



PROCUREMENT BULLETIN

Dear Public Officials:

Congratulations to our most-recent MCPPO designees. Earning an MCPPO designation demonstrates the designees' commitment to conducting open, fair and competitive procurement processes that benefit their jurisdictions and ensure that taxpayer money is spent appropriately. The list of new MCPPO designees appears at the back of this *Bulletin*.

The Office established MCPPO designations because education is a key tool in preventing and detecting fraud, waste and abuse. Because education is so important to good government, the Office also supports a range of other educational activities in addition to the MCPPO program. For instance, the Office regularly provides speakers on public procurement issues to agencies, authorities, municipalities and trade associations. In 2014 alone, the Office gave presentations on such topics as school transportation procurements, purchasing library books and textbooks, real property acquisitions and dispositions, and the fundamentals of Chapter 30B. (See page 5 for photos from our recent presentation at the annual Massachusetts Housing Institute program).

Continuing our outreach endeavors, the Office's Regulatory and Compliance Division recently began a Compliance Review Program to help strengthen municipalities' procurement practices. Through this program, the Office reviews procurement files and purchasing practices and then offers feedback and advice regarding specific issues identified during the review. The Office also offers a free, online "Bidding Basics" course, which provides an overview of the legal requirements for procuring supplies, services and real property under Chapter 30B. This class serves as a foundation in procurement law for new employees, a refresher for staff who do not regularly interpret the procurement laws and a quick review for experienced purchasing officials.

In addition, the Office participates in the John William Ward Fellowship program. This educational program allows Boston Latin School students to work in the office of an elected or appointed public official in state or local government for the summer. The students not only get first-hand experience working in public service, they also meet with public officials across the Commonwealth to learn about the diverse responsibilities that each official performs each day to ensure that our government works for its citizens.

Finally, the Office continues to expand, update and improve its MCPPO courses. The MCPPO lineup for the fall semester will include two new courses that I believe respond to the current needs of local jurisdictions: "Boards and Commissions: Responsibilities, Good Governance and What You as a Member Need to Know" and "Contract Administration." The boards and commissions course will include segments relating to fiduciary duties of board members, ethical considerations, open meeting law and fraud prevention. The contract administration class will cover best practices, contract monitoring, contractual legal issues, risk assessment and management, and false claims information.

I hope you take advantage of these and other resources as you continue to promote good government and protect your jurisdiction's limited financial resources. As always, thank you for your time and consideration in reviewing the Office's publications. I wish you all a safe and relaxing summer.

Sincerely,

Inspector General

INSIDE THIS ISSUE:

	Page
Letter from Inspector General Glenn Cunha	1
Submission by the General Services Administration	2
Procurement FAQs	3-4
Special Thanks to MCPPO Presenters, Hosts and Facilitators	4
Housing Institute Program	5
IGO Hosts a Delegation from Iraq	5
Submission by the Department of Energy Resources	6
Story of a Building Sherwood Middle School	7
UMass Lowell Videoconference	8
MCPPO Course Information and Registration Form	9-10
List of New MCPPO Designees	11
Subscription Information	12

IMPORTANT NOTICE



Please be advised that we have changed the registration policy for our MCPPO program. All registration forms must be mailed in and accompanied by payment. Registration forms received via fax or email will no longer be accepted. Please also note that purchase orders (PO) are not considered a form of payment. We are working on the ability to have registration and payment options available online and hope to have that capacity in the future. We thank you for your cooperation and continued support.





SUBMISSION BY THE GENERAL SERVICES ADMINISTRATION

The GSA state and local program is in place to assist cities and towns with their purchasing needs. Like many acquisition entities, GSA provides helpful tools cities and towns can utilize to make better buying decisions. Recently, GSA added a free [reverse auction platform](#) to an inventory of already existing request for proposal, request for quote, market research and online catalog tools. Additionally, GSA launched a labor rate analysis tool called [CALC](#). This creative tool is designed to help buyers and their customers create estimates and judge what is fair and reasonable within professional labor markets. The entire goal of adding tools like these is to equip you with more buying options and ease of execution so you have more time to consult and deliver for your customers. The vision is for a common acquisition platform where best practices, tools and market data are shared across all levels of Government for the taxpayers we serve.

