



PROCUREMENT BULLETIN

Dear Public Officials:

In recent *Procurement Bulletins*, I have highlighted the Office's educational programs as vital tools to preventing and detecting fraud, waste and abuse in government. In this issue, I would like to draw your attention to another important tool the Office uses to help protect the taxpayers' limited financial resources: our fraud hotline.

The Office maintains a confidential hotline that local jurisdictions, agencies and members of the public may use to report suspected fraud, waste or abuse in government. Tips from these hotlines have resulted in criminal prosecutions, policy changes and corrective actions. Recently, for instance, a complaint led to charges against two former employees at a housing development for conspiring to rent apartments to individuals in exchange for cash bribes. Another resulted in the indictment of a district fire chief in connection with alleged schemes to enrich himself by illegally diverting merchandise credits belonging to his local jurisdiction.

Confidential hotline complaints have also led to cost recoveries for local jurisdictions. The recoveries have ranged from a few thousand to several million dollars, and have stemmed from such activities as procurement fraud, the improper use of agency credit cards, false claims and violations of Chapter 40B's accounting requirements. To read about one of these cases, please see page 8 of this *Bulletin*.

It is important to note that by statute, the Office conducts its investigatory work confidentially, including protecting the identities of complainants and witnesses. In fact, the Office generally will neither confirm nor deny the existence of an investigation or review prior to the disposition of the matter.

As public servants and procurement professionals, you are in a position to identify possible fraud, waste or abuse in the use of government funds and property. If you have information or concerns about suspected wrongdoing, I encourage you to contact us (see text box at right for contact information). Your tips help make our government better.

Finally, I would like to congratulate our most-recent MCPPO designees (listed on page 13 of this *Bulletin*). Earning the MCPPO designation is a testament to the time and commitment these individuals have invested into protecting public funds and ensuring that government operates openly, fairly and according to the law. I wish all the designees good luck in their future endeavors as procurement professionals.

Have a wonderful fall season.

Sincerely,

Glenn A. Cunha
Inspector General

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IMPORTANT NOTICE



To report fraud, waste or abuse, please see the following contact information:

By 24-Hour Hotline Telephone:
(800) 322-1323

By Email:
IGO-FightFraud@state.ma.us

By U.S. Mail:
Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108



DETECTING FRAUD THROUGH VENDOR AUDITS

Most Commonwealth agencies and municipalities rely on vendors to supply the goods and services they need to operate. The majority of these goods and services are purchased using the Uniform Procurement Act, M.G.L. c. 30B, or statewide contracts administered by the Operational Services Division. When procuring goods or services, the state agency or municipal department typically executes a contract with the vendor to outline the scope of the parties' agreement. Simply having a contract, however, does not ensure that a vendor will always bill at the agreed-upon rates, deliver the correct quantity or quality of materials, or perform the necessary activities required in the contract or by law. Governmental entities must vigilantly oversee their vendors to prevent fraud and waste in the expenditure of their limited financial resources. One key oversight tool is the vendor audit.

Why Conduct Vendor Audits?

There are many reasons to audit contracts with vendors and suppliers. The particular industry, the types of goods or services involved, the size and complexity of the contract, and the applicable regulatory requirements are just a few factors that can increase an organization's risk of fraud, waste and abuse.

The four primary reasons to conduct audits of vendors and supplies are to:

1. Ensure compliance with policies, procedures, rules, regulations and legal requirements.
2. Identify conflicts of interest, fraudulent activities or other wrongdoing.
3. Determine if billings are accurate and in compliance with contract terms.
4. Ensure the agency received all of the purchased goods and services.

Foundation for a Vendor Audit

To set expectations from the outset – and to ensure that your jurisdiction has a right to audit – include a right-to-audit provision in contracts. Massachusetts Executive Order 195 outlines audit and oversight requirements related to vendor contracts. The executive order requires that every goods or services contract or agreement must incorporate an auditing provision permitting the government to audit the vendor's books, records and other compilations of data relative to the performance of any provision or requirement of the contract or agreement.

