljent.com KGast@briljent.com	See Appendix A	2% 10 days 1.5% 15 days 1% 20 days	WBE	8%
Bronner Group, LLC		Don Davis	312-759-5101	ddavis@bronnergroup.com	See Appendix A	2% 10 days	WBE, DBE	1%
BSC Group, Inc.		Heather Gould	617-896-4505	hgould@bscgroup.com	See Appendix A	1% 10 days		3%
Cambridge Econometrics Inc		Dan Hodge	413-206-4001	dh@camecon.com	See Appendix A	3% 10 days 3% 15 days 1% 20 days		5%
Casey Hall Training Associates		Casey Hall	508-252-6590	CaseyHall@comcast.net	See Appendix A	2% 10 days 1.5% 15 days 1% 20 days	WBE	5%
Center for EcoTechnology, Inc.		Lorenzo Macaluso	413-586-7350 ext. 248	Lorenzo.Macaluso@cetonline.org	See Appendix A	1% 10 days 1% 15 days		5%
Cepheide Solutions Inc DBA Mondoforma		Dion Kenney	914-261-5311	dkenney@mondoforma.com	See Appendix A	5% 10 days 5% 15 days 3% 20 days 2% 30 days		10%
CGI Technologies and Solutions Inc		Sandy Maloney	978-314-2640	sandy.maloney@cgi.com	See Appendix A	2% 10 days 2% 15 days 1% 20 days 1% 30 days		3.5%
Civic Space Collaborative		Michelle Moon	320-282-7708	michelle@civicspacecollaborative.org	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days		2%
Clarasys Inc.		Michael Murphy	888-629 8182	michael.murphy@clarasys.com	See Appendix A	2% 10 days 2% 15 days 0.5% 20 days 0.5% 30 days		3%
CMG Associates		Bruce Cedar	617-969-7600 ext. 223	bcedar@cmgassociates.com	See Appendix A	3% 10 days 2% 15 days 1% 20 days 1% 30 days		2%

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

Updated: February 8, 2024

Template version: 8.0

Page 13 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Colliers Engineering & Design		Deborah Lawlor	862-324-0104	debbie.lawlor@collierseng.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		5%
CSG Government Solutions INC		Kirk Swanson	312-444-2760	kswanson@csgdelivers.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days		10%
Deloitte Consulting		Virginia Fraser	412-402-5962	rvfraser@deloitte.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		20%
Dietz & Company Architects, Inc.		Kevin Riordon	413-846-1016	kevinr@dietzarch.com tinag@dietzarch.com	See Appendix A	2% 10 days 1% 15 days 1% 20 days	WBE	4%
Direct Access Consultancy LLC		Steve Dering	617-518-5313	sdering@directaccess.group	See Appendix A	5% 10 days 5% 15 days		3%
DMA Health Strategies		Diane Salley	781-863-8003	dianes@dmahealth.com	See Appendix A	1% 10 days	WBE	1%
Dodson & Flinker, Inc.		Peter Flinker	413-628-4496 ext. 103	peter@dodsonflinker.com	See Appendix A	2% 10 days 1% 15 days		10%
Donia LLC		Donia Piersaint	646-793-9281	dp@doniaa.com	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days	MBE, WBE	1%
Dot Joyce Consulting, LLC		Dot Joyce	617-592-2967	dot@dotjoyceconsulting.com	See Appendix A	3% 10 days 3% 15 days 2% 20 days 1% 30 days	WBE	25%
DREAM Collaborative LLC		Rosa Herrero	617-606-7029	rherrero@dreamcollaborative.com	See Appendix A	5% 10 days 4% 15 days 2% 20 days 1% 30 days	MBE, DBE	30%
Eagle Hill Consulting, LLC		Elizabeth Schroeder	703-244-4674	eschroeder@eaglehillconsulting.com	See Appendix A	1.5% 10 days 1% 15 days 0.5% 20 days	WBE	1.5%

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

Updated: February 8, 2024

Template version: 8.0

Page 14 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Eastern Research Group		John Wilhelmi	617-823-7985	john.wilhelmi@erg.com	See Appendix A	1% 10 days		2%
Edgemere Consulting Corporation		John Washek	781-581-9991	jwashek@edgemereconsulting.com	See Appendix A	2% 10 days 2% 15 days 1% 20 days		1%
Ernst & Young U.S. LLP		Debra Cammer Hines	617-585-1981	debracammer.hines@ey.com	See Appendix A	2% 10 days 2% 15 days		51%
Favermann Design		Mark Favermann	617-669-3541	favermann@gmail.com	See Appendix A	2% 10 days 1.5% 15 days 1.5% 20 days 1% 30 days		5%
FinePoint Associates LLC		Peg Barringer	617-763-5952	peg@finepointassociates.com	See Appendix A	1% 10 days 1% 15 days	WBE	1%
Gartner, Inc		Maydad Cohen	617-686-5506	Maydad.Cohen@gartner.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		5%
Gibbous, LLC		Thomas Innis	617-435-8587	tinnis@gibbousllc.com	See Appendix A	1.5% 10 days 1.5% 15 days 0.5% 20 days		1%
GPS Group Peer Support LLC		Liz Friedman	413-658-8231	Liz@groupeersupport.org	See Appendix A	4% 10 days 3% 15 days 2% 20 days 1% 30 days		1%
Growing a New Heart, Inc		Ginger Thomas	413-835-1906	ginger@growinganewheart.org	See Appendix A	4% 10 days 4% 15 days 2% 20 days 1% 30 days		85%
Guidehouse Holding Corp dba Guidehouse LLP		Nini Donovan	617-596-7633	ndonovan@guidehouse.com	See Appendix A	2% 10 days 2% 15 days		3%
Hagerty Consulting, Inc		Katie Freeman	847-492-8454 ext. 119	katie.freeman@hagertyconsulting.com	See Appendix A	0.5% 10 days 0.5% 15 days		1%