Under Massachusetts Chapter 30B, the GSA Schedule Contracts are an available source to cities and towns. The regulations not only allow for the use of the Schedules but it gives you the ability to go directly to an individual GSA contract under Schedules 70 and 84. This means city and town buyers across the Commonwealth have access to tens of thousands of information technology, security, law enforcement and fire services and product contracts today. For instance, the City of Woburn recently purchased reverse 911 services and found it to save time and money. In fact, Purchasing Agent Michael Gauthier stated, “Schedule 70 was easy to use and it saved us 20 days of process time while keeping us compliant with Chapter 30B.”



So what else does this mean for you? It means you have buying tools and existing contracts in your toolbox that you may not have known about. It means less effort and better service for your customers and it means your team just got bigger. GSA has employees in Massachusetts that are willing to help you. The team can help provide market research, training on tools, scope reviews and more. Additionally, if you need a sample of something that has probably been done before, we'll do our best to find it and get it to you quickly.

To learn more about these programs, visit www.gsa.gov/stateandlocal or contact Peter Sullivan at (617) 565-7315.

Let's work together.

Kevan Kivlan
Director, Customer Accounts & Research
US General Services Administration
New England Region

From the Office of the Inspector General: GSA contracts are options to consider in determining best values for supplies that your jurisdiction may need to procure.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT

Q1. Our city's water meters need replacement. The city plans to buy an Advanced Meter Infrastructure or Automatic Meter Reading (AMI/AMR) system to improve the frequency and accuracy of the city's water-billing system. How should we procure this system, which will include (1) new water meters, (2) transmitters, (3) receivers and (4) software?

A1. Depending on the city's capacity to manage changing hundreds or thousands of meters, there are a number of ways to proceed. You may procure equipment only and use city personnel to install the meters or you may procure a company to provide a turnkey solution. Also, you may complete the project in phases, if necessary. Since there are a variety of meters and AMI/AMR systems on the market, in order to ensure you receive the best value for a system that fits your technical needs, as well as your short-term and long-term budgets, consider the following:



- The variety and complexity of systems that are on the market require a sophisticated and careful analysis in order to prepare sound bid or proposal specifications. Unless you have the in-house expertise to perform this analysis, consider procuring (through a Chapter 30B procurement) consultation services from a firm experienced in AMI/AMR systems. Consultation services may be desirable to ensure that the material specifications in the invitation for bids or request for proposals are drafted to provide the city with the system functionality that it needs. The consultant should be precluded from bidding on the AMI/AMR system.
- Use pilot projects cautiously. While a pilot project can be useful for budget, planning or other purposes, it may have large and unintended consequences. First, a pilot project can be used to test the capabilities of different types of AMI/AMR systems. It should not be used to test a specific brand or manufacturer; using a pilot to justify the adoption of a pre-determined manufacturer could constitute procurement fraud. Similarly, a pilot program should not be used to help a supplier get a "foot in the door," which may lead the city to make an argument for a proprietary or sole-source procurement. This is especially a risk here because many AMI/AMR systems are not compatible with one another. To reduce these risks, consider conducting pilot projects for multiple systems from multiple vendors. Finally, the city should be prepared to remove the meters installed under a pilot program.
- Even if you hire a consultant, do your homework before choosing a system. Seek assistance from technical experts as needed; review what other jurisdictions are doing; and make sure you understand all of the costs, including the acquisition, installation and system life-cycle costs. Since the market contains many complex and proprietary products, you may be required to spend significant funds during the lifetime of the system for maintenance and repair. Relatedly, consider whether you will need to hire technical experts or use vendor services, at a premium cost, to maintain warranties. Also, review whether you will have to purchase spare parts, new meters or software from a sole-source vendor at high cost. Sound business practices and concern for cost impacts on the ratepayers require a cost-benefit analysis and a life-cycle costs investigation as part of any decision-making process.
- Choose your procurement method carefully. If the city plans to install the meters and AMI/AMR equipment, then the procurement would be for construction materials without labor. In that case, the city may solicit sealed bids under Chapter 30, section 39M, or Chapter 30B, section 5. If the city plans to contract for the purchase and installation of the meter-reading equipment, then it must solicit sealed bids under Chapter 30, section 39M. If the meters will be installed at public buildings, Chapter 149 might be implicated. If the city plans to use engineering or consulting services, then Chapters 7C or 30B may apply, depending upon the type of services. For additional information on construction and design-related issues, you may want to contact the Attorney General's Office. You may also consult the procurement charts found on the IGO's website at <http://www.mass.gov/ig/publications/guides-advisories-other-publications/charts-proc.pdf>.

Finally, once the system is operational, you should keep an inventory of all meters and should systematically check meters for accuracy. The city should have an active and ongoing program to replace aged and broken meters. According to the Department of Environmental Protection, the normal life expectancy of water meters ranges from 7 to 15 years.

