



Massachusetts Certified Public Purchasing Official Program
Massachusetts Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
Phone: 617-727-9140
Fax: 617-723-2334

Application for Designation of Massachusetts Certified Public Purchasing Officer (MCPPO)

After satisfying the seminar and training requirements for one of the MCPPO designations, an individual may apply for certification in the appropriate category. The application requires information about the applicant's current position, seminars and trainings completed, relevant work history, education, and any criminal or civil violations. To be eligible for any designation, the applicant must currently hold a public procurement position with a Massachusetts public entity.

Education and Experience Requirements

Designation	Education	Experience
MCPPO	High school diploma or equivalent, and successful completion of the <i>Public Contracting Overview, Supplies and Services Contracting, and Design and Construction Contracting</i> seminars OR Bachelor's degree and successful completion of the 3 designated seminars OR Bachelor's degree, qualifying graduate degree in a related field, and successful completion of the 3 designated seminars	5 years public procurement, ** including 2 years management or supervisory experience in MA*** 4 years public procurement, ** including 2 years management or supervisory experience in MA*** 3 years public procurement, ** including 2 years management or supervisory experience in MA***
MCPPO for Supplies and Services	High school diploma or equivalent and successful completion of the <i>Public Contracting Overview and Supplies and Services Contracting</i> seminars [same criteria as above for education substitutes]	[same criteria as above]
MCPPO for Design and Construction	High school diploma or equivalent and successful completion of the <i>Public Contracting Overview and Design and Construction Contracting</i> seminars. [same criteria as above for education substitutes]	[same criteria as above]
Associate Levels (available for all designations)	High school diploma or equivalent and successful completion of required seminars and training classes as outlined above.	1 year public procurement in MA

* Required MCPPO seminars must be completed within three years prior to application.

** "Procurement" means buying, purchasing, leasing, or otherwise acquiring supplies, services, design services, or construction work, and all of the functions that pertain to such acquisition, including description of requirements, selection of sources, solicitation and evaluation of offers, contract preparation and award, and all phases of contract administration, performed by an individual employed by a public entity. To qualify as public procurement experience, a position must entail a minimum of 75 hours per month.

*** "Management" means managing or administering a procurement activity, but does not include principally clerical or data entry functions. To be considered a public procurement management position, a position must entail:

- decision-making authority with respect to procurement activities, or
- authority with respect to the procurement activities of public employees whose primary responsibility is procurement, or
- substantial responsibility for providing legal advice on procurement matters to public employees whose primary responsibility is procurement, or
- substantial responsibility for conducting performance reviews or audits of public procurement activities.

"Supervisory" means supervising (with authority to hire and fire) public employees whose primary responsibility is procurement.

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General Information

Mr. Mrs. Ms. Dr.
 Name to appear on certificate: _____
Last First Middle initial
 Job title: _____ Social security no. _____
 Jurisdiction/agency: _____ Telephone no. _____
 Business address: _____ City: _____ State: ___ Zip code: _____
 Home address: _____ City: _____ State: ___ Zip code: _____
 Home telephone: _____ D.O.B.: _____ E-mail address: _____

Designation Requested

- MCPPO
- Associate MCPPO
- MCPPO for Supplies and Services
- Associate MCPPO for Supplies and Services
- MCPPO for Design and Construction
- Associate MCPPO for Design and Construction
- MCPPO Recertification

Dates and titles of MCPPO seminars attended: _____

Work Experience

List the most recent position and all employment relevant to the designation requirements. Applications for other than an Associate designation require a separate position description signed by your supervisor that indicates your management or supervisory experience and responsibilities.

Starting/Ending Dates	Employer	Jurisdiction/Agency	Official Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Academic Degrees Earned

All applicants must provide information on high school or equivalent. Provide college and graduate school information if requesting a substitution for work experience.

	Name and Location	Major	Graduation Year	Degree
1. High school or equivalent	_____	_____	_____	_____
2. College	_____	_____	_____	_____
3. Graduate school	_____	_____	_____	_____
4. Other	_____	_____	_____	_____

Mandatory Questionnaire

MCPPO designation may be denied or revoked based on:

- Conviction of a felony or final adjudication by a court or administrative agency of a civil or criminal violation of law relating to procurement, antitrust, conflict of interest, embezzlement, theft, forgery, bribery, falsification or destruction of records, or any other offense indicating a lack of integrity.
- Substantial evidence of willfully supplying to the Office of the Inspector General false information relating to any public procurement or of willful failure to comply with record-keeping requirements prescribed by law or regulation.
- A finding of repeated procurement law violations of sufficient frequency and severity so as to evidence a pattern of noncompliance.

Please answer the questions below. For every “yes” answer, provide a separate written explanation.

1. Have you ever been convicted of a felony? Yes No
2. Have you ever been convicted or found responsible in a final adjudication by a court or administrative agency of a civil or criminal violation of law relating to procurement, antitrust, conflict of interest, embezzlement, theft, forgery, bribery, falsification or destruction of records, or any other offense indicating a lack of integrity? Yes No

Release

I, _____, hereby authorize the Office of the Inspector General to inspect all criminal offender record information (CORI) concerning me and all records held by any court or administrative agency of any civil or criminal proceeding involving me.

I hereby swear under the pains and penalties of perjury that the information in this application is complete and accurate. I hereby authorize the Office of the Inspector General to obtain records from all educational institutions and places of employment listed in this application for the purpose of verifying my level of education and employment history.

Signature of applicant

Date

Application Fee

NOTE: Faxed applications will not be accepted. Payment must accompany your application. Allow 90 days for processing.

Application Fee: \$75 (non-refundable if designation is denied)

Mail to: Office of the Inspector General
Attn: MCPPO Director
One Ashburton Place, Room 1311
Boston, MA 02108

Reminder: Recertification is required every 3 years from the award date of designation certificate.



The Commonwealth of Massachusetts
Office of the Inspector General

GREGORY W. SULLIVAN
INSPECTOR GENERAL

JOHN W. MCCORMACK
STATE OFFICE BUILDING
ONE ASHBURTON PLACE
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BOSTON, MA 02108
TEL: (617) 727-9140
FAX: (617) 723-2334

GMAING

Massachusetts Certified Public Purchasing Official
Training Program

As an applicant for MCPPO/MCSPO Designation Certification or Recertification, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The Massachusetts Office of the Inspector General has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data.

MCPPO Application

Criminal Offender Records Information Request Form

The information below is correct to the best of my knowledge.

Applicant Signature Date

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) MOTHER'S MAIDEN NAME

DATE OF BIRTH PLACE OF BIRTH

MOTHER'S MAIDEN NAME

ADDRESS: FORMER ADDRESS:

SEX: HEIGHT: ft in. EYE COLOR: DRIVER'S LICENSE No. (include state of issue)

(OIG Office Use Only)
REQUESTED BY:
(SIGNATURE OF CORI AUTHORIZED EMPLOYEE)

RECORD ATTACHED: CHSB USE ONLY NO RECORD: