

OIG BULLETIN

Official newsletter of the Office of the Inspector General

Greetings!

Welcome to our new publication, the *OIG Bulletin*. You'll see that, like the now-retired *Procurement Bulletin*, the *OIG Bulletin* contains information about the Massachusetts Certified Public Purchasing Official (MCPPO) program as well as the popular "Frequently Asked Procurement Questions" section. Because we want you and all of our nearly 5,000 subscribers to have even more information about how to prevent fraud, waste and abuse of public resources, the *OIG Bulletin* will include articles from all the Office's divisions. This edition features articles from the Office's Bureau of Program Integrity, its Internal Special Audit Unit at MassDOT, and its Audit, Oversight and Investigations division.

In 2019, over 2,300 students attended our classes, and more than 900 people attended our outside speaking engagements. We added new electives, including a class on cybersecurity, and expanded the number of class sites to over 20 different locations across the Commonwealth, all with the goal of making it easier for you to access trainings that will provide you with the tools you need to protect your communities.

Recently, we piloted an online registration and payment system for four of our MCPPO classes. The initial feedback has been positive. Later this spring, we will also offer our first online class for credit, *Supplies and Services Contracting*. Throughout 2020, we will continue to develop more online content in response to your request for greater remote access to MCPPO classes and materials.

In addition to improving access to our digital materials, the Office has established a social media presence as part of our commitment to staying in contact with our community. In 2018,

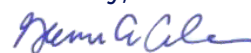
we created LinkedIn and Twitter accounts, both of which allow us to provide people with timely news about the Office and important MCPPO class information. The experience over the past two years has been very positive. By the end of 2019, we approached 200 LinkedIn connections and 500 Twitter followers. Please consider connecting with the Massachusetts Office of the Inspector General on LinkedIn or following us on Twitter @MassOIG so that you can receive substantive content and important MCPPO class updates from the Office.

In early February, Debbie Bonaminio joined the Office as a new instructor. Her much anticipated addition to our teaching staff will increase our capacity to offer classes and innovate the MCPPO program. Debbie previously worked as an administrator and taught in higher education. Look for Debbie in our classes later this semester.

Finally, congratulations to the public officials who earned their MCPPO designation in 2019. The MCPPO designation reflects your commitment to protecting your community's resources by conducting fair, open and competitive procurements. To see a list of our newest MCPPO designees, please go to [pages 13 - 14](#).

As always, thank you for your time and consideration in reviewing the new *OIG Bulletin* and all of our publications. I wish you all a happy and healthy 2020.

Sincerely,



Glenn A. Cunha
Inspector General

INSIDE THIS ISSUE

Letter from Inspector General Glenn A. Cunha	1
Fraud Prevention Tip: Protect "Sunshine" Funds	3
Why is Invoice Review Important?	4
Use Data Analytics to Help Detect and Prevent Fraud, Waste and Abuse	6
Frequently Asked Procurement Questions	8
A New Advisory on Gifts and Gratuities	10
Cybersecurity 101	10
Join Our Growing Social Media Network	11
MCPPO Inclement Weather Policy	12
MCPPO Community Outreach and Education	12
Congratulations New MCPPO Designees	13
MCPPO Class Schedule and Registration	15
Fight Fraud, Waste and Abuse	19
Story of a Building with MSBA	20
Subscription Information	22
Contact Information	22
New Off-Site Locations	22

PROTECT YOUR COMMUNITY

If you suspect fraud, waste or abuse of public funds or property, you can confidentially report your concerns.



Call the 24-Hour Hotline at
(800) 322-1323



Send us an Email at
IGO-FightFraud@state.ma.us

Have A Question About
Chapter 30B?



Send us an Email at
30BHotline@state.ma.us

CONNECT WITH US



Follow [@MassOIG](https://twitter.com/MassOIG) on Twitter



Join us on [Linked-In](#)



Subscribe to our [YouTube](#)
channel

Fraud Prevention Tip: Protect “Sunshine” Funds

Many organizations maintain a “sunshine” fund, or a similar petty cash fund, to bring a “ray of sunshine” into the life of a colleague. Organization members make voluntary financial contributions to these funds. The organization then uses the money to show appreciation or support for individuals experiencing either a joyous or difficult personal situation. The amount of money organizations accrue in sunshine funds can range from a few hundred to thousands of dollars. Like any other financial resource, organizations need to protect sunshine funds from fraud, waste and abuse. Since these funds consist of voluntary contributions, we often forget to institute the same controls or protections we use for public funds.

Below are some tips to help protect sunshine funds, including how to secure and disburse the funds and how to reconcile expenditures. Implementing these practices will help ensure that the funds are used properly.

- Do not commingle sunshine funds with other type of funds, especially public funds.
- Keep all donations in a locked, secure location. Depending on the size of the fund, consider establishing a bank account with two signatories and reconciling that account independently on a monthly basis.
- Record all expenditures and deposits and keep corresponding receipts that

document the donations and expenditures to create an audit trail.

- Retain files for at least three years to make succession planning easier and also help maintain an audit trail.
- Advise the chief financial officer, finance director or business office of the sunshine funds’ existence and the policies for holding and spending the funds.

Finally, consider implementing an approval process for all expenditures. This process should include giving approval authority to someone who is not an account signatory or a subordinate of the individual requesting the expenditure. Sunshine funds should not have debit cards attached to them to help maintain a separation of duties between approving expenditures and making purchases.

When spending sunshine funds on a member of the organization, recipients should not be part of the approval process. For example, someone who is getting married should not have the authority to approve the purchase of their own wedding gift using money from the sunshine fund. This authority should be delegated to another member of the organization to help ensure the integrity of the fund.

