

## Should Your Municipality Appoint a CPO? Yes!

What keeps you up at night? Procurements? Appoint and support a qualified Chief Procurement Officer (CPO) to oversee procurements for your municipality.

A CPO brings knowledge and expertise to your procurement processes. They ensure that your jurisdiction complies with procurement laws and best practices and has the policies and procedures in place necessary for effective, accurate procurements. A CPO helps you avoid costly errors, omissions, or worse.

If you have a purchasing department – and most Massachusetts cities and larger towns do – your purchasing agent is your CPO. Otherwise, your appointing authority (for example, your mayor, town manager, or select board chair) may appoint someone to the position. In many jurisdictions, the CPO holds other titles, such as director of finance or business manager, and has the related responsibilities.

Your CPO oversees solicitations, reviews bids and proposals, evaluates quotes, appoints evaluation committee members, and awards contracts. Depending on the size of your jurisdiction, your CPO may delegate purchasing authority to one or more other municipal employees. The delegation may be specific or general and may be limited to a particular procurement or class of procurements.

### ***CPOs: Register With the OIG***

**Make sure your CPO registers with our office through the [CPO Registration Form](#). This link can also be found on the [OIG's website](#), with additional information on CPOs.**

You may not know this, but such delegation must be documented, with notification to the Office of the Inspector General (OIG). The delegation may be conditional upon compliance with specified procedures. A delegation remains in effect unless otherwise stated. The CPO has the right to amend or revoke a delegation if they determine it is in the best interests of the governmental body.

The OIG is currently updating its list of CPOs for the Commonwealth's 351 municipalities and for its regional school districts, fire districts, water districts, and related public entities. This list will allow the OIG to efficiently communicate with the local officials who hold this important appointment about learning opportunities, changes in the law, and best practices. And it will help you sleep at night!

# Keep in Mind: The MCPPO Designation is Valid for Three Years. Does Your Team Need to Renew Theirs?

When did your procurement team earn their Massachusetts Certified Public Purchasing Official (MCPPO) Designation? An MCPPO Designation is valid for three years from the date of issuance. If members of your team are coming up on three years, they will need to renew.

By having your team renew their designations, you ensure that your team is current in public purchasing knowledge and skills.

What do they need to do?

1. Complete the [MCPPO Designation Renewal](#) class. The class should be taken within 18 months of the expiration of the designation.
2. Earn 11 continuing education credits in addition to the MCPPO Designation Renewal Class. These credits can be earned at any time during the three-year MCPPO period by taking OIG Academy classes or other procurement-related trainings outside of the Academy.
3. Complete the OIG's CORI Acknowledgment Form.

Applicants can renew their MCPPO Designation by registering for the free, non-credit MCPPO Designation course through the [OIG Academy dashboard](#).

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*The OIG periodically issues **OIG In Your Inbox: Insights, Advisories and Alerts** as a way to succinctly share timely topics with key stakeholders, most notably the leaders within the Commonwealth's 351 local communities. The OIG hopes that **OIG In Your Inbox: Insights, Advisories and Alerts** will prompt dialogue and needed action on matters important to public entities.*

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