



Office of the Inspector General PROCUREMENT BULLETIN

Dear Public Officials,

Happy New Year! Congratulations to the public officials who have recently attained the Massachusetts Certified Public Purchasing Official (MCPPO) designation. This achievement exemplifies your commitment to conducting fair and open competitive procurement processes. For a list of new MCPPO designees, please see page 13.

Recently, the Center for Public Integrity (CPI) ranked Massachusetts fourth in the nation in the category of Procurement Integrity. In its report, CPI recognized the MCPPO program's training and certification program. CPI noted that while the Commonwealth does not mandate that public procurement officials undergo professional training, "the state Inspector General's Office does offer training to certify public procurement officers." The report went on to note that thousands of participants have attended MCPPO trainings since 1997. In fact, municipalities increasingly require job applicants to possess the MCPPO designation.

The CPI's report underscores the importance of the work that procurement officials perform and the vital role that training plays in ensuring that public funds are spent appropriately.

While we have had a light winter so far, I would like to review a few tips to help your jurisdiction prepare for inclement weather-related procurements. First, please remember that Chapter 30B has special provisions for conducting emergency procurements when the time required to comply with a statutory requirement would endanger the health or safety of people or their property.

The emergency provisions in Chapter 30B, however, do not apply to every urgent situation. Fortunately, there are other ways that a city or town can prepare to quickly procure the supplies and services necessary for dealing with an emergency, such as incorporating a clause for "unforeseen" services into contracts. Jurisdictions can also utilize the Operational Services Division's ("OSD") contracts to comply with Chapter 30B. Please see page 2 of this *Bulletin* for more information on planning for procuring supplies and services when time is of the essence.

Lastly, I would like to draw your attention to two new classes that we recently added to the MCPPO roster: *Contract Administration* and *Boards and Commissions*. Both classes, which we held last semester, were well attended and received very positive reviews from class participants. We look forward to offering these two classes again this spring. Please see pages 11-12 of the *Bulletin* for the full schedule of our spring semester classes.

As always, I thank you for taking the time to review the Office's publications and wish you all a healthy and happy 2016.

Sincerely,

Glenn A. Cunha
Inspector General

INSIDE THIS ISSUE:

	Page
Letter from Inspector General Glenn Cunha	1
Preparing for an Emergency Procurement	2
Procurement FAQs	3
Fraud Alert Regarding Cell Phone Contracts	4
Appointing a Chief Procurement Officer	5
Bid Process for Tax Collection Services	6
DCAMM Emergency Waiver Requests	7
CORI Submissions Reminder	8
MCPPO Inclement Weather Policy	8
Story of a Building	9-10
MCPPO Course Information and Registration Form	11-12
List of New MCPPO Designees	13
Subscription Information	14

IMPORTANT NOTICE



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

By 24-Hour Hotline:
(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



PREPARING FOR AN EMERGENCY PROCUREMENT

Cities and towns frequently contact this Office seeking guidance on ways in which they can best prepare for conducting emergency procurements. Section 8 of Chapter 30B governs procuring supplies and services during an emergency and states in part:

Whenever the time required to comply with a requirement of [M.G.L. c. 30B] would endanger the health or safety of the people or their property, a procurement officer may make an emergency procurement without following that requirement. An emergency procurement shall be limited to only supplies or services necessary to meet the emergency and shall conform to the requirements of this chapter [M.G.L. c. 30B] to the extent practicable under the circumstances.

However, there are other ways that a city or town can prepare to quickly procure the supplies and services necessary for weathering an emergency. One way to facilitate dispatching the services needed to quickly manage an emergency is to incorporate a clause for “unforeseen” services into contracts. For example, a jurisdiction may procure a blanket contract with a cleaning service that includes a provision to provide additional service assistance “as needed” for a fee. Thus, in the event of an emergency that requires quick response (*e.g.*, if a water pipe bursts in the winter), the cleaning crew can begin work immediately. This provides your jurisdiction with a competitively procured service provider whom you can contact at a moment’s notice, without having to solicit the service under pressure.

