

How to become an MHEC Supply Partner:

To become an MHEC Supply Partner, a company must execute a contract with the MHEC after responding to a fair, open and competitive solicitation to provide specific products or services. Since many of our members are public entities, MHEC issues its solicitations consistent with the Commonwealth of Massachusetts procurement law, Chapter 30B.

Here are some suggestions for getting started:

Register with MHEC

Your business should register with MHEC by submitting a "Bid Registration" form which can be found online at our website under the "Suppliers" tab. Registering your business with MHEC **does not** mean that you can sell to MHEC members or that you have an MHEC contract. It simply identifies you as a company interested in receiving updates on our organization and bid notifications. Once you register, you will receive an email notification from the MHEC when a contract in your area of interest is being bid.

Get to Know Us

Familiarize yourself with our organization and with the information available on our website. Identify the contract managers for the contracts of interest to your company and contact them with any questions. Review our member list to see if you are presently doing business with MHEC members and speak to them about their experience purchasing from MHEC contracts. Understand what is offered in our contracts and know your competition by researching the existing supply partners.

Be Prepared

When MHEC issues a bid that is of interest to your company, understand what is required. Read the specifications carefully, submit questions in writing to the contract manager, understand the forms that must be completed, submitted and/or signed and make sure your response is received at MHEC before the submission deadline.

Be Competitive

MHEC works hard to offer the most competitive contracts to our members. Price, customer service, experience, and depth of products and services are important considerations when MHEC evaluates and awards contracts.

What is the MHEC?

The Massachusetts Higher Education Consortium (MHEC) is a non-profit regional purchasing consortium serving members throughout New England. Established in Massachusetts General law in 1977, MHEC competitively bids contracts for the commodities and services requested and needed by our members consistent with public bidding requirements. Our goal is to partner and contract with the most qualified (responsible and responsive) businesses offering the best pricing, contract terms, customer service, and product/service depth.

Who are our members?

Public and private colleges and universities, municipalities including K-12 schools, libraries and housing authorities, not for profit private secondary, charter, technical and vocational schools and educational not for profit organizations in New England. For a list of MHEC members by category, visit our website www.mhec.net and click on the "Members" tab.

Do our members buy what your company sells?

MHEC members purchased over \$162 million from our contracts in 2014. Our contracts include supplies, materials and service ranging from office supplies to network services. Currently, the MHEC has 57 Master Contracts in its portfolio and we develop new contracts every year as our members request new products and services. To see if MHEC contracts fit what your business sells, visit our website www.mhec.net and click on "Suppliers".

Where to find additional information:

Online instructional videos are available on our website to assist interested bidders with the registration and bid process. Navigate to the Training/Help section of our website to take advantage of these resources.



New England's Premier
Group Purchasing Consortium



For Suppliers

The MHEC has hundreds of members throughout New England, consisting of not for profit educational organizations, public and private institutions of higher education, municipalities including elementary and secondary schools, technical, vocational and charter schools.

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Questions about a specific contract?

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Paul Coute	A01, B05, B14, C07, D04, D21, E15, F11, F15, F17, F20, G02, G13, G14, G17, I01, J03
Joan Miller	B11, D05, D25, D26, D29, F04, F05, F07, G03, G19, G24, G28, J04, J06
Rika Monzillo	B01, B13, C04, D03, D32, E03, E05, E08, F03, F19, G10, G25, G27, L01, L02, L04
Stacey Wikar	B15, C05, G11, G12, J05

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Number	Contract Name
A01	Appliances, Air Conditioners & Food Service Equipment
B01	Graduation Regalia & Accessories
B05	Graphic Arts & Drafting Products
B11	Multi-Media Equipment & Services
B13	Stationary & Digital Copying Program
B14	Athletics, Gym and Field—Equipment, Uniforms, & Supplies
B15	Equipment & Event Rental
C04	Window/Wall Covering, Stage/Cubicle Curtains & Acoustical Products
C05	Mattresses, Box Springs, Bedding Covers/Protectors, Shower/Cubical Curtains & Linens
C07	Furniture
D03	Safety Products
D04	Gases: Compressed, Specialty & Liquid
D05	Life Science Products, Specimens, Live Animals/Chemicals/Supplies
D21	Electronic Test Equipment
D25	Laboratory Equipment, Chemicals & Repair
D26	Biological Safety Cabinets, Cleaning, Certification, Maintenance, Repair & Installation
D29	Alcohol, Government Tax Free
D32	Medical/Dental Equipment Supplies & Service
E03	Furniture: Repair/Remanufactured/Pre-owned and Upholstery/Panel Cleaning
E05	Fire/Security/Emergency Communication: Equipment, Service & Supplies
E08	Radiation Dosimeters/Dosimetry Services
E15	Hazardous Waste: Collection, Transport & Disposal
F03	Mail Room Equipment
F04	Software
F05	Technology
F07	Copiers, Digital Duplicators & Fax: Equipment, Supplies & Maintenance

Number	Contract Name
F11	Promotional Products, Awards & Flags/Banners
F15	Office Supplies
F17	Education Aids/Supplies, Optical Mark Readers/Supplies
F19	MHEC Master Leasing & Financing
F20	Document/E-Media Services: Scanning, Storage, Destruction & Shredding Machines
G02	Grounds Maintenance: Equipment, Supplies & Services
G03	Electric Motors, Pumps, Compressors & Controls
G10	Domestic & International Delivery Services
G11	Floor Covering & Installation
G12	Uniforms & Occupational Equipment
G13	Moving Services, Supplies, & Storage Containers
G14	Plumbing, Heating, Fixtures & Service
G17	Custodial Cleaning Equipment & Supplies
G19	Facilities-Maintenance, Repair & Operations (MRO)
G24	Signage
G25	Asset Recovery/Ewaste & Recycling Services
G27	Light Duty Vehicles
G28	Elevator Equipment, Maintenance, Repair, Inspection & Testing
I01	Insurance: Auto
J03	Temporary Help Services
J04	Network Infrastructure Services
J05	Water & Pool Treatment Chemicals
J06	IT Project Services
L01	Travel Management & Related Services
L02	Vehicle Rental & Sharing
L04	Airport Parking & Transportation
L50	Library: Supplies, Archival Products & Equipment
L51	Library: Books & Media
L52	Library: Print Subscription Management Service