

Contract User Guide for ITT46

ITT46: Network Services Statewide Contract

UPDATED: 10/05/2017

Contract #:	ITT46
MMARS MA #:	ITT46*
Initial Contract Term:	09/19/2012 – 09/30/2017
Maximum End Date:	9/30/2019
Current Contract Term:	09/19/2012 – 09/30/2019
Contract Manager:	Jeanne Pestana, 617-720-3105, jeanne.pestana@state.ma.us
This Contract Contains:	[Prompt Pay Discounts, Volume Discounts]
UNSPSC Codes:	See Appendix A

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

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Contract Summary

This is a Statewide Contract for Network Services This contract for Network Services provides a wide array of voice, data, and cellular services. This contract replaces the following statewide contracts:

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ITT09 – Communication Network Services, ITT18 – Centrex Services, ITT19 – VPN Services, ITT37 – Hosting and Internet Access Services.

Contract Categories

This contract includes 4 categories of service as listed below.

- Category 1: Voice Services
- Category 2: Connectivity/Bandwidth Services
- Category 3: Mobile Communication Services
- Category 4: Managed Services

Customer Premise Equipment (CPE) required for the provisioning and operation of the service is allowed. All network services must be capable of being installed without requiring the acquisition of termination equipment. Wireless devices that are cellular-capable and that are bundled with cellular service sold by cellular providers in Category 3 are also allowed, i.e. tablets, iPads, etc

This contract does not provide for the purchase of the following equipment: PCs, servers, switches, PBX equipment, or any other significant network equipment systems not directly related to this contract.

NOTE RELATIVE TO CONSTRUCTION

This contract does NOT include construction-related services. The installation of conduit or the coring of walls or floors in a public building constitutes construction.

NOTE RELATIVE TO E-RATE

Public schools and libraries within the Commonwealth may utilize the services offered under this contract. It is incumbent upon each Eligible Entity to file their respective Form 471's and other necessary forms to participate in this program independent of the provisions offered under this contract. The E-rate reference number for FCC form 470 is 110350000864310. A copy of the original Form 470 Application is published on COMMBUYS under the Attachments tab. We suggest Eligible Entities verify the Form 470 with the Schools and Libraries Division before use.

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.

Vendors on this contract offer competitive pricing, prompt pay discounts, volume discounts, and bundle discounts.

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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 and search for ITT46 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for ITT46 visit PO-15-1080-OSD03-SRC01-00000002001.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for ITT46 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for ITT46 and can be accessed directly by visiting PO-15-1080-OSD03-SRC01-00000002001.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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 [Who Can Use Statewide Contracts](#) webpage.

- 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
- Public purchasing cooperatives
- Non-profit, UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories with no prior approval by the State Purchasing Agent required
- Other entities when designated in writing by the State Purchasing Agent

Entities seeking the approval of the State Purchasing Agent to utilize the Statewide Contract should submit a written request to Purchasing.Agent@massmail.state.ma.us with the subject line "Request for approval to utilize Statewide Contract ITT46". The body of the email should include the name of the Entity requesting approval and the name and contact information of a person that can be contacted if OSD has questions regarding the request.

The Massachusetts Higher Education Consortium (MHEC) is a participating member of the procurement and resulting Statewide Contract for Network Services, ITT46, conducted by the Operational Services Division (OSD) on behalf of the Commonwealth of Massachusetts. OSD and MHEC jointly and separately; 1) market the

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Statewide Contract to their constituents eligible to purchase under the Statewide Contract, and 2) support vendors and constituents participating in the Statewide Contract. Such constituents eligible to purchase under the Statewide Contract may also be referred to as “Eligible Entities” and “MHEC members”.

For the purposes of this Statewide Contract for Network Services, the Eligible Entities associated with each organization are as follows:

MHEC J04 Eligible Entities within Massachusetts

- Non-profit public and private institutions of higher education
- MHEC members not eligible under the OSD Eligible Entities list

MHEC J04 Eligible Entities outside Massachusetts

MHEC membership is available to the following organizations in the New England states. For the purposes of the statewide contract for Network Services, MHEC J04 Eligible Entities outside Massachusetts may include:

- Non-profit public and private institutions of higher education
- Non-profit technical, charter, and vocational schools
- Municipalities, elementary and secondary schools
- Non-profit preparatory schools
- Non-profit educational organizations

MHEC Public College and University Purchasers within Massachusetts

The following list was correct as of the revision date of this document. The current list may be viewed at the MHEC website at <http://private.mhec.net/ListMembersConsortium.asp> under the section “State/University and Community Colleges”.

- Berkshire Community College
- Bristol Community College
- Bunker Hill Community College
- Cape Cod Community College
- Greenfield Community College
- Holyoke Community College
- Massachusetts Bay Community College
- Massasoit Community College
- Middlesex Community College
- Mount Wachusett Community College
- North Shore Community College
- Northern Essex Community College

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- Quinsigamond Community College
- Roxbury Community College
- Springfield Technical Community College
- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Art and Design
- Massachusetts College of Liberal Arts
- Massachusetts Maritime Academy
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Medical Center
- University of Massachusetts/Lowell
- University of Massachusetts/Amherst
- University of Massachusetts/Boston
- University of Massachusetts/Dartmouth

Eligible Entity Employee Discounts for Cellular Services

All cellular telephone services contractors in Category 3 offer employee discounts for the employee's personal cellular service. Eligible Entities are encouraged to make their employees aware of these programs.