Furthermore, utilizing the Operational Services Division’s (“OSD”) contracts is a fast and easy way to comply with Chapter 30B. OSD contracts save time during an emergency but offer the assurance that the supplies and services have been competitively procured.

Please note, however, that compiling a list of providers from which a city or town automatically contracts in the event of an emergency would not comply with Chapter 30B. Section 8 of Chapter 30B requires that a city or town “conform to the requirements of [Chapter 30B] to the extent practicable under the circumstances.” Choosing a provider from a pre-existing list would not adequately ensure that the jurisdiction has made an individualized determination regarding the level of compliance that is practicable for an emergency’s unique needs.

In the event that a city or town does need to utilize the emergency procurement provision in Chapter 30B, it must document the basis for determining the need for an emergency procurement, the name of the vendor utilized, the amount and type of contract, and a list of the supplies or services purchased under each contract. A city or town must submit this record for publication in the *Goods and Services Bulletin* as soon as possible after the emergency.

Finally, please be aware that Section 44A of Chapter 149 governs emergency procurements in the construction context and the statute’s requirements are different from those of Chapter 30B. In this *Bulletin*, please see “DCAMM’s Emergency Waiver Requests by Public Awarding Authorities” information sheet for Chapter 149 building-related emergencies.





FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT

Q1. I have recently been hired as the head of my town's Department of Public Works. I know that snow plowing is an exempt service under Section 1(b)(17) of Chapter 30B. Based on the amount of snow that fell last winter, we would like to be prepared in case snow hauling and disposal are necessary this winter. Is this type of service also exempt from Chapter 30B like snow plowing is?



A1. No. Section 1(b)(17) is very specific. Under this provision, "a contract for snow plowing by a governmental body" is exempt. Snow hauling is a different service than snow plowing. Therefore, snow hauling is subject to the provisions of Chapter 30B. In extreme circumstances, however, snow hauling may be necessary to protect the health and safety of people or property. In these situations, a jurisdiction could be allowed to procure hauling services under the emergency procurement provisions of Section 8 of Chapter 30B. Please refer to Chapter 6 of this Office's *Chapter 30B Manual: Procuring Supplies, Services and Real Property* for a detailed explanation of your obligations with emergency-related procurements.

Q2. I am the Chief Procurement Officer for a small town in western Massachusetts. Last winter's severe weather conditions have made it difficult to gauge the amount of snow-control supplies my jurisdiction will need this winter. If this winter does bring excessive snow, I may need to procure additional road salt, as well as other ice and snow-control supplies. I have heard about the 25% rule under Chapter 30B, where you may amend a contract up to 25% of the original contract amount if you need additional supplies. Does the 25% limitation apply to contracts for ice and snow-control supplies?

A2. No. Contracts for the purchase of gasoline, special fuel, fuel oil, road salt, and other ice and snow-control supplies are not subject to the 25% limitation. See M.G.L. c. 30B, §13(4). For these contracts, a jurisdiction may increase the quantity by more than 25%. However, you must meet the following three conditions before you procure these additional supplies.

1. The unit prices must be the same or less than the prices in the original contract.
2. The procurement officer must document in writing that an increase is necessary to fulfill the actual needs of the jurisdiction and is more economical and practical than awarding another contract.
3. The parties must agree to the additional quantity in writing.

If your jurisdiction meets the above conditions, you do not need to conduct a new procurement and can simply increase the quantity under the existing contract. For further information about contract increases, see Chapter 6 of *The Chapter 30B Manual: Procuring Supplies, Services and Real Property*, which is available on our Office's website at www.mass.gov/ig.





Fraud Alert Regarding Cell Phone Purchases and Related Services

A number of cases of potential fraud and ethical violations have come to the Office's attention regarding cell phones and related service plans provided to municipal employees.