Q2. My jurisdiction is preparing to issue an invitation for bids to replace a fire truck. May I require potential bidders to attend a pre-bid conference to tour the fire station where the vehicle will be garaged and the jurisdiction's narrow and winding roadways?

A2. Yes. Under Chapter 30B, you may conduct mandatory pre-bid conferences, provided that you give adequate notice. Certain procurements, such as major equipment purchases, vehicle repairs or complex maintenance contracts, may warrant mandatory attendance. However, do so with the understanding that you may be limiting competition, since some bidders may not be able to attend due to scheduling conflicts or geographical distance. When possible, consider making attendance at the pre-bid conference optional, which may achieve your purpose as well as promote competition. If you do make attendance at the pre-bid conference optional, this Office recommends that you provide the information shared at the pre-bid conference with all vendors who pick up the IFB, regardless of whether they attended the conference. If you do decide to make the conference absolutely mandatory, you would be required to reject a bidder who did not attend the conference.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT (CONTINUED)

Q3(a). I am the Chief Procurement Officer for a small town. I need to purchase a new fire truck and other equipment for the fire department. Does Chapter 30B allow me to purchase the truck and equipment through an out-of-state cooperative contract?

Q3(b). May I enter into a service agreement through the out-of-state cooperative contract to provide maintenance for the equipment?

A3(a). It depends. Section 22 of Chapter 30B permits intergovernmental cooperative purchasing. According to section 22, local governmental bodies subject to Chapter 30B may purchase through contracts that have already been procured by the federal government, another state, or a political subdivision (city, town, county, etc.) of the Commonwealth or any other state, as long as the contract is open to Massachusetts governmental bodies and was procured in a manner that constitutes fair and open competition.



Consequently, before procuring supplies through a cooperative purchasing contract, you need to conduct due diligence and research to ensure that the awarding authority advertised the procurement, used a specific purchase description, provided for renewed competition, stated a clear rule for award, and utilized an appropriate comparative evaluation process for selecting vendors. Further, whether your jurisdiction can purchase from this cooperative contract depends on whether the contract conforms with your jurisdiction's local rules, which would continue to apply to these procurements.

Finally, cooperative purchasing agreements often contain automatic-renewal clauses or other language stating that the initial agreement will remain in effect in perpetuity. Chapter 30B does not allow jurisdictions to enter into automatically renewing contracts. Therefore, it is important for you to carefully examine the agreement your jurisdiction must execute in order to purchase from the cooperative.

Because of the complexities of cooperative purchases, it is important for your jurisdiction to seek legal counsel before executing a contract through an out-of-state cooperative purchasing group.

A3(b). No, you may not enter into a service contract for maintenance of the equipment. Section 22 of Chapter 30B permits local governmental bodies to purchase only *supplies* through intergovernmental cooperative purchasing and does not apply to the purchase of services, construction, or construction materials estimated to cost \$10,000 or more.

Please visit www.mass.gov/ig for more information on cooperative purchasing, including best practices for its use.

A SINCERE THANKS TO ALL OF OUR MCPPO PRESENTERS,
VIDEOCONFERENCE HOSTS AND FACILITATORS!

As the MCPPO year winds down for the summer, we would like to sincerely thank all of our guest presenters and facilitators for making the significant time, effort and commitment necessary to teach in our program. By sharing their knowledge and experience, these presenters and hosts have continued to help the Office provide our students with informative material, lessons learned, and best practice tips pertaining to their roles in the procurement world. Equally importantly, we thank the videoconference hosts for providing the facilities to teach our classes and for all of their assistance during the school year. Without their support, our program would not be possible. Due in large part to our guest presenters, hosts and facilitators the program has had another very successful year. Kudos and thank you to all!





The Inspector General's Office Participates in the 2015 Housing Institute Program

The Massachusetts Housing Partnership invited the Inspector General's Office to participate in the 2015 Housing Institute Program at Fort Devens on June 11, 2015. The Housing Institute Program is a two-day workshop that engages participants in discussions and problem-solving around issues related to the development of affordable housing. This year, there were more than 90 attendees representing over 40 communities from throughout the Commonwealth. The Office presented an overview of Chapter 30B, with a focus on real property acquisitions and dispositions. Audience members analyzed hypothetical case studies to resolve potential procurement problems and other related issues. The event was a great educational opportunity for those involved in affordable housing matters. The Inspector General's Office thanks Rita Farrell, Carsten Snow and other staff members of the Massachusetts Housing Partnership for inviting the Office to participate.



