
PROCUREMENT BULLETIN

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A Publication of the Office of the Inspector General

March 1999

Congratulations to First MCPPOs!

The Inspector General has awarded ninety-three public purchasing officials a Massachusetts Certified Public Purchasing Official (MCPPO) designation. These are the first certifications granted through the two-year old program that promotes:

- ◆ cost-effective, ethical, and modern purchasing practices,
- ◆ exchanges of ideas and best practices,
- ◆ stewardship of public resources, and
- ◆ compliance with Massachusetts contracting laws and regulations.

Those who earned the first designations work in cities, towns, school districts, charter schools, housing authorities, water districts, the Massachusetts Water Resources Authority and the Massachusetts Bay Transportation Authority. They received one of four designations: MCPPO, Associate MCPPO, MCPPO for Supplies and Services or Associate MCPPO for Supplies and Services.

Designation	Number
MCPPO	38
Associate MCPPO	1
MCPPO for Supplies and Services	43
Associate MCPPO for Supplies and Services	11

Which MCPPO designation officials qualify for is determined by their experience and the MCPPO program seminars they have successfully com-

pleted. For details on the designation requirements, call us at (617) 523-1205 or visit our website at www.state.ma.us/ig.

And Here They Are!

Listed below are the public purchasing officials who have been awarded the first designations:

MCPPOs

David B. Ames, Town of Orange Community Development Office

William Timothy Bailey, Town of Wellesley

W. Thomas Barlow, Town of Bourne

Paul R. Bergeron, Quincy Housing Authority

Michael J. Botelho, Brockton Housing Authority

Roland W. Breault, Jr., Town of Truro

Juell E. Buckwold, Town of Harwich

Walter H. Callahan, City of Lawrence

Kathleen M. Camara, Quincy Housing Authority

Richard F. Coletti, Swampscott Public Schools

Norma R. Collins, Town of Watertown

Catherine M. D'Orazio, City of Medford

David Paul Desrosiers, Cambridge Housing Authority

Toma Duhani, Wayland Department of Public Works

Susan K. Givens, Pentucket Regional School District

Thomas J. Gorton, Falmouth Housing Authority

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Inside

30B Questions and Answers

College Credit for MCPPO Programs

Tip for Annual Supply Contracts

MCPPO Courses Recognized for College Credit

If you are working toward an undergraduate or graduate college degree, the MCPPO program may help you reach your goal. Based on an in-depth review by a team of independent evaluators, the American Council on Education's College Credit Recommendation Program (ACE/CREDIT) has recommended that colleges and universities grant undergraduate and graduate credit for completion of the MCPPO seminars - up to three semester hours of credit for work in the MCPPO program!

ACE publishes a guide which helps college and university officials determine whether to award college credit for outside professional education taken by a student. Check with your college or university advisor about applying these recommended credits toward your degree. For more information, contact the MCPPO program at (617) 523-1205 or the American Council on Education at (202) 939-9714.

IG Procurement Reform Bills are Assigned to the Joint Committee on State Administration

Both House No. 83 and House No. 84, the Inspector General's bills to streamline M.G.L. c. 30B and the public construction laws, respectively, have been assigned to the Joint Committee on State Administration.

Passage of House No. 83 would bring M.G.L. c. 30B up to date by raising the thresholds for quotes, bids and proposals, and for the disposition of surplus supplies. Passage of House No. 84 would reform the public construction laws by raising dollar thresholds for bidding requirements, strengthening the contractor prequalification system, introducing value engineering to save money on larger projects and establishing training standards for public officials responsible for contract oversight.

If you would like to contact the Committee to support House No. 83 and House No. 84, you may write or call the House or Senate Chair:

Chairman Geoffrey Hall
Massachusetts House of Representatives
Joint Committee on State Administration
State House, Room 34
Boston, MA 02133
(617) 722-2320

Chairman Dianne Wilkerson
Massachusetts Senate
Joint Committee on State Administration
State House, Room 312C
Boston, MA 02133
(617) 722-1673

For more information about House No. 83, please see the December *Procurement Bulletin*, which is available on the Inspector General's website: www.state.ma.us/ig.