Many local jurisdictions enroll in group cell service plans with providers such as Verizon and AT&T. These plans provide a certain number of cell phones and related cell service to municipal employees for work-related purposes. The plans offer flexibility because jurisdictions can add or remove employees from the service plans as employees are hired or leave their positions. This flexibility is useful given staff changes. However, this flexibility is ripe for abuse if the jurisdiction does not carefully monitor plan enrollment and usage. For example, some local officials have taken advantage of a lack of oversight in their jurisdictions to enroll family members in the jurisdiction's plan or to open multiple accounts and provide the additional cell phones to family members. Therefore, the jurisdiction is using public funds to pay for the family members' telephone, internet, data plan, text messaging and other cell services. At a minimum, this is a serious waste of public funds. More likely, the practice would be a theft of public resources and a serious ethical violation by the employee; it would be grounds for prosecution and termination of the employee's position with the municipality.



Our Office recommends that jurisdictions carefully monitor bills, and review cell phone purchases and related service plans on a regular basis. The jurisdiction should ensure that only the employee's authorized cell phone and related service appear on the bill. For example, the jurisdiction should track and monitor the bills regularly to confirm an employee only has one cell phone and phone line assigned to him or her and has not added equipment or service. The jurisdiction should also question the employee and the telephone company regarding any suspicious or unusual activity on cell phone bills or purchase contracts. Finally, it would be beneficial to advise employees that the jurisdiction is reviewing cell phone bills and monitoring usage regularly in order to minimize the potential for waste and abuse.



Taking these steps will help curtail the abuse of cell phone benefits. Putting these practices in place will also help to eliminate waste of the government entity's funds and will ensure the protection of taxpayer dollars.

Chapter 30B Hotline: (617) 722-8838



Appointing a Chief Procurement Officer

A chief procurement officer (CPO) serves an important role for every city or town. The CPO is ultimately responsible for all activities related to buying, leasing, renting or otherwise acquiring supplies and services for all departments regardless of the contract value. A good CPO does not only ensure that the jurisdiction complies with all applicable procurement laws; the individual can also provide procurement expertise to all departments, teach best practices, and ensure that purchasing practices are consistent across departments. Finally, a jurisdiction that wishes to use requests for proposals to obtain supplies or services must have a CPO to oversee the procurement process. *See* M.G.L. c. 30B, § 6.

In a city or town that has an *appointed purchasing agent* pursuant to M.G.L. c. 41, § 103, the purchasing agent is automatically the CPO for purposes of Chapter 30B. *See* M.G.L. c. 30, § 2. Also, a local charter or bylaw may provide that a specific job title (such as the town administrator) shall serve as the CPO.

However, if a jurisdiction has not adopted M.G.L. c. 41, § 103, and it has no applicable charter or bylaw, a local official must *appoint* the CPO. *See* M.G.L. c. 30, § 2. The chart below outlines which officials are responsible for appointing a CPO for purposes of Chapter 30B.

Jurisdiction	Appointing Authority
In a <u>city or town</u> with an applicable charter or bylaw provision	The charter or bylaw provision governs
In a <u>city</u> without an applicable charter or bylaw provision	The city manager
In a <u>town</u> without an applicable charter or bylaw provision	The town manager
In a <u>town</u> without either an applicable charter or bylaw, or a town manager	The board of selectmen
In a <u>county</u> with a county executive	The county executive
In a <u>county</u> without a county executive	The county commissioners
In a <u>district</u> with a prudential committee	The prudential committee
In a <u>district</u> without a prudential committee	The district commission
In a <u>regional school district</u>	The district committee
In a <u>housing authority, redevelopment authority or other local jurisdiction</u> subject to Chapter 30B	The governing board

Given the CPO's important functions, it is essential to know who has the authority to select and appoint a jurisdiction's CPO. As you can see from the chart, a jurisdiction's bylaw or charter may specify who appoints the CPO or may even identify which position in town (such as the town manager) *is* the CPO. Consequently, it is imperative to review the local charter and bylaws to determine whether there is a provision that governs the appointment.



AN EXEMPTION UNDER CHAPTER 30B IS NOT ALWAYS THE END OF A BID PROCESS

Many municipalities mistakenly assume that an exemption from Chapter 30B means a total exemption from any bidding process whatsoever. In fact, it is possible that services listed as exempt under Chapter 30B will still require a bid process under a different statute. Municipalities must exercise due diligence to ensure that they comply with the Massachusetts General Laws. Specifically, this holds true in the case of deputy tax collection services. The Office limited the scope of this review to deputy collection services of delinquent motor vehicle excise taxes. Through this review, the Office determined that many municipalities did not look beyond the 30B exemption when they chose a deputy tax collection service.

