



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 September-December 2017**

Please complete the fields below and indicate your seminar selection(s) 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 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

*ALL CHECKS AND IE/ITA PAYMENTS MUST BE RECEIVED PRIOR TO THE START OF THE COURSE

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.



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 25 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. Registrations transferred within your organization are possible with prior notice, one time only. 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 or go to our website at www.mass.gov/ig.

Fall/Winter 2017 SCHEDULE

PUBLIC CONTRACTING OVERVIEW

- September 18, 19, 20 BOS
 October 24, 25, 26 BOS COMM*
 November 27, 28, 29 UMA
 December 12, 13, 14 UML

CHARTER SCHOOL PROCUREMENT

- October 30, 31 MAL

SUPPLIES & SERVICES CONTRACTING

- September 26, 27, 28 BOS
 November 14, 15, 16 BOS COMM*

DESIGN & CONSTRUCTION CONTRACTING

- October 3, 4, 5 BOS
 December 6, 7, 8 BOS COMM*
 December 12, 13, 14 UMA

INVITATIONS FOR BIDS & REQUESTS FOR PROPOSALS

- October 6 BOS

CONTRACT ADMINISTRATION **New Date**

- November 7 BOS

STORY OF A BUILDING

- November 14 WBR

BOARDS & COMMISSIONS **Free**

- November 28 BOS

ADVANCED TOPICS UPDATE

- November 29, 30 BOS

PROCUREMENT FRAUD **New Date**

- December 1 BOS

RUNNING A SUCCESSFUL PROCUREMENT OFFICE

- December 4, 5 BOS

DRAFTING A MODEL IFB

- Self-paced AT YOUR DESK

PRIVATE SECTOR TRAINING

CERTIFICATION for School Project Designers & OPMs

- November 1, 2, 8, 9 BOS

RECERTIFICATION for School Project Designers & OPMs

- October 19 BOS

IMPORTANT NOTICE

**PAYMENT MUST ACCOMPANY
 REGISTRATION FORM**

Please complete this form and submit along with payment to the MCPPO Program by U.S. Mail at the following address:

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

See reverse for course locations

Additional Seminar Information





For detailed course information, visit our website at www.mass.gov/ig.

PUBLIC CONTRACTING OVERVIEW		Tuition: \$595 for government/non-profit employees \$750 for all others
<i>No Prerequisite</i>		
September 18, 19, 20	<input type="checkbox"/> BOSTON	
October 24, 25, 26	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	
November 27, 28, 29	<input type="checkbox"/> UMASS AMHERST	
December 12, 13, 14	<input type="checkbox"/> UMASS LOWELL	3-day seminar
CHARTER SCHOOL PROCUREMENT		Tuition: \$400 for government/non-profit employees \$600 for all others
<i>No Prerequisite</i>		
October 30, 31	<input type="checkbox"/> MALDEN	2-day seminar
SUPPLIES & SERVICES CONTRACTING		Tuition: \$595 for government/non-profit employees \$750 for all others
<i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		
September 26, 27, 28	<input type="checkbox"/> BOSTON	
November 14, 15, 16	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	3-day seminar
DESIGN & CONSTRUCTION CONTRACTING		Tuition: \$695 for government/non-profit employees \$850 for all others
<i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		
October 3, 4, 5	<input type="checkbox"/> BOSTON	
December 6, 7, 8	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	
December 12, 13, 14	<input type="checkbox"/> UMASS AMHERST	3-day seminar
INVITATIONS FOR BIDS & REQUESTS FOR PROPOSALS		Tuition: \$200 per participant
<i>Prerequisite: Supplies & Services Contracting</i>		
October 6	<input type="checkbox"/> BOSTON	1-day seminar
CONTRACT ADMINISTRATION		Tuition: \$200 per participant
<i>No Prerequisite</i>		
November 7	<input type="checkbox"/> BOSTON	1-day seminar
STORY OF A BUILDING		Tuition: \$200 per participant
<i>No Prerequisite</i>		
November 14	<input type="checkbox"/> WEST BRIDGEWATER	1-day seminar
BOARDS & COMMISSIONS		Free
<i>Open to those who are a member of a Public Board, Commission or Authority</i>		
November 28	<input type="checkbox"/> BOSTON	1-day seminar
ADVANCED TOPICS UPDATE		Tuition: \$400 for government/non-profit employees \$600 for all others
<i>Prerequisite: Supplies & Services Contracting or Design & Construction Contracting</i>		
November 29, 30	<input type="checkbox"/> BOSTON	1-day seminar
PROCUREMENT FRAUD		Tuition: \$200 per participant
<i>No Prerequisite</i>		
December 1	<input type="checkbox"/> BOSTON	1-day seminar
RUNNING A SUCCESSFUL PROCUREMENT OFFICE		Tuition: \$400 for government/non-profit employees \$600 for all others
<i>No Prerequisite</i>		
December 4, 5	<input type="checkbox"/> BOSTON	2-day seminar
DRAFTING A MODEL IFB		Tuition: \$75 per participant
<i>No Prerequisite</i>		
<i>Requires Microsoft Word 7.0 or higher</i>		
	<input type="checkbox"/> AT YOUR DESK	Self-paced
PRIVATE SECTOR TRAINING		
CERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$1350 per participant
<i>No Prerequisite</i>		
November 1, 2, 8, 9	<input type="checkbox"/> BOSTON	4-day seminar
RECERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$550 per participant
<i>Prerequisite: Certification for School Project Designers & Owner's Project Managers</i>		
October 19	<input type="checkbox"/> BOSTON	1-day seminar

On-site address:

Office of the Inspector General

One Ashburton Place, Room 1306, Boston, MA 02108

Off-site address:

Dept. of Elem. & Sec. Education

75 Pleasant Street, Room 202, Malden, MA 02148

UMass Amherst - November 27-29, 2017

Old Chapel (Great Room), 144 Hicks Way, Amherst, MA 01002

UMass Amherst - December 12-14, 2017

Mullins Center, Massachusetts Room, 200 Commonwealth Ave, Amherst, MA 01002

UMass Lowell

TBD, Lowell, MA 01854

West Bridgewater Middle-Senior High School

155 West Center Street, West Bridgewater, MA 02379

Videoconference address*:

COMM Fire District

1875 Falmouth Road, Centerville, MA 02632

Please check our website regularly as videoconference locations may be added in the future.