Right-to-audit clauses should be specific, yet not overly restrictive, to allow the procuring entity the ability to interview key vendor personnel and review applicable documentation and records. Boilerplate audit clauses may inadvertently restrict the coverage of an audit or use vague terms that each party interprets differently, leading to disputes. Effective audit clauses include language specific to the individual contract – such as contract type, contract amount and time constraints. Other important aspects to consider are the audit period, access to records and personnel, format of records, time needed, failure-to-produce penalties and notification requirements (planned versus surprise reviews).

Which Vendors to Audit?

The first step in implementing a vendor audit program is determining who to audit. There are several techniques you could use to identify vendors to audit. These are largely based on the type of contract, the goals of the audit, specific management concerns and other relevant variables. To help prioritize which vendors to audit, consider the factors below.

1. Past performance: for example, businesses previously on state or federal suspension or debarment lists may pose a greater risk of noncompliance or poor performance.
2. Volume of transactions or business: the volume of transactions or contracts alters the risk the government assumes in doing business with the vendor. For example, if a vendor holds 15 contracts with a municipality, the



vendor can more easily bill against other contracts and fraudulently charge the government.

3. Quality of contracts and documents: identify vendors with poorly written contracts or payment documents.
4. Sole-source contractors: is the vendor really the only company who can provide a particular good or service?
5. Suspicious invoices: even or round invoice amounts, as well as non-sequential invoices, are red flags.
6. Benford's Law analysis: this analysis may highlight a vendor with billing discrepancies that warrant further review.

Preparing for an Audit

The state agency or municipality should first identify the goal of the audit, which will determine the type of audit to perform. A "compliance audit" is the overarching term for ensuring that a vendor is complying with the terms of a contract. Within that broad term, common types of vendor audits (ranging from a less-narrow scope to a more-narrow scope) include process compliance audits, financial compliance audits, regulatory compliance audits, general compliance audits, and fraud audits. Process compliance audits evaluate whether the vendor is doing what it was hired to do. Financial compliance audits examine whether the vendor is billing appropriately. Regulatory compliance audits determine whether the vendor is following all of the laws and regulations relevant to the goods and services they provide (e.g., environmental regulations). Fraud audits encompass some or all of the elements of the above compliance audits, with a primary focus on the financial aspects and implications. The goal of a vendor fraud audit is to determine whether the vendor intentionally acted to defraud the contracting organization. Process, financial, and regulatory compliance audits might evolve into a fraud audit based upon the audit findings. Once the audit team selects the type of audit to perform, the team must clearly prepare an audit plan and outline the expected audit procedures. The audit scope and appropriate approach depend on the type of audit performed.

The audit team should also obtain buy-in and support from the vendor's management before initiating the audit. The team needs the vendor's support in order to get access to records and personnel, as well as to take action on findings. Therefore, support from potential stakeholders – senior management, the Board of Directors, department decision-makers – is important for a successful audit engagement. Most audits involve overcoming at least some animosity by parties who are resistant to having their work reviewed. While a right-to-audit clause gives the team the contractual authority to conduct the audit, getting buy-in from management will help make the audit more efficient and effective.

Prior to beginning the audit, the team should provide logistical information to the vendor in order to combat potential pushback throughout the audit. This includes setting specific requirements and expectations, providing an audit timeline, including when and where you will visit, who you will interview, and which documents you will need. When initiating an audit it is important to inform the vendor exactly which personnel and/or processes you will be auditing. If the vendor has subcontracted out any work, the audit team should also distinguish whether it will be reviewing the contractor's or subcontractor's performance.

Common Vendor Excuses to Deter Auditors:

- "We've never been audited, so there are no benchmarks to assess our performance."
- "You didn't provide reasonable notice."
- "Our 'regular business hours' are third shift."
- "We cannot remove documents from our office."
- "You don't know how we operate."

Requesting Vendor Information

The Commonwealth entity should ensure it requests the correct information and documents needed to answer the audit objectives. In order to maintain the vendor's trust and cooperation, the team should only ask for information necessary to achieve the goal of the audit and documents that have a true business justification. Pertinent documents may include invoices, payment information, purchase orders, requisitions, general ledgers, cash disbursements, check registrars, transactional data histories and contract bid documents.