This Office surveyed thirty municipalities in Massachusetts. Out of the Office's sample, twenty of the thirty municipalities did not participate in, or were not aware of, a bid process when they selected a deputy tax collector for delinquent motor vehicle excise taxes. Although many municipalities stated that the service was exempt under Chapter 30B, another statute, M.G.L. c. 60 § 2B, requires municipalities to conduct a public bidding process before selecting their third-party tax collection agency. Specifically, M.G.L. c. 60 § 2B, states:

For the purpose of collecting municipal taxes, the collector is authorized to enter into agreements with one or more private persons, companies, associations or corporations doing business in the commonwealth to provide collection services with respect to unpaid municipal taxes, other than taxes for real property, for which a demand has already been made. In the event the local tax collector chooses to utilize the services of a collection agency or company, no such agreement shall be entered into unless proposals for the same have been invited by public notice (emphasis added).

This statute directs municipalities to use a bid process when entering into agreements with deputy collection agencies or companies. This Office found some municipalities have circumvented the bid process by appointing an employee of a deputy tax collection agency as their deputy tax collector, instead of properly entering into a contract with the collection agency. Section 2B of Chapter 60 requires municipalities to bid deputy tax collection services when using an agency or company for these services. Although the municipality does not directly encumber funds to pay a deputy tax collector, the municipality can retain part of the statutory fees that are set under Section 15 of Chapter 60. Bidding out the contract gives the municipality the opportunity to compare multiple collection plans and select the most favorable contract. This may include the opportunity to retain a percentage of the collection fees. Municipalities that have a high volume of delinquent motor vehicle excise taxes should refer to Boston's fiscal year 2014 contract as an example. Through a bid process, Boston entered into an agreement that allows it to retain up to \$15.99 of the potential \$39 delinquent fee.

Out of the Office's sample, only two of the thirty municipalities recalled doing a comparative analysis, in which the municipality looked at multiple agencies and in-house alternatives to determine the best option for the municipality. Many municipalities did not participate in a comparative analysis because, at the time of their decision, few companies offered the technology that could provide adequate collection services for large municipalities. Considering the growth of this industry, this Office encourages municipalities to perform a comparative analysis as the first step in identifying a debt-collection solution. For instance, municipalities with a limited volume of delinquent motor vehicle excise taxes might benefit from the appointment of an individual to act as the jurisdiction's in-house deputy collector.

Out of the Office's sample, sixteen of the thirty municipalities did not have, or were not aware of, a contract with their deputy tax collector. This Office encourages municipalities to look at their agreements with their deputy tax collector to confirm there is a written contract in place. Municipalities should follow sound business practices and revisit these contracts every three to five years to ensure the contract remains advantageous. In addition, failing to follow sound business practices may lead to oversight deficiencies, rendering the municipalities susceptible to fraud, waste, and abuse of public funds.

Many town officials have inherited their deputy collection service and, consequently, are not aware of the origin of the service's relationship with the municipality. This Office encourages municipalities to re-examine their current deputy collection services to confirm that there is no violation of the Massachusetts General Laws, and that they have secured the best arrangement for the municipality and its taxpayers.



*** IMPORTANT INFORMATION FROM DCAMM ***

EMERGENCY WAIVER REQUESTS BY PUBLIC AWARDING AUTHORITIES

IN QUALIFYING EMERGENCY SITUATIONS CERTAIN PUBLIC CONSTRUCTION PROCUREMENT LAWS MAY BE WAIVED UNDER G.L. c. 149, § 44(A)(4) OR THE ADVERTISING REQUIREMENTS MAY BE WAIVED UNDER G.L. c. 149, § 44(J)(6). UNDER THESE LAWS PUBLIC AWARDING AUTHORITIES SEEKING AN EMERGENCY WAIVER MUST RECEIVE WRITTEN APPROVAL FROM THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE (DCAMM).