Pictured above (from left to right): Natasha Bizanos (IGO), Elizabeth Unger (IGO), Rita Farrell (MHP) and Clark Zeigler (MHP)

The Inspector General's Office Hosts a Delegation From Iraq



Pictured above: Government officials from Iraq along with Neil Cohen, Deputy Director of the Audit, Oversight and Investigations Division (second from left) and Natalie Monroe, First Assistant Inspector General (fifth from left).

In April, the Office of the Inspector General hosted a delegation of government officials from Iraq who were in Boston through an exchange program managed by World Boston, a local partner of the U.S. Department of State. The Office discussed a wide range of issues with the delegation, including regulatory compliance, ethics in procurement, and the importance of having an independent "watchdog" agency to help detect and prevent fraud, waste and abuse in government.



UPDATES AND CHANGES TO PROCUREMENTS FOR ENERGY MANAGEMENT SERVICES

Submitted by Eileen McHugh, MCPPO, Massachusetts Department of Energy Resources

Energy savings performance contracting (ESPC), called Energy Management Services (EMS) in Massachusetts, is a performance based alternative procurement approach used to develop and implement comprehensive energy cost saving and onsite energy generation projects regulated under 225 CMR 10.00 [Request for Proposals (RFP)] or 225 CMR 19.00 [Request for Qualifications (RFQ)]. Technologies for these projects may include energy efficiency, renewable energy, distributed generation, cogeneration or combined heat and power, and/or water efficiency measures. EMS requires the use of a formalized methodology for measuring and verifying energy savings – the performance – using the Federal Energy Management Program Measurement and Verification Guidelines (including the main guidelines and outside sections referenced in the guidelines).

Projects may begin with the local government's needs assessment, which may include benchmarking the performance of each building using a tool such as MassEnergyInsight, which is offered free to all Massachusetts municipalities and school departments, or the Energy Star Portfolio Manager. Depending on which section of the statute the municipality uses, this procurement method requires municipalities to collect baseline energy data, consisting of two or three years of energy consumption, and to prepare a building or facility description for the RFP or RFQ. For energy efficiency projects, this data is essential for developing a baseline that fairly and accurately reflects the facility's energy consumption patterns and is a key element of the EMS Agreement (EMSA). For renewable onsite energy generation projects, baseline data is not required.

Local governmental bodies contract with a DCAMM-certified Energy Services Company (ESCO) that delivers the project (acting as a general contractor), providing engineering services, design, construction, training, monitoring, and sometimes maintenance. The ESCO hires all subcontractors, manages every aspect of the work, and guarantees energy and/or dollar savings for the project; therefore, the ESCO's compensation is linked in some fashion to the performance of the project.

EMS also requires that the ESCO guarantee the energy savings. Consequently, the guarantee ensures that the ESCO has a financial stake in ensuring the performance of the project during the entire contract term – this reduces project risk for the customer. Note that the guarantee is usually adjusted based on factors that the ESCO cannot control, such as changes in weather, building occupancy, and energy prices. If the project produces less than the guaranteed savings, the ESCO will pay the customer the difference. The value of any excess savings remains with the customer.

Changes to EMS include clarification of filing, measurement and verification, and reporting requirements:

1. All RFPs/RFQs must be submitted to DOER before publication at least fifteen business days prior to filing the RFP or RFQ with the Secretary of the Commonwealth for publication in the Central Register.
2. Investment grade audit agreements (IGA) are required under 225 CMR 19.00 (RFQ process) and optional under 225 CMR 10.00 (RFP process).
3. A local governmental body shall only award a contract for EMS if all the requirements of 225 CMR 10.00 or 225 CMR 19.00 have been met.
4. DOER's model contract contains provisions for the installation of Energy Conservation Measures and Energy Conservation Projects under 225 CMR 10.00 and 225 CMR 19.00. Use the model contract as a foundation for the solicitation. The document is intended as guidance to ensure compliance with the statute and the regulation.
5. At least 15 business days prior to execution of an EMS contract, the local governmental body shall file with DOER a final copy of the contract along with DOER's EMS Annual Report with projected energy and water cost savings estimates.

Follow best practices and DOER guidelines. The guidelines are a set of clarifications, interpretations, and procedures, including forms and model documents, developed and issued by DOER to assist it in determining compliance with 225 CMR 10.00 and 225 CMR 19.00. Each guideline shall be effective on its date of issuance or on such date as is specified. EMS involves long-term contracts that may have a term of fifteen to twenty years, with twenty years being the maximum allowed. Strict compliance with the regulations is important to ensure that taxpayer money is well spent.

