

# OFFICE OF THE INSPECTOR GENERAL

GREGORY W. SULLIVAN, INSPECTOR GENERAL

*Excellence in Public Procurement through Professional Certification*

Massachusetts Certified Public Purchasing Official  
(MCPPO) program  
[www.mass.gov/ig](http://www.mass.gov/ig)



## Supplies and Services Contracting

*"I really feel like I get my money's worth out of your seminars because I leave feeling like I learned something. One of the greatest assets of this seminar is the humor and personality of the speakers."*

S&S participant

**Prerequisite:** *Public Contracting Overview*

**Course Level:** *Intermediate*

**Instructional Method:** *Group-Live*

This three-day course, which concludes with a written examination, provides an in-depth study of procurements under M.G.L. c. 30B. This course includes hands-on exercises designed to involve the student in the learning process. Participants must have successfully completed the Public Contracting Overview seminar prior to enrollment.

Topics covered include:

- overview of M.G.L. c. 30B
- obtaining price quotations for smaller purchases
- obtaining best value using an invitation for bids
- writing effective specifications
- the request for proposals process
- creating and applying criteria to evaluate proposals
- developing performance standards and measures
- contract administration for supplies and services
- multi-year contracts, leases, and lease-purchases
- dealing with contractor performance problems
- common bidding problems and how to resolve them
- public-private partnerships

**One Ashburton Place, Room 1306  
Boston, MA 02108**

**This course qualifies for 20 continuing professional education (CPE) credits and 20 professional development points (PDP), which may be used towards MCPPO recertification.**

**To register, please visit our website [www.mass.gov/ig](http://www.mass.gov/ig). If you need additional information, please e-mail the Director, Joyce McEntee Emmett, at [MCPPO@maoig.net](mailto:MCPPO@maoig.net).**