PUBLIC AWARDING AUTHORITIES REQUESTING AN EMERGENCY WAIVER SHOULD:

Send an e-mail with Emergency Waiver letter request attached to: emergencywaivers.dcam@state.ma.us

Address Letter to: Carol Gladstone, Commissioner
Division of Capital Asset Management and Maintenance
One Ashburton Place, 15th Floor
Boston, MA 02108
Attn: Office of General Counsel

If you have no access to a computer or e-mail, you may fax the letter to: Fax No. (617) 727-5363

The letter should be signed and on official agency or municipality letterhead explaining each of the following in detail:

1. Whether the awarding authority is seeking a waiver of the bidding requirements of G.L. c. 149, § 44A(4), and/or the advertising requirements of G.L. c. 149, § 44J(6);
2. The nature of the extreme emergency and how it creates an immediate threat to the health or safety of people or property;
3. How and when the awarding authority became aware of the emergency situation;
4. The proposed scope of work necessary to preserve the health or safety of persons or property for which the awarding authority is seeking an emergency waiver – include a statement that the scope of work described is the minimum work necessary to alleviate the emergency.
5. Why the time requirements involved in the standard bidding process will not suffice;
6. To the extent a bid solicitation process is possible, explain that process to be used (maximizing competition - minimum 3 competitive prices); if a bid solicitation process is not possible or cannot meet the minimum standard, then explain why.
7. The approximate dollar value of the emergency scope of work; and
8. A statement that the awarding authority acknowledges that the prevailing wage law (all projects), bonding requirements (all projects over \$25,000) and the DCAMM contractor certification requirements (building projects over \$100,000) apply to emergency projects.

Please attach relevant information such as letters, reports, orders, or other supportive documentation from expert consultants and local or state officials, if any. You will be notified before the end of the next business day whether the request is approved, denied or requires additional information. Please note that when Emergency Waivers are granted, awarding authorities must nevertheless comply with prevailing wage, bonding and DCAMM contractor certification requirements.

Questions contact: George M. Matthews, Deputy General Counsel, (617) 727-4050 Ext. 31385
Susan M. Goldfischer, Deputy General Counsel, (617) 727-4050 Ext. 31389
John J. Keleher, Deputy General Counsel, (617) 727-4050 Ext. 31395
Rita C. Mercado, Deputy General Counsel, (617) 727-4050 Ext. 31303
Beth Eromin, Deputy General Counsel, (617) 727-4050 Ext. 31219



REMINDER:

MCPPO Designation Applications and CORI Form Submissions



As a reminder, the Office has received approval to accept CORI forms by mail. If you submit the CORI form by mail, you must first notarize the form and include with it a photocopy of your valid government-issued photo identification. You may also submit CORI forms and MCPPO designation applications in person to the Office of the Inspector General. CORI forms can be found on our website. Note: You only need to submit a CORI form when you are applying for an MCPPO Designation. If you have any questions regarding this policy, please contact Joyce McEntee Emmett at (617) 722-8835 or via email at Joyce.Emmett@state.ma.us.

REMINDER: Inclement Weather Advisory

The MCPPO Program follows the Boston Public School system's weather closure policy. If Boston Public Schools are closed due to inclement weather, all MCPPO classes — including at videoconference locations — falling on that same day will be rescheduled. For students attending a videoconference class, please be advised that MCPPO classes in the specified city or town will also be postponed if that city or town's school system is closed. The class will be rescheduled to another date and we will notify participants of the new date.





Story of a Building Program

Thursday, February 4, 2016

*Joseph Estabrook Elementary School
117 Grove St, Lexington, MA 02420*



The MCPPO Program, along with the Massachusetts School Building Authority (MSBA), will once again offer a one-day training on partnering with the MSBA on a school building project. MCPPO's collaboration with the MSBA helps the Office of the Inspector General fulfill its mission to prevent fraud, waste and abuse of government funds. The MSBA's mission is to partner with Massachusetts communities to support the design and construction of educationally appropriate, flexible, sustainable and cost-effective public school facilities. The *Story of a Building* course highlights a completed school building project, and through the experience of the public officials involved in the project, offers information and insight into how school districts partner with the MSBA.

