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| <b>University Of Massachusetts Lowell</b> |                    |
| <b>Date: July 01, 2001</b>                | <b>Section:3.3</b> |
| <b>Subject: State Contracts</b>           |                    |

State Contracts are bid and controlled by the Commonwealth of Massachusetts, Department of Procurement and General Services (DPGS), in Boston, for use by state agencies located throughout the Commonwealth. State Contracts are computer-generated and are usually headed, "Commonwealth of Massachusetts – Bid Award Notice", followed by the respective State Contract title and number.

Following are the instructions that apply to the use of State Contracts:

1. Most State Contracts are line item specific; i.e., may cover only one or two items in a manufacturer's product line. Extra care needs to be taken to insure that the desired item is covered by the contract and that the contract is still current.
2. Because the State Contract portfolio is so large, it is not practical to mail copies to all departments. Copies of individual contracts that are of interest to a particular department may be obtained from the Purchasing Department, upon request.
3. Purchase request issued against a State Contract should be so marked as follows:

**Example:** State Contract  
Plastic Tableware (Title of Contract)  
No. A204601000, Item 610  
Period of Contract: 1/1/97 – 12/31/97

**Note:** A listing of commonly used State Contracts will be listed on the Purchasing Website.