



The Commonwealth of Massachusetts  
Executive Office for Administration and Finance  
Operational Services Division  
One Ashburton Place, Boston, MA 02108-1552



<http://www.Comm-PASS.com>

Mitt Romney  
Governor

Eric A. Kriss  
Secretary

Kerry Healey  
Lieutenant Governor

Philmore Anderson III  
State Purchasing Agent

January 21, 2004

Luis Soto  
Maekeda, Inc.  
54 Atherton Road  
Brookline, MA 02446

Subject: IT Services – Section 3 – Technical Specialists

Dear Mr. Soto:

**Contract Execution**

The Software and Services Procurement Management Team (PMT) is pleased to inform you that IT Services Contract for Section 3, Technical Specialists, has been executed with your company and will continue through June 30, 2005. Plans have not been finalized for a successor contract.

The Commonwealth has designated this contract as IT Services Contract **ITS07**, with **Statewide Contract Number BT9H03A**.

The Contract will follow RFR Section 1.8, Contractual Order Of Precedence. The contractual order of precedence will also incorporate any additional contractual items identified within the RFR, but not immediately consummated by the execution of this Contract.

**Eligible Government Entities**

Your company submitted documentation to be eligible to provide services in Massachusetts only. See RFR Section 1.6.1 for a list of entities who are eligible to use this contract. Please continue to monitor [www.comm-pass.com](http://www.comm-pass.com) for potential opportunities.

**Comm-PASS Solicitation Notification System (SNS)**

A new system has been developed to provide contractors with information on Commonwealth of Massachusetts bids. Although your company now holds a contract under ITS07, there may be other Statewide and Agency-specific opportunities for which you are eligible. Also, many agencies post opportunities on Comm-PASS which are limited to ITS07 Contractors - although this is not a requirement, Agencies may do this to ensure wide distribution for their procurement. For \$275 per year, the Comm-PASS Solicitation Notification Service (SNS) provides you with an *automatic email notification* to a specified email address each time a new solicitation matching your customizable procurement profile is posted on Comm-PASS.

Tel: (617) 720-3300

TDD: (617) 727-2716

Fax: (617) 727-4527



## Comm-PASS Solicitation Notification System (SNS), continued

While free 24x7 access to Comm-PASS is always available to any bidder, only SNS provides features that provide you an opportunity to:

- Stay apprised of solicitation opportunities *as they are posted* to Comm-PASS
- Maximize the available time in which to submit a bid response
- Manage the volume of new solicitations by focusing on those applicable to your Product/Service offering

There is no requirement to subscribe to this service in order to participate in the solicitation or contract processes, and a bidder's subscription status is not considered under bid evaluation criteria. If you are interested in this value-added service, please go to <http://www.Comm-PASS.com> to learn more and subscribe to SNS.

### **Other Marketing Information**

A short document on marketing under ITS07 is posted at

[http://www.comm-pass.com/Comm-PASS/Scripts/xdoc\\_view.idc?doc\\_id=005596&cp\\_xx=](http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=005596&cp_xx=)

To locate it, use "Find on this page" from your browser's Edit menu, and search for "Marketing under" (no quotes).

### **Notification/Reporting**

Please note that your company is contractually required to submit performance reports on August 15; see RFR Section 3.4. Report templates are posted on Comm-PASS, at [http://www.comm-pass.com/Comm-PASS/Scripts/xdoc\\_view.idc?doc\\_id=005596&cp\\_xx=](http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=005596&cp_xx=). New templates are generally posted a month before reports are due. The PMT is not obliged to notify contractors when the reports are due, as this is included in the contract. Also, please note that changes in contact information are to be reported promptly via eMail to [software.ptl@osd.state.ma.us](mailto:software.ptl@osd.state.ma.us). Changes to your company's name or address require completion of several forms. Changes to your company's TIN number, particularly if your company has active engagements at the time of the change, require 90 days advance notice to ensure that clients will be able to pay invoices after the change takes effect.

The Software and Services PMT is pleased to work with your company on the IT Services Contract ITS07 and wishes you the best on this contract.

If you have any questions please contact me ([marge.macevitt@osd.state.ma.us](mailto:marge.macevitt@osd.state.ma.us)). Thank you.

Sincerely,



Marge MacEvitt  
Procurement Manager – Software and Services

**COMMONWEALTH OF MASSACHUSETTS  
STANDARD CONTRACT FORM AND INSTRUCTIONS**



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth Departments. Any changes to the official printed language of this form shall be void. This shall not prohibit the addition of non-conflicting Contract terms. By executing this Contract, the Contractor under the pains and penalties of perjury, makes all certifications required by law and certifies that it shall comply with the following requirements: that the Contractor is qualified and shall at all times remain qualified to perform this Contract; that performance shall be timely and meet or exceed industry standards, including obtaining requisite licenses, permits and resources for performance; that the Contractor and its subcontractors are not currently debarred; that the Contractor is responsible for reviewing the Standard Contract Form Instructions available at [www.comm-pass.com/comm-pass/forms.asp](http://www.comm-pass.com/comm-pass/forms.asp); that the terms of this Contract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties; and that the Contractor agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached to this Contract or incorporated by reference herein, including the following requirements: all relevant Massachusetts state and federal laws, regulations, Executive Orders, treaties, requirements for access to Contractor records, the terms of the applicable Commonwealth Terms and Conditions, the terms of this Standard Contract Form and Instructions including the Contractor Certifications and Legal References, the Request for Response (RFR) or solicitation (if applicable), the Contractor's response to the RFR or solicitation (if applicable), and any additional negotiated provisions.