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

Updated: February 8, 2024

Template version: 8.0

Page 15 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Healthcentric Advisors		Kara Butler	401-528-3221	KButler@healthcentricadvisors.org	See Appendix A	2% 10 days 1% 15 days 0.5% 20 days		2%
HealthDataViz, LLC		Sandra Lawson	617-653-6608	sandy@healthdataviz.com	See Appendix A	1.5% 10 days 1.5% 15 days	WBE	1%
Health Management Associates, Inc.		Jaimie Bern	517-482-0920	jbern@healthmanagement.com	See Appendix A	2% 10 days 1.5% 15 days 1% 20 days		10%
Health Resources in Action (HRIA)		Monika Hyatt	617-279-2251	mhyatt@hria.org	See Appendix A	1% 10 days 0.5% 15 days 0.25% 20 days		5%
Hope W Kenefick dba HWK Consulting, LLC		Hope Kenefick	603-664-9920	hopewk@comcast.net	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days	WBE, DBE	10%
Human In Common		Deborah Cohen	413-345-8992	deborah@humanincommon.com	See Appendix A	3% 20 days	WBE	5%
ICF Incorporated, LLC		Semrin Gillespie	571-459-4088	Semrin.Gillespie@icf.com	See Appendix A	1% 10 days		15%
ILLUME Advising		Don Smith	608-561-3781	Don@illumeadvising.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days	WBE	5%
Innes Associates Ltd		Emily Keys Innes	781-956-8556	emily@innes-design.com	See Appendix A	3% 10 days 2% 15 days 1% 20 days		6%

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

Updated: February 8, 2024

Template version: 8.0

Page 16 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Innovative Emergency Management		Keith Reynolds	225-952-8191 ext. 8917	contracts@iem.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		15%
Integrated Solutions Consulting, Corp		Dane Clausen	314-474-1499	dane.clausen@i-s-consulting.com	See Appendix A	2.5% 10 days 2.5% 15 days 0.5% 20 days 1% 30 days		33%
Jamoi App LLC		Colleen Hall	917-842-5945	chall@jamoiapp.com	See Appendix A	1% 10 days 0.75% 15 days 0.5% 20 days 0.25% 30 days		2%
Janifer & Associates, LLC		Erika Janifer	215-272-6769	erika.janifer@janiferassociates.com	See Appendix A	2% 10 days 1.5% 15 days 1% 20 days 0.5% 30days		1%
JJR Consulting LLC		Jenna Roberts	603-502-4105	admin@jjrconsulting.com	See Appendix A	1% 10 days 0.5% 15 days 0.25% 20 days		1%
JSI Research & Training Institute		Lori Kiel	617-385-3746	Lori_kiel@Jsi.com	See Appendix A	1% 10 days 1% 15 days		12%
Justice Resource Institute, Inc.		Bisser Dokov	781-559-4900 ext. 3315	bisser@jri.org	See Appendix A	2% 10 days 2% 15 days 1% 20 days 1% 30days	W/NPO	1%
KPMG LLP		David Pondillo	518-427-4705	dpondillo@kpmg.com	See Appendix A	4% 15 days 0% 20 days 2% 30days		4%

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

Updated: February 8, 2024

Template version: 8.0

Page 17 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Leonardi Array Architects LLC		Leonardi Array	617-270-3912	leonardi@larayarchitects.com	See Appendix A	3% 10 days 2% 15 days 1% 20 days 0.5% 30 days	MBE	5%
Letterman White Consulting, LLC		Susan L White	610-331-2539	Susan@LettermanWhite.com	See Appendix A	1% 10 days 1% 15 days 0.25% 20 days	WBE	1%
Levine Planning Strategies, LLC		Jeff Levine	617-817-0424	jlevine@levineplans.com	See Appendix A	5% 10 days 5% 15 days		1%
Massachusetts Health Quality Partners		Andrew D'Amour	617-600-4621	adamour@mhqp.org	See Appendix A	2% 10 days 2% 15 days 1.25% 20 days 1% 30 days	W/NPO	1%
Mathematica Inc.		Susan Boudreau	609-297-4536	rfpcenter@mathematica-mpr.com	See Appendix A	1% 10 days		1%
Mauch Group LLC, The		Irene Mauch	781-775-5251	irene@mauchgroup.com	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days	WBE, MBE, DBE	N/A
McBride Consulting LLC		Jeffrey Beal	413-446-0739	Jeffrey.Beal@Mcbrideconsulting.net	See Appendix A	2% 10 days 1% 15 days	SDVOBE	5%
McKinsey & Company, Inc. Washington D.C.		Briana Park	202-487-9136	Bri_Park@mckinsey.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		7%
Metropolitan Area Planning Council		Marjorie Weinberger	617-933-0724	mweinberger@mapc.org	See Appendix A			1%
MGT of America Consulting, LLC		Amy Ferraro Whitsett	617-475-7344	awhitsett@mgtconsulting.com	See Appendix A	4% 10 days 3% 15 days 2% 20 days 1% 30 days		10%
Michael W. Kelleher "DBA Smart Ellie Strategies"		Michael Kelleher	617-953-1393	kelleher94@gmail.com	See Appendix A	7% 10 days 5% 15 days 3% 20 days		1%

