

Public Contracting Overview

"Looking forward to continuing with your training programs... all new employees that come to work in Massachusetts and are involved in public purchasing or contracting should be required to attend these training seminars."

PCO seminar participant

One Ashburton Place
Room 1306
Boston, MA 02108

Prerequisite: None

Course Level: Basic Instructional Method: Group-Live

This three-day course is designed to provide an overview of legal requirements for public contracting by local governmental entities, districts, and authorities. This course includes hands-on exercises that apply contracting knowledge and skills to practical problems faced by procurement officials. It concludes with a written examination.

Topics covered include:

- best value contracting
- designer selection and construction bid laws
- purchasing supplies and services under M.G.L. c. 30B
- legal requirements for public contracts
- principal objectives of public purchasing
- obtaining price quotes for smaller purchases
- the purchasing cycle
- drafting contract terms
- market research, value analysis, and life-cycle cost analysis
- public records law requirements
- roles and functions in a purchasing system
- brief overview of real property transactions
- prevailing wage laws
- advantages of centralized purchasing
- ethics laws and considerations

This course qualifies for 20 continuing professional education (CPE) credits and 20 professional development points (PDP).

To register, please visit our website www.mass.gov/ig. If you need additional information, please e-mail the Director, Joyce McEntee Emmett, at MCPPO@maoig.net.