Sunshine funds are a great way to support colleagues and boost organizational morale. Establishing safeguards for proper use will help protect the funds and ensure that they are being spent in the manner intended.

Why is Invoice Review Important?

Public contracts account for a significant portion of every jurisdiction's annual budget. To ensure that jurisdictions get the supplies and services they need and to combat fraud, waste and abuse, it is essential that jurisdictions carefully review all vendor payment requests. Government entities should only pay invoices after confirming that the vendor has satisfactorily delivered all goods, has performed all required services according to the contract and has submitted an accurate invoice.

Who should review invoices?

Every jurisdiction needs to review vendor payment requests to make sure they are accurate. Further, the individuals who review and approve invoices must know the contract terms, conditions and specifications. Jurisdictions therefore must dedicate staff to evaluate documents and completed work reports from contractors to make sure that they have followed the contract before issuing payment. For supply contracts, for example, jurisdictions should verify that the vendor delivered the correct items in good condition and in the correct quantities.

The right person to review an invoice depends on the type of contract, including its size and complexity. For example, someone from the public works department who supervises roadway paving should know whether the contractor completed the work and used the correct materials. As a result, that staff

member should be able to determine if the invoice accurately reflects the contractor's work. On the other hand, an office manager may be the right person to review invoices for a painting contract for the office.

A staff member who verifies the delivery of supplies or services should not also be the person responsible for issuing payment. A different person should have the authority to approve payment, and that person must also know the terms of the contract to effectively review invoices. Jurisdictions should segregate these duties in order to create an additional layer of invoice review and further protect public funds.

How should you review invoices?

Check to make sure that the supplies and services that the vendor provided met the contract terms and followed the defined scope of work. For example, a roadway repair and maintenance contract should not include unrelated supplies or services, such as classroom IT equipment or roadway paving in a location not specified in the contract. Additionally, ensure

that the vendor billed only for personnel or subcontractors who were present and performed the work.

Below are some general tips to keep in mind when reviewing invoices and payment requests:

- Review the contract and be familiar with

Contracted work, as well as the delivery of goods and services, accounts for a large portion of the Commonwealth's spending. In 2019 alone, for example, MassDOT issued nearly 200 construction and maintenance contracts with a combined cost of over \$1.2 billion.

Invoice Review (Continued from previous page)

its terms. Know the agreed-upon scope of work, including dates and locations where the vendor is required to deliver the supplies or services.

- Ensure that the vendor has provided identifying information on the invoice, including:
 - Contract or purchase order number
 - Vendor name, address, phone number and email
 - Invoice date or dates of service
 - Invoice number
 - Description, quantity, unit of measure and unit price of supplies delivered or services performed
 - Location of services performed, if applicable
- Confirm that someone from the jurisdiction has inspected the work or supplies and determined that they meet the terms of the contract.
- Confirm that the vendor billed at the rates stated in the contract or purchase order. Consider whether prevailing wage rates apply.
- Confirm that an invoice for labor accurately reflects the time that the vendor or its employees worked. Request vendor timekeeping records if needed.
- Determine whether the contract allows the vendor to bill for the items listed on the invoice. For example, verify the following:

- The items on the invoice are allowed by contract specifications and the defined scope of work.
- The vendor provided supporting documentation for the items or services on the invoice. This includes receipts or invoices from vendors or subcontractors that provided supplies or labor.
- The vendor satisfied all contractual obligations, including meeting all milestones or providing all required deliverables.
- The contract calls for reimbursement on a time-and-materials basis or scheduled fixed payments.

What if you have questions about an invoice?

When evaluating vendor invoices, jurisdictions may determine that some expenses require further review. Jurisdictions should always require the vendor to provide sufficient supporting documentation before making payment. This helps maintain the integrity of the payment process. As an example, during a roadway paving project, the invoice reviewer should confirm that the quantity and type of asphalt listed on the invoice meets the contract requirements. The reviewer should also request receipts or consult with appropriate staff to confirm that the dollar amounts on the invoice are valid before recommending invoice payment. Jurisdictions should only make payments after reviewing all

Invoice Review (continued from previous page)

invoices and supporting documentation for accuracy and completeness.

The Office of the Inspector General often reviews vendor invoices and other documents as part of its duty to prevent and detect fraud, waste and abuse. Many of our past reports highlight fraudulent or inaccurate vendor billing. Jurisdictions must remain vigilant in reviewing vendor documents to ensure that they get what they need and that public funds are properly expended. Payment reviews are a key part of contract administration, and insufficient reviews leave your jurisdiction vulnerable to improper or questionable payments to vendors.

These guidelines are not a comprehensive list, but a reminder that organizations should remain cautious when disbursing funds. The best way to safeguard public funds is to dedicate personnel and time to review invoices as an important component of contract administration.

Use Data Analytics to Help Detect and Prevent Fraud, Waste and Abuse

We use data every day without realizing it. For example, perhaps one morning as you left your house, you looked outside, saw that it was raining and reached for a raincoat. Without thinking much about it, you gathered data and made a decision based on that data. Or maybe you used a more sophisticated tool to make that decision – for example, the weather “app” on your phone – but in both cases you used data to decide to wear a raincoat.

Still, working with data at all levels of government can be challenging. To assist you with overcoming this challenge, the Office of the Inspector General will publish a series of articles to help demystify data analytics and its uses. People have varying levels of comfort and expertise in using data, and these articles are designed to assist beginners and experts alike.

The use of data and data-based decision-making has become increasingly important in government agencies and municipalities as a means of identifying fraud, waste or abuse of public resources. It is easy to become overwhelmed when determining how best to use this untapped resource. The words “data”



Use Data Analytics (continued from previous page)

and “data-driven decision-making” sound daunting; however, neither is something new.