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

Updated: February 8, 2024

Template version: 8.0

Page 18 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
						2% 30 days		
Morgan, Brown & Joy LLP		Jaclyn Kugell	617-788-5054	jkugell@morganbrown.com	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days		5%
NAVA PBC		Cheryl Pierce	202-906-0912	contract-ops@navapbc.com	See Appendix A	2% 10 days 2% 15 days 1.5% 20 days 1% 30 days		1%
NBBJ LP		Alan Mountjoy	617-378-4828	amountjoy@nbbj.com	See Appendix A	1% 10 days 0.5% 15 days 0.5% 20 days		15%
Neighborways Design		Jessica Mortell	508-340-0781	jessica@neighborways.com	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days		2%
Nelson Nygaard Consulting Associates, Inc.		Tien Chan	857-305-8000	tchan@nelsonnygaard.com	See Appendix A	1.5% 10 days 1% 15 days 0.5% 20 days		10%
Northern Middlesex Council of Governments		Jennifer Raitt	978-454-8021	jraitt@nmcog.org	See Appendix A	2% 10 days 2% 15 days 2% 20 days 2% 30 days		1%
Organization Ink, Inc.		John Schnyder	413-248-6573	john@organizationink.com	See Appendix A	5% 10 days 5% 15 days 2% 20 days 1% 30 days	WBE, DBE	1%
OverUnder Inc		Rami el Samahy	617-230-9739	samahy@overunder.com	See Appendix A	5% 10 days 5% 15 days 3% 20 days 2% 30 days		9%
Patrick Engineering Inc.		Paul Dye	857-303-3229	pdye@patrickco.com	See Appendix A	2% 10 days 2% 15 days 2% 20 days 2% 30 days		15%
Piltch Associates, Inc.		Debbie Piltch	339-364-4748	Piltchassociates@gmail.com	See Appendix A	2% 30 days		1%

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

Updated: February 8, 2024

Template version: 8.0

Page 19 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Pioneer Valley Planning Commission		Lori Tanner	413-781-6045	ltanner@pvpc.org	See Appendix A	N/A		1%
Public Consulting Group LLC		Brian Howells	617-717-1084	bhowells@pcgus.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		5%
Public Planning, Research, and Implementation, Inc.		Ezra Haber Glenn	617-721-7131	eglenn@public-planning.org	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		1%
Regina Villa Associates, Inc.		Michelle Cook	978-420-6958	mcook@reginavilla.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days	WBE, DBE	5%
Resonance Consultancy Inc		Vicki Fair	604-681-0804 ext. 406	vfair@resonanceco.com	See Appendix A	5% 10 days 5% 15 days 3% 20 days 2% 30 days		2%
RKG Associates. Inc.		Eric Halvorsen	617-847-8912	ehalvorsen@rgassociates.com	See Appendix A	1% 10 days 1% 15 days		1.25%
Root Cause Institute, Inc		Erin Rodriguez	617-294-6801	erodriguez@rootcause.org	See Appendix A	5% 10 days 4% 15 days 3% 20 days 2% 30 days		5%
Rootwise Leadership LLC		C. Perry Dougherty	617-275-1504	perry@rootwiseleadership.com	See Appendix A	1% 10 days 1% 15 days		3%
RND Consultants, Inc.		Janice Bergeron	617-816-9836	janicebergeron@rndconsultants.net	See Appendix A	2% 10 days 2% 15 days	WBE, DBE	50%
Selbert Perkins Design		Linda Murphy Corrigan	781-574-6605 ext. 129	lmurphy@selbertperkins.com	See Appendix A	3% 10 days 2% 15 days 1% 20 days		1%
Self Esteem Boston Educational Institute		Jeri Levitt	617-983-1111	empowermail@selfesteemboston.com	See Appendix A	2% 10 days 1% 15 days 1% 20 days	W/NPO	1%

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

Updated: February 8, 2024

Template version: 8.0

Page 20 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
Slalom Consulting		Russell Norris	617-316-5400	russelln@slalom.com	See Appendix A	2% 10 days 2% 15 days		5%
Spruce Technology, Inc.		Kristen Mazza	862-225-9302	kmazza@sprucetech.com	See Appendix A	1% 10 days 0.5% 15 days	MBE	12%
Stantec Consulting Services Inc.		Steve Kearney	617-416-7524	steve.kearney@stantec.com	See Appendix A	3% 10 days 3% 15 days 1% 20 days		1%
Theodore B. Brovitz dba Brovitz Community Planning		Theodore Brovitz	508-737-4402	ted.brovitz@gmail.com	See Appendix A	4% 10 days 4% 15 days 2% 20 days 1% 30 days		3%
The Boston Consulting Group, Inc.		Kevin Sanders	703-477-0412	Sanders.Kevin@bcg.com	See Appendix A	1% 10 days		10%
The Ripples Group, LLC		Atila Habip	617-513-2959	ahabip@ripplesgroup.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days 1% 30 days		4%
Tidal Basin Government Consulting, LLC		Bill Slater	315-440-4775	bslater@tidalbasin.rphc.com	See Appendix A	0.5% 10 days 0.5% 15 days 0.25% 20 days 0.25% 30 days		10%
UMass Amherst Donahue Institute		Sharon Vardatira	413-545-4898	svardatira@donahue.umass.edu	See Appendix A	N/A		3%
University of Massachusetts - Chan Medical School		Jessica Carpenter	508-421-5861	sgbd.procurement@umassmed.edu	See Appendix A	N/A		4.3%
United Training Commercial LLC		Leanne Pace	781-487-3228	Leanne.Pace@unitedtraining.com	See Appendix A	1% 10 days		1%
Utile, Inc.		Tim Love	617-423-7200	love@utiledesign.com	See Appendix A	5% 10 days 4% 15 days 3% 20 days		5%

