



## Office of the Inspector General

July 2018

Volume 24, Issue 3

# PROCUREMENT BULLETIN

Dear Public Officials:

Looking back on fiscal year 2018, I would like to thank everyone for their support in making the Massachusetts Certified Public Purchasing Official (MCPPO) training program a success. It is a team effort. I am grateful for the commitment you – our participants – have made to the program, as well as to the commitment of our off-site hosts, MCPPO instructors and staff. In 2018, we held 45 classes in 16 different locations throughout Massachusetts. We trained more than 1,800 participants and are offering 6 different classes this July and August in North Attleborough, Holyoke, Worcester, Fitchburg, Burlington and Pittsfield. In response to your suggestions, and with your help, the MCPPO training program widened the scope of its educational opportunities to provide you with the tools you need to support open, transparent and accountable government. And, with our greater capacity for videoconferencing our MCPPO classes, we hope to reach even more public employees this next year.

As part of our commitment to providing you with educational materials, we developed two new training videos that are posted on our website. We hope these videos provide you with new insights and help you do your job even better. To learn more about the videos — *How to Be an Effective Public Board and Commission Member* and *Contract Administration for Public Employees* — please see page 12. Please view these videos, share them with your staff and provide us with feedback.

As always, thank you for reviewing the *Bulletin*. We hope you find our answers to frequently asked procurement questions helpful, along with information from the Attorney General's Office regarding a bid protest, dates for upcoming trainings and our article on how to detect and prevent fraudulent employee reimbursements. You will also find information about changes in the designer selection law and new enforcement provisions related to the misuse of disability parking placards.

Last, but certainly not least, I would like to congratulate our most-recent MCPPO designees. As you know, an MCPPO designation is a testament of a public purchasing professional's commitment to conducting open, fair and competitive procurements in accordance with the law and sound professional practices. For a list of the newest MCPPO designees, please see page 14.

Please do not hesitate to contact the Office with comments or questions regarding our programs and resources.

Sincerely,

Glenn A. Cunha  
Inspector General

### INSIDE THIS ISSUE:

	Page
<b>Letter from Inspector General Glenn Cunha</b>	<b>1</b>
<b>Investigations Prompt Greater Legal Protections Against the Misuse of Disability Parking Placards</b>	<b>2-3</b>
<b>Highlights from the OIG's 2017 Annual Report</b>	<b>4</b>
<b>Designer Selection Law: Threshold Change</b>	<b>5</b>
<b>Designer Selection Bid Protest Decision</b>	<b>5-6</b>
<b>Fraud Alert: Employee Expense Reimbursements</b>	<b>6-9</b>
<b>Procurement FAQs</b>	<b>9-11</b>
<b>MCPPO Designation: Application Policy</b>	<b>11</b>
<b>Training Opportunities for Public Employees and Officials</b>	<b>12</b>
<b>Two New Educational Videos for Public Employees</b>	<b>12</b>
<b>MCPPO Course Updates</b>	<b>13</b>
<b>New MCPPO Designees</b>	<b>14</b>
<b>MCPPO Summer Registration Form</b>	<b>15-16</b>
<b>Subscription Information</b>	<b>17</b>

### PROTECT YOUR COMMUNITY

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

**24-Hour Hotline:** (800) 322-1323

**Email:** [IGO-FightFraud@state.ma.us](mailto:IGO-FightFraud@state.ma.us)

#### **U.S. Mail**

Office of the Inspector General  
One Ashburton Place, Room 1311  
Boston, MA 02108



## **INVESTIGATIONS PROMPT GREATER LEGAL PROTECTIONS AGAINST THE MISUSE OF DISABILITY PARKING PLACARDS**

As of July 1, 2018, there are greater protections against the misuse of disabled persons' parking placards (parking placards) because of new legislation designed to combat placard fraud and the abuse and misuse of placards. The new disability placard laws (1) increase fines; (2) impose new civil and criminal penalties; and (3) provide additional enforcement and oversight measures.