When people think of data, often electronic spreadsheets, number-crunching and data warehouses come to mind. While data includes these things, data also includes things such as time sheets, bank statements, survey responses and water meter readings. Broadly speaking, data is any fact about an object or concept. Data is everywhere, and every function a government performs can generate valuable data.

People often make business decisions based on intuition, anecdotes or institutional lore. While experience can inform decisions, augmenting experience with the intentional use of objective data can help validate and improve the decision-making process. For instance, data analysis can reveal patterns in payroll expenditures or purchasing, track whether employees are following policies and procedures, or measure staff or vendor performance. This information is invaluable to managers. After reviewing and analyzing data, managers can follow up and review more information, identify issues and resolve them.

Data also can help identify vulnerabilities or concerns about fraud, waste or abuse. For example, when reviewing payroll records, you notice that one employee reports working more hours than personnel have access to the building. This data should alert you to the

possibility that the employee may be committing fraud and that you should investigate the matter further.

The idea of using data can be intimidating, and you might think you need to be a data expert to analyze or use data. Within the Office, we have learned through experience that a wide range of staff with varied backgrounds can use data effectively. We use small samples of data, as well as “big data,” to help with everything from researching whistleblower claims to investigating individual cases of potential fraud to analyzing statewide systemic issues. We have also learned that state agencies and municipalities can start from scratch and build the capacity to rely on data as a problem-solving tool.

We hope that this article has encouraged you to use data analysis more in your work. A good way to start is by identifying data that would help you do your job. Then make sure that you have access to that data. Once you have access, you can use the data to inform your decisions and manage risks.

We look forward to providing you with more tips and advice about using data in future issues of the *OIG Bulletin*.

Frequently Asked Procurement Questions

Q1: Our local police department wants to hire a non-profit organization to provide services to at-risk children in our community. Must we procure these types of services in accordance with Chapter 30B?

A1: It depends. Grant agreements are expressly excluded from Chapter 30B's definition of services. See [M.G.L. c. 30B, §2](#). Therefore, if your jurisdiction secures these services from a non-profit through a "grant agreement," you are not required to follow Chapter 30B. Section 2 of Chapter 30B defines a grant agreement as "an agreement between a governmental body and an individual or nonprofit entity, the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body." See [M.G.L. c. 30B, §2](#). If your agreement meets the definition of a grant agreement, then Chapter 30B does not apply. That is, because your jurisdiction plans to enter into the agreement with a non-profit, and the services support at-risk youths in the community rather than the jurisdiction directly, the process to obtain the provider is likely exempt from Chapter 30B.

Note that this provision of Chapter 30B only applies to a narrow set of facts on a case-by-case basis. For example, if your police department wanted to enter into an agreement for similar services with a for-

profit entity, then that process would be subject to Chapter 30B.

The Office recommends collaborating with your town's local procurement officer when conducting procurements and contracting with any vendor to ensure that all local guidelines are followed and the selection process maintains standards of fairness and transparency. We also recommend using a competitive process or sound business practices to help ensure that your jurisdiction obtains the services it needs at the best value possible.

Q2: At a recent public meeting with our planning board, our town's director of planning identified several parcels of surplus land, and the board declared them available for sale. Must we next acquire an appraisal from a real estate appraiser licensed in Massachusetts for each parcel of land to comply with Section 16 of Chapter 30B?

A2: No, but it is one option. Chapter 30B does not require you to get an independent appraisal from a licensed appraiser for each property before its disposition. Chapter 30B does require that you determine the value of each parcel of land according to "procedures customarily accepted by the appraising profession as valid" before its disposition. See [M.G.L. c. 30B, § 16\(b\)](#). Moreover, these

FAQs (continued from previous page)

procedures must determine the value of each parcel at its highest and best use.

Many jurisdictions use the property's assessed value to comply with Chapter 30B. However, the town's "property record card" may not provide an accurate value of the land unless (1) the assessment on the property card is current; (2) the town used a "customarily accepted" appraisal procedure; and (3) the assessment reflects the full value of the parcel for its highest and best use. Therefore, as a best practice, you should consider having an independent appraiser provide appraisals for each parcel. If you do hire an appraiser, remember to follow Chapter 30B to procure those services.

Also, Section 16 of Chapter 30B imposes other requirements related to the disposition of real property. Please see [The Chapter 30B Manual: Procuring Supplies, Services and Real Property](#) to learn about the additional steps that you must take to dispose of each parcel properly.

Q3. Our housing authority needs to relocate residents to private housing during a renovation project. We will need to contract with multiple private property owners to accommodate our residents. Under Section 16 of Chapter 30B, which covers leases and other real property transactions, may we

award contracts to multiple private owners using a single procurement?

A3. Yes. Although each lease may ultimately be a separate transaction with different landlords, your solicitation should identify all of the features you are seeking on behalf of your residents, such as access to public transportation, removal of architectural barriers for accessibility and parking. In addition, you should incorporate a rule for award explaining how you will determine which property or properties meet your requirements. Finally, you also may need to consider how you will manage maintenance requirements and other services for your residents while they are living in other locations.

Q4. Our municipal airport needs to replace its self-service kiosk for purchasing aviation fuel. There is no construction related to its replacement. Is this unique supply subject to Chapter 30B?

A4. No. This procurement is not subject to Chapter 30B because Section 1(b)(29) of Chapter 30B exempts contracts, leases or agreements "entered into by a municipal airport commission. . . [that] apply to aviation uses or the sale of aviation fuel." See [M.G.L. c. 30B, § 1\(b\)\(29\)](#). The Office takes the position that fuel-payment kiosks fall under the "sale of aviation fuel" exemption.

