

**Instructions**  
**Notice of Appointment of**  
**Chief Procurement Officer Form**

Chapter 30B restricts the use of requests for proposals for supplies or services to local governments that appoint a “Chief Procurement Officer” (CPO) to oversee the procurement of all supplies or services.

Please complete and file the following notice of appointment form and send a copy to the Office of the Inspector General. Please print or type all information (except the signature required under Step 4, below).

Step-by-step instructions are listed below.

1. List the jurisdiction; the official position title, department, and name of the appointed CPO; and the date of appointment as CPO.
2. Check as many boxes as apply. If you have additional requirements not listed on the form, check “Other” and specify the requirements in an attachment.
3. Enter the expiration date, if any. If there is no scheduled expiration date, enter “Not Applicable.”
4. Provide the following for the person making the appointment of the CPO: the name of the appointing person; the appointing person’s signature and the date of the signature; the appointing person’s official title, office address, and office telephone number. Also, please indicate whether the appointing person is certified in the Massachusetts Certified Public Purchasing Official (MCPPO) program.
5. Send a copy of this form to the Office of the Inspector General at the address provided on the bottom of the form.

**Note: Pursuant to Chapter 30B, Section 19, the CPO must submit a copy of the Chief Procurement Officer’s Delegation Form to the Office of the Inspector General if the CPO delegates any of the CPO’s powers and duties.**

## Notice of Appointment of Chief Procurement Officer

(Type or print legibly)

1. I hereby provide notice to the Office of the Inspector General of the appointment of a Chief Procurement Officer as defined by the provisions of M.G.L. c.30B, §2.

Jurisdiction Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Name \_\_\_\_\_

Date of Appointment \_\_\_\_\_

2. This appointment is conditioned upon compliance with M.G.L. c.30B, all applicable statutes, rules, regulations, charters, ordinances, or bylaws, and subject to the following additional requirements:

- Certification as a Massachusetts Certified Public Purchasing Official (MCPPO)
- Certification as an MCPPO for Supplies and Services
- Certification as an MCPPO for Design and Construction
- Other Certification (specify in attachment)
- Completion of the following MCPPO course(s):
  - Public Contracting Overview
  - Supplies and Services Contracting
  - Design and Construction Contracting
  - Construction Management at Risk
  - Other \_\_\_\_\_ (specify in an attachment)
  - Bidding Basics and Contract Administration
  - Bidding for Better Results
  - Model IFB Course
  - Advanced Topics Update

3. This appointment shall remain in effect until revoked or amended. Otherwise, this appointment shall expire on: \_\_\_\_\_

4. Full name of person appointing the CPO: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Office Address \_\_\_\_\_

Zip

Office Telephone \_\_\_\_\_

Do you have an MCPPO certification?  Yes  No

Send the original of this form to: Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA 02108, ATTN: CPO Appointment.

**Note: Pursuant to Chapter 30B, Section 19, the CPO must submit a copy of the Chief Procurement Officer's Delegation Form to the Office of the Inspector General if the CPO delegates any of the CPO's powers and duties.**

**Instructions**  
**Chief Procurement Officer's**  
**Delegation of Procurement Powers and Duties Form**

Chapter 30B, Section 19, of the General Laws authorizes the Chief Procurement Officer (CPO) of a governmental body to delegate procurement powers and duties to other employees of the governmental body. The CPO has great discretion in making a delegation – it can be very specific and limited, or very broad. Also, a CPO may issue more than one delegation at a time. Therefore, multiple people may have delegated authority.

Keep in mind that you may only delegate powers you legally have under Chapter 30B and other applicable statutes, rules, regulations, charters, ordinances, or bylaws. For example, where statutes or other rules require that a contract be approved by the mayor, city council, board of selectmen, or school committee, such final approval is not the CPO's to delegate.

You must complete and sign one delegation form for each delegation of powers and duties, and for each subsequent amendment or revocation of an original delegation. Step-by-step instructions are listed below.

1. Check the appropriate box.
2. Provide the name of the CPO, the jurisdiction name, and list the official title and department of the employee position receiving this delegation. Also, list the full name of the employee currently in this position.
3. Check as many boxes as apply. If you wish to delegate powers and duties in addition to, or other than, those listed on the form, check "Other" and specify the powers and duties you are delegating in an attachment.
4. Check as many boxes as apply. If necessary, list additional departments or contracts in an attachment. If you wish to restrict the delegation in some way other than those listed on the form, check "Other" and specify the requirements in an attachment.
5. Check as many boxes as apply. If you wish to impose requirements not listed on the form, check "Other" and specify the requirements in an attachment.
6. Enter the expiration date, if any. If there is no scheduled expiration date, enter "Not Applicable."
7. Enter the name of your jurisdiction. Sign and date the delegation form. List your name, official title, department, office address, and office telephone number. Also, indicate whether or not you have MCPPO certification.
8. Send a copy of this form to the Office of the Inspector General at the address provided on the bottom of the form.

**No delegation or subsequent amendment or revocation of an original delegation shall take effect until a copy of this form has been received by the Office of the Inspector General. A copy will be retained in the Office's file.**



5. (Continued from previous page):

Completion of the following MCPPO course(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Public Contracting Overview            | <input type="checkbox"/> Bidding Basics and Contract Administration |
| <input type="checkbox"/> Supplies and Services Contracting      | <input type="checkbox"/> Bidding for Better Results                 |
| <input type="checkbox"/> Design and Construction Contracting    | <input type="checkbox"/> Model IFB Course                           |
| <input type="checkbox"/> Construction Management at Risk        | <input type="checkbox"/> Advanced Topics Update                     |
| <input type="checkbox"/> Other _____ (specify in an attachment) |   |

Other requirements (specify in an attachment)

6. This delegation shall remain in effect until revoked or amended. Otherwise, this delegation shall expire on: \_\_\_\_\_

7. I certify that I am the Chief Procurement Officer of \_\_\_\_\_  
(jurisdiction name)

Signed	_____	Date	_____
Name	_____		
Title	_____		
Department	_____		
Office Address	_____		
		Zip	_____
Office Telephone	_____		
	_____		

CPO has MCPPO Certification:  Yes  No

8. Send a copy of this form to Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA 02108, ATTN: CPO Delegation. **No delegation, amendment or revocation shall take effect until a copy of the form is received by the Office of the Inspector General.**