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

Updated: February 8, 2024

Template version: 8.0

Page 21 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts	SDP Certification	SDP Commitment Percentage
						2% 30 days		
Vanasse Hangen Brustlin, Inc.		Luke Mitchell	718-808-2962	lamitchell@vhb.com	See Appendix A	1% 10 days 1% 15 days 1% 20 days		10%
WalkBoston		Althea Wong-Achorn	617-367-9255	awong-achorn@walkboston.org	See Appendix A	2% 10 days 2% 15 days		1%
Weisman consulting LLC		Paul Weisman	617-413-4291	paul@smart-conversations.com	See Appendix A	1% 10 days 0.75% 15 days 0.5% 20 days		15%
Wellesley Cove LLC		Mete Tuzcu	617-633-7948	metetuzcu@wellesleycove.com	See Appendix A	4% 10 days 4% 15 days 2% 20 days 1% 30 days		3%
WGI, Inc.		Angela Biagi	561-687-2220	Angela.Biagi@wginc.com	See Appendix A	0.3% 10 days 0.2% 15 days 0.1% 20 days		5%
Zelus Consulting Group		Jenny Graham	617-821-1061	Jenny.Graham@Zelusllc.com	See Appendix A	3% 10 days 2% 15 days 1% 20 days 0.5% 30 days	WBE	5%

* Note that COMMBUYS is the official system of record for vendor contact information.

** [The Master Contract Record MBPO] [PO-22-1080-OSD03-SRC3-26807](#) is the central repository for all common contract files.

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

Updated: February 8, 2024

Template version: 8.0

Page 22 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Contract User Guide for PRF76

Appendix A:

Category 1: Education Services	Category 2: Program Development, Organizational and Strategic Planning Services	Category 3: Professional Development Services	Category 4: General Data Analytics Services and Evaluation Services	Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services	Category 6: Planning, Zoning and Development Consulting Services	Category 7: Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services	Category 8 Health and Human Services	Category 9: Specialized Racial and Health Equity Services
Abt Associates Inc.	Abt Associates Inc.	Accelare	Abt Associates Inc.	Abt Associates Inc.	Abt Associates Inc.	Auribus Consulting LLC	Abt Associates Inc.	Abt Associates Inc.
Accenture	Accelare	Accenture	Accelare	Accenture	Accenture	Ernst & Young U.S. LLP	Accenture	Accenture
Alvarez & Marsal Public Sector Services, LLC	Accenture	Advocates for Human Potential, Inc. (AHP)	Accenture	Agency Landscape + Planning, LLC	Agency Landscape + Planning, LLC	MGT of America Consulting, LLC	Advocates for Human Potential, Inc. (AHP)	Achara Consulting Inc.
BME Strategies	Achara Consulting Inc.	Auribus Consulting LLC	Advocates for Human Potential, Inc. (AHP)	Alvarez & Marsal Public Sector Services, LLC	Alvarez & Marsal Public Sector Services, LLC		Alvarez & Marsal Public Sector Services, LLC	Advocates for Human Potential, Inc. (AHP)
Borderland Partners LLC	Advocates for Human Potential, Inc. (AHP)	BCS, LLC	Alvarez & Marsal Public Sector Services, LLC	Ann McFarland Burke	Berry, Dunn, McNeil & Parker LLC		Auribus Consulting LLC	Agency Landscape + Planning, LLC
Briljent, LLC	Aligned Solutions LLC	Berry, Dunn, McNeil & Parker LLC	Archipelago Strategies Group Inc	BETA Group, Inc.	BETA Group, Inc.		Berry, Dunn, McNeil & Parker LLC	Archipelago Strategies Group Inc
Casey Hall Training Associates	Alvarez & Marsal Public Sector Services, LLC	Borderland Partners LLC	Auribus Consulting LLC	BSC Group, Inc	BSC Group, Inc		BetterSector LLC	Borderland Partners LLC
Ernst & Young U.S. LLP	Auribus Consulting LLC	Briljent, LLC	Berry, Dunn, McNeil & Parker LLC	Cambridge Econometrics Inc	Cambridge Econometrics Inc		BME Strategies	Casey Hall Training Associates
Guidehouse Holding Corp dba Guidehouse LLP	Bailit Health Purchasing, LLC	Bronner Group, LLC	BetterSector LLC	Cepheid Solutions Inc	Center for EcoTechnology, Inc.		Briljent, LLC	Deloitte Consulting LLP
Health Resources in Action (HRIA)	BCS, LLC	Casey Hall Training Associates	BME Strategies	Civic Space Collaborative	Civic Space Collaborative		Casey Hall Training Associates	DONIA LLC
ICF Incorporated, LLC	Berry, Dunn, McNeil & Parker LLC	Clarasys Inc.	Borderland Partners LLC	Deloitte Consulting LLP	Colliers Engineering & Design		Center for EcoTechnology, Inc.	Eastern Research Group
Justice Resource Institute, Inc.	BetterSector LLC	CMG Associates	Briljent, LLC	Dodson & Flinker, Inc.	Deloitte Consulting LLP		Clarasys Inc.	Edgemere Consulting Corporation
KPMG LLP	Borderland Partners LLC	CSG Government Solutions INC	BSC Group, Inc	Dot Joyce Consulting, LLC	Dietz & Company Architects, Inc.		CSG Government Solutions INC	Ernst & Young U.S. LLP
Mathematica Inc.	Briljent, LLC	Deloitte Consulting LLP	Cambridge Econometrics Inc	DREAM Collaborative LLC	Direct Access Consultancy LLC		Deloitte Consulting LLP	Health Resources in Action (HRIA)

