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INSPECTOR GENERAL

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Chief Richard L. Handfield
Millbury Police Department
127 Elm Street
Millbury, MA 01527

Dear Chief Handfield:

As you know, the Massachusetts Office of the Inspector General (OIG) reviewed the Millbury Police Department's (MPD) receipt of a \$27,897 Edward Byrne Memorial Justice Assistance Grant (Byrne Grant) from the U.S. Department of Justice (DOJ) under the American Recovery and Reinvestment Act (ARRA).

The OIG is reviewing ARRA-related grants to identify potential vulnerabilities to fraud, waste, and abuse and other risks that could negatively impact the accountability, transparency, and anti-fraud mandates contained in the statutory language and interpretive guidance of ARRA. This review should not be construed as an investigation of the program or a comprehensive programmatic review. The OIG intends these reviews to assist recipients of ARRA funding to identify and address risks.

Based on the OIG review, the MPD has complied with M.G.L. c.30B (Chapter 30B), the state's Uniform Procurement Act for supplies and services that applies to all municipal governmental bodies, with two technical exceptions:

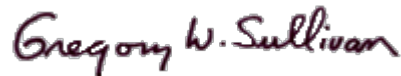
- 1) According to the MPD's original grant application, the MPD intended to pay for a portion of some salaries and a small amount of miscellaneous supplies with its Byrne Grant. In October 2009, with written approval from the DOJ, the MPD chose to re-allocate \$13,870 of its grant towards purchasing protective vests and related equipment. The MPD procured these supplies from a collective purchasing contract between MHQ Municipal Vehicles and the Plymouth County Commissioners (the contract is known as PE 2009-10-11). However, according to this contract's language, the Town of Millbury is not an approved participant under this collective purchasing contract. A purchase from a collective

purchasing contract is deemed to comply with Chapter 30B, §1(c) when, pursuant to M.G.L. c.7, §22B, one political subdivision acting on behalf of other political subdivisions complies with the requirements of Chapter 30B. It is the opinion of the OIG that the MPD must have been an original participant in a collective purchasing contract in order to make purchases from that contract. Please note this when Plymouth County re-procures this contract.

- 2) Under Chapter 30B the Chief Procurement Officer (CPO) is in charge of procuring all supplies and services on behalf of the town. While the CPO may delegate this authority to another employee by providing the OIG with notice of this delegation, there is no record of a delegation to any MPD employee on file with the OIG. In the future, to fully comply with Chapter 30B, either the town's CPO must conduct procurements, or a delegation of authority to an employee in the MPD must be made, and a copy of such must be submitted to the OIG. I have enclosed a delegation form for this purpose. Helpful and practical free guidance and training can be found on the OIG website. Specifically, step-by-step procurement information is available in an OIG manual, *Municipal, County, District, and Local Authority Procurement of Supplies, Services, and Real Property* (the Chapter 30B manual), available at <http://www.mass.gov/ig/igpubl.htm>. In addition, an introductory Online Bidding Basics training course is available on the OIG's website at http://www.mass.gov/ig/mcppo/bb_online.htm.

In conclusion, the OIG review of the MPD's ARRA-funded Byrne Grant found that the funds were spent appropriately, but that the MPD should follow Chapter 30B more carefully in the future. I appreciate your cooperation in this review of ARRA funding. Please do not hesitate to contact my office with any questions or concerns you may have regarding this review.

Sincerely,



Gregory Sullivan
Inspector General

cc: Town Manager Bob Spain

Enclosure