Questions About Chapter 30B

I wrote a purchase description to buy a photocopier on behalf of my jurisdiction. A contractor who is on the federal General Services Administration (GSA) contract sells a photocopier which meets my purchase description. This contractor offered to sell our jurisdiction a copier machine for \$9,000. May I purchase the copier from this contractor without following M.G.L. c. 30B?

You may purchase a copier costing less than \$10,000 from a contractor on the federal GSA schedule as long as you seek quotations from two other vendors. If the GSA contractor offers the lowest price, you may then purchase the photocopier from that contractor.

Does the new provision permitting the sole source procurement of software maintenance apply to software maintenance contracts that are not related to educational curricula?

Yes. You may procure software maintenance under the sole source provision of M.G.L. c. 30B even if it is unrelated to educational curricula. To make a sole source procurement, you need to make a written determination, after a reasonable investigation, that only one practicable source for the software maintenance exists. You must follow the competitive requirements in M.G.L. c. 30B if more than one potential bidder or offeror for the software maintenance exists.

If you make a sole-source procurement, you must make a record of it, specifying the contractor's name, the amount and type of contract, a listing of what you procured under the contract, and the basis for the determination that the contractor was the only practicable source for the required supply or service.

One of our police vehicles broke down and was taken to a repair shop. At the time, we did not anticipate the repair cost to exceed \$1,000. However, once the mechanic inves-

tigated the problem, the repair cost was estimated at \$3,000. Do we need to solicit three price quotations to complete the repair?

If the vehicle is assembled and moveable, you need to solicit three price quotations for the repair work. However, if major parts have been disassembled, you may be able to make a reasonable determination that there is no other practicable source for the repair work. If you can do so, you may make a sole-source procurement for the work from the repair shop where the vehicle is located.

Keep in mind that the M.G.L. c. 30B sole-source provision is only available for contracts costing less than \$10,000.

Tip for Annual Supply Contracts

Many people procure supplies such as office, school, or janitorial supplies by means of a large annual contract. Sometimes these contracts are awarded on a line-item basis, and sometimes they are awarded to the lowest bidder for all items. Regardless of the method of award, you must give vendors estimated quantities for the items you wish to purchase over the course of the year. Of course, you will pay only for items actually purchased.

An easy way to give vendors quantity information is to obtain a list of all purchases made during the previous year from your present vendor(s), and include this list in your IFB, making any necessary adjustments for anticipated changes in your needs. You can also make it a **contract requirement** for vendors to give you a list of your purchases at the end of each contract year. You then have the necessary information to include in your next year's IFB.

