

# Massachusetts Office of the Inspector General Procurement Bulletin

## Congratulations to New MCPPOs!

The Office of the Inspector General extends congratulations to the most recent recipients of MCPPO designations based on applications reviewed between May 1, 2002 and August 1, 2002.

### MCPPO

**Mary Clover**, Cambridge Public Schools  
**George Cravenho**, Plymouth County Sheriff's Dept.  
**Mary Beth Farrelly**, Office of the Inspector General  
**Michael Forbes**, Mansfield Housing Authority  
**Renee Gauthier**, Town of Mansfield DPW  
**Jim Gray**, Pioneer Valley Planning Commission  
**Michael Guzinski**, Town of Blackstone  
**Abigail Johnson**, Office of the Inspector General  
**Mary Kolesar**, Office of the Inspector General  
**Paul McDonald**, Cambridge Public Schools  
**James Murgia**, Town of Canton  
**Leigh Pell**, Office of the Inspector General  
**Silvio Petraglia**, Mass. Turnpike Authority

### Associate MCPPO

**Daniel Burns**, City of Holyoke  
**Marie Goutier**, Attleboro Housing Authority  
**Matthew Horan**, MWRA  
**Bonnie Jurgenson**, Town of Monterey  
**Paul McGonagle**, Town of Bedford  
**Jose Ometeotl**, Pioneer Valley Planning Commission

### MCPPO for Design and Construction

**Joanne Sanders**, South Shore Charter School  
**Christine Stickney**, Town of Bridgewater

### MCPPO for Supplies and Services

**Rita Brousseau**, City of Lawrence

### MCSP0

**Carolyn Levinson**, Dept. of Environmental Protection

## Services Provided by the Office of the Inspector General

The Office of the Inspector General provides several services relating to public contracts. All you need to do is call 617-727-9140 and ask to speak to a Chapter 30B attorney. The following services are provided by this Office:

- review of invitations for bids for supplies and services for compliance with M.G.L. c. 30B
- review of requests for proposals for supplies and services for compliance with M.G.L. c. 30B
- review of requests for proposals for the acquisition or disposition of real property by local governmental bodies
- informal dispute resolution for M.G.L. c. 30B bid protests
- review of procurement-related legislation
- guidance to state and local officials and legislators on procurement-related matters.

## Confidential Hotline

The Office of the Inspector General encourages public employees to report any suspected incidences of fraud, waste, and abuse by calling the Inspector General's toll-free confidential hotline:

**1-800-322-1323**

### Inside this issue:

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## Federal Debarment Website

The list of contractors debarred by federal agencies has a new website address, <http://epls.arnet.gov>. You can scroll through debarred contractors with addresses in Massachusetts by selecting “sort by state,” or you can look up debarred contractors by name.

Keep in mind that Massa-

chusetts public entities cannot contract with any individual or company that has been debarred by any federal agency or by the Commonwealth of Massachusetts. This prohibition includes options to renew or extend a contract. There is no dollar threshold for this prohibition.

## M.G.L. c. 30B Questions and Answers

**My municipality is purchasing a vehicle for \$26,000 and trading in a vehicle for \$5,000, bringing the total contract price to \$21,000. Since the total contract price is less than \$25,000, may we use the quote process rather than the invitation for bids (IFB) process?**

No. This Office recommends that you do not subtract the trade-in price from the purchase price when you determine whether to procure a contract using the price quotation process rather than the IFB or request for proposals (RFP) process. The M.G.L. c. 30B IFB and RFP procedures, which govern the procurement of contracts costing

\$25,000 or more, apply to “procurement contracts in the amount of \$25,000 or more.” [Emphasis added. See M.G.L. c. 30B, §5(a) and §6(a).] M.G.L. c. 30B, §2 defines procurement as “buying, purchasing, renting, leasing, or otherwise acquiring a supply or service, and all functions that pertain to the obtaining of a supply or service, including the description of requirements, selection and solicitation of sources, preparation and award of the contract, and all phases of contract administration.” It appears that the Legislature intended M.G.L. c. 30B, §§5 and 6 to apply to the purchase cost of the contract when determining the threshold amount,

not the purchase cost minus any trade-ins.

