

**City of Somerville
Fiscal Year 2024**

revised 7/25/2023

Procurement & Contracting Services (PCS) Points of Contact - ext. 3400						
Andrea x3403	Angela x3410	Thupten x3412	Jordan x3409	Felisa x3406	Sonia x3407	
IAM - Capital Projects	Overall Management	ARPA Liaison	City Clerk	OSPCD - P&Z	DPW - All Divisions	
OSPCD - Mobility	Policies & Procedures	Communications - All Div.	Human Resources	Arts Council	Water & Sewer	
Racial & Social Justice	CM at Risk Projects	Finance - All	Mayor's Office	SomerStat	OSPCD - PSUF	
IAM - Engineering	Real Property	HHS - All Divisions	OSE (Sustainability & Envnt.)	Library		
Data Quality Management	Emergency Contracts	Emergency Management	OSPCD - Econ. Dev.	ISD		
Munis Administration	Long Term Contracts	IT	Parks & Recreation	City Solicitor (Law)		
Sandra x3405		OSPCD - A&F liaison	School Liaison	OSPCD - Housing		
Fire		OSPCD - OHS	Vendor Mgt. System	Parking		
Police		COMMBUYS (Statewides)		Data Quality Management		Navnit x3408
Elections		Cooperative Contracts		Vendor Management Sys.		Bulk Purchasing
Contract Processing				Spend Analytics		Surplus Disposition
Requisition Review				Supplier Diversity Tracking		General Inquiries
Contract Preparation						Office Manager
COMMBUYS (Statewides)					Contract Lookup (MUNIS)	
MUNIS Training:					Contract Preparation	
Requisition Entry, Lookup					Requisition Lookup (MUNIS)	
Contract Lookup						