Identifying the key vendor personnel is also an important part of the audit. The audit team must explore and understand the vendor's policies and procedures to adequately perform their assessment. As part of this information-gathering process,



team members should strive to interview as many vendor employees as possible to corroborate their evidence and ensure the team has a complete understanding of the vendor's current state. The team should consider gaining direct access to the vendor's systems to facilitate its review. One of the biggest errors that an audit team can make is not adequately understanding the vendor's processes, especially the transaction process. This can lead to drawing incorrect conclusions about the data and documentation available.

Potential Pitfalls and Red Flags

In most instances, a vendor audit is a collaborative effort between the vendor and the government entity. However, the audit team should be careful not to become too friendly with their auditees. Becoming overly friendly threatens the auditors' independence in performing their review. Impaired independence can hinder an auditor's professional judgment or create the appearance that his professional judgment has been compromised.

Auditors should also be on alert for process owners who explain steps as they "should be," or who respond using words such as "usually," "most of the time," "supposed to" or "we try to." Commonwealth auditors should be cautious of auditees who are overly inquisitive and interested in what the audit team is looking for or why the vendor was selected for the audit. Likewise, auditors and investigators should be prepared for individuals who become angry or aggressive in response to routine questions, or key vendor personnel who disappear during a critical part of the audit. These are common red flags for potential fraud and abuse.

Common Vendor Fraud Schemes

There is no sure-fire method to uncover vendor fraud; therefore, it is the audit team's responsibility to remain alert and practice professional skepticism throughout the engagement. The smallest incongruity could lead to the discovery of a large fraud.

Below are a few examples of the range of schemes that vendors may engage in.

▪ Labor Schemes:

- ◊ Cross-charging multiple clients or departments for their staff's work
- ◊ Billing for ghost or false employees
- ◊ Improper employee classification – e.g., junior staff hours billed at a supervisor's hourly rate
- ◊ Pre-printed timesheets
- ◊ Overlapping time – vendor creates two or more timesheets for the employee for the same day
- ◊ Schedule manipulation – vendor routinely postpones or schedules jobs with higher overtime rates toward the end of the week

▪ Materials Schemes:

- ◊ Over-purchasing materials for personal use
- ◊ Materials theft
- ◊ Product substitution - substituting lower-quality products for those agreed upon in the contract
- ◊ Failure to apply discounts, refunds and rebates
- ◊ Billing materials to one project but using for another project

▪ Contract Rate Schemes:

- ◊ Intentionally applying rates from one contract to another
- ◊ Billing time and equipment rates in lump-sum, unit or fixed-price contracts

Fraud, waste and abuse can occur even when comprehensive contracts are in place. Including right-to-audit clauses in vendor contracts and then performing effective audits can help reduce these risks.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT

Q1: I am my town's Chief Procurement Officer. I recently put out a request for proposals (RFP) to lease space for additional town offices. We expect to receive several proposals and have extremely fierce competition from local landlords. I would like to open and review the proposals privately with the Assistant Chief Procurement Officer, as my witness, in our offices. Can I do this?



A1: No. Unlike procurements for supplies and services, Section 16(f) of Chapter 30B does not allow proposals for real-property transactions to be opened in private. In real-property procurements, the proposals must be "opened publicly at the time and place designated in the advertisement" under Section 16(f) of Chapter 30B. If you already opened the proposals in private, this would violate Chapter 30B and would require that the RFP be canceled and re-issued.

Q2: I am a purchasing agent for the town library. The library has recently received several donations from individuals and corporations. The Library Trustees have deposited these funds into a trust account with the intent to purchase new audio, visual and computer equipment with an estimated total cost of \$50,000. Do we need to follow Chapter 30B to purchase this equipment since we are using donated funds maintained in a trust account?