In addition, M.G.L. c. 30B, §15(e), which applies to trade-ins, permits trade-ins as part of an IFB or RFP process, not as part of a price quotation process. M.G.L. c. 30B requires that tangible supplies with an estimated net value of \$5,000 or more be disposed of by sale or auction. M.G.L. c. 30B includes an exception which states that the supply may be “listed for trade-in in an invitation for bids or request for proposals.” [M.G.L. c. 30B, §15(e).] This language does not include a quotation process.

**My municipality wants to purchase a police**

**vehicle off a collaborative purchase contract such as the Greater Boston Police Council, of which we are a member. May we trade in our old police vehicle with the vendor that has the contract?**

Yes, as long as the invitation for bids issued for the collaborative purchase contract included a provision permitting trade-ins. This Office recommends that collaboratives who want to permit trade-ins as part of a collaborative contract for vehicles include a standardized reference for trade-in values, such as the most recent *Kelly Blue Book* value for trade-ins.

*continued on page 3*

## Other Useful Websites

**National Institute of Government Purchasing**  
[www.nigp.org](http://www.nigp.org)

**National Association of State Purchasing Officials**  
[www.naspo.org](http://www.naspo.org)

**National Contract Management Association**  
[www.ncmahq.org](http://www.ncmahq.org)

**MA Operational Services Division (for statewide contracts)**  
[www.comm-pass.com](http://www.comm-pass.com)

**National Association of Educational Buyers**  
[www.naeb.org](http://www.naeb.org)

## OIG Recent Reports

The Office of the Inspector General recently released the following reports, of which all are available for download from [www.mass.gov/ig](http://www.mass.gov/ig).

### **Review of the Mount Hood Public Works Project in Melrose:**

The City of Melrose authorized a contractor to deliver Big Dig fill to the Mount Hood Memorial Park and Golf Course and provide related construction services for the purpose of constructing new playing fields and improving the golf course. Although the contractor's substantial payments to Melrose in return for accepting the fill

were expected to fund the public improvements, this massive and complex project entailed unexpectedly high costs as well as environmental problems.

The Inspector General's report disclosed legal violations and management deficiencies on the project and recommended measures to assist Melrose in its ongoing and future public improvement projects at Mount Hood. The report also offered recommendations to other public jurisdictions contemplating revenue-generating contracts for the purpose of improving public property.

As Melrose's experience shows, this type of contract must be planned, executed, and overseen as carefully as any other major public works project. Regardless of the compensation terms or financing arrangements, such projects require measures to protect the public interest, including effective project planning, contracting, supervision, and record-keeping.

### **Review of a Real Property Disposition by the City of Revere:**

This report was issued in response to a request by the City of Revere. The report summarizes events that occurred in

1997 pertaining to an RFP for the disposition of land for development as a hotel by the City of Revere. The report contains recommendations that are relevant for all governmental body real property dispositions.

### **2001 Annual Report:**

This report contains summaries of Office activities for calendar year 2001.

*-continued next page-*

## M.G.L. c. 30B Questions and Answers, cont.

This is recommended in order to keep bidders on a level playing field and to ensure that a low bidder can be accurately identified.

### **My municipality has a surplus fire boat with an approximate value of \$100,000. May we use an online auction service such as eBay to satisfy the auction requirement in M.G.L. c. 30B, §15?**

Yes. An online auction service will fulfill the auction requirement in M.G.L. c. 30B, §15 for the dis-

posal of surplus supplies. You must still comply with all of the other requirements under M.G.L. c. 30B, §15 which requires the publication of a newspaper advertisement at least once, not less than two weeks prior to the auction date, in a newspaper of general circulation within the area served by the municipality.

You must also post a notice in a conspicuous place in or near your government offices for at least two weeks prior to the auction date.

The advertisement and notice must indicate the supply offered for sale, designate the location and method for inspection of such supply, state the terms and conditions of sale, including the place, date and time for the auction, and state that the governmental body retains the right to reject any and all bids.