MCPPO Certifications, continued

Bernard J. Hennessy, Massachusetts Water Resources Authority

Nancy M. Howlett, Town of Kingston

Janet B. Killeen, Minuteman Regional Vocational Technical School District

James Lanciani, Jr., City of Leominster

Branch B. Lane, Town of Milton

Anne Fusco Lemaitre, Town of Orleans

Sheryl Levenson, Swampscott Department of Public Works

Catherine A. Mackey, Town of Norwood

H. Joseph Maney, Town of Lynnfield

Robert C. Manning, Ayer Public Schools

George L. Martin, Town of Hanover

Frank L. McCann, Lawrence Department of Public Works

Karen V. McGann, Massachusetts Bay Transportation Authority

William F. McGowan, City of Woburn

Michael D. Morley, Lawrence Department of Public Works

Gene J. Nigrelli, Town of Swampscott

Richard C. Nota, Weston Department of Public Works

John F. O'Brien, Uxbridge Housing Authority

Catherine L. Salisbury, Southeast Regional Services

Elaine M. Shola, Town of Andover

Paul M. Vaughn, Massachusetts Bay Transportation Authority

Barry W. Woods, Town of Harwich Water Department

Associate MCPPO

Thomas R. Barthelette, Holyoke Housing Authority

MCPPOs for Supplies and Services

Sharon M. Andrew, Whitman-Hanson Regional School District

Frank Antonelli, Greater Lowell Regional Vocational Technical High School

David M. Balardini, Central Berkshire Regional School District

Louis J. Celozzi, Town of Milford

Roland E. Chaffee, Town of Adams

Paul E. Cohen, Town of Natick

Paul Cote, Concord Department of Public Works

Daniel F. Deedy, EDCO Collaborative

Joanne DeLucia, Town of Brookline

Dayle A. Doiron, Pioneer Valley Regional School District

George E. Dow, Sr., Town of North Reading

Mary E. Doyon, North River Collaborative

Gail E. Farrell, County of Norfolk

John F. Flynn, Boston Water and Sewer Commission

John D. Foster, Dartmouth Fire District #1

Andrew A. Gala, Jr., Town of Foxborough

C. Elizabeth Gibson, Town of Nantucket

Edward J. Glora, Boston Public Schools

Robert A. Gurek, Mansfield Public Schools

Sheldon C. Hamblin, Mashpee Fire and Rescue

Joel V. Harding, Stoughton Public Schools

Shelly I. Hatch, Winchendon Housing Authority

Richard A. Hayes, Easton Department of Public Works

John E. Kane, Ludlow Public Schools

Marie E. Killackey, City of Cambridge

Joseph W. Koncas, Northampton Police Department

Paul D. Le Beau, Town of Holliston

Craig S. Leslie, Worcester Housing Authority

Ralph M. Marks, Town of Bourne Water District

Joseph M. Martin, Taunton Public Schools

James T. McHale, Massachusetts Bay

Transportation Authority

Ryan A. Neuhauser, Town of Worthington

Constance L. O'Neill, Holyoke Housing Authority

Cheryl A. Robertson, Town of Billerica

Brian G. Salamon, Chicopee Purchasing Department

Michael J. Scanlon, South Hadley Public Schools

Daniel L. Tassinari, Monson School Department

William J. Trifone, Dudley-Charlton Regional School District

John J. Walsh, Easton Public Schools

Steven G. Whitehurst, Saugus Housing Authority

Mary M. Will, Dover-Sherborn Regional School District

Francis J. Wojtaszek, Town of Adams

Marie V. Znamierowski, North Shore Regional Vocational Technical School District

Associate MCPPOs for Supplies and Services

Heather A. Connolly, Massachusetts Bay Transportation Authority

Marian Currier, Town of Chelmsford

James L. Deming, Town of Acton Water District

Alfred J. Grazioso, Jr., City of Quincy

Steven Greenberg, Masconomet Regional School District

JoAnn F. Walsh Laflamme, SABIS International Charter School

Leslie Lesperance, South Middlesex Regional Vocational Technical School District

Chris Montemayor, North Star Academy Charter School

Judith A. Mulligan, Beverly Public Schools

Andrew W. Paquette, Nantucket Public Schools

Karen V. Walden, Town of Mashpee Water District



Office of the Inspector General
P.O. Box 270 -State House Station
Boston, MA 02133
ATTN: Continuing Education
Or Fax (617) 723-2334

MCPPO

Massachusetts Certified Public Purchasing Official
CONTINUING EDUCATION SURVEY

We want to know what you think!

As we plan MCPPO continuing education seminars, we would appreciate your help by completing this survey and sending it or faxing it to the Office of the Inspector General. Please indicate your interest level in attending seminars on the following topics by checking the corresponding box:

Table with 5 columns: Topic, would definitely attend, likely to attend, might attend, would not attend. Rows include Real property acquisition & disposition, Information technology procurements, Value engineering studies, Performance & payment bonds, Ethics in procurement, Procuring liability, casualty & fleet insurance, Procuring worker's compensation insurance.

Other (please specify) _____

Please recommend other speakers and topics for future MCPPO seminars.

Table with 4 columns: Name of speaker, Organization, Telephone #, Topic(s). Includes a blank row for input.

To which, if any, professional associations do you belong? _____

Have you attended procurement-related seminars, trainings or conferences other than MCPPO? Please provide the name of the organization(s) sponsoring these sessions and the topics covered.

