

Procurement Bulletin

Massachusetts Office of the Inspector General

Congratulations to New MCPPOs!

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

MCPPO

Cornelius W. Andres, Town of Barnstable
Michael J. Bandis, Brockton Public Schools
Paula Carey, City of Worcester
Stephen S. Fader, Town of Wellesley
John K. Franey, Town of Rockland
Michelle Freeman, Town of Bourne DPW
Craig S. Leslie, Worcester Housing Authority
Sheryl T. Mason, Lexington Public Schools
James M. Mazik, Pioneer Valley Planning Commission
Roy E. Melnick, Town of Ashland
Arthur M. Montrond, Plymouth Public Schools
Victor A. Serena, Jr., Dedham DPW
Robert J. Shaughnessy, DEP - BWSC
James Shuris, P.E., City of Fitchburg

Associate MCPPO

Michael P. Bare, MBTA
Angel Mojica, Chelsea Housing Authority
William J. Rowe, Town of Braintree

MCPPO for Design and Construction

Michael R. Milanoski, South Shore Tri-Town Devt Co

MCPPO for Supplies and Services

Deborah M. Kenney, Diman RVSD
Robert M. Sullivan, Middleboro Public Schools

Associate MCPPO for Supplies and Services

Pamela J. Berglund, Town of Easton
Marie T. Rizzo, Town of Dedham

From the Trenches...

Ronald Guest, CPO for the City of Marlborough recently sent us the following article about dealing with statewide contracts.¹

When is a statewide contract not a statewide contract? That issue came to light in Marlborough more than once recently. Sadly, the sales staff for the companies involved either did not know, or were misinformed by their bosses as to the company's status as a statewide vendor.

Two companies that we have dealt with include a local phone service firm and a company that provides and manages school substitute teaching staffing.

Sales staff for the local phone service company told our public facilities manager they were on the "state bid list", and had a number to prove it.

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Continuing Education Opportunities

As many of you know, purchasing professionals with MCPPO and MCSPO designations must participate in continuing education activities totaling 60 credit hours over a period of three years in order to become recertified. There are many continuing education opportunities available in addition to some of our one-day seminars.

The following are some suggestions to fulfill your continuing education credits:

- You can receive two continuing education credits per year for belonging to the Massachusetts Association of Public Purchasing Officials (MAPPO) or other similar professional organization.
 - You can earn approximately seven continuing education credits for attending MAPPO's annual spring conference (check the conference schedule for the exact number of hours)
 - You can receive continuing education credits for every workshop you attend at the annual STAR conference (held in the spring), which is sponsored by the state Operational Services Division (OSD). This program generally offers the opportunity to earn up to 6 credits and the program is free for public officials.
 - You can also receive continuing education credit for attending the Buy Recycled Fair (October 29, 2002). This program is also free and allows you the opportunity to earn up to 6 credit hours. To register for this conference, visit www.mass.gov/osd/eviro.
 - You can earn up to 15 continuing education credits for professional contributions, such as authoring an article for the *Procurement Bulletin* or other professional publication.
- If you are still hunting for continuing education courses, you can always enroll in one of the MCPPO one day courses or purchase one of the MCPPO correspondence courses. The following MCPPO courses offer the following credits:
- *Local Government Real Property Transactions under M.G.L. c. 30B* offers 5 continuing education credits for a cost of \$75 for government/non-profit employees.
 - *Bidding for Better Results* offers 6 credits at a cost of \$90 for government/non-profit employees.
 - *Spotlight on Schools: Procurement Issues, Challenges, and Trends* offers 6 credits at a cost of \$90 for government/non-profit employees.
 - *Drafting Specifications for Public Safety Vehicles* offers 5 credits at a cost of \$75 for government/non-profit employees
 - *Information Technology Purchasing* is a self-paced by-mail course on CD-ROM offering 4 credits at a cost of \$60 for government/non-profit employees.

See the registration form on page 9 for information on dates and times for MCPPO courses.

Procurement Bulletin Distribution Update

Thank you to everyone who recently sent in their e-mail addresses to receive the *Procurement Bulletin* via e-mail. You are helping us save natural resources and state money!

If you have not yet sent your e-mail address to Beth Hayward for *Procurement Bulletin* distribution, please send a fax containing your e-mail address to 617-723-2334. Be sure that capitalization of your e-mail ad-

dress on your fax is exactly as it appears on your actual e-mail address.

Anyone who does not have access to e-mail who would like to receive a paper copy, please fax Beth Hayward at 617-723-

2334 to request that your name be placed on the paper distribution mailing list. Be sure to include your current mailing address with your request to remain on the paper distribution list.

From the Trenches, cont.