This winter, the Estabrook Elementary School in Lexington will host the class. The day-long training will focus on advance preparation recommended for community readiness prior to submitting an application for funding to the MSBA and the importance of developing a strong educational plan that informs an architect's design work for a school building project. At this presentation, two members of the MSBA's Board of Directors will co-chair a panel discussion and provide guidance on the "dos and don'ts" of educational plan development. In addition, this class will feature the film "Most Likely to Succeed," a documentary about curriculum reform and how education is delivered at High Tech High School in San Diego, California. The film will set the stage for a discussion about shifts in teaching, learning and school design in the twenty-first century. The discussion will also focus on flexible learning spaces, relevant classroom adjacencies and the MSBA's space and square footage allowances.



Pictured above: The library at Joseph Estabrook Elementary School

If your city, town or regional school district is contemplating renovating or building a new school, join us on Thursday, February 4, 2016 (snow date: Thursday, February 11, 2016) at the Estabrook Elementary School in Lexington. This program will provide useful tools for local officials, including superintendents, town managers, principals, facility directors and any others who might be involved in planning for a school project. Register today by completing the registration form found in this Bulletin and mail it with your check in the amount of \$150.00, made payable to the Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA 02108.



Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

The Office of the Inspector General and
The Massachusetts School Building Authority present
STORY OF A BUILDING



Course date:

February 4, 2016

8:30 a.m. – 4:00 p.m.

(Snow date: February 11, 2016)

**Joseph Estabrook Elementary School
117 Grove Street
Lexington, MA 02420**

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.

Prerequisite: No Prerequisite

Instructional Method: Group-Live

Course Level: Basic

Advanced Prep: None

Co-sponsored with the Massachusetts School Building Authority (MSBA), this on-site class immerses attendees in the story of a school building project. You will gain insights from town and school officials, the project team, and MSBA Board members and staff.

Topics covered include:

- The MSBA's expectations for the interplay between the district's educational plan and the school building design
- Partnering with the MSBA
- Readiness steps from three towns' perspectives
- Tips on conducting your OPM procurement and designer-selection process
- The impact of twenty-first century teaching and learning on the design of school buildings

Other program highlights include:

- A tour of the Estabrook Elementary School
- Translating your educational vision into a school design
- A screening of *Most Likely To Succeed*, the highly acclaimed documentary examining teaching and learning in the twenty-first century

Lunch will be provided in the new school cafeteria

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
MA-IGO-Training@state.ma.us Tel: (617) 727-9140

**MASSACHUSETTS CERTIFIED PUBLIC PURCHASING
OFFICIAL PROGRAM**

REGISTRATION FORM January—June 2016

Please complete below and indicate seminar selection on the right:

NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

ORGANIZATION/JURISDICTION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

Do you require any reasonable accommodations? _____

HOW TO REGISTER: Please mail a completed registration form accompanied with a check or money order made payable to:

Office of the Inspector General
One Ashburton Place, Rm. 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 relating to 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.

Winter/Spring 2016 SCHEDULE

PUBLIC CONTRACTING OVERVIEW

January 26, 27, 28	<input type="checkbox"/> BOS	
March 2, 3, 4	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*
March 30, 31, April 1	<input type="checkbox"/> BOS	<input type="checkbox"/> UML*
May 4, 5, 6	<input type="checkbox"/> BOS	
June 7, 8, 9	<input type="checkbox"/> BOS	

SUPPLIES & SERVICES CONTRACTING

February 24, 25, 26	<input type="checkbox"/> BOS	
March 15, 16, 17	<input type="checkbox"/> BOS	
April 13, 14, 15	<input type="checkbox"/> BOS	<input type="checkbox"/> UML*
May 23, 24, 25	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*
June 21, 22, 23	<input type="checkbox"/> BOS	