MCPPO

Excellence in Public Procurement

The Commonwealth of Massachusetts
 Office of the Inspector General
 P.O. Box 270 – State House Station
 Boston, MA 02133
 (617) 727-9140

MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM

Demonstrate Your Professional Commitment to Excellence in Public Procurement

The MCPPO Program has been designed to promote: Anyone who is responsible for or interested in procurement by cities, towns, districts, or authorities in the Commonwealth of Massachusetts will benefit from this program, including:

- ✓ Cost-effective, ethical, and modern purchasing practices
- ✓ Dialogue and exchange of ideas and best practices among procurement officials
- ✓ Stewardship of resources in the public's interest
- ✓ Compliance with Massachusetts laws

- Procurement officials
- School business officials
- Department heads and support staff
- Housing authority officials
- Public works officials
- Water department commissioners
- Public managers and administrators
- Public and private auditors, accountants and attorneys
- Contracting officers
- Superintendents
- Public safety and law enforcement officials

LEARN FROM THE EXPERTS
 Seminar instruction will be provided by experienced staff of the Office of the Inspector General, the Office of the Attorney General, the Department of Labor's Division of Occupational Safety, and the State Ethics Commission.

EARN THE MCPPO DESIGNATION

Purchasing officials who possess the requisite qualifications and experience are eligible to apply for a MCPPO Designation upon the successful completion of the Public Contracting Overview seminar and one specialized seminar. Purchasing officials will be required to continue education in public procurement to maintain the MCPPO Designation. For more information contact Anne Tierney, Director or Genesi Dorsey, Coordinator at (617) 523-1205.

Public Contracting Overview

Tuition for this seminar is \$200.
 Designed to provide an overview of legal requirements for public contracting with hands-on workshops that apply contracting knowledge and skills to practical problems faced by the procurement official. A *pre-requisite for specialized seminars*, this dynamic seminar is invaluable for purchasing officials who are experienced and those who have recently entered the field or are working in a support capacity. Attend this dynamic and comprehensive 3-day seminar and learn about:

- Obtaining Best Value
- Public Purchasing Principles and Goals
- Overview of State Procurement Statutes
- Sources of Law and Legal Requirements for Public Contracts
- Public Contracts Under Article 2 of the Uniform Commercial Code
- Practical Considerations for Contract Drafting
- Consumer Protection, Fraud in Procurement, and Antitrust Laws
- Fair Labor Standards
- Ethics Laws and Considerations

Supplies and Services Procurement

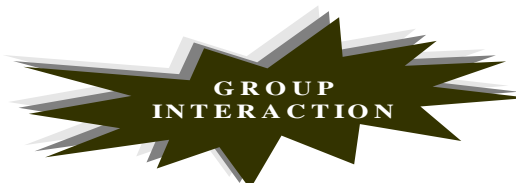
Prerequisite: Public Contracting Overview
Tuition for this seminar is \$200.
 Comprehensive and challenging, this 3-day seminar focuses on procurements under the Uniform Procurement Act, M.G.L. c. 30B. Presented in an easy to follow, hands-on workshop format, participants are guided through practical applications of this law. Participants attending this challenging seminar will learn about:

- Overview of the Supplies and Services Procurement Law
- Writing Effective Specifications
- Obtaining Best Value using an Invitation for Bids
- Making the Request for Proposals Process Work for You
- Common Bidding Problems and How to Resolve Them
- Effective Contract Administration
- Multi-Year Contracts, Leases, and Lease-Purchases
- Public-Private Partnerships

Design and Construction Contracting

Prerequisite: Public Contracting Overview
Tuition for this seminar is \$300.
 This in-depth 3-day seminar is tailored to professionals facing the complex issues of today's contracts, focusing on design, public building construction, and public works construction. You will learn practical applications and effective strategies to guide you through contract procurement and management. Focusing on best value project development and delivery, attendees will learn about:

- The Project Development Process
- Procuring Architectural and Engineering Services
- Construction Bidding Laws: Legal Requirements and Practical Applications
- Selecting Qualified Contractors
- Effective Design and Construction Contract Administration
- Proprietary Specifications
- Common Bid Protests





Commonwealth of Massachusetts
Office of the Inspector General
P.O. Box 270- State House Station
Boston, MA 02133
(617) 727-9140

MCPPO

Excellence in Public Procurement

REGISTRATION: 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, the seminar will revert back to the BOSTON location or an alternate date will be offered. Confirmation letters, with directions, will be mailed 10 days prior to seminar.

