



# Office of the Inspector General

*Glenn A. Cunha, Inspector General*

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

## SUPPLIES AND SERVICES CONTRACTING

**PREREQUISITE:** *PUBLIC CONTRACTING OVERVIEW*

**COURSE LEVEL:** INTERMEDIATE

**INSTRUCTIONAL METHOD:** GROUP-LIVE

**ADVANCED PREP:** NONE

This 3-day course provides an in-depth examination 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 *Public Contracting Overview* prior to enrollment. *Supplies and Services Contracting* concludes with a written examination.

**COURSE DATES:**

**December 14, 15 and 16, 2016**  
**8:30 A.M. – 4:30 P.M.**

**MCPPO Classroom (group-live)**  
*One Ashburton Place, Room 1306*  
*Boston, MA 02108*

**COMM Fire District (videoconference)**  
*1875 Falmouth Road,*  
*Centerville, MA 02632*



The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org).

Topics covered include:

- Overview of M.G.L. c. 30B and the Municipal Modernization Bill
- Writing effective specifications
- Obtaining price quotations for smaller purchases
- Obtaining best value using invitations for bids (IFBs)
- Creating and applying criteria to evaluate proposals
- Developing performance standards and measures
- Designing requests for proposals
- Common bidding challenges and how to resolve them
- Multi-year contracts, leases and lease-purchases
- Contract administration for supplies and services
- Dealing with contractor performance problems
- Best practices for purchasing from a statewide or department contract

This course qualifies for 20 continuing professional education (CPE) credits, 20 professional development points (PDP) and 17 MCPPO credits toward recertification.

To register, please visit our website at [www.mass.gov/ig](http://www.mass.gov/ig). For additional information on the MCPPO Program or information on regarding refunds, complaints or program cancellations, please contact Joyce McEntee Emmett, MCPPO Director, at (617) 722-8835 or via email at [MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us).