

## Cooperative Purchasing: Chapter 30B Alternative Procurement Process

<b>Statewide contracts</b>	Local jurisdictions may use statewide <b>supply or service</b> contracts procured by the Commonwealth’s Operational Services Division (OSD) without conducting a separate procurement under Chapter 30B. However, jurisdictions must comply with the terms and conditions of each statewide contract. Refer to the OSD’s most recent <a href="#">Contract User Guide</a> (Guide) for each contract. The Guides include: a contract summary, benefits and cost savings, who can use the contract, pricing and purchasing options, additional information, contract counties or regions, a vendor list and contact information. <b>Note:</b> the state contract vendor should also sign your jurisdiction’s terms and conditions (or “boilerplate”).
<b>State department contracts</b>	Local jurisdictions may use certain supply or service contracts procured by Commonwealth “departments” (a term that includes any office, department, agency, division, board, commission or institution within the executive branch). Refer to each department contract for the contract terms and conditions. A department must allow other jurisdictions to use the contract.
<b>GSA purchases</b>	Local jurisdictions may, pursuant to Section 1(f) of Chapter 30B, purchase supplies and services that are available through the U.S. General Services Administration (GSA) federal supply schedules. Each schedule must be open to non-federal users. <b>Note:</b> the GSA contract vendor should also sign your jurisdiction’s terms and conditions (or “boilerplate”).
<b>Cooperative purchases (Section 22 of Chapter 30B)<sup>1</sup></b>	<p>Local jurisdictions may purchase supplies (but not services unless incidental to the supply purchase) from existing contracts procured by an in-state or out-of-state political subdivision, or unit of a political subdivision, or a federal or state agency, <b>if:</b></p> <ul style="list-style-type: none"> <li>➤ the contract is open for use by other jurisdictions and</li> <li>➤ the contract was procured with full and open competition</li> </ul> <p><b>Note:</b> the cooperative contract vendor should also sign your jurisdiction’s terms and conditions (or “boilerplate”).</p> <p>Incidental services examples: moving and delivery, basic installation or set-up, system start-up.</p>

Cooperative contracts have significant cost and time-saving potential for many jurisdictions. However, these contracts should be used with care to ensure you obtain the best value and price and that the contract complies with Section 22 of Chapter 30B. Also, make sure these contract terms protect your jurisdiction’s interests.

<sup>1</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30B/Section22> and page 3 at [https://www.mass.gov/doc/procurement-bulletin-september-2013-vol-19-3/download?\\_ga=2.216814037.211795288.1649096138-109969246.1626345635](https://www.mass.gov/doc/procurement-bulletin-september-2013-vol-19-3/download?_ga=2.216814037.211795288.1649096138-109969246.1626345635)