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

Updated: January, 25, 2024

Template version: 8.0

Page 23 of 33

One Ashburton Place, Suite 1608, Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Category 1: Education Services	Category 2: Program Development, Organizational and Strategic Planning Services	Category 3: Professional Development Services	Category 4: General Data Analytics Services and Evaluation Services	Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services	Category 6: Planning, Zoning and Development Consulting Services	Category 7: Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services	Category 8 Health and Human Services	Category 9: Specialized Racial and Health Equity Services
McKinsey & Company, Inc. Washington D.C.	Bronner Group, LLC	DONIA LLC	CGI Technologies and Solutions Inc	Eastern Research Group	Dodson & Flinker, Inc.		DMA Health Strategies	HealthDataViz, LLC
MGT of America Consulting, LLC	Cambridge Econometrics Inc	Dot Joyce Consulting, LLC	Deloitte Consulting LLP	Ernst & Young U.S. LLP	DREAM Collaborative LLC		DONIA LLC	Health Management Associates, Inc.
Public Consulting Group LLC	Casey Hall Training Associates	Eagle Hill Consulting, LLC	DMA Health Strategies	Favermann Design	Eastern Research Group		Eagle Hill Consulting, LLC	Human In Common
Root Cause Institute	Clarasys Inc.	Eastern Research Group	Eagle Hill Consulting, LLC	FinePoint Associates LLC	Ernst & Young U.S. LLP		Eastern Research Group	ICF Incorporated, LLC
The Boston Consulting Group, Inc.	CSG Government Solutions INC	Edgemere Consulting Corporation	Eastern Research Group	Guidehouse Holding Corp dba Guidehouse LLP	Favermann Design		Ernst & Young U.S. LLP	ILLUME Advising
UMass Amherst Donahue Institute	Deloitte Consulting LLP	Ernst & Young U.S. LLP	Edgemere Consulting Corporation	Hagerty Consulting, Inc	FinePoint Associates LLC		Gibbous, LLC	Integrated Solutions Consulting, Corp
	DMA Health Strategies	GPS Group Peer Support LLC	Ernst & Young U.S. LLP	Innes Associates Ltd	Guidehouse Holding Corp dba Guidehouse LLP		Guidehouse Holding Corp dba Guidehouse LLP	JJR Consulting LLC
	DONIA LLC	Guidehouse Holding Corp dba Guidehouse LLP	FinePoint Associates LLC	KPMG LLP	ICF Incorporated, LLC		Hagerty Consulting, Inc	JSI Research & Training Institute
	Eagle Hill Consulting, LLC	Hagerty Consulting, Inc	Gartner, Inc	Levine Planning Strategies, LLC	Innes Associates Ltd		Health Resources in Action (HRIA)	Justice Resource Institute, Inc.
	Eastern Research Group	Health Resources in Action (HRIA)	Gibbous, LLC	McKinsey & Company, Inc. Washington D.C.	KPMG LLP		Healthcentric Advisors	KPMG LLP
	Edgemere Consulting Corporation	Healthcentric Advisors	Guidehouse Holding Corp dba Guidehouse LLP	Metropolitan Area Planning Council	Leonardi Aray Architects LLC		HealthDataViz, LLC	Letterman White Consulting, LLC
	Ernst & Young U.S. LLP	HealthDataViz, LLC	Hagerty Consulting, Inc	NBBJ LP	Levine Planning Strategies, LLC		Health Management Associates, Inc.	McKinsey & Company, Inc. Washington D.C.