Other municipal airport procurements besides those related to the sale of fuel may

FAQs (continued from previous page)

also be exempt from Chapter 30B, if the jurisdiction determines that the contract is for “aviation uses.” For example, the purchase of landing strip lights would fall under the exemption because they clearly relate to aviation uses. On the other hand, the procurement of other supplies for your municipal airport, such as furniture for the airport snack bar or janitorial services, are subject to Chapter 30B and must be competitively sourced because they are not directly related to aviation use. Section 2 of Chapter 30B defines supplies as “all property, other than real property, including equipment, materials, printing, and insurance and further including services incidental to the delivery, conveyance and installation of such property.” See [M.G.L. c. 30B, § 2](#).

Even when Chapter 30B contains an exemption for a specific good or service, you can still use competitive procurement methods to ensure you receive value and maintain process integrity. Also, you should check your local bylaws, ordinances or procurement procedures because they may require you to competitively source supplies or services that are exempt from Chapter 30B.

A New Advisory on Gifts and Gratuities

The State Ethics Commission has issued a new advisory, [Advisory 19-1: Gifts and Gratuities](#). The new advisory, which replaces Advisory 04-02, provides general guidance regarding restrictions the conflict of interest law places on gifts given to state, county and municipal employees. [Advisory 19-1: Gifts and Gratuities](#) presents information in an updated format, including an extensive list of frequently asked questions. The advisory also includes new guidance regarding crowdsourced fundraisers, public employee discounts, complimentary meals and gifts from lobbyists. The new advisory is available by clicking [here](#).

New MCPPO Class: Cybersecurity 101

On January 22, 2020, the Office of the Inspector General taught a Cybersecurity 101 class at the Wilmington Town Hall. More than 25 students attended the day-long class, which focused on helping procurement professionals to understand the basics of cybersecurity, cyber risks to their local jurisdictions, strategies to mitigate risk and best practices to improve their procurement processes.



Join Our Growing Social Media Network

Two years ago, the Office joined Twitter and LinkedIn as part of our effort to increase public outreach and connect with more of our community across the Commonwealth. We now use our social media accounts to share updates about our work, post links to useful resources and provide tips about how to detect and prevent fraud, waste and abuse of public funds or property. We also post job opportunities with the Office and provide timely information about our MCPPO classes, including the upcoming class calendar and any schedule changes due to bad weather.

Social media is a great way to engage with our community. Help us reach 500 Twitter followers before the next *OIG Bulletin* by finding us [@MassOIG](#) or checking out our Twitter page at twitter.com/massoig. You can also join our network of LinkedIn connections by going to linkedin.com/company/office-of-the-inspector-general.



Plan Ahead and Prepare for Winter Weather

Winter is here!

Please read our [advisory](#) on how to procure snow-control supplies and services, including snow hauling and plowing. These services have different procurement requirements, and the differences can be confusing. While snow plowing is exempt from Chapter 30B, snow hauling and the purchase of snow-control supplies and machinery are not. To the extent possible, jurisdictions should anticipate their needs in advance of the winter season and plan their procurements accordingly. As snow-related expenditures are often hard to predict, also review the November 7, 2019 edition of the Massachusetts Department of Revenue's publication [City & Town](#) for an update on snow- and ice-related expenditures. And remember, even though the amount of snow varies from year to year, jurisdictions can contract for snow-hauling services based upon a reasonable projection of their needs. It is best to plan ahead and have contracts in place before the snow falls.

MCPPO Inclement Weather Policy

Please check our weather information line before traveling to a class.

In the event of inclement weather, the Massachusetts Certified Public Purchasing Official (MCPPO) program will post information about class cancellations and delays on:

- MCPPO's weather line at (617) 722-8831
- Office's website (www.mass.gov/ig)
- [Twitter](#) (@MassOIG) 
- [LinkedIn](#) 

The MCPPO class cancellation policy is as follows:

Generally, the MCPPO program follows decisions made by Boston Public Schools (BPS) about weather closings. Therefore, if BPS closes due to inclement weather, MCPPO classes – including classes held at video-conference locations – will be canceled and rescheduled. If BPS has a delayed opening, the inclement weather announcement will include a class start time.

For students attending a class via video-conference, if the host city or town's school system is closed due to inclement weather, the MCPPO video-conference class will be canceled and rescheduled. If the host city or town has a delay, students should check the inclement weather announcement for instructions. The live class held in Boston will proceed if BPS is open.

For students attending a live MCPPO class presented at an off-site location, if the public school system in the host city or town is

closed or delayed due to inclement weather, the class will be canceled or delayed. Please consult our weather information line.

In addition, the MCPPO program may cancel a class if inclement weather prevents instructors from traveling to an off-site location. In such an event, the Office will put an announcement on the MCPPO weather line, the Office's website, Twitter and LinkedIn. The Office will reschedule the class.

MCPPO Community Outreach and Education

In January, members of the Office of the Inspector General attended the 41st Massachusetts Municipal Association (MMA) Annual Meeting and Trade Show in Boston. It was great to see so many familiar community leaders, MCPPO designees and other public employees and officials. Many attendees stopped by our information table to inquire about MCPPO classes, ask procurement questions or simply say hello to our staff.

If you didn't see us at the MMA trade show and need information about upcoming classes, please contact the MCPPO program at (617) 722-8884 or MA-IGO-Training@state.ma.us. If you have a procurement question, call our Chapter 30B Technical Assistance hotline at (617) 722-8838 or email us at 30BHotline@state.ma.us.

Congratulations New MCPPO Designees

The following is a list of the MCPPO program's new Designees, based on applications approved between July 31, 2019 through December 31, 2019.