They even said that our previous phone service provider, Bell Atlantic (now Verizon), was willing to sell them the balance of its contract with us. Neither was true. The number turned out to be the company's Comm-PASS Business Registry identification. From the demeanor of the sales staff, it seemed they really believed they were exempt from state bidding laws. Who told them? I don't know.

The second one was different. Towards the end of 2000, the Business Agent of the City's School District wanted a contract approved for a company to provide and manage all of the school system's substitute teachers.

The company would take care of everything, he said, and best of all, the contract didn't have to go to bid. Two or three communities had already hired the firm without bidding for reasons known only to them. The company never represented itself as having a statewide contract. The impression was clear its sales staff were not aware of the law, as it is a national corporation with headquarters in Michigan.

After confirming the company was not on the statewide contract list, the Business Agent was told this contract is subject to 30B. It appeared that the school district would need to con-

duct a request for proposals (RFP) process to undergo the procurement.²

Now came the fun: putting together an RFP for a service that was brand new. Maybe, I hoped, just maybe some member of MAPPO had done this type of procurement before. So I asked my colleagues, but had no luck.

Starting from scratch, and working with the Business Agent, we found there were many issues to resolve before issuing the RFP because we were dealing with something new, and with a company that was going to place people in our schools with our children.

After settling on a high insurance level (\$5 - \$10M) other questions followed fast and furious. How was this company going to recruit substitute teachers? How were they going to administer the program? How about assessment of candidates? How was it going to interact with school personnel? This led to the development of a detailed scope of services.

Since the program was so far-reaching, yet experimental, it was decided to make it a one-year contract, renewable for two additional years. The cost was going to be a percentage mark-up over the hourly rate the city set.

Since it included all benefits including holidays, health and Worker's Compensation insurance and vacation pay, we decided the mark-up might change during the life of the contract's renewals. For that reason, we based the best price on the Net Present Value (NPV) formula. (Excel has the formula, and it's so easy to use, I was surprised.)

Another major issue was consideration for the substitute teachers who were already working for the schools, and the school's right to hire those teachers on a full-time basis without paying a hiring fee. That required a four-part convoluted clause in the RFP and contract.

The saddest part of this tale is the RFP was written on the City's old VAX system (a 1993 system is ancient in the world of computers). That system crashed one day, and the RFP is now lost in never-never land, with only its paper copy left behind.

[Ronald Guest has been in the field of public procurement for 9 years and may be reached at 508-460-3707 to discuss this article.]

1. The ideas and views expressed in this article are those of the author and are not those of the Office of the Inspector General. For information on how to submit and

article to the Procurement Bulletin, contact Beth Hayward at 617-727-9140.

2. This service could also have been procured using an invitation for bids (IFB).



Note on Statewide Contracts

The state Operational Services Division (OSD) posts a list of statewide contracts on its website, www.mass.gov/osd/statewid/statewid.htm.

Local governmental bodies may purchase items on statewide contracts without following the requirements of M. G.L. c. 30B.

If you have a question as to whether an item or vendor is on a statewide contract, please contact OSD at 617-720-3300.

Health Care Claims Administration for Self-Insured Municipalities

This Office has recently reviewed a matter relative to health care claims administration contracts for self-insured municipalities. Generally, it is the opinion of this Office that claims administration services do not fall within the insurance exemption set forth in M.G.L. c. 30B, §1(b)(12).¹

The exemption set forth in M.G.L. c. 30B, §1(b)(12) applies to the procurement of insurance itself; claims administration is insurance-related and therefore is not covered by the exemption.²

However, M.G.L. c. 32B, §3A provides for the procurement of contracts to “organize, arrange, or provide for the delivery or payment of health care coverage or services” for governmental bodies that elect to provide an employee benefit plan through a self-insurance fund. It is the opinion of this Office that **the specific plan administration services expressly incorporated in M.G.L. c. 32B, §3A** are exempt by implication from the requirements of M.G.L. c. 30B. Nevertheless, it is the opinion of this Office that

best prices are achieved through a competitive process and though not required, this Office strongly recommends that municipalities use competition when contracting for such services.

Please note that the procurement of other insurance-related services, however, such as consulting, advisory services, or claims administration services other than M.G.L. c. 32B health care claims administration services, remain subject to all of the requirements of M.G.L. c. 30B.

1. M.G.L. c. 30B, §1(b)(12) exempts contracts “for the procurement of insurance or surety bonds...” from competitive procurement requirements.

2. M.G.L. c. 175, §2 defines a contract for insurance as “an agreement by which one party for a consideration promises to pay money or its equivalent... upon the destruction, loss or injury of something in which the other party has an interest.” Therefore, a claims administration contract is not a contract for insurance.