Multiple investigations by the Office of the Inspector General (OIG) found placard abuse and misuse by vehicle owners without disabilities who used (1) expired parking placards; (2) placards that belonged to others; (3) placards that belonged to deceased persons; (4) altered or counterfeit placards; and (5) placards when the individual with a disability was not in the vehicle. The people most harmed by this misuse are persons with disabilities who cannot find accessible parking because it is being used by those who do not need it. Placard abuse also costs cities and towns parking revenue. In its most-recent report, the OIG found that the improper use of placards may cost the city of Boston millions of dollars per year in lost parking meter fees, because those who misuse placards often park at meters for free, for an unlimited period of time. Consequently, reducing placard abuse will make accessible parking available to those who truly need it and will help cities and towns across the Commonwealth.

The flyer on page 3 is available on the [OIG's website](#). We encourage you to circulate this [flyer](#) and to post copies in appropriate areas to help increase the awareness of the laws surrounding the abuse of disability placards. To report suspected placard abuse, call the placard abuse hotline at (866) 904-1224.



The flyer was developed by the Registry of Motor Vehicles (RMV) Placard Abuse Task Force, which focuses on increasing enforcement of the placard laws and amending and tightening administrative controls to effectively prevent and detect abuse. The task force includes representatives from the RMV, the Massachusetts Office on Disability, the OIG, the State Police, the city of Boston's Office of the Parking Clerk, the Boston Commission for Persons with Disabilities, the Boston Police Department, the Burlington Police Department and the Massachusetts Executive Office of Elder Affairs.

Additional information about the placard law can be found on the [Massachusetts Department of Transportation website](#).

*(Continued on page 3)*



# DISABILITY PLACARD PROVISIONS & PENALTIES

as of July 1, 2018



## RMV DISABILITY PLACARD ENFORCEMENT & ADMINISTRATIVE PROVISIONS

### Registry of Motor Vehicles Provisions Under M.G.L. c. 90, § 2

- Allows the Registrar to seek information or documentation from an applicant to establish medical necessity. Applications shall not be processed until the documentation or information is provided.
- Allows the Registrar to investigate allegations that an individual has falsely obtained a placard. In addition to other penalties, the Registrar may revoke the placard.
- Permits the Registrar to waive the requirement that a state vehicle transporting persons with disabilities display the name of the agency on the vehicle. The vehicle may only use a parking space for persons with disabilities when persons with disabilities are in the vehicle.

## DISABILITY PLACARD ABUSE PENALTIES

### Making a false statement on an application or renewal for a disability placard

M.G.L c. 90, § 2

1st offense: **\$500 fine**

2nd offense: **\$1,000 fine**

Any application or renewal for a placard is signed under the penalties of perjury.

### Misuse of placard or using a deceased person's placard (Civil Motor Vehicle Infraction [CMVI])

M.G.L c. 90, § 2

1st offense: **\$500 fine**; 60-day **license suspension**

2nd offense: **\$1,000 fine**; 120-day **license suspension**

Subsequent offenses: **\$1,000 fine**; 1 year **license suspension**

Registrar may revoke a placard if used improperly by another person

#### Misuse of placards includes drivers using:

- Expired, altered, or counterfeit placards
- Placards when the placard holder has not immediately been picked up or dropped off
- Placards that have been reported lost or stolen
- Multiple placards

### Obstructing a placard number or expiration date

M.G.L c. 90, § 2

**\$50 fine** (includes reversing the placard)

### Failure to return a revoked or canceled placard

M.G.L c. 90, § 2

**\$100 fine**

### Making, stealing, altering, forging, or counterfeiting a placard or placard application

M.G.L c. 90, § 24B

Up to a **\$500 fine** or **imprisonment** in the state prison for up to 5 years or in a jail or a house of correction for up to 2 years (Felony: Criminal or Arrest Citations may be issued)

### Impersonating another to obtain a disability placard

M.G.L c. 90, § 24B

Up to a **\$500 fine** or **imprisonment** in the state prison for up to 5 years or in a jail or a house of correction for up to 2 years (Felony: Criminal or Arrest Citations may be issued)