A2: No. Proceeds from a gift or trust established for the benefit of a governmental body are exempt from Chapter 30B. Section 1(b)(20) specifically states that "a contract that is funded by proceeds derived from a gift to a governmental body or a trust established for the benefit of a governmental body" is exempt. However, the Office still strongly recommends that you follow, to the extent practicable under the terms of the gift or trust, the open and competitive processes outlined in Chapter 30B (*i.e.*, sound business practices, solicitation of quotes, or a bid or proposal process). Using an open and competitive process will help ensure the library obtains the right equipment at a fair price.

Finally, be mindful that trust accounts cannot be created to evade Chapter 30B. For example, a jurisdiction cannot circumvent Chapter 30B by creating a trust fund with its own public money. For additional information, see the article in the March 2014 *Procurement Bulletin*, "When Does 30B Apply: Gifts, Trusts and Grants," available at <http://www.mass.gov/ig/publications/procurement-bulletins/nlmar14.pdf>.



Q3: I am a procurement assistant in my town and often must confirm that bidders and proposers have not been debarred or suspended from public contracting. Is there a centralized place I can find all of this information in Massachusetts?

A3: The Office commends your diligence. The Office strongly recommends as a best practice that every jurisdiction determine whether a bidder or proposer is qualified and responsible before awarding any public contract. Unfortunately, there is no one database to determine whether a vendor has been debarred or suspended from all public contracting. Depending on the type of contract, different agencies and various laws may govern the debarment, decertification and/or suspension process. Therefore, it may be necessary to check different listings depending on the nature of your jurisdiction's bid or proposal. Here are some sources that you should review in making your determination as to the responsibility of a potential contractor or vendor.

- 1) For vertical building construction contracts debarments: The Division of Capital Asset Management and Maintenance's (DCAMM) List of Debarred Contractors, available at www.mass.gov/anf/docs/dcam/debarred/15-7-8-debarment-list.pdf. In addition, the DCAMM Decertification List is available at www.mass.gov/anf/docs/dcam/certification/15-7-20-decert-list.pdf.
- 2) For debarments or suspensions by the United States government: The System for Award Management (SAM) Excluded Parties List, available at www.sam.gov/portal/SAM/##11.
- 3) For stop-work orders based on workers' compensation violations: The Massachusetts Department of Industrial Accident's Stop Work Order List, available at www.mass.gov/lwd/workers-compensation/investigations/swos-issued.html.
- 4) For general debarments related to prevailing wage and other violations of state law: The Attorney General's Debarment List, available at www.mass.gov/ago/docs/workplace/debarred-contractors-list.pdf.
- 5) For horizontal construction, including highway, bridge and sewer work debarments: The Massachusetts Department of Transportation List of Debarred Contractors, available at www.massdot.state.ma.us/Debarred.aspx.

This is, by no means, an exhaustive list of resources available to assist you in determining whether a bidder or proposer is responsible. If your contract is unique or not easily classified into one of the above categories, you may need to perform further research to find debarment or suspension information. A good starting point for this research is the Massachusetts Vendor Debarment website, which contains links to the various laws governing debarment or suspension, available at www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/vendor-debarment.html. You may also call the Chapter 30B Hotline if you need assistance with determining which listing is most applicable.



INCOME FROM TELECOMMUNICATION EQUIPMENT AND CELL TOWER LEASES ON MUNICIPAL SPACE

On occasion, the Office receives inquiries regarding leases for space to install telecommunications and cell-tower equipment. If your local jurisdiction owns a water tower, building or land on which telecommunications or cell-phone companies can install equipment, you may be considering leasing the land or space. Although this type of procurement can be complex, telecommunications and cell-tower leases can generate income for your jurisdiction.

The lease of land for telecommunications equipment and cell towers is usually subject to Section 16 of Chapter 30B. If the total value of the lease is more than \$35,000 for the length of the lease, it must be awarded through an advertised and sealed proposal process. For example, a town may receive \$30,000 per year under a five-year lease of roof space, for a total of \$150,000 in income for the entire lease. Such a lease would be subject to Section 16 because the total value exceeds \$35,000.

It is important to note that even if a company approaches your jurisdiction about leasing space or land, you still must conduct a procurement that complies with Chapter 30B.