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

Are expenditures from Student Activity Agency Accounts exempt from M.G.L. c. 30B?

Yes. It is the opinion of this Office that expenditures from Student Activity Agency Accounts established pursuant to Chapter 66 of the Acts of 1996 and established pursuant to a trust are exempt from M.G.L. c. 30B procurement procedures. Contracts that are funded by proceeds de-

rived from a trust established for the benefit of a governmental body are exempt from M.G.L. c. 30B.

We recently went out to bid for computer hardware under M.G.L. c. 30B. Our invitation for bids (IFB) stated that we will award a contract within 30 days of the bid opening. We are now nearing the expiration of the 30 day time frame and have not yet

awarded a contract. May we extend the time for acceptance?

Yes. Under M.G.L. c. 30B, §5, the time for acceptance may be extended for up to 45 days by mutual agreement between the governmental body and the apparent lowest responsive and responsible bidder.

Our town would like to transfer property to our housing authority. Is

this transaction exempt from M.G.L. c. 30B?

Yes. A transfer of property between agencies, boards, commissions, authorities, departments or public instrumentalities of one city or town are exempt from M.G.L. c. 30B under section (1) (b) (7) of M.G.L. c. 30B.



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
(617) 523-1205

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 and download a course catalog, or you may call 617-523-1205 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 35 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 Mike Callahan to schedule a seminar in your area at 617-523-1205.

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 Vietnam-era 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 Mike Callahan, Program Director, at 617-523-1205.



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.



Registered with the National Association of State Boards of Accountancy 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. Complaints regarding sponsors may be addressed to NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, (615) 880-4200. Membership #103866.



The Massachusetts Office of the Inspector General is part of the American Council on Education's College Credit Recommendation program.



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).



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Massachusetts Office of the Inspector General
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 P.O. Box 270
 Boston, MA 02133
 (617) 727-9140 (617) 523-1205

Seminars Offered for 2002

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.

August 20-22, 2002	8:30-4:30	Boston
September 24-26, 2002	8:30-4:30	Taunton
October 1-3, 2002	8:30-4:30	Danvers
October 29-31, 2002	8:30-4:30	Worcester

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

FOR STATE EMPLOYEES

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.

September 11-12 and 17-18, 2002 **8:30-4:30** **Boston**

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.

October 15-17, 2002	8:30-4:30	Methuen
November 13-15, 2002	8:30-4:30	Taunton
December 4-6, 2002	8:30-4:30	Boston
December 11-13, 2002	8:30-4:30	Worcester

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.

June 4-6, 2002	8:30-4:30	Boston
October 9-11, 2002	8:30-4:30	Taunton
November 6-8, 2002	8:30-4:30	Boston
November 20-22, 2002	8:30-4:30	Danvers



**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 (617) 523-1205

Seminars Offered for 2002

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

Advanced Topics in Procurement

2-day Seminar

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

This seminar is geared toward people who want to brush up on 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 income-producing contracts. There will also be brief presentations on the open meeting law and public records law. Participants will earn 12 continuing education credits or 12 CPE, PDP and LU hours and 1.2 CEU credits.

August 14-15, 2002	8:30-3:30	Boston
November 4-5, 2002	8:30-3:30	Boston

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 IFBs for public safety vehicles currently in progress for workshop use and commentary. Anyone responsible for purchasing large capital equipment can benefit from this workshop. This course provides 5 continuing professional education (CPE) points, 5 PDP and LU and .5 CEU.

August 13, 2002	9:00-3:00	Taunton
September 19, 2002	9:00-3:00	Stow
October 22, 2002	9:00-3:00	Springfield

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 professional education (CPE) points, 6 PDP and LU and .6 CEU.

August 27, 2002	8:30-3:30	Boston
October 24, 2002	8:30-3:30	West Springfield
December 2, 2002	8:30-3:30	Worcester

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 professional education (CPE) points, 6 PDP and LU and .6 CEU.

September 20, 2002	8:30-3:30	Boston
October 25, 2002	8:30-3:30	West Springfield
December 9, 2002	8:30-3:30	Worcester

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 professional education (CPE) points, 5 PDP and LU and .5 CEU.

October 7, 2002	9:00-3:00	Boston
October 23, 2002	9:00-3:00	West Springfield
December 16, 2002	9:00-3:00	Taunton



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM REGISTRATION

Office of the Inspector General
(617) 727-9140 or (617) 523-1205 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 50 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
P.O. Box 270- State House Station
Boston, MA 02133
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 Mike Callahan at (617) 523-1205.