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

Updated: February 8, 2024

Template version: 8.0

Page 24 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Category 1: Education Services	Category 2: Program Development, Organizational and Strategic Planning Services	Category 3: Professional Development Services	Category 4: General Data Analytics Services and Evaluation Services	Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services	Category 6: Planning, Zoning and Development Consulting Services	Category 7: Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services	Category 8 Health and Human Services	Category 9: Specialized Racial and Health Equity Services
	Gartner, Inc	Health Management Associates, Inc.	Health Resources in Action (HRIA)	Neighborways Design	McKinsey & Company, Inc. Washington D.C.		Hope W Kenefick dba HWK Consulting, LLC	Metropolitan Area Planning Council
	Gibbous, LLC	Human In Common	Healthcentric Advisors	Nelson Nygaard Consulting Associates, Inc.	Metropolitan Area Planning Council		ICF Incorporated, LLC	MGT of America Consulting, LLC
	Guidehouse Holding Corp dba Guidehouse LLP	ICF Incorporated, LLC	HealthDataViz, LLC	Northern Middlesex Council of Governments	Neighborways Design		Innovative Emergency Management	Nelson Nygaard Consulting Associates, Inc.
	Hagerty Consulting, Inc	JJR Consulting LLC	Health Management Associates, Inc.	OverUnder Inc	Nelson Nygaard Associates, Inc.		Integrated Solutions Consulting, Corp	Public Consulting Group LLC
	Health Resources in Action (HRIA)	Justice Resource Institute, Inc.	Hope W Kenefick dba HWK Consulting, LLC	Pioneer Valley Planning Commission	Northern Middlesex Council of Governments		JJR Consulting LLC	Root Cause Institute
	Healthcentric Advisors	KPMG LLP	ICF Incorporated, LLC	Public Planning, Research, and Implementation, Inc.	OverUnder Inc		JSI Research & Training Institute	Rootwise Leadership LLC
	HealthDataViz, LLC	Letterman White Consulting, LLC	ILLUME Advising	Resonance Consultancy Inc	Patrick Engineering Inc.		Justice Resource Institute, Inc.	The Boston Consulting Group, Inc.
	Health Management Associates, Inc.	Mauch Group LLC, The	Innovative Emergency Management	RKG Associates. Inc.	Pioneer Valley Planning Commission		KPMG LLP	UMass Amherst Donahue Institute
	Hope W Kenefick dba HWK Consulting, LLC	McKinsey & Company, Inc. Washington D.C.	Integrated Solutions Consulting, Corp	RND Consultants, Inc.	Public Planning, Research, and Implementation, Inc.		Massachusetts Health Quality Partners	Weisman consulting LLC
	Human In Common	Morgan, Brown & Joy LLP	JSI Research & Training Institute	Selbert Perkins Design	Resonance Consultancy Inc		Mathematica Inc.	Jamaji App LLC
	ICF Incorporated, LLC	Public Consulting Group LLC	KPMG LLP	Stantec Consulting Services Inc.	RKG Associates. Inc.		McKinsey & Company, Inc. Washington D.C.	
	Innovative Emergency Management	Regina Villa Associates, Inc.	Massachusetts Health Quality Partners	The Boston Consulting Group, Inc.	Stantec Consulting Services Inc.		MGT of America Consulting, LLC	

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

Updated: February 8, 2024

Template version: 8.0

Page 25 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Category 1: Education Services	Category 2: Program Development, Organizational and Strategic Planning Services	Category 3: Professional Development Services	Category 4: General Data Analytics Services and Evaluation Services	Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services	Category 6: Planning, Zoning and Development Consulting Services	Category 7: Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services	Category 8 Health and Human Services	Category 9: Specialized Racial and Health Equity Services
	Integrated Solutions Consulting, Corp	Root Cause Institute	Mathematica Inc.	Theodore B. Brovitz dba Brovitz Community Planning	The Boston Consulting Group, Inc.		Michael W. Kelleher "DBA Smart Ellie Strategies"	
	Janifer & Associates, LLC	Rootwise Leadership LLC	McKinsey & Company, Inc. Washington D.C.	UMass Amherst Donahue Institute	Theodore B. Brovitz dba Brovitz Community Planning		Public Consulting Group LLC	
	JJR Consulting LLC	Self Esteem Boston	Metropolitan Area Planning Council	Utile, Inc.	UMass Amherst Donahue Institute		Regina Villa Associates, Inc.	
	JSI Research & Training Institute	Slalom Consulting	MGT of America Consulting, LLC	Vanasse Hangen Brustlin, Inc.	Utile, Inc.		Self Esteem Boston	
	Justice Resource Institute, Inc.	The Boston Consulting Group, Inc.	Michael W. Kelleher "DBA Smart Ellie Strategies"	WalkBoston, Inc	Vanasse Hangen Brustlin, Inc.		Slalom Consulting	
	KPMG LLP	The Ripples Group	NAVA PBC	WGI, Inc.	WGI, Inc.		The Boston Consulting Group, Inc.	
	Letterman White Consulting, LLC	UMass Amherst Donahue Institute	Nelson Nygaard Consulting Associates, Inc.				UMass Amherst Donahue Institute	
	Mathematica Inc.	United Training Commercial LLC	Public Consulting Group LLC				Zelus Consulting Group	
	Mauch Group LLC, The	Weisman consulting LLC	Slalom Consulting					
	McBride Consulting LLC	Zelus Consulting Group	Spruce Technology, Inc.					
	McKinsey & Company, Inc. Washington D.C.		Stantec Consulting Services Inc.					
	Metropolitan Area Planning Council		The Boston Consulting Group, Inc.					
	MGT of America Consulting, LLC		The Ripples Group					
	Michael W. Kelleher "DBA		UMass Amherst					