DESIGN & CONSTRUCTION CONTRACTING

February 9, 10, 11	<input type="checkbox"/> BOS	
March 8, 9, 10	<input type="checkbox"/> BOS	<input type="checkbox"/> COMM*
April 5, 6, 7	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*
May 11, 12, 13	<input type="checkbox"/> BOS	<input type="checkbox"/> UML*
June 14, 15, 16	<input type="checkbox"/> BOS	

STORY OF A BUILDING

February 4	<input type="checkbox"/> LEX*
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CONTRACT ADMINISTRATION

March 22	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*	NEW
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BOARDS & COMMISSIONS

March 24	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*	NEW
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CONSTRUCTION MANAGEMENT AT RISK

April 12	<input type="checkbox"/> BOS
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REAL PROPERTY

April 26	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*
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ADVANCED TOPICS UPDATE

May 2, 3	<input type="checkbox"/> BOS	<input type="checkbox"/> UML*
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PROCUREMENT FRAUD

May 10	<input type="checkbox"/> BOS		NEW
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CREATING A PROCUREMENT OFFICE

June 2, 3	<input type="checkbox"/> BOS	<input type="checkbox"/> HUNT*
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DRAFTING A MODEL IFB

AT YOUR DESK

☐ Self-paced

PRIVATE SECTOR TRAINING

CERTIFICATION for School Project Designers & OPMs

<input type="checkbox"/> February 22, 23, 29 & March 1	<input type="checkbox"/> BOS
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<input type="checkbox"/> May 19, 20 & 26, 27	<input type="checkbox"/> BOS
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RECERTIFICATION for School Project Designers & OPMs

<input type="checkbox"/> March 18	<input type="checkbox"/> BOS
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<input type="checkbox"/> June 1	<input type="checkbox"/> BOS
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***Videoconference/on-site locations:**

COMM: COMM Fire District, Centerville, MA
HUNT: Gateway Regional School District, Huntington, MA
LEX: Joseph Estabrook Elementary School, Lexington, MA
UML: UMass Lowell, Lowell, MA

Additional Seminar Information

**PUBLIC CONTRACTING OVERVIEW***No Prerequisite*

January 26, 27, 28

☐ BOSTON

March 2, 3, 4

☐ BOSTON☐ HUNTINGTON*

March 30, 31, April 1

☐ BOSTON☐ UMASS LOWELL*Tuition: \$495 for government/non-profit employees
\$650 for all others

May 4, 5, 6

☐ BOSTON

June 7, 8, 9

☐ BOSTON

3-day seminar

SUPPLIES & SERVICES CONTRACTING*Prerequisite: Public Contracting Overview or Charter School Procurement*

February 24, 25, 26

☐ BOSTON

May 23, 24, 25

☐ BOSTON☐ HUNTINGTON*

March 15, 16, 17

☐ BOSTON

June 21, 22, 23

☐ BOSTON

April 13, 14, 15

☐ BOSTON☐ UMASS LOWELL*

3-day seminar

DESIGN & CONSTRUCTION CONTRACTING*Prerequisite: Public Contracting Overview or Charter School Procurement*

February 9, 10, 11

☐ BOSTON

May 11, 12, 13

☐ BOSTON☐ UMASS LOWELL*

March 8, 9, 10

☐ BOSTON☐ COMM FIRE DISTRICT*

June 14, 15, 16

☐ BOSTON

April 5, 6, 7

☐ BOSTON☐ HUNTINGTON*

3-day seminar

STORY OF A BUILDING*No Prerequisite*

February 4

☐ LEXINGTON**

Tuition: \$150 each participant

1-day seminar

CONTRACT ADMINISTRATION*No Prerequisite*

March 22

☐ BOSTON☐ HUNTINGTON*

Tuition: \$150 each participant

1-day seminar

BOARDS & COMMISSIONS*No Prerequisite*

March 24

☐ BOSTON☐ HUNTINGTON*

Tuition: \$150 each participant

1-day seminar

CONSTRUCTION MANAGEMENT-AT-RISK**UNDER M.G.L. c. 149A: Legal Requirements & Practical Issues***No Prerequisite: Introductory course geared to procurement officials who are not construction experts*