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.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

How to place an order

P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use ITT46) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line

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- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the “How to Complete a Partial Receipt in COMMBUYS” Job Aid.

Pricing Options

Pricing is published separately on COMMBUYS. Early termination charges, stranded investment charges, and special engineering and extension costs related to extending the network service from the contractor’s nearest access point to the Eligible Entity’s network interface point (DMARC) are allowed, provided these costs are specified in the Master Blanker Purchase Order cost tables attached in COMMBUYS and in the Statement of Work agreed to by the Eligible Entity.

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.
- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.
- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price.
- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO’s should be provided.

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 COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference ITT46 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.

Summary of Where to Obtain Contract Information

To access the vendor contracts, including the RFR, related documents, and required forms, please go to the COMMBUYS (www.commbuys.com) website, click on “Contract & Bid Search”, then select the “Contracts/Blankets” radio button.

- Enter “ITT46” in the Contract/Blanket Description field
- Select “Statewide Contract” from the Type Code pull-down menu
- Click “Find It”

There are 19 vendors on this contract and each vendor contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor cost tables (price lists) are located in the attachments tab on each MBPO. The RFR and related documents are located in the attachments tab of the MBPO: [PO-15-1080-OSD03-SRC01-00000002001](#).

How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **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.

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.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

- **Document items in COMMBUYS that have already been purchased**

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This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

The Strategic Sourcing Team recommends that before deciding on any Network Services, the user solicit at least three estimates from contractors on this Statewide Contract. Users are encouraged to negotiate downward on all quotes to obtain best value.

Users should request a written quote from any of the listed contractors for the proposed services. Posting the RFQ as a COMMBUYS solicitation is a recommended best practice. The Master Blanket [PO-15-1080-OSD03-SRC01-00000002755](#) is the conversion record in COMMBUYS. Use this record to request multiple quotes from vendors; following the job aid "How to Create a Solicitation-Enabled Release Requisition".

Reference the Statewide Contract Number ITT46 on all requests for quotes, Statements of Work, and Purchase Orders. The contractor will respond with an itemized quote that will reflect the actual configuration along with installation and any other non-recurring costs, and early termination costs, if applicable.

Most of the vendors on this contract offer On-Line portals. Users are encouraged to utilize the on-line services for billing and usage reports and account management.

Statement of Work (SoW)

A Statement of Work template is published on the Attachments tab for Users to adapt to their needs for larger projects. Sections, such as that addressing intellectual property, that do not apply to a particular project may be removed. Unless otherwise negotiated, Contractor invoicing may not commence before 30 days after final acceptance. Contractors must obtain written acceptance of the installed Network Service(s) from the contracting Eligible Entity.

Service Level Agreements

Service Level Agreements (SLAs) are published in the Attachment section of COMMBUYS for each vendor. Users are encouraged to review the SLA for the service(s) you are seeking when assessing vendor performance capabilities and when creating your Statement of Work (SoW) for your request for quotes. For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.



Obtaining Quotes

Contract users should always reference ITT46 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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 the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. 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.

Instructions for MMARS Users

MMARS users must reference the MA number ITT46* in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

Contract Exclusions and Related Statewide Contracts

Taxes, surcharges, fees and other "regulatory cost items" may not be invoiced unless they are specified (description and pricing) in the Cost Tables accepted by the SST and published on COMMBUYS



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 Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Additional Information/FAQs

Geographical Service Area

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.

If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's catalog, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

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 1 year 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.



Contract User Guide for ITT46

Strategic Sourcing Team Members

- Laurie Allen, OSD
- Ann Roper-Quinn, City of Boston
- Brad Steele, ITD
- Brian Helman, Salem State University
- Dan Doucette, City of Peabody
- David Sheafer, EOE
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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	List any other important items
AT&T Corp	PO-14-1080-OSD01-OSD10-0000000248	VC6000216033, line 11	Todd Theel	508-308-9996	tt788f@att.com	1,2,4	N/A	
AT&T Mobility II LLC dba AT&T Mobility National ACC, LLC	PO-14-1080-OSD01-OSD10-0000000250	VC0000169649, line 26	Todd Theel	508-308-9996	tt788f@att.com	3	N/A	
Cellco Partnership d/b/a Verizon Wireless	PO-14-1080-OSD01-OSD10-0000001204	VC6000227932, line 1	Carolyn Jussaume	617-699-3900	carolyn.jussaume@verizonwireless.com	3	N/A	
CELT Corporation	PO-14-1080-OSD01-OSD10-0000000251	VC0000411034, line 3	Jeffrey Bajgot	508-624-4474 x1206	jbajgot@celtcorp.com	2, 4	2%-10 days, 1.5%-15 days, 1%-20 days	
CenturyLink Communications LLC	PO-14-1080-OSD01-OSD10-0000001203	VC6000192600, line 22	Catherine Pauling	617-233-0238	commofma@centurylink.com	1,2,4	N/A	
Comcast Cable Communication Mgmt LLC	PO-14-1080-OSD01-OSD10-0000000252	VC0000220053, line 23	Scott Richardson	978- 207-0650	scott_richardson@comcast.com	1,2,4	N/A	