The advertisement may simply reference the eBay website ([www.ebay.com](http://www.ebay.com)) as the place for the auction and indicate the date it will

be posted and the closing date for bids.

Keep in mind that if the fee for an on-line auction service, such as eBay, will cost \$5,000 or more, but not more than \$25,000, you will need to solicit three oral or written price quotations for on-line auction services. If the fee will cost \$25,000 or more, then you must issue an IFB or RFP for on-line action services.

## OIG Recent Reports, Continued

### **Vehicle Trade-ins Under M.G.L. c. 30B:**

This document offers advice for determining dollar thresholds when contracting for a vehicle that involves a trade-in.

**Contractor Gifts to Taunton Municipal Lighting Plant (TMLP) Employees, Reading Municipal Light Department (RMLD) Employees, and Braintree Electric Light Department (BELD) Employees:** These reports summarize an investigation by this Office pertaining to gifts of substantial value paid for by vendors and accepted by certain light department employees.

## Earn MCPPO Recertification Credits for Retaking Core Courses

For MCPPOs who are trying to earn recertification credit and who took the MCPPO core courses before July 1, 2000, the Inspector General's Office will allow participants to earn 17 credits for attending *Public Contracting Overview*, *Supplies and Services Contracting*, or *Design and Construction Contracting*. MCPPOs taking these courses as a refresher course for recertification credits will receive a certificate of completion without taking the written exam.

## New Legislation Filed by the Office of the Inspector General

The Office of the Inspector General has filed a legislation package for the 2003-2004 legislative session. Bill numbers have not yet been assigned, but they should be ready for publication by the next *Procurement Bulletin*.

The following bills have been filed by this Office:

- a bill to raise bidding thresholds for public works and building construction projects. This bill, if passed, would permit the use of the M.G.L. c. 30B price quotation process for construction costing more than \$5,000, but not more than \$25,000. It will also permit the use of M.G.L. c. 30, §39M for public works and building construction projects estimated to cost more than \$25,000, but not more than \$100,000. Public building projects estimated to cost more than \$100,000 would fall under M.G.L. c. 149. This bill would also increase the threshold for the 50% payment bond requirement for construction contracts to \$25,000.
- a bill to permit the use of the RFP process for M.G.L. c. 30B contracts costing less than \$25,000.
- a bill to repeal two M.G.L. c. 30B exemptions: contracts for towing and storage of motor vehicles and contracts for the collection, transportation, receipt, processing or disposal of solid waste, recyclable or compostable materials.
- a bill to clarify the use of proprietary specifications with respect to M.G.L. c. 30, §39M construction contracts
- a bill to introduce the concept of an owner's representative for construction contracts estimated to cost more than \$500,000. An owner's representative is an official or firm designated by a public agency to serve as the focal point of responsibility and accountability on a public construction project from the study and design phases through the completion of the construction projects.

The text of these bills will be posted on the Office's Web site sometime in January 2003.



**Massachusetts Certified Public Purchasing Official Program**  
**Massachusetts Office of the Inspector General**  
One Ashburton Place, Room 1311  
Boston, MA 02108  
(617) 727-9140

### Who Should Attend

Local government officials and others interested in local government contracts for supplies, services, real property, and construction.

## Earn Professional Certification

**For an in-depth description of courses offered, please visit our website at [www.mass.gov/ig](http://www.mass.gov/ig) and download a course catalog, or you may call 617-727-9140 to request a catalog, or fax a request to 617-723-2334.**

### Courses available in your own city or town:

#### **Bidding Basics and Contract Administration**

This brief four-hour course is packed with the basics you need to begin understanding public purchasing for local governmental bodies in Massachusetts. You may earn .4 CEUs and 4 CPEs for completion of this course. This course does not contain an examination and may not be applied toward MCPPO certification or recertification. You will receive a certificate of completion. This seminar can be offered at a location in your jurisdiction with a minimum of 20 attendees.