For complete information, regulations, model documents, and contact information go to <http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/ems.html>.

Chapter 30B Hotline: (617) 722-8838



Highlights from the most recent presentation of...

Story of A Building

Sherwood Middle School — May 28, 2015

Co-sponsored by the Massachusetts School Building Authority

Barbara Hansberry (MSBA) and Inspector General Glenn Cunha



The Ambassador of Sherwood Middle School



Superintendent Joseph Sawyer and Principal Jane Lizotte



Sherwood Middle School Panel



Treasurer
Deborah
Goldberg



Sherwood Middle School Library



Students of the Sherwood Middle School



Story of a Building Panelists

This May, the Office and the Massachusetts School Building Authority (MSBA) presented *A Story of a Building* at the Sherwood Middle School in Shrewsbury. This was an ideal location for the seminar because the school was built using the construction manager at-risk (CM at-risk) building method. Throughout the day, panels composed of MSBA staff, school officials, architects, engineers, students and others discussed different aspects of this multi-faceted construction project. For instance, school administrators discussed the decision to use the CM at-risk building method, while teachers and students addressed the technology features in the new building (e.g., classroom computers, projection screens and interactive white boards). In addition, speakers addressed how the town garnered support for constructing a new school, rather than renovating an existing facility. Attendees also had the opportunity to tour the new building. The Office was honored to have Treasurer Deborah Goldberg speak at the seminar and discuss the importance of the MSBA's role in school construction. The Office greatly appreciates the assistance of the MSBA and staff at Sherwood Middle School for collaborating on this valuable class. We also thank the officials and students at Sherwood Middle School, as well as the presenters, for helping to make this such a successful and informative event.



Introducing MCPPO's Newest Videoconference Location:

UMass Lowell

The Trustees Room at Cumnock Hall, Lowell, MA

Recent videoconference classes at this facility included:

Public Contracting Overview and Design & Construction Contracting.

The MCPPO program will offer additional videoconferences at this location during the 2015-2016 school year.

THANK YOU to the staff at UMass Lowell for all of your kind hospitality!



Cumnock Hall Building, UMass Lowell



The Trustees Room, Cumnock Hall



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

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

Please complete below and indicate seminar selection on the right:

NAME: _____ TITLE: _____

PHONE: _____ EXT.#: _____ FAX: _____

EMAIL: _____

ORGANIZATION/JURISDICTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Do you require any reasonable accommodations? _____

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

HOW TO REGISTER:

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

Office of the Inspector General
One Ashburton Place, 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 for MCPPO programs may be addressed to Joyce McEntee Emmett, Director of the MCPPO Program, at (617) 727-9140.



The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State Boards of Accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



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

COURSE INFORMATION:

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

GOVERNMENT/NON-PROFIT COURSE PRICE:

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

SUBSTITUTIONS/CANCELLATIONS:

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

CORI NOTICE:

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

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

2015 SCHEDULE

PUBLIC CONTRACTING OVERVIEW

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

CHARTER SCHOOL PROCUREMENT

- ☐ December 3, 4 BOS

SUPPLIES & SERVICES

CONTRACTING

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

DESIGN & CONSTRUCTION

CONTRACTING

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

CONTRACT ADMINISTRATION NEW

- ☐ November 3 BOS

REAL PROPERTY

- ☐ November 10 BOS
- ☐ November 10 HUNT*

ADVANCED TOPICS UPDATE

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

CONSTRUCTION MANAGEMENT AT RISK

- ☐ November 16 BOS

BOARDS AND COMMISSIONS NEW

- ☐ November 17 BOS

CREATING A PROCUREMENT OFFICE

- ☐ December 1, 2 BOS

DRAFTING A MODEL IFB

- ☐ Self-paced AT YOUR DESK

PRIVATE SECTOR TRAINING

CERTIFICATION for School Project

Designers & OPMs

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

RECERTIFICATION for School Project

Designers & OPMs

- ☐ October 6 BOS
- ☐ November 23 BOS

*Fall 2015 videoconference locations:

