



Delegation of Procurement Powers and Duties

Section 19 of Chapter 30B authorizes a local governmental body’s Chief Procurement Officer (CPO) to delegate their procurement powers and duties. **CPO delegations should be made to a position(s)/title(s) (e.g., library director or school business manager) and not to an individual employee.** This CPO delegation may be specific, limited, or broad. **Note:** The CPO may delegate powers related to M.G.L. c. 30B using this form only. Please complete and sign a separate delegation form for each position receiving CPO delegation.

No delegation, amendment or revocation of a delegation shall take effect until the Massachusetts Office of the Inspector General receives this form.

Authorization: I attest to the truth and accuracy of the information provided on this form.

Name of CPO: _____

CPO Job Title: _____

CPO Email Address: _____

Jurisdiction: _____

CPO Authority: Bylaws Ordinance Charter Contract Board Vote M.G.L. c. 41, § 103 Other

Date: _____

CPO’s Signature: _____

Please email completed delegation forms to the Chapter 30B Assistance Hotline:

30BHotline@mass.gov

Please continue to the next page

Chief Procurement Officer's Delegation of Procurement Powers and Duties Form



(Type or print legibly)

Please Check/Circle One Option

New Delegation

Amendment

Revocation

1. Position receiving a CPO delegation:

Job Title/Position: _____

Department: _____

Employee Name: _____

Employee Email: _____

Date of delegation: _____

2. Delegated CPO powers and duties as follows:

For the following department(s): _____

For the following type of contracts or purchases: _____

Other (Please specify. Attach additional pages if needed.): _____

For the following Chapter 30B processes: (Check all that apply.)

All types of procurements

Sound business practices

Written Price Quotations

Invitation for Bids (IFB)

Request for Proposals (RFP)

Emergencies

Other (Please cite Chapter 30B section):