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	List any other important items
Crocker Communications Inc	PO-17-1080-OSD03-SRC01-9847	VC6000184811, line 36	Matthew Crocker	413-654-1050	matthew@crocker.com	1,2,4	2%-10 days, 1%-30 days	
DSCI LLC dba TPX COMMUNICATIONS	PO-14-1080-OSD01-OSD10-0000001439	VC0000726748, line 31	Jeff Kubick	866-438-3724	jkubick@dscicorp.com	1,2,4	1.5% 10-days	
Lighttower Networks I, LLC Lighttower Fiber	PO-15-1080-OSD03-SRC01-0000002404	VC0000738873, line 34	Michelle Kavey	617-848-3026	mkavey@lighttower.com	2,4	2%-10 days	
Merrimack Education Center dba Addition Networks	PO-14-1080-OSD01-OSD10-0000000256	VC6000164531, line 13	Kate Roddy	978-275-1613	contracts@mecnet.net	2,4	2%-10 days, 1.5%-15 days, 1%-20 days, 1%-30Days	
NWN Corporation	PO-14-1080-OSD01-OSD10-0000001357	VC0000414845, line 21	Patrick McGillicuddy	781-472-3428	PMcGillicuddy@nwnit.com	4	1%- 10 Days, .75%-15 days, .5%-20 days	
Windstream Holdings Inc, dba Paetec Communications LLC	PO-16-1080-OSD03-SRC01-0000005862	VC0000793508, line 35	John Cloonan	857-403-4817	John.Cloonan@Windstream.com	1,2,4	N/A	
Presidio Networked Solutions, Inc	PO-14-1080-OSD01-OSD10-0000001476	VC0000350925, line 33	Paul Melvin	781-638-2230	pmelvin@presidio.com	4	N/A	

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	List any other important items
Sprint Solutions, Inc.	<u>PO-14-1080-OSD01-OSD10-00000000258</u>	VC0000475741, line 7	Mark Zurcher	781-883-7447	<u>mark.zurcher@sprint.com</u>	1,2,3,4	N/A	
T-Mobile USA, Inc	<u>PO-14-1080-OSD01-OSD10-00000001202</u>	VC6000264183, line 2	Donna Monahan	508-505-1375	<u>donna.monahan@t-mobile.com</u>	3	N/A	
Verizon New England, d/b/a Verizon Business Network Services, Inc.	<u>PO-14-1080-OSD01-OSD10-00000000261</u>	VC6000156101, line 17	Karen Perella	617-535-0551	<u>ITT46PMO@verizon.com</u>	1,2	N/A	
MCI Communications Services, Inc. d/b/a Verizon Business Network Services, Inc.	<u>PO-14-1080-OSD01-OSD10-00000001528</u>	VC6000246445, line 16	Karen Perella	617-535-0551	<u>ITT46PMO@verizon.com</u>	1,2,4	N/A	
Verizon Network Integration Services Corp. d/b/a Verizon Business Network Services, Inc.	<u>PO-14-1080-OSD01-OSD10-00000001538</u>	VC6000229599, line 18	Karen Perella	617-535-0551	<u>ITT46PMO@verizon.com</u>	4	N/A	
Terremark North America Inc. d/b/a Verizon Business	<u>PO-14-1080-OSD01-OSD10-00000001540</u>	VC0000651830, line 24	Karen Perella	617-535-0551	<u>ITT46PMO@verizon.com</u>	4	N/a	

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	List any other important items
Network Services, Inc.								

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

** [The Conversion Vendor MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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Appendix A:

UNSPSC Codes:

For more information on the UNSPSC Codes please see www.unspsc.org

43-19-00-00-0000	Communications Devices and Accessories
43-19-15-01-0000	Mobile phones
43-19-15-14-0000	Satellite phone
43-22-26-00-0000	Network service equipment
81-11-18-01-0000	Computer or network or internet security
81-11-20-04-0000	Disaster recovery services
81-11-20-06-0000	Data storage service
81-11-21-00-0000	Internet services
81-16-17-11-0000	Videoconferencing service
83-11-15-00-0000	Local and long distance telephone communications
83-11-15-01-0000	Local telephone service
83-11-15-02-0000	Long distance telephone services
83-11-16-02-0000	Satellite or earth communication systems services
83-11-16-03-0000	Cellular telephone services
83-11-18-01-0000	Cable television services
83-11-22-00-0000	Enhanced telecommunications services
83-11-22-03-0000	VPN virtual private network managed network services
83-11-23-00-0000	Fiber telecommunications services
83-11-24-00-0000	Switched dial up and leased dedicated line circuit telecomm
83-11-24-00-0000	High speed switched dial up services

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