MCPPO Designees

F. Daniel Ahern Jr., The Clarus Group
Denese Allen, Town of Nantucket
James Barsanti, City of Framingham
Stephen Bergholm, Newburyport Public School District
Richard Bienvenue, Town of Yarmouth
Pamela Bloomfield, The Clarus Group
Samuel Boyd, Hampden-Wilbraham Regional School District
Nick Breault, Town of Wilbraham
Shana Brogan, Town of Eastham
Roberson Castor, City of Boston
Robin Craver, Town of Charlton
Rebecca Curran, Town of Marblehead
Douglas Dias, Marlborough Public School District
Brian Domina, Town of Whately
Christopher Gallagher, City of Fall River
Pamela Hagler, Town of Plymouth
Maria Hall, Town of Walpole
Varnie Jules, City of Boston
John Kelley, Town of Wareham
Thomas LaFleur, Peabody Public School District
Thomas LaRose, Town of Charlton
Stephen Larry, Regional Capital Assistance Team
William Leahy, Agawam Housing Authority

Jonathan Leonard, Regional Capital Assistance Team
Meredith Marini, City of Quincy
Michael Mason, Arlington Public School District
Manuel Ronald Mendes, Town of Swampscott
Katherine Moskos, Massachusetts Higher Education Consortium
Brenda Moynihan, City of Taunton
MyDuyen Ngo, Worcester Housing Authority
Carl Nystrom, Collegiate Charter School of Lowell
Gerard Polcari, MassDOT
David Pulsifer, Chelmsford Water District
Mukti Raut, Bunker Hill Community College
Kelli Robbins, Town of Lanesborough
David Rodrigues, Town of Winthrop
Kevin Rossley, Lincoln Sudbury Regional High School
Martin Shaw, Town of North Brookfield
Andrew Sheehan, Town of Middleton
Joan Shemit, Martha's Vineyard Airport - Dukes County
Michelle Shephard, Minuteman Regional Vocational Technical School District
David Siniscalchi, Regional Capital Assistance Team
Marie Sobalvarro, Town of Harvard
Melissa Sullivan, Town of Bridgewater

MCPPO Designees (continued from previous page)

Mohgamat Taliep, Worcester Housing
Authority
Michelle Tremblay, Northern Essex Community
College
Jason Waldron, Hamilton-Wenham School
District
Elizabeth Ware, Town of Dracut
Marjorie Weinberger, Metropolitan Area
Planning Council
Matthew Wojcik, Town of Douglas
Lisa Wong, Town of Winchester

MCPPO Associate Designees

Kym Coogan, Salem State University
Anthony DiGiovanni, Somerville Housing
Authority
Robert Hardy, Whittier Vocational Technical
High School
Ashley Ingram, Town of Charlton
Jessica Kalil, City of Methuen
Stephanie King, Town of Holden
Felicia Kuehl, Narragansett Regional School
District
Adam LaMontagne, Town of Templeton
Todd Lindmark, Town of Norfolk
Shannon Lyonnais, Town of Dartmouth
Elizabeth Mancini, Town of Lexington
Christopher McGuire, Lawrence Housing
Authority
Kelly Merrill, Division of Capital Asset
Management and Maintenance
Amber Patterson, Town of Barnstable
Sarah Pettengill, UMass Amherst

Heather Potito, City of Springfield
Svetlana Salemm, Town of Yarmouth
Anna Scapicchio, Town of Andover
Erika Sherman, Whitman-Hanson Regional
School District
Rebecca Singh, City of Boston
Tara Thompson, Bridgewater State University
Patricia Tucker, Town of Kingston
Stela Zaloshnja, Town of Abington

MCPPO for Design and Construction Contracting Designees

Thomas Evans, Cambridge Redevelopment
Authority
Charles Kelsey III, Division of Capital Asset
Management and Maintenance
Joshua Santos, Cambridge Housing Authority
Sarah Meier-Zimble, Holyoke Housing
Authority

MCPPO for Supplies and Services Contracting Designees

Coleen Casella, City of Cambridge
Marc Richard, TEC Connections Academy,
Commonwealth Virtual School
Philip Frehill, Department of Elementary and
Secondary Education
James McGrail, Town of Sandwich
Melissa Noe, Town of Monterey




Commonwealth of Massachusetts
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

WINTER/SPRING SCHEDULE JANUARY — JUNE 2020

If you are [paying electronically](#) for one of the four classes listed below, you do not need to complete this form. If you are paying by check or IE/ITA please complete this form and indicate your class selection in the box to the right. 

NAME: _____

WORK TITLE: _____

PHONE: _____

EMAIL: _____

EMPLOYER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

Do you require any reasonable accommodations? If yes, please email us at

MA-IGO-Training@state.ma.us with your accommodation request.

SUBSTITUTIONS/CANCELLATIONS:

Space is limited. Each class is filled on a first-come, first-served basis. [Transfer of a registration](#) within your organization is possible with prior notice, one time only. Please refer to our updated attendance policy at www.mass.gov/ig. The Office of the Inspector General reserves the right to cancel or reschedule any class and is not responsible for any costs incurred by registrants. Program terms and conditions may change without notice.

ONLINE PAYMENTS:

The Office of the Inspector General accepts [electronic payments](#) via credit card or electronic check for the classes below. Please note, electronic payments incur a convenience fee.

1. Public Contracting Overview (PCO)
2. Recertification for MCPPO (RFM)
3. Certification for School Project Designers and Owner's Project Managers (MSC)
4. Recertification for School Project Designers and Owner's Project Managers (MSR)

CLASS LOCATIONS:

All class locations and addresses are listed on our [website](#) and on page 4 of this form. Please check our [website](#) for additional information about the MCPPO program or email us at MA-IGO-Training@state.ma.us.