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

Updated: February 8, 2024

Template version: 8.0

Page 26 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Category 1: Education Services	Category 2: Program Development, Organizational and Strategic Planning Services	Category 3: Professional Development Services	Category 4: General Data Analytics Services and Evaluation Services	Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services	Category 6: Planning, Zoning and Development Consulting Services	Category 7: Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services	Category 8 Health and Human Services	Category 9: Specialized Racial and Health Equity Services
	Smart Ellie Strategies"		Donahue Institute					
	NAVA PBC		Wellesley Cove LLC					
	Nelson Nygaard Consulting Associates, Inc.							
	Organization Ink, Inc.							
	Patrick Engineering Inc.							
	Piltch Associates, Inc							
	Public Consulting Group LLC							
	Public Planning, Research, and Implementation, Inc.							
	Regina Villa Associates, Inc.							
	RND Consultants, Inc.							
	Root Cause Institute							
	Rootwise Leadership LLC							
	Slalom Consulting							
	Spruce Technology, Inc.							
	The Boston Consulting Group, Inc.							
	The Ripples Group							
	Tidal Basin Government Consulting, LLC							
	UMass Amherst Donahue Institute							

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

Updated: February 8, 2024

Template version: 8.0

Page 27 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Category 1: Education Services	Category 2: Program Development, Organizational and Strategic Planning Services	Category 3: Professional Development Services	Category 4: General Data Analytics Services and Evaluation Services	Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services	Category 6: Planning, Zoning and Development Consulting Services	Category 7: Department of Elementary and Secondary Education: Facilities and Operations Technical Assistance Services	Category 8 Health and Human Services	Category 9: Specialized Racial and Health Equity Services
	University of Massachusetts - Chan Medical School							
	Weisman consulting LLC							
	Wellesley Cove LLC							
	Zelus Consulting Group							

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

Updated: February 8, 2024

Template version: 8.0

Page 28 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Category Descriptions

- Category 1: Education Services [PO-23-1080-OSD03-SRC3-26808](#)
- Category 2: Program Development, Organizational and Strategic Planning Services [PO-23-1080-OSD03-SRC02-26810](#)
- Category 3: Professional Development Services [PO-23-1080-OSD03-SRC3-26811](#)
- Category 4: General Data Analytics Services and Evaluation Services [PO-23-1080-OSD03-SRC3-26812](#)
- Category 5: Downtown/Town Center/Commercial Area Revitalization Consulting Services [PO-23-1080-OSD03-SRC3-26813](#)
- Category 6: Planning, Zoning and Development Consulting Services [PO-23-1080-OSD03-SRC3-26814](#)
- Category 7: DESE Facilities Technical Assistance Services and Operations [PO-23-1080-OSD03-SRC3-26815](#)
- Category 8: Health and Human Services [PO-23-1080-OSD03-SRC3-26816](#)
- Category 9: Specialized Racial and Health Equity Services [PO-23-1080-OSD03-SRC3-26817](#)

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for PRF76 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Record" Master Blanket Purchase Order (MBPO) for PRF76 and can be accessed directly by visiting [PO-22-1080-OSD03-SRC3-26807](#).

CATEGORY 1: EDUCATION SERVICES

Pre-qualified vendors under the Education Services Category offer education related Management Consulting Services to aid in the Commonwealth's commitment to provide a rigorous, comprehensive, and successful education system.

Areas in which education services trainers and consultants are sought include, but are not limited to:

- Research based strategies
- Standards and accountability
- Assessment
- Professional development
- Innovation
- Student supports

CATEGORY 2: PROGRAM DEVELOPMENT, ORGANIZATIONAL AND STRATEGIC PLANNING SERVICES

Pre-qualified vendors under the Program Development, Organizational Development, and Strategic Planning Category offer a broad range of services which the Commonwealth will draw on an "as needed" basis to meet the needs of the various departments and Eligible Entities.

Types of services acquired under this category may include, but are not limited to:

- Administrative.
- Human resources.
- Personnel.
- Physical distribution management
- Scientific administration
- Education

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

Updated: February 8, 2024

Template version: 8.0

Page 29 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

- Labor
- Health and Social Services
- Economic forecasting
- Budget analysis
- Market analysis
- Development of funding formulas
- Total cost analysis
- Projections in business development
- Business Process Redesign Services

CATEGORY 3: PROFESSIONAL DEVELOPMENT SERVICES:

Pre-qualified vendors under the Professional Development Services Category offer a broad range of effective quality courses, from which Eligible Entities will use on an “as needed” basis to design and/or provide trainings/presentations/facilitations/ instructional design including e-learning on different topics that will increase the knowledge, understanding, and skill levels of Commonwealth of Massachusetts staff and/or the public it serves.

Areas in which professional development and training expertise are sought include but are not limited to:

- Leadership Development Programs
- Team building/ Capacity Building Programs
- Coaching Programs
- Train the Trainer(s) Programs
- Change Management Programs
- Communication Skills Programs
- Customer Relationship Management Programs
- General Health, Wellness & Safety Programs not requiring services of a hospital or university
- Business Process Redesign Programs
- Business Process Redesign Services

CATEGORY 4: GENERAL DATA ANALYTICS SERVICES AND EVALUATION SERVICES:

Pre-qualified vendors under the General Data Analytics Service and Evaluation Services Category offer technical assistance and expertise to generate the statistics needed to complete the requirements of projects per the scope of work established by the Hiring Entity, to inform the legislature and the public of emerging and existing concerns, to tailor new intervention and prevention programs as well as evaluate currently existing programs, and to generate knowledge to further improve on established services and/or programs.

