



Office of the Inspector General  
 Glenn A. Cunha, Inspector General  
 MA-IGO-Training@state.ma.us Tel: (617) 727-9140

**MASSACHUSETTS CERTIFIED PUBLIC PURCHASING  
 OFFICIAL PROGRAM**

**REGISTRATION FORM January-June 2017**

Please complete below and indicate seminar selection on the right:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORGANIZATION/JURISDICTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

Do you require any reasonable accommodations? \_\_\_\_\_

**HOW TO REGISTER:** Please mail a completed registration form accompanied with a check or money order made payable to:

Office of the Inspector General  
 One Ashburton Place, Room 1311  
 Boston, MA 02108  
 ATTN: MCPPO Program

**TYPE OF PAYMENT:**

Check/Money Order \_\_\_\_\_  State agencies: payment via IE/ITA \_\_\_\_\_

**NONDISCRIMINATION POLICY:** The Massachusetts Office of the Inspector General does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, sexual orientation, political affiliation, or Vietnam-era or disabled veteran status in its employment or admission policies, or in the administration or operation of, or access to, its programs and policies. The Office of the Inspector General does not discriminate on the basis of disability; see Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's nondiscrimination policy relating to MCPPO programs may be addressed to Joyce McEntee Emmett, Director of the MCPPO Program, at (617) 727-9140.



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).



The Massachusetts Office of the Inspector General is registered with the Department of Elementary & Secondary Education to award professional development points (PDP).

**COURSE INFORMATION:**

All seminars will be confirmed based on a minimum of 20 participants.

**GOVERNMENT/NON-PROFIT COURSE PRICE:**

Government employees shall include all employees of the Commonwealth, the Commonwealth's political subdivisions, other state governments, the federal government, as well as employees of any other municipality, county, or local district. Non-profit employees include any employee of a 501(c)(3) corporation. Proof of government or non-profit status must be provided with this registration form in order to receive the government rate.

**SUBSTITUTIONS/CANCELLATIONS:**

Each seminar is limited and filled on a space-available basis. No refunds for cancellations. Registrations transferred within your organization are possible with prior notice. The OIG reserves the right to cancel or reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice.

**CORI NOTICE:**

Please be advised that the Office of the Inspector General has reinstated the requirement that all applications for MCPPO Designation include a completed Criminal Offender Record Information (CORI) Acknowledgement Form. You do not need to include a CORI form with this registration form.

For more information regarding administrative policies, such as complaint and refund resolution, please email Joyce McEntee Emmett, Director of the MCPPO Program, at [MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us) or go to our website at [www.mass.gov/ig](http://www.mass.gov/ig).

**WINTER/SPRING 2017 SCHEDULE**

**PUBLIC CONTRACTING OVERVIEW**

February 7, 8, 9  BOS  NECC\*  
 March 1, 2, 3  HUNT  
 March 28, 29, 30  BOS  UML\*  
 May 8, 9, 10  BOS  
 June 6, 7, 8  BOS

**CHARTER SCHOOL PROCUREMENT**

April 6, 7  BOS

**SUPPLIES & SERVICES CONTRACTING**

March 21, 22, 23  BOS  NECC\*  
 April 25, 26, 27  HUNT  
 May 2, 3, 4  BOS  UML\*  
 June 13, 14, 15  BOS

**DESIGN & CONSTRUCTION CONTRACTING**

January 31, February 1, 2  BOS  
 March 15, 16, 17  HUNT  
 April 25, 26, 27  BOS  NECC\*  
 May 24, 25, 26  BOS  COMM\*  
 June 20, 21, 22  BOS  UML\*