CLASS TIMES:

All classes begin at 8:30 a.m. and end either at 3:30 p.m. or 4:30 p.m., unless otherwise noted.

PLEASE ENTER YOUR CLASS SELECTION HERE

PLEASE MAIL PAGE 1 ONLY

Class Code	Location	Date(s)	Prerequisite Met? (Circle One)
PCO			—
DCC			Yes / No
SSC			Yes / No
IFB			Yes / No
MSR			Yes / No
RFM			Yes / No
TMP			Yes / No
CAD			—
CBS			—
CMR			—
CSP			—
MSC			—
RPT			—
SOB			—
SOS			—

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 relating to MCPPO programs may be addressed to the MCPPO Program at (617) 727-9140.

HOW TO REGISTER: Please [pay online](#) or mail a completed registration form with a check or money order made payable to:

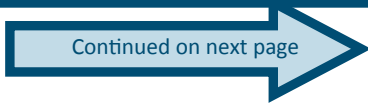
Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
Attn: MCPPO Program

TYPE OF PAYMENT:

- ☐ Check/ money order
- ☐ State agencies: payment via IE/ITA

****Purchase orders are not accepted****

Note: You will not be registered until payment is received.

Continued on next page 

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS		DATES AND LOCATIONS: <i>(VC) = Videoconference location</i> <i>* = Accepts Electronic Registration and Payment</i>			COST/CREDITS ISSUED
CORE CLASSES	PUBLIC CONTRACTING OVERVIEW* CLASS CODE: PCO No Prerequisite 8:30 a.m.—4:30 p.m. 3-day class	MARCH 18, 19, 20	BOSTON CENTERVILLE HUNTINGTON	FULL (VC) (VC)	\$595 20 Credits (MCPPO, CPE and PDP)
		APRIL 21, 22, 23	SHREWSBURY		
		MAY 12, 13, 14	BOSTON BARRE GREENFIELD	(VC) (VC)	
	DESIGN AND CONSTRUCTION CONTRACTING CLASS CODE: DCC Prerequisite: PCO 8:30 a.m.—4:30 p.m. 3-day class	FEBRUARY 25, 26, 27	BOSTON FALL RIVER PITTSFIELD	FULL (VC) (VC)	\$695 20 Credits (MCPPO, CPE and PDP)
		MARCH 3, 4, 5	NORTH ATTLEBOROUGH		18 Credits (AIA)
	APRIL 6, 7, 8	BOSTON GREENFIELD	FULL (VC)		
	SUPPLIES AND SERVICES CONTRACTING CLASS CODE: SSC Prerequisite: PCO 8:30 a.m.—4:30 p.m. 3-day class SUPPLIES AND SERVICES CONTRACTING IS COMING ONLINE SOON!	FEBRUARY 12, 13, 14	BOSTON1		\$595 20 Credits (MCPPO, CPE and PDP)
		APRIL 27, 28, 29	BOSTON GREENFIELD (VC)		
	RECERTIFICATION FOR MCPPO* CLASS CODE: RFM Prerequisite: Valid MCPPO Designation 8:30 a.m.—4:30 p.m. 2-day class	FEBRUARY 19, 20 MARCH 16, 17 MAY 26, 27	LOWELL BOSTON CENTERVILLE BOSTON FALL RIVER	(VC) (VC) (VC) (VC)	\$495 14 Credits (MCPPO, CPE and PDP)
ELECTIVES	CHAPTER 30B TERMS, MISCONCEPTIONS AND PRACTICES CLASS CODE: TMP Prerequisite: PCO or CSP 8:30 a.m.—3:30 p.m. 1-day class	JUNE 2	HUNTINGTON		\$200 6 Credits (MCPPO, CPE and PDP)
	CHARTER SCHOOL PROCUREMENT CLASS CODE: CSP No Prerequisite 8:30 a.m.—4:30 p.m. 2-day class	MAY 7, 8	HUDSON		\$400 14 Credits (MCPPO, CPE and PDP)

Continued on next page



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM

WINTER/SPRING SCHEDULE JANUARY — JUNE 2020

For detailed class information and locations, visit our website at www.mass.gov/ig