Primary areas of research expertise that will be purchased through this contract include:

- Survey research, including data collection, analysis, and development of needs assessment
- Linkage of large datasets
- Program evaluation, including design, analysis, and report preparation
- Forecasting analytic techniques
- Small area and small domain estimation

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

Updated: February 8, 2024

Template version: 8.0

Page 30 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- Complex survey sample design
- Qualitative analysis and mixed method of analysis
- Preparing and analyzing large data, comparative and cost-effective studies
- Preparing and using electronic data for quality improvement work, service utilization, comparative effectiveness
- Expertise in geo-spatial analysis
- Subject matter expertise in economics, education, engineering, health and social services, transportation, financial services, the environment, cost effectiveness analysis, comparative effectiveness analysis, quality improvement work, policy analysis, secondary data analysis, and ecological studies design
- Quantitative data extraction and data management

CATEGORY 5: DOWNTOWN/TOWN CENTER/ COMMERCIAL AREA REVITALIZATION CONSULTING SERVICES:

Pre-qualified vendors under the Revitalization Consulting Services Category offer technical assistance consultant services related to City or Town Center development.

Primary areas of service include but are not limited to:

- Providing technical assistance/program support services in the context of a workshop(s), webinars, program support services, toolkits and/or on-site technical assistance.
- Developing a specific scope for each task on an on-going basis. The assistance will be requested on an as-needed basis and will be expected to be performed in a timely manner.
- Providing technical assistance in one or more areas listed by qualified Contractors including, but not limited to, the following areas:
 - Business Development
 - Business District Management
 - Business Recruitment and Retention
 - Climate Impacts
 - Cultural and Arts Development
 - Cultural and Arts Management
 - District Branding
 - District Management
 - E-commerce/Website Development
 - Economic Development
 - Emergency Management
 - Equitable Economic Development
 - Event Development
 - Fundraising Expertise
 - Innovative Retail Strategies
 - Legal Services Related to Non-Profit Designation/By-laws/Organizational Development
 - Planning for Housing/ Housing Development
 - Program Support Services
 - Public Cultural and Arts Development
 - Quality of Life – Homeless Services, Addiction Services, Mental Health & Wellness
 - Technical Assistance related to Downtown Revitalization

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

Updated: February 8, 2024

Template version: 8.0

Page 31 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

CATEGORY 6: PLANNING, ZONING and DEVELOPMENT CONSULTING SERVICES:

Primary areas of service include but are not limited to:

- Providing technical assistance in the context of a workshop(s) and/or on-site technical assistance.
- Developing a specific scope for each task on an on-going basis. The assistance will be requested on an as-needed basis and will be expected to be performed in a timely manner.
- Providing technical assistance in one or more areas listed by qualified Contractors including, but not limited to, the following areas:
 - Planning and Facilitation Services
 - Economic Development Planning
 - Business Recruitment and Business Retention
 - Second Story Development
 - Housing and Planning Services
 - Zoning Technical Services
 - Transportation Consulting Services

CATEGORY 7: DESE FACILITIES AND OPERATIONS TECHNICAL ASSISTANCE SERVICES:

Specifically, the firms will possess the ability to provide:

- Expertise in HVAC system design and maintenance (including internal air quality assessment, commissioning, and recommissioning of systems, etc.)
- Facilities operations and/or other school-specific operations
- Deep knowledge of applicable occupancy and safety codes
- Cost estimating

In addition, the firms may possess:

- Specific experience with school building planning, design, and operations
- Expertise with district-wide master planning
- Cleaning, sanitation, and disinfection expertise and guidance
- Expertise in drinking water systems, and other building services
- Specific experience related to school cafeteria and/or food service operations
- Expertise in signage and other visual cueing
- Expertise in design for accessibility
- Expertise in people and activity flow, including entry, exit, and emergency evacuation
- Specific experience related to school activity scheduling
- Specific experience related to bus pick-up and drop-off, and route optimization
- Expertise in traffic flow and support of biking and walking
- Expertise in grounds (including playgrounds) and landscape planning and design
- Experience with modular classroom setup and procurement

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

Updated: February 8, 2024

Template version: 8.0

Page 32 of 33

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

CATEGORY 8: HEALTH AND HUMAN SERVICES

Pre-qualified vendors under the Health and Human Services Category offer an array of services on an “as needed” basis. Such services include integrated human services that aid communities, families, and individuals in a faster and cost-effective way to promote self-sufficiency. Direct services to clients are not covered through this contract.

The following list includes the fields in the health and human services spectrum:

- Public Health Services
- Mental Health Services
- Developmental Services
- Employment Services
- Child Service organizations
- Emergency Preparedness
- Financial Services

CATEGORY 9: SPECIALIZED RACIAL AND HEALTH EQUITY SERVICES

Types of services acquired under this definition may include but are not limited to development of policies and technical assistance to address institutional and structural inequities through change management; project and program development, and strategic planning using a racial equity framework. The development of strategies for projects focused on hiring and retention; evaluation, technical assistance, and capacity building around Culturally and Linguistically Appropriate Services (CLAS) standard assessment, implementation and follow up; training and technical assistance around strategies to engage:

- Black, Indigenous, and People of Color (BIPOC)
- Latinx individuals
- Individuals who do not speak English, or who prefer to speak in another language
- Individuals who do not have access to transportation, either personal or public, or who face barriers getting to a vaccination location
- Individuals with disabilities and those who have access and functional needs
- Individuals experiencing homelessness
- Individuals with mental illness and/or residents with substance use disorder
- Individuals who identify as LGBTQ+