



The Commonwealth of Massachusetts  
Office of the Inspector General

GREGORY W. SULLIVAN  
INSPECTOR GENERAL

JOHN W. MCCORMACK  
STATE OFFICE BUILDING  
ONE ASHBURTON PLACE  
ROOM 1311  
BOSTON, MA 02108  
TEL: (617) 727-9140  
FAX: (617) 723-2334

December 16, 2009

David Guilbault, Police Chief  
Police Department  
321 High Street  
Greenfield, MA 01301

Dear Chief Guilbault,

Thank you for taking the time to discuss the Town of Greenfield's approved Byrne Grant with me during our telephone conversation on December 7, 2009. This letter is to confirm certain points of our discussion.

We discussed the Town's future procurement of vehicles and other equipment under the grant. You stated that Greenfield was a member of the Plymouth County collaborative police vehicle bid and that you plan to use your membership in the collaborative to procure the vehicles.

You further indicated that you did not believe that the tasers or AFIS system to be procured with the grant funds were available through the collaborative contract, and that you would follow the appropriate bidding procedures under M.G.L. c.30B to purchase them if there was no option for collaborative or statewide contract purchasing. The purchase and installation of the sally port secure door, estimated to cost \$5,000, will be subject to M.G.L. c.149. For step-by-step procurement information please see either of our two manuals: *Municipal, County, District, and Local Authority Procurement of Supplies, Services, and Real Property* (Chapter 30B manual) or *Designing and Constructing Public Facilities*, available at <http://www.mass.gov/ig/igpubl.htm>.

As we discussed, prior to conducting any procurement under M.G.L. c.30B, the Town official must have delegated authority from the Town Chief Procurement Officer (CPO). M.G.L. c.30B, §19 provides that delegations of authority are not valid until received by this Office. I have attached a delegation form for this purpose.

Please do not hesitate to contact me if you have any questions on these or other procurement related issues. If possible, we would encourage you to share the information contained herein with any other public officials or associations that may find this information helpful.

Sincerely,

Kelly L. Whelan  
Assistant General Counsel

Attachment

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

Chapter 30B, Section 19, of the General Laws authorizes the Chief Procurement Officer (CPO) of a governmental body to delegate procurement powers and duties to other employees of the governmental body. The CPO has great discretion in making a delegation – it can be very specific and limited, or very broad. Also, a CPO may issue more than one delegation at a time. Therefore, multiple people may have delegated authority.

Keep in mind that you may only delegate powers you legally have under Chapter 30B and other applicable statutes, rules, regulations, charters, ordinances, or bylaws. For example, where statutes or other rules require that a contract be approved by the mayor, city council, board of selectmen, or school committee, such final approval is not the CPO's to delegate.

You must complete and sign one delegation form for each delegation of powers and duties, and for each subsequent amendment or revocation of an original delegation. Step-by-step instructions are listed below.

1. Check the appropriate box.
2. Provide the name of the CPO, the jurisdiction name, and list the official title and department of the employee position receiving this delegation. Also, list the full name of the employee currently in this position.
3. Check as many boxes as apply. If you wish to delegate powers and duties in addition to, or other than, those listed on the form, check "Other" and specify the powers and duties you are delegating in an attachment.
4. Check as many boxes as apply. If necessary, list additional departments or contracts in an attachment. If you wish to restrict the delegation in some way other than those listed on the form, check "Other" and specify the requirements in an attachment.
5. Check as many boxes as apply. If you wish to impose requirements not listed on the form, check "Other" and specify the requirements in an attachment.
6. Enter the expiration date, if any. If there is no scheduled expiration date, enter "Not Applicable."
7. Enter the name of your jurisdiction. Sign and date the delegation form. List your name, official title, department, office address, and office telephone number. Also, indicate whether or not you have MCPPO certification.
8. Send a copy of this form to the Office of the Inspector General at the address provided on the bottom of the form.

**No delegation or subsequent amendment or revocation of an original delegation shall take effect until a copy of this form has been received by the Office of the Inspector General. A copy will be retained in the Office's file.**

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

(Type or print legibly)

1. ☐ Original Delegation   ☐ Amendment   ☐ Revocation

2. Pursuant to the provisions of M.G.L. c.30B, section 19, I \_\_\_\_\_  
(print full name)  
am the CPO for \_\_\_\_\_ and hereby delegate the procurement powers and  
(jurisdiction)  
duties set forth below to:

Title \_\_\_\_\_

Department \_\_\_\_\_

Name \_\_\_\_\_

3. I hereby delegate the following Chapter 30B powers and duties to the procurements specified herein:
- |   |                               |   |                                |   |
|---|-------------------------------|---|--------------------------------|---|
| <input type="checkbox"/> Solicit          | <input type="checkbox"/> Open | <input type="checkbox"/> Evaluate                         | <input type="checkbox"/> Award | <input type="checkbox"/> Reject/Cancel    |
| <input type="checkbox"/> Exercise options |                               | <input type="checkbox"/> Increase quantities              |                                | <input type="checkbox"/> Maintain records |
| <input type="checkbox"/> All of the above |                               | <input type="checkbox"/> Other (specify in an attachment) |                                |   |

4. This delegation pertains to procurements:
- ☐ for the following department(s): \_\_\_\_\_
- ☐ for the following contract(s): \_\_\_\_\_
- ☐ other (specify in an attachment)

involving:    Supplies    Services

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | under M.G.L. c.30B, §4(c) (sound business practices) |
| <input type="checkbox"/> | <input type="checkbox"/> | under M.G.L. c.30B, §4(a) (price quotations)         |
| <input type="checkbox"/> | <input type="checkbox"/> | under M.G.L. c.30B, §5 using bids                    |
| <input type="checkbox"/> | <input type="checkbox"/> | under M.G.L. c.30B, §6 using proposals               |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (specify in attachment)                        |

5. This delegation is conditioned upon compliance with M.G.L. c.30B, all applicable statutes, rules, regulations, charters, ordinances, or bylaws, and subject to the following additional requirements:

- ☐ Final approval of award by Chief Procurement Officer
- ☐ Approval of all documents by Chief Procurement Officer prior to issuance
- ☐ Certification as a Massachusetts Certified Public Purchasing Official (MCPPO)
- ☐ Certification as an MCPPO for Supplies and Services
- ☐ Certification as an MCPPO for Design and Construction
- ☐ Other Certification (specify in attachment)

5. (Continued from previous page):

☐ Completion of the following MCPPO course(s):

☐ Public Contracting Overview

☐ Bidding Basics and Contract Administration

☐ Supplies and Services Contracting

☐ Bidding for Better Results

☐ Design and Construction Contracting

☐ Model IFB Course

☐ Construction Management at Risk

☐ Advanced Topics Update

☐ Other \_\_\_\_\_ (specify in an attachment)

☐ Other requirements (specify in an attachment)

6. This delegation shall remain in effect until revoked or amended. Otherwise, this delegation shall expire on: \_\_\_\_\_

7. I certify that I am the Chief Procurement Officer of \_\_\_\_\_  
(jurisdiction name)

Signed	_____	Date	_____
Name	_____		
Title	_____		
Department	_____		
Office Address	_____		
	_____		
	Zip _____		
Office Telephone	_____		
	_____		

CPO has MCPPO Certification: ☐ Yes ☐ No

8. Send a copy of this form to Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA 02108, ATTN: CPO Delegation. **No delegation, amendment or revocation shall take effect until a copy of the form is received by the Office of the Inspector General.**