For more information about conducting a Request for Proposals (RFP) to lease space for telecommunications or cell-tower equipment, please see *The Chapter 30B Manual*, available on the Office's website at www.mass.gov/ig, or call the Office's Chapter 30B hotline at (617) 722-8838 and speak to a 30B team member. The Department of Telecommunications and Cable also has resources available to assist you. Finally, you should always consult with town counsel before drafting RFPs and leases for telecommunications and cell tower equipment.



CHARTER SCHOOL PROCUREMENT COURSE OFFERING

December 3 & 4, 2015

Please be advised that the Office will be offering *Charter School Procurement* on December 3 and 4, 2015. This seminar is designed to assist charter schools to comply with section 11 of Chapter 46 of the Acts of 1997, which requires certain charter school administrators to earn a Certificate of Completion from the MCPPO Program. See page 10 for further details of this course!





INSPECTOR GENERAL'S WESTFIELD STATE UNIVERSITY INVESTIGATION TEAM HONORED AT MANUEL CARBALLO AWARDS CEREMONY, SEPTEMBER 2015

The Office of the Inspector General's Westfield State University Investigation Team was recognized at a special event at the State House on September 24, 2015. The Team received this year's Manuel Carballo Governor's Award for Excellence in Public Service. The Carballo Governor's Award is given annually to employees or groups of employees for providing exceptional service to the public. It is the highest award in the Commonwealth's Performance Recognition Program, which honors the contributions of public workers in delivering quality services to the citizens of Massachusetts. The recipients of the Carballo Governor's Award are chosen by a selection committee comprised of the Speaker of the House of Representatives, the President of the Senate and community leaders.

The Office investigated the spending practices of the then-president of Westfield State University (WSU), Evan S. Dobelle, and uncovered tens of thousands of dollars of personal spending on WSU credit cards, lavish travel and other abuses of public funds. As a result of the Office's investigation, the Attorney General's Office filed a civil suit against Dobelle pursuant to the Massachusetts False Claims Act, M.G.L. c. 12, §§ 5B-50, seeking damages, civil penalties, costs and attorneys' fees.

In May 2015, Dobelle agreed to a consent judgment to settle the lawsuit. The judgment required Dobelle to pay triple damages and fees totaling \$185,000. The judgment also prohibits Dobelle from ever again working for a public college or university in Massachusetts.

For more information on the case see: <http://www.mass.gov/ig/publications/reports-and-recommendations/2014/review-of-spending-practices-by-former-westfield-state-university-president-evan-dobelle-executive-summary.html>



The Westfield State University Investigation Team with Governor Charles D. Baker (fourth from the right) and Inspector General Glenn A. Cunha (first from the right)



Office of the Inspector General

Glenn A. Cunha, Inspector General

The Massachusetts Certified Public Purchasing Official (MCPPO) program

BOARDS & COMMISSIONS:

Responsibilities, Good Governance and What You as a Member Need to Know

PREREQUISITE: NONE

COURSE LEVEL: BASIC

INSTRUCTIONAL METHOD: GROUP-LIVE

ADVANCED PREP: NONE

Boards & Commissions: Responsibilities, Good Governance and What You as a Member Need to Know is a 1-day course designed to reach board and commission members who are seeking clarification and training related to their roles and responsibilities. This course will provide an overview of the general duties required of individuals who serve on public boards and commissions, including municipal and state entities. Board and commission members have a



COURSE DATE:

November 17, 2015

8:30 A.M. – 3:30 P.M.

One Ashburton Place, Room 1306

Boston, Massachusetts

The Massachusetts 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 the National Registry of CPE Sponsors through its website: www.learningmarket.org.

fiduciary duty to actively oversee the officials who report to them and to ensure that the public monies they administer are spent appropriately. Attend this class and walk away armed with the knowledge and ability to be a highly effective board or commission member for your municipality or agency.

Topics covered in this seminar include:

- Fiduciary duties and responsibilities
- Ethics for special public employees
- Public Records Law for special public employees
- Open Meeting Law
- Preventing and detecting fraud

This course qualifies for 6 continuing professional education (CPE) credits, 6 professional development points (PDP) and 6 MCPPO credits towards recertification.