#### **Bidding For Better Results**

Participants in this six-hour seminar will practice writing and critiquing specifications to maximize best value for supplies and services. Participants will also learn the best way to handle late bids and how to avoid the appearance of bid splitting. There is no written examination. This seminar qualifies for 6 continuing education credits that may be applied toward MCPPO and MCSPO recertification.

**Call Joyce McEntee Emmett to schedule a seminar in your area at 617-727-9140.**

#### **POLICY OF NON-DISCRIMINATION:**

The 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 Vietnamera or disabled veteran status in its employment, 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 in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's non-discrimination policy for MCPPO programs may be addressed to Joyce McEntee Emmett, Program Director, at 617-727-9140.



The Massachusetts Office of the Inspector General has been reviewed and approved as an Authorized Provider of continuing education and training programs by the International Association for Continuing Education and Training. Authorized Provider #101811.



The 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 addressed to NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 372192417, (615) 880-4200.



The Massachusetts Office of the Inspector General is a registered provider with the American Institute of Architects Continuing Education System. Please notify us of your AIA membership number so that we can notify AIA of your participation.



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



**Massachusetts Certified Public Purchasing Official Program  
Massachusetts Office of the Inspector General**

State House Station  
P.O. Box 270  
Boston, MA 02133  
(617) 727-9140

**Seminars Offered for 2003**

For full course descriptions, please download a catalog from <http://www.mass.gov/ig/mcpo/catal01.pdf>

**Core Seminars**

The following seminars may be applied toward earning an MCPPO designation.

**Public Contracting Overview**                      **3-day seminar**  
Tuition: **\$300 for government/non-profit employees**  
**\$500 for all others**

An overview of legal requirements and best practices for public contracting by local governmental bodies, with hands-on workshops that apply contracting knowledge and skills to practical problems faced by the procurement official. A prerequisite for *Supplies and Services Contracting* and *Design and Construction Contracting*, this three-day seminar is invaluable both for experienced public officials and those who have recently entered the field or are working in a support capacity. This seminar concludes with a written examination. You may earn 20 CPE, PDP and LU hours and 2 CEU credits.

<b>January 15-17, 2003</b>	<b>8:30-4:30</b>	<b>Boston</b>
<b>March 31-April 2, 2003</b>	<b>8:30-4:30</b>	<b>Taunton</b>
<b>June 4-6, 2003</b>	<b>8:30-4:30</b>	<b>Boston</b>

**Design and Construction Contracting**                      **3-day seminar**  
Tuition: **\$400 for government/non-profit employees**  
**\$600 for all others**

**Prerequisite:** *Public Contracting Overview* or *State Contracting Overview*

This in-depth, three-day seminar is tailored to professionals facing the complex issues of today's design, public building construction, and public works construction projects. Participants will learn practical applications and effective strategies to guide them through procurement and administration of design and construction contracts. This seminar concludes with a written examination. You may earn 20 CPE, PDP and LU hours and 2 CEU credits.

<b>December 4-6, 2002</b>	<b>8:30-4:30</b>	<b>Boston</b>
<b>December 11-13, 2002</b>	<b>8:30-4:30</b>	<b>Worcester</b>
<b>March 12-14, 2003</b>	<b>8:30-4:30</b>	<b>Boston</b>
<b>May 21-23, 2003</b>	<b>8:30-4:30</b>	<b>Taunton</b>

**State Contracting Overview**                      **4-day seminar**  
Tuition: **\$390 for government/non-profit employees**  
**\$650 for all others**

An overview of legal requirements and best practices for public contracting by state agencies, with hands-on workshops that apply contracting knowledge and skills to practical problems faced by state officials. A prerequisite for *Design and Construction Contracting*, this four-day seminar concludes with a written examination. You may earn 26 CPE, PDP and LU hours and 2.6 CEU credits.