TUITION FOR PUBLIC OFFICIALS:

Public Contracting Overview	(Prerequisite)	\$200.
Supplies and Services		\$200.
Design and Construction		\$300.

FAX REGISTRATION & P.O. TO RESERVE SEATING (617-723-2334)

MAIL ORIGINAL TO address above.
ATTN: MCPPO
MAKE CHECK PAYABLE TO: OIG

SUBSTITUTIONS/CANCELLATIONS: Each seminar is limited and filled on a space available basis. No cancellations accepted and no refunds. 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. Alternate course dates may be substituted in the event of an emergency, upon notification. Change in seminar date and/or cancellations received (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.

MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM REGISTRATION 1999

PUBLIC CONTRACTING OVERVIEW

(prerequisite for ALL specialized seminars)

Tuition is \$200.

EARN 20 CPE and 2 CEU CREDITS QUALIFY FOR 20 PDP'S

SELECT 1ST AND 2ND CHOICE

- | | | | | |
|--------------------------|--------------------------|--------------|-------|---------|
| <input type="checkbox"/> | <input type="checkbox"/> | APRIL | 27-29 | ANDOVER |
| <input type="checkbox"/> | <input type="checkbox"/> | MAY | 25-27 | TAUNTON |
| <input type="checkbox"/> | <input type="checkbox"/> | JUNE | 22-24 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPT | 14-16 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPT | 28-30 | WEST |
| <input type="checkbox"/> | <input type="checkbox"/> | NOV 30-DEC 2 | | BOSTON |

SUPPLIES & SERVICES

Tuition is \$200.

EARN 20 CPE and 2 CEU CREDITS QUALIFY FOR 20 PDP'S

SELECT 1ST AND 2ND CHOICE

- | | | | | |
|--------------------------|--------------------------|--------|-------|---------|
| <input type="checkbox"/> | <input type="checkbox"/> | APRIL | 7-9 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | MAY | 5-7 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | JUNE | 2-4 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | JULY | 13-15 | ANDOVER |
| <input type="checkbox"/> | <input type="checkbox"/> | AUGUST | 10-12 | TAUNTON |
| <input type="checkbox"/> | <input type="checkbox"/> | NOV | 3-5 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | NOV | 17-19 | WEST |

DESIGN & CONSTRUCTION CONTRACTING

Tuition is \$300.

EARN 20 CPE and 2 CEU CREDITS QUALIFY FOR 20 PDP'S

SELECT 1ST AND 2ND CHOICE

- | | | | | |
|--------------------------|--------------------------|-------|-------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | APRIL | 14-16 | TAUNTON |
| <input type="checkbox"/> | <input type="checkbox"/> | MAY | 11-13 | WEST |
| <input type="checkbox"/> | <input type="checkbox"/> | JUNE | 8-10 | WORCESTER |
| <input type="checkbox"/> | <input type="checkbox"/> | JULY | 27-29 | BOSTON |
| <input type="checkbox"/> | <input type="checkbox"/> | OCT | 19-21 | CAPE |
| <input type="checkbox"/> | <input type="checkbox"/> | DEC | 14-16 | BOSTON |

FOR MORE INFORMATION:
Please contact
Anne Tierney,
Director
or Genesi Dorsey,
Program Coordinator
at (617) 523-1205.

THIS FORM MAY BE DUPLICATED

PAYMENT: CHECK/M.O. PURCHASE ORDER #

NAME: _____ PHONE: _____

SIGNATURE OF APPLICANT: _____

ORGANIZATION/JURISDICTION: _____

TITLE: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOW LONG HAVE YOU BEEN EMPLOYED AS A PURCHASING OFFICIAL?

IN THE EVENT OF CANCELLATION, PLEASE PROVIDE HOME PHONE NUMBER:

The Office of the Inspector General is an Authorized CEU Sponsor member of the International Association for Continuing Education and Training. Membership #107852



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PDP

Based on the 1995-1996 State Plan for Professional Development.



The American Council on Education's College Credit Recommendation Program.