	CLASS	DATES AND LOCATIONS: (VC) = Videoconference location * = Accepts Electronic Registration And Payment		COST/CREDITS ISSUED
ELECTIVES	CONSTRUCTION MANAGEMENT AT RISK CLASS CODE: CMR No Prerequisite 8:30 a.m.—3:30 p.m. 1-day class	MARCH 18	WORCESTER	\$200 6 Credits (MCPPO, AIA, CPE and PDP)
	CONTRACT ADMINISTRATION CLASS CODE: CAD No Prerequisite 8:30 a.m.—3:30 p.m. 1-day class	MARCH 12	WEBSTER	\$200 6 Credits (MCPPO, CPE and PDP)
	CYBERSECURITY 101: ADDRESSING THREATS TO LOCAL GOVERNMENT CLASS CODE: CBS No Prerequisite 8:30 a.m.—3:30 p.m. 1-day class	MARCH 10 JUNE 9	PAXTON CARVER	\$200 6 Credits (MCPPO, CPE and PDP)
	INVITATIONS FOR BIDS/ REQUESTS FOR PROPOSALS CLASS CODE: IFB Prerequisite: PCO 8:30 a.m.—3:30 p.m. 1-day class	MAY 19	NORWOOD	\$200 6 Credits (MCPPO, CPE and PDP)
	REAL PROPERTY TRANSACTIONS UNDER M.G.L. c. 30B CLASS CODE: RPT No Prerequisite 8:30 a.m.—3:30 p.m. 1-day class	MAY 28	ACTON	\$200 6 Credits (MCPPO, CPE and PDP)
	STORY OF A BUILDING CLASS CODE: SOB No Prerequisite 8:30 a.m.—3:30 p.m. 1-day class	MAY 21	ATHOL	\$200 6 Credits (MCPPO, CPE and PDP) \$75 No Credits
	SPOTLIGHT ON SCHOOLS CLASS CODE: SOS No Prerequisite 8:30 a.m.—3:30 p.m. 1-day class	APRIL 16	BELLINGHAM	\$200 6 Credits (MCPPO, CPE and PDP)
MSBA	CERTIFICATION FOR SCHOOL PROJECT DESIGNERS & OWNER'S PROJECT MANAGERS* CLASS CODE: MSC No Prerequisite 8:30 a.m.—4:30 p.m. 4-day class	MARCH 24, 25, 26, 27 JUNE 4, 5, 11, 12	BOSTON BOSTON	\$1,350 26 Credits (MCPPO, AIA, CPE and PDP)
	RECERTIFICATION FOR SCHOOL PROJECT DESIGNERS & OWNER'S PROJECT MANAGERS* CLASS CODE: MSR Prerequisite: MSC 8:30 a.m.—4:30 p.m. 1-day class	MARCH 31 JUNE 19	BOSTON BOSTON FULL	\$550 7 Credits (MCPPO, AIA, CPE and PDP)

Continued on next page



For detailed class information and locations, visit our website at www.mass.gov/ig

WINTER/SPRING 2020 CLASS LOCATIONS

On-site address:

BOSTON: Office of the Inspector General, Room 1306, One Ashburton Place, Boston, MA 02108
BOSTON1: One Ashburton Place, Café Meeting Room, Plaza Level, Boston, MA 02108

Off-site addresses:

ACTON: Acton Public Safety Facility, Room EOC, 371 Main Street, Acton, MA 01720
ATHOL: Athol Community Elementary School, 1064 Pleasant Street, Athol, MA 01331
BELLINGHAM: Bellingham Senior Center, Dining Room Area, 40 Blackstone Street, Bellingham, MA 02019
CARVER: Carver Central Fire Station, 99 Main Street, Carver, MA 02330
HUDSON: Massachusetts Charter Public School Association, Suite C401, 43 Broad Street, Hudson, MA 01749
HUNTINGTON: Gateway Regional School District, 12 Littleville Road, Huntington, MA 01050
LOWELL: UMass Lowell, Recreation Center, Room 111, 322 Aiken Street, Lowell, MA 01854
NORTH ATTLEBOROUGH: North Attleborough Police Department, 102 S. Washington Street, North Attleborough, MA 02760
NORWOOD: Olde Colonial Café, 171 Nahatan Street, Norwood, MA 02062
PAXTON: Anna Maria College, Foundress Hall, Room F117, 50 Sunset Lane, Paxton, MA 01612
SHREWSBURY: UMass Medical Shrewsbury, Amphitheater Room, 4th Floor, 333 South Street, Shrewsbury, MA 01545
WEBSTER: Webster Community Room, Gladys Kelly Public Library, 2 Lake Street, Webster, MA 01570
WILMINGTON: Wilmington Town Hall Auditorium, 121 Glen Road, Wilmington, MA 01887
WORCESTER: Worcester State University, Student Center North/South Conference Room, 486 Chandler Street, Worcester, MA 01601

Videoconference (VC) addresses:

BARRE: Quabbin Regional School District, Educational Support Center, 872 South Street, Barre, MA 01005
CENTERVILLE: Centerville Osterville Marstons Mills Fire District, 1875 Falmouth Road, Route 28, Centerville, MA 02632
FALL RIVER: Bristol Community College, Building G, Faculty Staff Lounge, 777 Elsbree Street, Fall River, MA 02720
GREENFIELD: Greenfield Community College, Room N250, One College Drive, Greenfield, MA 01301
HUNTINGTON: Gateway Regional School District, 12 Littleville Road, Huntington, MA 01050
LOWELL: UMass Lowell, Recreation Center, Room 111, 322 Aiken Street, Lowell, MA 01854
PITTSFIELD: Berkshire Community College, Room G12, 1350 West Street, Pittsfield, MA 01201



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.NASBARegistry.org.

AIA
Continuing
Education
Provider



OFFICE OF THE INSPECTOR GENERAL COMMONWEALTH OF MASSACHUSETTS

RED FLAGS FOR FRAUD

WHAT IS FRAUD?

Fraud is a knowing misrepresentation of the truth or a deliberate concealment of important information that causes another to act and results in harm, such as a monetary loss.

WHAT ARE "RED FLAGS" AND WHY ARE THEY IMPORTANT?

A red flag is a sign that something is out of the ordinary and that a closer look may be warranted. When a red flag arises, an organization should confirm that its preventive systems are working properly and consider whether increased oversight of a particular person or vendor may be warranted. **Note, however, that red flags alone are not evidence of fraud.**

WHAT IS THE OFFICE OF THE INSPECTOR GENERAL?

The Massachusetts Office of the Inspector General (OIG) is an independent agency that prevents and detects fraud, waste and abuse of public funds and property.

To help the public and public employees identify and prevent fraud in their jurisdictions, the OIG has created this flier and has a number of guides and resources available at www.mass.gov/ig.

EMPLOYEE BEHAVIORAL RED FLAGS

- Willingness to cut corners or be deceptive in business dealings.
- Reluctance to share information or control over vulnerable areas.
- Annoyance or defensiveness when questioned about files, decisions or business practices.
- Sudden changes in personal spending.
- Financial pressures, including significant personal debt and credit issues.
- Drug, alcohol or gambling problems.