April 12

☐ BOSTON

Tuition: \$150 for government/non-profit employees

1-day seminar

REAL PROPERTY*No Prerequisite*

April 26

☐ BOSTON☐ HUNTINGTON*

Tuition: \$150 each participant

1-day seminar

ADVANCED TOPICS UPDATE*Prerequisite: Supplies & Services Contracting or Design & Construction Contracting*

May 2, 3

☐ BOSTON☐ UMASS LOWELLTuition: \$345 for government/non-profit employees
\$500 for all others

2-day seminar

PROCUREMENT FRAUD**NEW CLASS***No Prerequisite*

May 10

☐ BOSTON

Tuition: \$150 each participant

1-day seminar

CREATING A PROCUREMENT OFFICE*No Prerequisite*

June 2, 3

☐ BOSTON☐ HUNTINGTON*Tuition: \$295 for government/non-profit employees
\$500 for all others

2-day seminar

DRAFTING A MODEL IFB☐ AT YOUR DESK*No Prerequisite**Requires Microsoft Word 7.0 or higher*

Tuition: \$75 each participant

Self-paced

PRIVATE SECTOR TRAINING**CERTIFICATION for School Project Designers & Owner's Project Managers**

February 22, 23, 29 & March 1

☐ BOSTON

May 19, 20, & 26, 27

☐ BOSTON

Tuition: \$1250 each participant

4-day seminar

RECERTIFICATION for School Project Designers & Owner's Project Managers*Prerequisite: Certification for School Project Designers & Owner's Project Managers*☐ March 18☐ BOSTON☐ June 1☐ BOSTON

Tuition: \$495 each participant

1-day seminar

Videoconference/**on-site addresses:*COMM FIRE DISTRICT:** 1875 Falmouth Road, Centerville, MA 02632**HUNTINGTON:** Gateway Regional School District, 12 Littleville Road, Huntington, MA 01050**UMASS LOWELL:** UMass Lowell, 1 University Avenue, Lowell, MA 01854**LEXINGTON:** Class will be held at the Joseph Estabrook Elementary School, 117 Grove Street, Lexington, MA 02420

Please check our website 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 October 1, 2015 and December 31, 2015:

MCPPO

*Jennifer Copeland, Town of Yarmouth
Michele Folts, Boston Parks & Recreation
Mark Hollowell, Town of North Attleborough
Julia Marko, Pittsfield Public Schools
Michelle McKenna, Francis W. Parker Charter Sch.
Robert Melvin, City of Boston
Tammy Moutinho, City of Fall River
Timothy Olsen, Town of Rockport
Joseph Parisi, Town of Rockport
Heather Rowe, City of Newburyport
James Sessum, City of Boston
Patrick Spencer, Old Rochester Reg. Sch. District
Billie Jo Turner, Greater Lowell Tech. High School
Bruce Turner, Southern Berkshire Reg. Sch. District*

*Moir Rouse, Southeastern Reg. Services Group
Richard Sommers, Northern Essex Comm. College
Jeffrey Welch, County of Plymouth*

Associate MCPPO for Supplies & Services

*Heather Budrewicz, Town of Southampton
Brian Noble, Town of Northfield
Lucy Prespolis, Framingham State University*

Associate MCPPO for Design & Construction

*Howard Coro, Springfield Housing Authority
James Smith, City of Boston*

MCPPO for Design & Construction

*John Deluca, Town of Framingham
Charles Simmons, Town of Brookline*

Associate MCPPO

*Stacey Capone, City of Gloucester
Alan Fielding, Lawrence Housing Authority
Stacey Giannelli, Cape Cod Community College
David Gray, Sr., Town of Nantucket
Dyan Katz, Town of Hamilton
George McCormack, Billerica School Dept.
Patricia McKinnon, Woburn Public Schools
Denise Moroney, Dedham Public Schools
Nelson Mui, Framingham Police Dept.
Barbara O'Connor, Lowell Housing Authority
Timothy Plante, City of Springfield
Maria Puppolo, City of Springfield
Mukti Raut, Bunker Hill Community College
Shaunna Ring, City of Amesbury*





SUBSCRIPTION INFORMATION

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