<b>March 20-21, 27-28, 2003</b>	<b>8:30-4:30</b>	<b>Boston</b>
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**Supplies and Services Contracting**                      **3-day seminar**  
Tuition: **\$300 for government/non-profit employees**  
**\$500 for all others**

**Prerequisite:** *Public Contracting Overview*

Comprehensive and challenging, this seminar focuses on procurements under the Uniform Procurement Act, M.G.L. c. 30B. Presented in an easy-to-follow, hands-on workshop format, participants are guided through practical applications of this law. Participants will learn about writing effective specifications, obtaining best value using an invitation for bids, making the request for proposals process work, common bidding problems and how to resolve them, effective contract administration, and more. This seminar concludes with a written examination. You may earn 20 CPE, PDP and LU hours and 2 CEU credits.

<b>February 11-13, 2003</b>	<b>8:30-4:30</b>	<b>Boston</b>
<b>April 30-May 2, 2003</b>	<b>8:30-4:30</b>	<b>Taunton</b>



**Massachusetts Certified Public Purchasing Official Program**  
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 One Ashburton Place, Room 1311  
 Boston, MA 02108  
 (617) 727-9140

### Seminars Offered for 2003

For full course descriptions, please download a catalog from <http://www.mass.gov/ig/mcpo/catal02.pdf>

#### **Advanced Topics in Procurement**

**2-day seminar**

**Tuition: \$180 for government/non-profit employees  
 \$300 for all others**

This seminar is geared toward to the MCPPO designee who wants to learn more about topics covered in *Public Contracting Overview*. This course will give you an update of M.G.L. c. 30B, the construction bid laws and the designer selection law. Current local procurement issues will be discussed, including energy issues, telecommunications, and revenue-generating contracts. There will also be brief presentations on the open meeting law and the public records law. Participants will earn 13 continuing education credits or 13 CPE, PDP and LU hours and 1.3 CEU credits.

<b>February 6-7, 2003</b>	<b>8:30-4:00</b>	<b>Boston</b>
<b>May 8-9, 2003</b>	<b>8:30-4:00</b>	<b>Boston</b>

#### **Bidding for Better Results**

**1-day seminar**

**Tuition: \$90 for government/non-profit employees  
 \$150 for all others**

Participants in this six-hour seminar will practice writing and critiquing specifications to maximize best value for supplies and services. Participants will also learn the best way to handle late bids and how to avoid the appearance of bid splitting. This advanced seminar is filled with hands-on exercises. This course provides 6 continuing education credits or 6 CPE, PDP and LU hours and .6 CEU credits.

<b>December 2, 2002</b>	<b>8:30-3:30</b>	<b>Worcester</b>
<b>January 21, 2003</b>	<b>8:30-3:30</b>	<b>Boston</b>
<b>June 24, 2003</b>	<b>8:30-3:30</b>	<b>Boston</b>

#### **Drafting Specifications for Public Safety Vehicles**

**1-day seminar**

**Tuition: \$75 for government/non-profit employees  
 \$125 for all others**

This course consists of a limited lecture segment on the various types of specifications, interspersed with an intensive hands-on workshop in which participants evaluate and convert actual manufacturer's specifications into non-proprietary, performance-based specifications. Participants may bring to class any draft IFBs for public safety vehicles for workshop use and commentary. Anyone responsible for purchasing large capital equipment can benefit from this workshop. This course provides 5 continuing education credits or 5 CPE, PDP and LU hours and .5 CEU credits.

<b>January 30, 2003</b>	<b>9:00-3:00</b>	<b>Boston</b>
<b>April 14, 2003</b>	<b>9:00-3:00</b>	<b>Stow</b>

#### **Spotlight on Schools**

**1-day seminar**

**Tuition: \$90 for government/non-profit employees  
 \$150 for all others**

This six-hour seminar focuses on the specialized issues and challenges confronting school business officials and staff members. Participants will apply the principles of public procurement under M.G.L. c. 30B to traditional and emerging areas of school buying, including revenue-producing arrangements, technology purchasing, and sole-source procurements. This course provides 6 continuing education credits or 6 CPE, PDP and LU hours and .6 CEU credits.