### Making, stealing, forging, or counterfeiting a placard with intent to distribute

M.G.L c. 90, § 24B

#### Penalties for acts involving:

- 5 or fewer placards: Up to a **\$500 fine** and/or up to 1 year in a house of correction
- 6-10 placards: Up to a **\$1,000 fine** and/or **imprisonment** in the state prison for up to 5 years or in a house of correction for up to 2 ½ years
- 10+ placards: **\$10,000 fine** and/or up to 10 years in the state **prison**  
(Felony: Criminal or Arrest Citations may be issued)

To report placard abuse, please call (855) 963 - 2580 | THE PLACARD ABUSE TASK FORCE



## **HIGHLIGHTS FROM THE OFFICE OF THE INSPECTOR GENERAL'S 2017 ANNUAL REPORT**

In keeping with its broad statutory mandate, the Office of the Inspector General (OIG) investigates allegations of fraud, waste and abuse at all levels of government; reviews programs and practices in state and local agencies to identify system-wide vulnerabilities and opportunities for improvement; and assists the public and private sectors to help prevent fraud, waste and abuse in government spending. In 2017, the OIG conducted investigations and reviews in areas such as aviation, health and human services, library administration, pharmacy services, public procurement, public benefits, public works, state pensions and transportation. Since 2013, the OIG has recovered over \$15,000,000 and identified over \$47,000,000 in cost savings. Below is a summary of funds recovered and fines imposed as a result of the OIG's work during 2017. Remember, protect your community by [reporting](#) fraud, waste and abuse of public funds.

### **RECOVERIES, FINES AND COST SAVINGS**

Subject of Investigation or Review	Type of Recovery or Fine	Dollar Amount
Ashburnham Stevens Memorial Library: Director	Restitution	\$19,556
Blandford Tax Collector	Restitution	13,094
Brookline Housing Authority	Cost Savings	113,000
Massport Vendor	Settlement and Cost Recovery	2,362,765
Massport Vendor	Billing Change Cost Savings	340,000
MBTA Vendor Procurement Fraud	Fine	15,000
	Restitution	1,594
State Office of Pharmacy Services: Executive Director	Settlement	75,000
State Office of Pharmacy Services: Vendor	Settlement	27,500
Westport Trash Hauler	Restitution	463,407
Total		\$3,430,916

See the Office of the Inspector General's [2017 Annual Report](#) to learn more.



## **DESIGNER SELECTION LAW: THRESHOLD CHANGES**

On June 15, 2018, Governor Baker signed into law [Chapter 113 of the Acts of 2018](#), *An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth*. In addition to authorizing funding for many state and local capital projects, the bill amended the designer selection law. See [M.G.L. c. 7C, §§ 44-58](#).

Specifically, Sections 8 through 13 of Chapter 113 raise the threshold amounts in the designer selection law. Jurisdictions (with certain exceptions) must follow the amended designer selection law in awarding any contract for design services for any building construction, reconstruction, alteration, remodeling or repair project with **both** an estimated design fee of \$30,000 or more **and** an estimated construction cost of \$300,000 or more (formerly, \$10,000 and \$100,000 respectively). This affects when jurisdictions must use an advertised, competitive, qualifications-based selection process to choose a designer for a public building project. The threshold increases became effective June 15, 2018.

Note that when **either** the estimated design fee is less than \$30,000 **or** the estimated construction cost is less than \$300,000, jurisdictions are not subject to the designer selection law. When the designer selection law does not apply, however, the Office of the Inspector General (OIG) recommends soliciting qualifications and price information from at least three design firms when design services are needed for public building projects.



The OIG is in the process of updating its publications and other materials to reflect these changes.