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

Additional Seminar Information



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

Page 2

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

PUBLIC CONTRACTING OVERVIEW		Tuition: \$495 for government/ non-profit employees \$650 for all others	
<i>No Prerequisite</i>			
<input type="checkbox"/> September 16, 17, 18	BOSTON	<input type="checkbox"/> October 27, 28, 29	BOSTON
<input type="checkbox"/> September 16, 17, 18	HUNTINGTON*	<input type="checkbox"/> November 18, 19, 20	BOSTON
		<input type="checkbox"/> November 18, 19, 20	COMM*
		3-day seminar	
CHARTER SCHOOL PROCUREMENT		Tuition: \$345 for government/ non-profit employees \$500 for all others	
<i>No Prerequisite</i>			
<input type="checkbox"/> December 3, 4	BOSTON		2-day seminar
SUPPLIES & SERVICES CONTRACTING		Tuition: \$495 for government/ non-profit employees \$650 for all others	
<i>Prerequisite: Public Contracting Overview</i>			
<input type="checkbox"/> September 23, 24, 25	BOSTON	<input type="checkbox"/> October 20, 21, 22	HUNTINGTON*
<input type="checkbox"/> September 23, 24, 25	UMASS LOWELL*	<input type="checkbox"/> December 9, 10, 11	BOSTON
<input type="checkbox"/> October 20, 21, 22	BOSTON	<input type="checkbox"/> December 9, 10, 11	COMM*
		3-day seminar	
DESIGN & CONSTRUCTION CONTRACTING		Tuition: \$695 for government/ non-profit employees \$850 for all others	
<i>Prerequisite: Public Contracting Overview</i>			
<input type="checkbox"/> September 29, 30, October 1	BOSTON	<input type="checkbox"/> November 4, 5, 6	BOSTON
<input type="checkbox"/> September 29, 30, October 1	HUNTINGTON*		3-day seminar
CONTRACT ADMINISTRATION		Tuition: \$150 each participant	
<i>No Prerequisite</i>			
<input type="checkbox"/> November 3	BOSTON		1-day seminar
REAL PROPERTY		Tuition: \$150 each participant	
<i>No Prerequisite</i>			
<input type="checkbox"/> November 10	BOSTON	<input type="checkbox"/> November 10	HUNTINGTON*
		1-day seminar	
ADVANCED TOPICS UPDATE		Tuition: \$345 for government/ non-profit employees \$500 for all others	
<i>Prerequisite: Supplies & Services Contracting or Design & Construction Contracting</i>			
<input type="checkbox"/> November 12, 13	BOSTON	<input type="checkbox"/> November 12, 13	UMASS LOWELL*
		2-day seminar	
CONSTRUCTION MANAGEMENT AT RISK UNDER M.G.L. c. 149A: Legal Requirements & Practical Issues		Tuition: \$150 each participant	
<i>No Prerequisite: Introductory course geared to procurement officials who are not construction experts</i>			
<input type="checkbox"/> November 16	BOSTON		1-day seminar
BOARDS AND COMMISSIONS		Tuition: \$150 each participant	
<i>No Prerequisite</i>			
<input type="checkbox"/> November 17	BOSTON		1-day seminar
CREATING A PROCUREMENT OFFICE		Tuition: \$295 for government/ non-profit employees \$500 for all others	
<i>No Prerequisite</i>			
<input type="checkbox"/> December 1, 2	BOSTON		2-day seminar
DRAFTING A MODEL IFB		Tuition: \$75 each participant	
<i>requires Microsoft Word 7.0 or higher</i>			Self-paced
PRIVATE SECTOR TRAINING			
CERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$1250	
<i>No Prerequisite</i>			
<input type="checkbox"/> October 7, 8, 14, 15	BOSTON		4-day seminar
<input type="checkbox"/> December 7, 8, 14, 15	BOSTON		
RECERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$495	
<i>No Prerequisite</i>			
<input type="checkbox"/> October 6	BOSTON		1-day seminar
<input type="checkbox"/> November 23	BOSTON		

***Videoconference locations/addresses:**

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

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

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

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



Office of the Inspector General

CONGRATULATIONS TO OUR NEW DESIGNEES!

The following is a list of the MCPPO Program's new Designees based on applications reviewed (not received) between February 2, 2015, and June 24, 2015:

MCPPO

Anthony Ansaldi, Jr., Town of Brookline
Pamela Blair, Holyoke Community Charter School
Brian Boyd, Exec. Office of Labor & Workforce Development
Carol Brown, City of Attleboro
Lynne Browne, Town of Lee
Shawn Cadime, Town of Seekonk
Patricia Cavanaugh, Frontier Regional School District
Robert Clickstein, Agawam Public Schools
Robert Conlon, Jr., Town of Weymouth
Scott Crabtree, Town of Saugus
James Dennis, Quincy College
Elizabeth Donovan, Northern Essex Community College
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