<b>December 9, 2002</b>	<b>8:30-3:30</b>	<b>Worcester</b>
<b>March 4, 2003</b>	<b>8:30-3:30</b>	<b>Boston</b>
<b>May 13, 2003</b>	<b>8:30-3:30</b>	<b>Boston</b>

#### **Local Government Real Property Transactions Under M.G.L. c. 30B**

**1-day seminar**

**Tuition: \$75 for government/non-profit employees  
 \$125 for all others**

This five-hour seminar covers the M.G.L. c. 30B request for proposals process for the acquisition and disposition of land and buildings by local governmental bodies. This course provides 5 continuing education credits or 5 CPE, PDP and LU hours and .5 CEU credits.

<b>December 16, 2002</b>	<b>9:00-3:00</b>	<b>Taunton</b>
<b>February 27, 2003</b>	<b>9:00-3:00</b>	<b>Boston</b>



# MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM REGISTRATION

Office of the Inspector General

Phone: (617) 727-9140 Fax: (617) 723-2334

**REGISTRATION INFORMATION:**

Registration and payment must be received 10 days prior to course date in order to process a confirmation.

OFF-SITE REGISTRATION AND PAYMENT MUST BE RECEIVED 30 DAYS PRIOR TO SEMINAR DATE IN ORDER FOR THIS OFFICE TO CONFIRM SEMINAR. Off-site seminars will be confirmed based on a minimum of 25 registrants. In the event of cancellation of an OFF-SITE location, an alternate date will be offered. Confirmation letters, with directions, will be mailed 10 days prior to seminar.

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

Government employees shall include all employees of the commonwealth, employees of the commonwealth's political subdivisions, employees of other state governments, employees of the federal government and employees of any other municipality, county, or local district. Non-Profit employees include any employee of a 501(c)(3) corporation. Proof of non-profit status must be provided with registration.

**RESERVE SEATING:**

To reserve seating, fax registration and purchase order to (617-723-2334).

**MAIL ORIGINAL TO:**

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

**MAKE CHECK PAYABLE TO: OIG**

**SUBSTITUTIONS/CANCELLATIONS:**

Each seminar is limited and filled on a space available basis. No refunds for cancellations. Registration transfer to someone in your organization is possible with prior notice. The OIG reserves the right to cancel/reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice. Alternate course dates may be substituted in the event of an emergency, upon notification. Change in seminar date and/or cancellations received (BY FAX) less than 2 business days prior to the seminar date are subject to a \$25 transfer fee - NO-SHOWS WILL BE INVOICED A \$50 SERVICE CHARGE.

**FOR MORE INFORMATION:**

Please contact the Program Director, Joyce McEntee Emmett, at (617) 727-9140.