**STORY OF A BUILDING**

February 6  BAY PATH RVTHS

**CONSTRUCTION MANAGEMENT AT RISK**

March 7  BOS

**INVITATIONS FOR BIDS & REQUESTS FOR PROPOSALS**

April 4 **NEW**  BOS

**PROCUREMENT FRAUD**

April 5  BOS  HUNT\*

**REAL PROPERTY TRANSACTIONS**

April 11  BOS

**ADVANCED TOPICS UPDATE**

April 12, 13  BOS  HUNT\*

**CONTRACT ADMINISTRATION**

May 16  BOS

**ARE YOU A MEMBER OF A PUBLIC BOARD?**

May 23  BOS

**RUNNING A SUCCESSFUL PROCUREMENT OFFICE**

May 31, June 1  BOS

**DRAFTING A MODEL IFB**

Self-paced  AT YOUR DESK

**PRIVATE SECTOR TRAINING**

**CERTIFICATION for School Project Designers & OPMs**

May 11, 12, 18, 19  BOS

**RECERTIFICATION for School Project Designers & OPMs**

March 9  BOS

June 2  BOS

June 12  BOS

**On-site location:**

**BOSTON:** One Ashburton Place, Room 1306, Boston, MA

**\*Videoconference locations:**

**BAY PATH:** Bay Path Reg. Voc. Tech. High School, Charlton, MA

**COMM:** COMM Fire District, Centerville, MA

**HUNT:** Gateway Regional School District, Huntington, MA

**NECC:** Northern Essex Community College, Lawrence, MA

**UML:** University of Massachusetts, Lowell, MA





<b>PUBLIC CONTRACTING OVERVIEW</b> <i>No Prerequisite</i>		Tuition: \$595 for government/non-profit employees \$750 for all others
February 7, 8, 9 March 1, 2, 3 March 28, 29, 30	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON <input type="checkbox"/> BOSTON <input type="checkbox"/> NORTHERN ESSEX CC* <input type="checkbox"/> UMass Lowell*	<del>May 8, 9, 10</del> <del>June 6, 7, 8</del> <input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON
		3-day seminar
<b>CHARTER SCHOOL PROCUREMENT</b> <i>No Prerequisite</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
April 6, 7	<input type="checkbox"/> BOSTON	
		2-day seminar
<b>SUPPLIES &amp; SERVICES CONTRACTING</b> <i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		Tuition: \$595 for government/non-profit employees \$750 for all others
March 21, 22, 23 April 25, 26, 27 May 2, 3, 4	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON <input type="checkbox"/> BOSTON <input type="checkbox"/> NORTHERN ESSEX CC* <input type="checkbox"/> UMass Lowell*	<del>June 13, 14, 15</del> <input type="checkbox"/> BOSTON
		3-day seminar
<b>DESIGN &amp; CONSTRUCTION CONTRACTING</b> <i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		Tuition: \$695 for government/non-profit employees \$850 for all others
January 31, February 1, 2 March 15, 16, 17 April 25, 26, 27	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON <input type="checkbox"/> BOSTON <input type="checkbox"/> NORTHERN ESSEX CC*	<del>May 24, 25, 26</del> <del>June 20, 21, 22</del> <input type="checkbox"/> BOSTON <input type="checkbox"/> COMM* <input type="checkbox"/> UMass Lowell*
		3-day seminar
<b>STORY OF A BUILDING</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
February 6	<input type="checkbox"/> BAY PATH RVTHS	
		1-day seminar
<b>CONSTRUCTION MANAGEMENT AT RISK</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
March 7	<input type="checkbox"/> BOSTON	
		1-day seminar
<b>INVITATIONS FOR BIDS &amp; REQUESTS FOR PROPOSALS</b> <b>NEW</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
April 4	<input type="checkbox"/> BOSTON	
		1-day seminar
<b>PROCUREMENT FRAUD</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
April 5	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
		1-day seminar
<b>REAL PROPERTY TRANSACTIONS</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
April 11	<input type="checkbox"/> BOSTON	
		1-day seminar
<b>ADVANCED TOPICS UPDATE</b> <i>Prerequisite: Supplies &amp; Services Contracting or Design &amp; Construction Contracting</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
April 12, 13	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
		2-day seminar
<b>CONTRACT ADMINISTRATION</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
May 16	<input type="checkbox"/> BOSTON	
		1-day seminar
<b>ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? KNOW YOUR RESPONSIBILITIES</b> <i>No Prerequisite</i>		Tuition: no fee for this seminar
May 23	<input type="checkbox"/> BOSTON	
		1-day seminar
<b>RUNNING A SUCCESSFUL PROCUREMENT OFFICE</b> <i>No Prerequisite</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
May 31, June 1	<input type="checkbox"/> BOSTON	
		2-day seminar
<b>DRAFTING A MODEL IFB</b> <i>No Prerequisite</i> <i>Requires Microsoft Word 7.0 or higher</i>		Tuition: \$75 each participant
<input type="checkbox"/> AT YOUR DESK		
		Self-paced
<b>PRIVATE SECTOR TRAINING</b>		
<b>CERTIFICATION for School Project Designers &amp; Owner's Project Managers</b>		Tuition: \$1350 each participant
May 11, 12, 18, 19	<input type="checkbox"/> BOSTON	
		4-day seminar
<b>RECERTIFICATION for School Project Designers &amp; Owner's Project Managers</b> <i>Prerequisite: Certification for School Project Designers &amp; Owner's Project Managers</i>		Tuition: \$550 each participant
March 9 <del>June 2</del> June 12	<input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON	
		1-day seminar