## **DESIGNER SELECTION BID PROTEST DECISION**

*Submitted by the Office of the Attorney General*

On May 23, 2018, the Attorney General's Office (AGO) issued a Bid Protest Decision interpreting the Designer Selection Law, M.G.L. c. 7C, §§ 44-58. The Massachusetts Chapter of the American Institute of Architects (AIA) brought a protest challenging the design procurement process used by the City of Waltham (City). The City used a fairly common method of selecting the designer, the "two envelope" approach. Designers were required to submit their fee proposals at the same time as their qualifications, in two separate, sealed envelopes. Once the finalist was selected, the fee proposal would be opened. AIA argued that this approach violated the statutory requirement that awarding authorities must use a "qualifications-based selection" process.

The AGO held that the two envelope approach is not permissible. Section 54 of Chapter 7C requires that the awarding authority solicit "a" fee proposal from "the" selected finalist. Section 50(b) of Chapter 7C also refers to "a" fee from "a" finalist. The use in the statute of the singular "a" makes it clear that the awarding authority cannot ask for fee proposals at the same time that the designers' qualifications are submitted. It is only after the selection of the finalist that the awarding authority may ask for a fee proposal, and then, only from that finalist.

*(Continued on page 6)*





## Office of the Inspector General

(Continued from page 5)

There is a very good policy reason to wait until the jurisdiction chooses a finalist to ask for its fee proposal. The scope of services required for the project may change from the time the jurisdiction issues the solicitation and the fee negotiations commence. Section 58(f)(1) of Chapter 7C states that “[t]he agency and the selected firm shall discuss and *refine the scope* of services for the public works project and shall negotiate conditions including . . . compensation level. . . .”<sup>1</sup> M.G.L. c. 7C, § 58(f)(1) (emphasis added). In addition, after the solicitation, a walk-through of the site usually occurs, as happened in the instant case. The City’s walk-through lasted three hours and the applicants presumably refined their understanding of the scope of the project by attending. Finally, AIA presented un rebutted evidence demonstrating that applicants learn much more about the scope of a project through the interview process in which the applicants ask questions to the awarding authority. For all of these reasons, it is premature to receive fee proposals until the scope has been refined.

Awarding authorities must not solicit fee proposals from designers at the same time they solicit qualifications from the designers, even if the fee proposal is in a separate envelope. They can only solicit a fee from the selected finalist after they choose the finalist. As an alternative to negotiating a fee, the awarding authority may set a fee in advance.

Please contact Assistant Attorney General Deborah A. Anderson at (617) 963-2371, if you have any questions.

<sup>1</sup> The term “agency” as used in Section 58 is defined as the Massachusetts Department of Transportation, the Massachusetts Port Authority and the Massachusetts Bay Transportation Authority. It appears, at first glance, that Section 58 only applies to those agencies. However, a reading of the entire statute reveals that Section 54, which applies to local authorities, requires that the process the awarding authority uses must comply “with the purposes and intent of Sections 54 to 58, inclusive.”

### **FRAUD ALERT: EMPLOYEE EXPENSE REIMBURSEMENTS**

Did you know that the employee expense-reimbursement process is highly vulnerable to fraud? Employees seek reimbursement when they use their personal funds to pay for certain work-related expenses. For example, employees might pay for a training class, a reference book or an office supply. Employees may also be entitled to reimbursement for using their personal vehicles for a work-related trip. Employee reimbursement for work-related expenses is a routine practice in both the public and private sectors.

However, this routine practice is also vulnerable to fraud, waste and abuse because some employees may seek to take advantage of the process for personal gain. An employee might, for instance, submit false receipts or mischaracterize personal purchases as work-related expenses. For example, a maintenance employee seeking reimbursement for work-related purchases from a hardware store might submit a receipt that includes an item she purchased for personal use. How would you know if she purchased two extra gallons of paint? Also, an employee seeking mileage reimbursement could include trips never taken or mileage used for personal purposes. How do you ensure the employee did not submit mileage for a routine trip on a day that she took vacation leave?



