

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.

NEW ENGLAND'S PREMIER PURCHASING CONSORTIUM www.mhec.net

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 \$206 million from our contracts in 2016. Our contracts include supplies, materials and service ranging from office supplies to network services. Currently, the MHEC has 54 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.



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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P: 413-545-4669 F: 413-577-2202
www.mhec.net

Questions about a specific contract?

| | |
|-------------------|---|
| Jacqueline Cashin | E15, F11, F15, F19, F20, G25, I01, J03, J05, L50, L51, L52, L53 |
| Heather Ludden | A01, B01, B05, B14, B16, D03, D04, D21, D32, G12 |
| Joan Miller | B11, B15, D05, D25, D26, F04, F05, F07, G24, G28, J04, J06 |
| Rika Monzillo | B13, C04, C05, C07, E03, E05, F03, G10, G11, G27, L02, L04 |
| Jon Howard | G02, G03, G13, G14, G17, G19, G29, G30, K02 |

Contact the MHEC:

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|---------------------------------|---|
| Michael Di Yeso 413-992-2508 | Executive Director mdiyeso@mhec.net |
| Alicia Kuzia 413-992-2505 | Human Resources Manager/Office Manager akuzia@mhec.net |
| Judy Thornton 413-992-2509 | Director of Business Services judythornton@mhec.net |

Member Outreach

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|---------------------------------|---|
| Ellen Bickelman 413-992-2516 | Member Outreach ebickelman@mhec.net |
| Michael Girardi 413-992-2520 | Outreach Coordinator, Marketing Assist mgirardi@mhec.net |

Contract Management

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|-----------------------------------|--|
| Jacqueline Cashin 413-992-2503 | Mgr. Library Procurement Contracts jcashin@mhec.net |
| Heather Ludden 413-992-2502 | Contract Manager hludden@mhec.net |
| Joan Miller 413-992-2504 | Sr. Contract Manager/Expo Coordinator joanmiller@mhec.net |
| Rika Monzillo 413-992-2506 | Sr. Contract/Communications Manager rmonzillo@mhec.net |
| Jon Howard 413-992-2507 | Associate Contract Manager jhoward@mhec.net |

| # | 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 & Field Equipment, Uniforms, & Supplies |
| B15 | Equipment & Event Rental |
| B16 | Athletics: Strength Equipment & Cardio Machines, Sales, Service, Installation, Repair & Lease |
| 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 |
| D32 | Medical/Dental Equipment Supplies & Service |
| E03 | Furniture: Repair/Remanufactured/Pre-owned and Upholstery/Panel Cleaning |
| E05 | Fire/Security/Emergency Communication: Equipment, Service & Supplies |
| E15 | Hazardous Waste: Collection, Transport & Disposal |
| F03 | Mail Room Equipment |
| F04 | Software |
| F05 | Technology |
| F07 | Copiers, Digital Duplicators & Fax Equipment, Supplies & Maintenance |
| F11 | Promotional Products, Awards & Flags/Banners |
| F15 | Office Supplies |

| # | Contract Name |
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| F19 | MHEC Master Leasing & Financing |
| F20 | Document/E-Media Services: Scanning, Storage, Destruction & Shredding Machines |
| G02 | Grounds Maintenance: Equip., 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 |
| G29 | Facility Maintenance and Energy: Assessment & Software |
| G30 | Integrated Pest Management, Products and Services |
| I01 | Insurance: Auto |
| J03 | Temporary Help Services |
| J04 | Network Infrastructure Services |
| J05 | Water & Pool Treatment Chemicals |
| J06 | IT Project Services |
| K02 | Interpretation & Translation, Equipment, Supplies, 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 |
| L53 | Library: Equipment & Services |