



OPERATIONAL SERVICES DIVISION

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To: Secretariat and Agency Chief Procurement Officers, **COMMBUYS** Liaisons, Higher Education, MAPPO Members and Municipal Governments, MASBO Members and School Departments
From: Gary Lambert, Assistant Secretary for Operational Services
Date: October 30, 2013
RE: **COMMBUYS Kickoff Meeting Monday, November 18, 2013**

The **COMMBUYS** countdown is on! We're just months away from retiring Comm-PASS, and launching the Commonwealth's new state-of-the-art Electronic Procurement (eProcurement) solution that will modernize the way the state procures goods and services, while saving valuable time, money and resources. Everybody wins!

We're very excited about **COMMBUYS**, and we want to share our excitement with you at the official **COMMBUYS** Kickoff Meeting on November 18th. At this session, we will provide you an overview of the project, a review of our timeline, and information about the readiness program of communications, training and outreach to ensure you are prepared to use **COMMBUYS** when it is launched next March. This session will also be an opportunity for you to ask any questions or share any concerns you may have about **COMMBUYS**.

COMMBUYS Kickoff Meeting Info:

When: Monday, November 18, 2013 from 12:30pm-2:30pm, (12:00pm registration)
Where: Great Hall, State House, Boston
Who: Secretariat and Agency Chief Procurement Officers, **COMMBUYS** Liaisons, Higher Education, Municipal Governments, School Departments

Register for the Kickoff Event today: [COMMBUYS KICKOFF EVENT](#)

All Commonwealth agencies, colleges, local governments, school departments and other entities eligible to use **COMMBUYS** are invited to appoint a **COMMBUYS** Liaison. If you have not already done so please take a few minutes to submit the name of your Liaison! Liaisons will be the primary point of contact for your agency/organization during the readiness process. Liaisons will get an early look at the system, receive project updates and training information to share with colleagues, receive checklists to determine their organization's readiness to use **COMMBUYS** successfully, and have the ability to provide feedback to our team as we prepare for **COMMBUYS** launch. If you have not yet had the opportunity to submit the name of your designated point of contact, please click here:

http://www.surveymonkey.com/s/COMMBUYS_Liaison.

We thank you for your participation in this endeavor and look forward to seeing you at the Kickoff! By working together, we will be able to put in place a modern, efficient and cost-effective eProcurement system that better serves the citizens of the Commonwealth. If you have any questions please don't hesitate to email commbuys@state.ma.us or call Nancy Ziemiak @ (617) 979-1505.