



OFFICE OF THE COMPTROLLER
ONE ASHBURTON PLACE
9TH FLOOR
BOSTON, MA 02108

Commonwealth of Massachusetts



OPERATIONAL SERVICES DIVISION

OPERATIONAL SERVICES DIVISION
ONE ASHBURTON PLACE
10TH FLOOR
BOSTON, MA 02108

To: Department Heads, Chief Fiscal Officers, MMARS Liaisons, Payroll Directors,
and General Counsels

From: William McNamara, Comptroller
Gary Lambert, Assistant Secretary/State Purchasing Agent

Date: March 18, 2022

Subject: Expiration of OFF46 March 20, 2022, Prospective Overnight and Express Mail
Services

Comptroller Memo FY#2022-17

Executive Summary

United Parcel Service (UPS) has determined that upon the expiration of Statewide contract OFF46: Small Package Delivery and Logistics Services on Sunday, March 20, 2022, they will not participate in the direct replacement procurement OFF49. Therefore, after that date, there will be no statewide contract with UPS.

Agencies may continue to do business with UPS based on UPS's business terms, conditions, and pricing; or with a competitor offering such services. This will require agencies to use a different object code in MMARS.

When using overnight delivery services without a statewide or department specific contract, agencies should **use the object code E06**. The object code formerly used for UPS (JJ2) will henceforward be used only for Auxiliary Services with an underlying department or state contract.

Recently, UPS notified the Operational Services Division (OSD) that it was not participating in OFF49 the procurement set to replace OFF46, which expires on March 20, 2022. Although UPS will no longer be on statewide contract, state agencies may continue to use the services of UPS or seek to use the services of any other vendor in this space. Such use will require that the agency accept the vendor's terms, conditions, and pricing.

Prospectively, departments that had been using Statewide Contract, OFF:46 should not use the JJ2 expenditure code (Auxiliary Services) for overnight and express mail services and instead should use E06 (Postage) for such services. The E06 object code allows departments to purchase overnight and express mail services from carriers at their regular business rates, and no contract is required. Departments must retain relevant supporting documentation for expenditures, however, and should be mindful of the need to anticipate likely business expenses and encumber funds appropriately. As of March 21, 2022, user agencies of OFF46: Small Package Delivery

Comptroller Memo FY#2022-17

Expiration of OFF46 March 20, 2022, Prospective Overnight and Express Mail Services
March 18, 2022

Page 2 of 2

and Logistics Services should establish a new general accounting encumbrance (GAE) under object code E06 for overnight delivery services through vendors such as UPS and FedEx.

Questions about this change may be directed to the [CTR Solution Desk](#).