To register, please visit our website at www.mass.gov/ig. For additional information, please contact Joyce McEntee Emmett, MCPPO Director, at (617) 722-8835 or via email at MA-IGO-Training@state.ma.us.



Office of the Inspector General

Glenn A. Cunha, Inspector General

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

CHARTER SCHOOL PROCUREMENT

PREREQUISITE: NONE

COURSE LEVEL: BASIC

INSTRUCTIONAL METHOD: GROUP-LIVE

ADVANCED PREP: NONE

This 2-day course is designed to assist charter schools to comply with Section 11 of Chapter 46 of the Acts of 1997, which requires certain charter school administrators to earn a certificate of completion from the Massachusetts Certified Public Purchasing Official (MCPPO) program. Charter schools are subject to certain state procurement laws, are exempt from others, and are always responsible for sound business practices and best value procurement. Efficient, effective and ethical contracting practices are essential for charter schools working to achieve their goals and objectives in a cost-effective manner. *Charter School Procurement* concludes with a written examination.

COURSE DATES:

December 3 & 4, 2015

8:30 A.M. – 4:30 P.M.

One Ashburton Place, Room 1306

Boston, Massachusetts

The Massachusetts 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 the National Registry of CPE Sponsors through its website: www.learningmarket.org.

Topics covered in this seminar include:

- Massachusetts procurement laws applicable to Commonwealth charter schools
- Recommended procurement practices
- Overview of legal requirements for public contracts
- Procuring supplies and services
- Buying, leasing, acquiring or disposing of real property
- Legal requirements and best practices for procuring construction services



This course qualifies for 13 continuing professional education (CPE) credits, 13 professional development points (PDP) and 11 MCPPO credits towards recertification.

To register, please visit our website at www.mass.gov/ig. For additional information, please contact Joyce McEntee Emmett, MCPPO Director, at (617) 722-8835 or via email at MA-IGO-Training@state.ma.us.



Office of the Inspector General
Glenn A. Cunha, Inspector General
MA-IGO-Training@state.ma.us Tel: (617) 727-9140

MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM REGISTRATION FORM September–December 2015

Please complete below and indicate seminar selection on the right:

NAME: _____ TITLE: _____

PHONE: _____ EXT.#: _____ FAX: _____

EMAIL: _____

ORGANIZATION/JURISDICTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Do you require any reasonable accommodations? _____

ATTENTION: As of January 1, 2015, all registration forms must be mailed in and accompanied by payment.

HOW TO REGISTER:

Please mail a completed registration form along with a check or money order made payable to:

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

TYPE OF PAYMENT:

☐ Check/Money Order _____ ☐ State agencies: payment via IE/ITA _____

NONDISCRIMINATION POLICY: The Massachusetts 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 or 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; see Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's nondiscrimination policy for MCPPO programs may be addressed to Joyce McEntee Emmett, Director of the MCPPO Program, at (617) 727-9140.



The Massachusetts 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 submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



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

COURSE INFORMATION:

All seminars will be confirmed based on a minimum of 20 participants.

GOVERNMENT/NON-PROFIT COURSE PRICE:

Government employees shall include all employees of the Commonwealth, the Commonwealth's political subdivisions, other state governments, the federal government, as well as employees of any other municipality, county, or local district. Non-profit employees include any employee of a 501(c)(3) corporation. Proof of government or non-profit status must be provided with this registration form in order to receive the government rate.

SUBSTITUTIONS/CANCELLATIONS:

Each seminar is limited and filled on a space-available basis. No refunds for cancellations. Registrations transferred within your organization are possible with prior notice. The OIG reserves the right to cancel or reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice.

CORI NOTICE:

Please be advised that the Office of the Inspector General has reinstated the requirement that all applications for MCPPO Designation include a completed Criminal Offender Record Information (CORI) Request Form. You do not need to include a CORI form with this registration form.

For more information regarding administrative policies, such as complaint and refund resolution, please email Joyce McEntee Emmett, Director of the MCPPO Program, at MA-IGO-Training@state.ma.us or go to our website at www.mass.gov/ig.