## *Office of the Inspector General*

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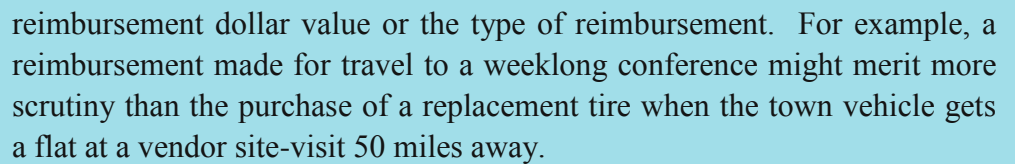
If your accounts payable process does not include robust and layered controls, consider adding them as soon as possible. Most expense-reimbursement fraud occurs because the claims oversight process is either inadequate or simply does not exist. Employee reimbursement requests should be treated no differently than any other payment request from a vendor, contractor or other party. There should be a comprehensive verification and control system in place for all payments made by a public body. Having no process or a weak process invites fraud, waste and abuse.

The oversight process should include:

- 1) Standard practices. Your reimbursement process should include policies and procedures everyone must follow. There should be few, if any, exceptions to this policy and any exceptions should be documented. Employees should be made aware of the policy and receive training, if needed, on how to comply with the reimbursement process. Policies and procedures should include, at a minimum:
  - a. A requirement that employees submit original copies of receipts. This helps to avoid tampering with or altering the receipt, as well as the submission of hard-to-read photocopies.
  - b. A layered review process. Supervisors or other management staff should review and approve the requests before they are submitted for payment.
  - c. The timetable for the submission of requests should be well-defined. Employees should not wait months to submit their claims. The longer an employee waits, the more likely there are to be errors, omissions or lost receipts. Additionally, memories fade and supervisors or other managers may have trouble recalling when or where employees were that made an expense work-related and eligible for reimbursement.
  - d. An anti-fraud statement on the reimbursement form and a clear identification of the penalties for expense-reimbursement fraud. This puts individuals on notice and is a strong fraud deterrent.
  - e. The types of expenses an employee can claim for reimbursement. For example, can an employee be reimbursed for buying toner for their printer because they simply did not want to wait until the next office supply delivery? Can a member of the Board of Selectmen be reimbursed for a dinner meeting with the town manager? Can a firefighter be reimbursed for buying a large flat screen television for the station common room?
- 2) Review process. A reimbursement request should be reviewed and approved by an employee's supervisor or other manager. This review and approval process is a first check of the claims and should ensure that:
  - a. The request is reasonably supported with documentation.
  - b. The cost of the items purchased is reasonable.
  - c. The items purchased are needed by the jurisdiction, are in the possession of the jurisdiction and the items and quantity of items purchased are reasonable.



The staff responsible for ultimately paying reimbursement requests should perform another layer of review. The parameters of this accounts payable review can be determined by staff. It can be a cursory review (if there have already been other management reviews), it can be an audit of the claim or it can be a review based on a random sample of claims. For example, how can you check that the three boxes of screws purchased by the school custodian are actually in use at the school? An alternative to chasing down every box of screws may be to spot-check purchases, set purchase limits, ensure that there is meaningful supervisory approval of requests, institute a prior-approval process and enforce your policy. The review can also be conducted after the payment is made based on certain criteria, like the



Did one employee request a greater dollar amount for training registration fees for the same event than other employees? These comparisons should be part of the routine reimbursement process. If something looks out of line, you should ask questions before approving the reimbursement request. Comparisons should include comparing costs the jurisdiction itself might pay for an item had it made the purchase directly. Is the jurisdiction paying a premium price when an employee makes the purchase? Is the employee paying sales tax when the jurisdiction might not be required to if making the purchase directly? Could the employee take advantage of a government rate or discount, if offered, when making the purchase?

Most importantly, a layered review process allows multiple employees to review the reimbursement request and raise questions when necessary. Transparency and accountability are effective deterrents for expense-reimbursement fraud.