THIS FORM MAY BE DUPLICATED

PAYMENT:

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

PUBLIC CONTRACTING OVERVIEW	3-day seminar	Tuition:	\$300 for government/non-profit employees \$500 for all others
<input type="checkbox"/> AUGUST 20-22, 2002 <input type="checkbox"/> SEPTEMBER 24-26, 2002 <input type="checkbox"/> OCTOBER 1-3, 2002 <input type="checkbox"/> OCTOBER 29-31, 2002	BOSTON TAUNTON DANVERS WORCESTER		
STATE CONTRACTING OVERVIEW	4-day seminar	Tuition:	\$390 for government/non-profit employees \$650 for all others
<input type="checkbox"/> SEPTEMBER 11-12, 17-18 2002	BOSTON		
SUPPLIES & SERVICES CONTRACTING	3-day seminar	Tuition:	\$300 for government/non-profit employees \$500 for all others
Prerequisite: Public Contracting Overview <input type="checkbox"/> JUNE 4-6, 2002 <input type="checkbox"/> OCTOBER 9-11, 2002 <input type="checkbox"/> NOVEMBER 6-8, 2002 <input type="checkbox"/> NOVEMBER 20-22, 2002	BOSTON TAUNTON BOSTON DANVERS		
DESIGN & CONSTRUCTION CONTRACTING	3-day seminar	Tuition:	\$400 for government/non-profit employees \$600 for all others
Prerequisite: Public or State Contracting Overview <input type="checkbox"/> OCTOBER 15-17, 2002 <input type="checkbox"/> NOVEMBER 13-15, 2002 <input type="checkbox"/> DECEMBER 4-6, 2002 <input type="checkbox"/> DECEMBER 11-13, 2002	METHUEN TAUNTON BOSTON WORCESTER		
ADVANCED TOPICS IN PROCUREMENT	2-day seminar	Tuition:	\$180 for government/non-profit employees \$300 for all others
<input type="checkbox"/> AUGUST 14-15, 2002 <input type="checkbox"/> NOVEMBER 4-5, 2002	BOSTON BOSTON		
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
<input type="checkbox"/> OCTOBER 7, 2002 <input type="checkbox"/> OCTOBER 23, 2002 <input type="checkbox"/> DECEMBER 16, 2002	BOSTON WEST SPRINGFIELD TAUNTON		
BIDDING FOR BETTER RESULTS	1-day seminar	Tuition:	\$90 for government/non-profit employees \$150 for all others
<input type="checkbox"/> AUGUST 27, 2002 <input type="checkbox"/> OCTOBER 24, 2002 <input type="checkbox"/> DECEMBER 2, 2002	BOSTON WEST SPRINGFIELD WORCESTER		
DRAFTING A MODEL IFB	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			
SPOTLIGHT ON SCHOOLS: PROCUREMENT ISSUES, CHALLENGES, AND TRENDS	1-day seminar	Tuition:	\$90 for government/non-profit employees \$150 for all others
<input type="checkbox"/> SEPTEMBER 20, 2002 <input type="checkbox"/> OCTOBER 25, 2002 <input type="checkbox"/> DECEMBER 9, 2002	BOSTON WEST SPRINGFIELD WORCESTER		
DRAFTING SPECIFICATIONS FOR PUBLIC SAFETY VEHICLES	1-day seminar	Tuition:	\$75 for government/non-profit employees \$125 for all others
<input type="checkbox"/> JUNE 11, 2002 <input type="checkbox"/> AUGUST 13, 2002 <input type="checkbox"/> SEPTEMBER 19, 2002 <input type="checkbox"/> OCTOBER 22, 2002	BARNSTABLE TAUNTON STOW SPRINGFIELD		
INFORMATION TECHNOLOGY PURCHASING	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. _____

New Course: *Advanced Topics in Procurement*

The MCPPO program is now offering a continuing education course targeted to MCPPOs that took *Public Contracting Overview* and would like a refresher course. Topics covered in this two-day seminar include:

- a review of M.G.L. c. 30B exemptions
- sole-source update
- a brief review of real property

- transactions
- segments on municipal finance, public records, and open meeting law
- discussion of energy issues, cable TV, and telecommunications contracts
- emerging issues including income-producing contracts and quasi-public entities created by governmental bodies
- construction bid law updates

- fraud, false statements, and bid rigging in public contracting

The course provides 12 continuing education credits and costs \$180 for government or non-profit employees and \$300 for all others.

For questions about the course, contact Mike Callahan at 617-523-1205.

New Website on Massachusetts Politics and Policy

A new website, www.02133.org, is devoted to providing background information on Massachusetts politics and policy.

Developed, in part, by the State House News service, www.02133.org is updated daily to provide background information on issues and events in state politics. This website is free to use.

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