2015 SCHEDULE

PUBLIC CONTRACTING OVERVIEW

- ☐ September 16, 17, 18 BOS
- ☐ September 16, 17, 18 HUNT*
- ☐ October 27, 28, 29 BOS
- ☐ November 18, 19, 20 BOS
- ☐ November 18, 19, 20 COMM*

CHARTER SCHOOL PROCUREMENT

- ☐ December 3, 4 BOS

SUPPLIES & SERVICES

CONTRACTING

- ☐ September 23, 24, 25 BOS
- ☐ September 23, 24, 25 UML*
- ☐ October 20, 21, 22 BOS
- ☐ October 20, 21, 22 HUNT*
- ☐ December 9, 10, 11 BOS
- ☐ December 9, 10, 11 COMM*

DESIGN & CONSTRUCTION

CONTRACTING

- ☐ September 29, 30 & October 1 BOS
- ☐ September 29, 30 & October 1 HUNT*
- ☐ November 4, 5, 6 BOS

CONTRACT ADMINISTRATION NEW

- ☐ November 3 BOS

REAL PROPERTY

- ☐ November 10 BOS
- ☐ November 10 HUNT*

ADVANCED TOPICS UPDATE

- ☐ November 12, 13 BOS
- ☐ November 12, 13 UML*

CONSTRUCTION MANAGEMENT AT RISK

- ☐ November 16 BOS

BOARDS AND COMMISSIONS NEW

- ☐ November 17 BOS

CREATING A PROCUREMENT OFFICE

- ☐ December 1, 2 BOS

DRAFTING A MODEL IFB

- ☐ Self-paced AT YOUR DESK

PRIVATE SECTOR TRAINING

CERTIFICATION for School Project

Designers & OPMs

- ☐ October 7, 8, 14, 15 BOS
- ☐ December 7, 8, 14, 15 BOS

RECERTIFICATION for School Project

Designers & OPMs

- ☐ October 6 BOS
- ☐ November 23 BOS

*Fall 2015 videoconference locations:

- HUNT: Gateway Regional School District
Huntington, MA
- UML: UMass Lowell
Lowell, MA
- COMM: COMM Fire District
Centerville, MA

Additional Seminar Information



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM
REGISTRATION FORM September–December 2015

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For detailed course information, visit our website at www.mass.gov/ig.