MANAGEMENT RED FLAGS

- One individual or small group that dominates decisions.
- Ability of one person to make major decisions without knowledge or approval of second person or group.
- Use of an excessive number of bank accounts.
- Missing documents (especially original versions).
- Inventory discrepancies.
- Irregular or questionable transactions.
- Expenses over budget.

VENDOR RED FLAGS

- Lack of physical address or providing a wrong or fake address.
- Online complaints, including with the Better Business Bureau and other review sites.
- Use of blocked phone number.
- Unprofessional employees.
- Irregular charges on invoices, or bills that you can't understand.
- Absence in common business directories.
- Giving of gifts to key decision makers.
- "High pressure" or aggressive sales tactics.

Do you suspect fraud may be occurring in your organization?
Call the OIG's Fraud Hotline at (800) 322-1323
or email IGO-FightFraud@mass.gov
www.mass.gov/ig

Story of a Building with MSBA



MCPPO
Excellence in Public Procurement



Massachusetts School Building Authority
Funding, Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

STORY OF A SCHOOL BUILDING Low Cost, High Value New Schools

The Athol Community Elementary School



Class Information:

May 21, 2020

8:30 a.m. – 4:30 p.m.

Athol Community Elementary School

1064 Pleasant Street

Athol, MA 01331

Objective: Learn how school districts can control costs and retain high educational value in the design and construction of a new school.

Topics covered include:

- ♦ Understanding the district's share of new school costs
- ♦ Role of your OPM and architect
- ♦ Identifying your educational priorities
- ♦ Designing your school on a budget
- ♦ Cost savings using a model school design
- ♦ Choosing the right systems for your school

Lunch will be provided.

Please wear comfortable shoes for the school tour.

PREREQUISITE: None

COURSE LEVEL: Basic

INSTRUCTIONAL METHOD: Group-Live

Tuition:

\$200.00 with 6 CPE credits provided

\$75.00 for attendance only – no credits earned

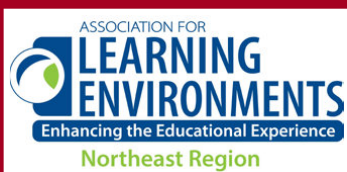
To register, please visit our website at www.mass.gov/ig. School districts currently working with the MSBA's grant program may register two staff at no cost. Please mark your registration form "complimentary."

For additional information about the MCPPO Program, please contact us via email at MA-IGO-Training@state.ma.us.



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.NASBARegistry.org.

Co-sponsored by the Massachusetts Certified Public Procurement Official program of the Office of the Inspector General and the Massachusetts School Building Authority, this on-site class immerses attendees in the story of a school building project. You will gain insight from school officials, the project team, MSBA staff and other relevant presenters.



MASSACHUSETTS SCHOOL FURNITURE EXHIBITION 2020

THURSDAY, MAY 7TH

10:00 AM – 5:00 PM

DCU Center North Exhibit Hall
50 Foster St, Worcester, MA



Calling all School District Personnel, Procurement Officers, Architects, and Designers!

Massachusetts is currently undertaking approximately \$1B worth of school construction per year in the public K-12 market with a combination of a state-funded grant program and local funding.

The 2nd annual exhibition hosted by the Association for Learning Environments (A4LE) Northeast Region is a one stop showing of the latest school furniture products from furniture manufacturers and furniture dealers.

Admission to attend the event is **FREE** to all school personnel, public officials, and members of the design community. The format is open house ... visitors come and go over the course of the day.

Exhibitors interested to reserve a booth must register and pay a fee. Click [here](#) to register.

For more information please visit A4LE's [website](#) or contact Carla Cummins at carla@a4le.org

Subscription Information

The Office of the Inspector General publishes the *OIG Bulletin* (formally the *Procurement Bulletin*) on a periodic basis. There is no charge to subscribe. To receive the *OIG Bulletin* electronically, please send an email containing your first and last name to MA-IGO-Training@state.ma.us.

If you have any other questions, please contact us at (617) 727-9140.

Contact Information

Massachusetts Office of the Inspector General

One Ashburton Place, Room 1311, Boston, MA 02108

Phone

- Main Office (617) 727-9140
- Fraud, Waste and Abuse Hotline (800) 322-1323
- MassDOT Fraud Hotline (855) 963-2580
- MCPPO training (617) 722-8884
- Chapter 30B Assistance Hotline (617) 722-8838
- Media Inquiries (617) 722-8822

Fax

- (617) 723-2334

Emails

- Main Office MA-IGO-General-Mail@state.ma.us
- Fraud, Waste and Abuse Hotline IGO-FightFraud@state.ma.us
- MassDOT Fraud Hotline MassDOTFraudHotline@state.ma.us
- Chapter 30B Assistance Hotline 30BHotline@state.ma.us
- Training/MCPPO Inquiries MA-IGO-Training@state.ma.us
- Employment Inquiries IGO-Employment@state.ma.us

New Off-Site Locations

This year we are proud to announce 10 new off-site class locations. Please see the MCPPO class schedule for details about the classes offered at these locations.

- ACTON: Acton Public Safety Facility
- ATHOL: Athol Community Elementary School
- BARRE: Quabbin Regional School District
- BELLINGHAM: Bellingham Senior Center
- CARVER: Carver Central Fire Station
- GREENFIELD: Greenfield Community College
- NORWOOD: Olde Colonial Café
- PAXTON: Anna Maria College
- WEBSTER: Gladys Kelly Public Library
- WILMINGTON: Wilmington Town Hall