

From: Kate Fletcher <kate@tritownhealth.org>
Sent: Mar 25, 2025 18:18:50.000000000 UTC
Subject: Fw: Changes at POS
To: Maureen Buzby <mbuzby@cityofmelrose.org>

Hey Maureen,
What does POS stand for?

Kate

Kate Fletcher, MPP
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From: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>
Sent: Tuesday, March 25, 2025 1:29 PM
Cc: Brush, Mary (DPH) <mary.brush@mass.gov>; AguilarDeLeon, Claudia I (DPH) <Claudia.I.AguilarDeLeon@mass.gov>
Subject: Changes at POS

Hello Vendors,

As some of you may have noticed, there have been changes at POS for budget amendments and renewals. The new procedure is as follows:

- Vendors will send their scope/budget to MTCP for review/approval
- Once approved, MTCP will submit to POS for processing
- POS will send the vendor a package with a blank budget that they will need to fill out again (this budget MUST match the one submitted to MTCP for approval)
- POS will process and send back to vendor for signature

With this new system, even if budgets were already sent to Alex, he can no longer attach/re-submit them; it must be done by the vendor.

Please reach out if you have questions/need support and I will do my best to aid you as we navigate this change.

Best,

Zendilli Depina, MPH (she/her)
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