PUBLIC CONTRACTING OVERVIEW		Tuition: \$495 for government/non-profit employees \$650 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> September 16, 17, 18	BOSTON	<input type="checkbox"/> October 27, 28, 29 BOSTON
<input type="checkbox"/> September 16, 17, 18	HUNTINGTON*	<input type="checkbox"/> November 18, 19, 20 BOSTON
		<input type="checkbox"/> November 18, 19, 20 COMM*
		3-day seminar
CHARTER SCHOOL PROCUREMENT		Tuition: \$345 for government/non-profit employees \$500 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> December 3, 4	BOSTON	
		2-day seminar
SUPPLIES & SERVICES CONTRACTING		Tuition: \$495 for government/non-profit employees \$650 for all others
<i>Prerequisite: Public Contracting Overview</i>		
<input type="checkbox"/> September 23, 24, 25	BOSTON	<input type="checkbox"/> October 20, 21, 22 HUNTINGTON*
<input type="checkbox"/> September 23, 24, 25	UMASS LOWELL*	<input type="checkbox"/> December 9, 10, 11 BOSTON
<input type="checkbox"/> October 20, 21, 22	BOSTON	<input type="checkbox"/> December 9, 10, 11 COMM*
		3-day seminar
DESIGN & CONSTRUCTION CONTRACTING		Tuition: \$695 for government/non-profit employees \$850 for all others
<i>Prerequisite: Public Contracting Overview</i>		
<input type="checkbox"/> September 29, 30, October 1	BOSTON	<input type="checkbox"/> November 4, 5, 6 BOSTON
<input type="checkbox"/> September 29, 30, October 1	HUNTINGTON*	
		3-day seminar
CONTRACT ADMINISTRATION		Tuition: \$150 each participant
<i>No Prerequisite</i>	NEW CLASS	
<input type="checkbox"/> November 3	BOSTON	
		1-day seminar
REAL PROPERTY		Tuition: \$150 each participant
<i>No Prerequisite</i>		
<input type="checkbox"/> November 10	BOSTON	<input type="checkbox"/> November 10 HUNTINGTON*
		1-day seminar
ADVANCED TOPICS UPDATE		Tuition: \$345 for government/non-profit employees \$500 for all others
<i>Prerequisite: Supplies & Services Contracting or Design & Construction Contracting</i>		
<input type="checkbox"/> November 12, 13	BOSTON	<input type="checkbox"/> November 12, 13 UMASS LOWELL*
		2-day seminar
CONSTRUCTION MANAGEMENT AT RISK UNDER M.G.L. c. 149A: Legal Requirements & Practical Issues		Tuition: \$150 each participant
<i>No Prerequisite: Introductory course geared to procurement officials who are not construction experts</i>		
<input type="checkbox"/> November 16	BOSTON	
		1-day seminar
BOARDS AND COMMISSIONS		Tuition: \$150 each participant
<i>No Prerequisite</i>	NEW CLASS	
<input type="checkbox"/> November 17	BOSTON	
		1-day seminar
CREATING A PROCUREMENT OFFICE		Tuition: \$295 for government/non-profit employees \$500 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> December 1, 2	BOSTON	
		2-day seminar
DRAFTING A MODEL IFB		Tuition: \$75 each participant
<i>requires Microsoft Word 7.0 or higher</i>	AT YOUR DESK	
		Self-paced
PRIVATE SECTOR TRAINING		
CERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$1,250
<i>No Prerequisite</i>		
<input type="checkbox"/> October 7, 8, 14, 15	BOSTON	
<input type="checkbox"/> December 7, 8, 14, 15	BOSTON	
		4-day seminar
RECERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$495
<input type="checkbox"/> October 6	BOSTON	
<input type="checkbox"/> November 23	BOSTON	
		1-day seminar

***Videoconference locations/addresses:**

UML: UMass Lowell, 1 University Avenue, Lowell, MA 01854

HUNTINGTON: Gateway Regional School District, 12 Littleville Road, Huntington, MA 01050

COMM: COMM Fire District, 1875 Falmouth Road (Route 28), Centerville, MA 02632

**** Please check back regularly as videoconference locations may be added in the future ****



CONGRATULATIONS TO OUR NEW DESIGNEES!

The following is a list of the MCPPO Program's new Designees based on applications reviewed (not received) between June 25, 2015 and September 30, 2015:

MCPPO

Lindsey Albernaz, Somerset Public Schools
Susan Bottan, Wayland Public Schools
Holly Bowser, Town of Amherst
Dylan Cook, City of Chelsea
Celeste Hynick, Worcester Housing Authority
Kurtis Johnson, Blackstone Valley Voc. Reg. Sch. Dist.
Michael Kociela, Mohawk Trail Reg. Sch. Dist.
Kara Lin, City of Lowell
Sean Mangano, Amherst Pelham Reg. Sch. Dist.
Jay Mooney, North Brookfield Public Schools
James Picone, Melrose Public Schools
Harry Terkanian, Town of Wellfleet
Michael Wilkie, Methuen Housing Authority

MCPPO for Design & Construction

Brian Salamon, City of Chicopee

Associate MCPPO

Lori Carbone, Shore Educational Collaborative
Alex Nosnik, City of Somerville
Theo Theocles, City of Springfield
Craig Thomas, City of Lowell
Lynda Tichich, Salem State University

Michael Trainor, Town of Belmont

Wayne White, Shore Educational Collaborative

Amy Witts, City of Cambridge

Associate MCPPO for Supplies & Services

Denese Allen, Town of Nantucket DPW

Angel Wills, Town of Wenham

Associate MCPPO for Design & Construction

Gary Mendoza, City of Boston PFD

Carla Morelli, UMass Building Authority





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