**THIS FORM MAY BE DUPLICATED**

**PAYMENT:**

- CHECK/M.O.     PURCHASE ORDER #  
 I E/IV

<b>PUBLIC CONTRACTING OVERVIEW</b>	3-day seminar	Tuition:	\$300 for government/non-profit employees \$500 for all others
<input type="checkbox"/> JANUARY 15-17, 2003	BOSTON		
<input type="checkbox"/> MARCH 31- APRIL 2, 2003	TAUNTON		
<input type="checkbox"/> JUNE 4-6, 2003	BOSTON		
<b>STATE CONTRACTING OVERVIEW</b>	4-day seminar	Tuition:	\$390 for government/non-profit employees \$650 for all others
<input type="checkbox"/> MARCH 20-21, 27-28 2003	BOSTON		
<b>SUPPLIES &amp; SERVICES CONTRACTING</b>	3-day seminar	Tuition:	\$300 for government/non-profit employees \$500 for all others
Prerequisite: Public Contracting Overview			
<input type="checkbox"/> FEBRUARY 11-13, 2003	BOSTON		
<input type="checkbox"/> APRIL 30-MAY 2, 2003	TAUNTON		
<b>DESIGN &amp; CONSTRUCTION CONTRACTING</b>	3-day seminar	Tuition:	\$400 for government/non-profit employees \$600 for all others
Prerequisite: Public or State Contracting Overview			
<input type="checkbox"/> DECEMBER 4-6, 2002	BOSTON		
<input type="checkbox"/> DECEMBER 11-13, 2002	WORCESTER		
<input type="checkbox"/> MARCH 12-14, 2003	BOSTON		
<input type="checkbox"/> MAY 21-23, 2003	TAUNTON		
<b>ADVANCED TOPICS IN PROCUREMENT</b>	2-day seminar	Tuition:	\$180 for government/non-profit employees \$300 for all others
<input type="checkbox"/> FEBRUARY 6-7, 2003	BOSTON		
<input type="checkbox"/> MAY 8-9, 2003	BOSTON		
<b>LOCAL GOVERNMENT REAL PROPERTY TRANSACTIONS UNDER M.G.L. c. 30B</b>	1-day seminar	Tuition:	\$75 for government/non-profit employees \$125 for all others
<input type="checkbox"/> DECEMBER 16, 2002	TAUNTON		
<input type="checkbox"/> FEBRUARY 27, 2003	BOSTON		
<b>BIDDING FOR BETTER RESULTS</b>	1-day seminar	Tuition:	\$90 for government/non-profit employees \$150 for all others
<input type="checkbox"/> DECEMBER 2, 2002	WORCESTER		
<input type="checkbox"/> JANUARY 21, 2003	BOSTON		
<input type="checkbox"/> JUNE 24, 2003	BOSTON		
<b>DRAFTING A MODEL IFB</b> Self Paced BY MAIL Program		Tuition:	\$60 for government/non-profit employees \$100 for all others
<input type="checkbox"/> Disk Program requiring Microsoft Word 7.0 or higher			
Registration for this course must be accompanied by a check			
<b>SPOTLIGHT ON SCHOOLS: PROCUREMENT ISSUES, CHALLENGES, AND TRENDS</b>	1-day seminar	Tuition:	\$90 for government/non-profit employees \$150 for all others
<input type="checkbox"/> DECEMBER 9, 2002	WORCESTER		
<input type="checkbox"/> MARCH 4, 2003	BOSTON		
<input type="checkbox"/> MAY 13, 2003	BOSTON		
<b>DRAFTING SPECIFICATIONS FOR PUBLIC SAFETY VEHICLES</b>	1-day seminar	Tuition:	\$75 for government/non-profit employees \$125 for all others
<input type="checkbox"/> JANUARY 30, 2003	BOSTON		
<input type="checkbox"/> APRIL 14, 2003	STOW		
<b>INFORMATION TECHNOLOGY PURCHASING</b> Self Paced CD-ROM Course		Tuition:	\$60 for government/non-profit employees \$100 for all others
<input type="checkbox"/> CD-ROM requiring Windows 95 or higher and Internet Explorer 5.0 or higher			
Registration for this course must be accompanied by a check			

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

SIGNATURE OF APPLICANT: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

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

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

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

HOW LONG HAVE YOU BEEN EMPLOYED AS A PURCHASING OFFICIAL? \_\_\_\_\_

Do you need special accommodations? \_\_\_\_\_

American Institute of Architects (AIA) members must provide a membership number for LU credit. \_\_\_\_\_



## Comment on M.G.L. c. 149 Filed Sub-bids

This Office has recently been informed by the Division of Capital Asset Management and Maintenance (DCAM) that municipalities should not require sub-bidders to be DCAM-certified as part of a M.G.L. c. 149 IFB. DCAM certifies general contractors only; it does not certify subcontractors.

M.G.L. c. 149, which applies to contracts for building construction, maintenance, demolition or reconstruction estimated to cost more than \$25,000, requires that general contractors bidding on public building projects be prequalified and certified by DCAM.

It is not appropriate for awarding authorities to require sub-bidders to be DCAM-certified. M.G.L. c. 149, §44(D)(8) states that the provisions of the statute related to DCAM certification "...do not apply to sub-bidders."

For more information about the requirements of M.G.L. c. 149, please see this Office's manual, *Designing and Constructing Public Facilities*, at <http://www.mass.gov/ig/publ/dcmanual.pdf>.

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**Massachusetts Office of the Inspector General**  
**One Ashburton Place, Room 1311**  
**Boston, MA 02108**  
**(617)727-9140**  
**[www.mass.gov/ig](http://www.mass.gov/ig)**