[THE CONTRACTOR MUST COMPLETE ONLY THOSE SECTIONS PRECEDED BY AN "→".]

→ VENDOR CODE: 82-0574380 <i>Kool</i>	MMARS DOCUMENT ID: BT9H03A CONTRACT ID: ITS07
→ CONTRACTOR NAME: MAEKEDA, INC	DEPARTMENT NAME: Operational Services Division
→ CONTRACT MANAGER: LUIS SOTO	CONTRACT MANAGER: Marjorie MacEvitt
→ PHONE: 617 264 7200 → FAX: 617 264-7200 → E-MAIL ADDRESS: LSOTO@MAEKEDA.COM	PHONE: (617) 720-3121 FAX: (617) 727-4527 E-MAIL ADDRESS: marge.macevitt@osd.state.ma.us
→ BUSINESS MAILING ADDRESS: 54 ATHERTON ROAD BROOKLINE MA 02446	BUSINESS MAILING ADDRESS: Room 1017, 1 Ashburton Place, Boston, MA 02108
THE FOLLOWING COMMONWEALTH TERMS AND CONDITIONS FOR THIS CONTRACT HAS BEEN EXECUTED AND FILED WITH CTR: (Check only one) <input checked="" type="checkbox"/> COMMONWEALTH TERMS AND CONDITIONS <input type="checkbox"/> COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES	
COMPENSATION: (Check one option only) <input type="checkbox"/> Maximum Obligation of this Contract: \$ _____ <input checked="" type="checkbox"/> No Maximum Obligation has been set for this Contract: (Check one) <input type="checkbox"/> Rate Contract with a Rate of: \$ _____ Per: _____ <input checked="" type="checkbox"/> Rate Contract with Multiple/Negotiated Rates: (Attach listing of multiple rates or description of negotiation process)	PAYMENT TYPE: (Check one option only) <input checked="" type="checkbox"/> Payment Voucher (PV) <input type="checkbox"/> Ready Payment (RP) (Schedule: _____ Initial Base Amt:\$ _____) <input type="checkbox"/> Contractor Payroll (CP) (Required for Contract Employees) <input type="checkbox"/> Recurring Payment (Required for Leases and TELPs)
→ PAYMENT METHOD: The Contractor agrees to be paid by Electronic Funds Transfer (EFT is the Commonwealth's Preferred Payment Method): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE: (Reference to attachments without a narrative description of performance is insufficient.) Information Technology Services: <input checked="" type="checkbox"/> Section 3, Technical Specialists <input type="checkbox"/> Section 4, Contract Personnel RFR and Response on file <input type="checkbox"/> Section 5, Solution Providers <input type="checkbox"/> Section 6, Software Publishers	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Single Department Procurement/Single Department User Contract; <input type="checkbox"/> Single Department Procurement/Multiple Department User Contract; <input type="checkbox"/> Multiple Department Procurement/Limited Department User Contract; <input checked="" type="checkbox"/> Statewide Contract (Only for use by OSD or an OSD-designated Department); <input type="checkbox"/> Grant (as defined by 815 CMR 2.00); <input type="checkbox"/> Emergency Contract (attach justification); <input type="checkbox"/> Interim Contract (attach justification); <input type="checkbox"/> Contract Employee; <input type="checkbox"/> Collective Purchase (attach OSD approval) <input type="checkbox"/> Legislative/Legal Exemption (attach proof); <input type="checkbox"/> Other (Specify):	
RFR REFERENCE NUMBER: (or "N/A" if not applicable) ITS07	
ANTICIPATED CONTRACT EFFECTIVE START DATE: Performance shall begin on <i>1/20/04</i> , which shall be no earlier than the latest date this Contract is signed by authorized signatories of the Department and Contractor and approved under Section 1 of the applicable Commonwealth Terms and Conditions.	
TERMINATION DATE OF THIS CONTRACT: This Contract shall terminate on <i>6/30/2003</i> , with <i>1 optional 2 year extension</i> (see RFR Section 1.7.2), unless terminated or amended by mutual written agreement by the parties prior to this date under Section 4 of the applicable Commonwealth Terms and Conditions.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: → X: _____ (Signature of Contractor's Authorized Signatory) → DATE: <i>August 26, 2003</i> (Date must be handwritten at time of signature) → NAME: <u>LUIS SOTO</u> → TITLE: <u>PRESIDENT</u>	AUTHORIZING SIGNATURE FOR THE DEPARTMENT: X: _____ (Signature of Department's Authorized Signatory) DATE: <i>1/20/2004</i> (Date must be handwritten at time of signature) NAME: MARJORIE MACEVITT TITLE: <u>CONTRACT MANAGER</u>