8





(Continued from page 8)

- 3) Prior approval for expenditures. Set dollar limits on how much employees can seek reimbursement for unless they have prior written approval (as outlined in your policy.) Additionally, consider requiring that all but the most incidental purchases obtain a prior approval. The prior-approval process could help to identify and screen out unneeded items, provide a cost and reasonableness check, and help determine whether the jurisdiction should use a formal procurement process or purchase the item directly (rather than having the employee make the purchase). The jurisdiction has greater control of costs and the process used when it makes a purchase directly. For example, the jurisdiction could use a purchase order to make the purchase.
- 4) Say no. If an expense appears questionable, the employee does not submit itemized receipts or have any supporting documentation or no one pre-approved the expense, then you do not need to reimburse the employee. Just say no and deny the request. This is the ultimate anti-fraud control. Your denial and appeals process should be included in your policy and you should consistently apply the policies within your jurisdiction. This will help to not only enforce your policies but deter possible expense-reimbursement fraud.

Submitting false receipts, claiming expenses for purchases never made or made for personal purposes, and inflating expenses are common ways to cheat the reimbursement process. If unchecked, this type of fraud can lead to the theft of thousands of dollars (or more) a year. Unfortunately, expense-reimbursement fraud is fairly common. Fortunately, you can reduce your risk by ensuring that adequate preventative measures are in place.

## **FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT**

Q1: Our public housing authority receives most of its operating funds from the federal government. If we are using federal funds, do we need to follow Chapter 30B when we are procuring supplies and services?

A1: Yes, Chapter 30B applies. Of course, if Chapter 30B conflicts with a federal law or regulation related to how to procure supplies or services, then the federal law prevails. Section 1(d) of Chapter 30B states: “[w]here a procurement involves the expenditure of federal assistance or contract funds, the provisions of this chapter shall *not* apply to the extent that such provisions prevent compliance with mandatory provisions of federal law and regulations.” See M.G.L. c. 30B, §1 (d) (emphasis added). Notably, a direct conflict is rare. However, if you think there may be a conflict, you should check directly with your federal funding agency or your legal counsel. Remember that the source of funds does not determine whether Chapter 30B applies. If your jurisdiction is subject to Chapter 30B, then you need to follow the relevant procurement process based on the estimated value of the supplies or services you seek, regardless of the source of funds.



(Continued on page 10)



(Continued from page 9)

Q2: My town plans to use a request for proposal (RFP) in accordance with Chapter 30B to hire a consultant for a three-year contract with an estimated total value of \$75,000, or \$25,000 annually. Since the estimated annual cost is only \$25,000, may we solicit yearly price quotations under Section 4 of Chapter 30B instead of issuing an RFP?



A2: No. You must base the procurement on the expected cost of the contract for the entire contract term, including any options, renewals or extensions of the contract, even if they are not exercised. *See* M.G.L. c. 30B, § 12. Since the estimated total value here is \$75,000, you must either use an invitation for bid or an RFP.



Q3: This year my town appropriated \$35,000 to hire a vendor to provide a fireworks display. I know that under Section 4 of Chapter 30B, we are required to prepare a written purchase description and solicit at least three written price quotations for the fireworks display. I am unsure about how to draft this purchase description because I know nothing about fireworks or fireworks displays. Can I hire a consultant to help me draft it?



A3: Yes. You may hire a consultant to help draft an appropriate purchase description for a specialty purchase like fireworks. If the value of the consultant's service is under \$10,000, then the procurement will be within the "sound business practices" threshold under Chapter 30B. "Sound business practices" is defined as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes." *See* M.G.L. c. 30B, § 2. You may also conduct market research, including the issuance of a formal request for information (RFI) to fireworks vendors, to help you better understand the characteristics of the different products and displays offered. You may also contact your peers in other towns that provide fireworks displays and ask to see their purchase descriptions. However, you should not use vendor-supplied descriptions or specifications as this may undermine a fair, open and competitive process. Remember that the effort you spend at the beginning of your procurement, including the development of a clear purchase description, will help ensure that you get what you want.



Q4: My school department would like to purchase automated external defibrillators (AED) through a cooperative purchasing agreement offered by the Massachusetts Higher Education Consortium (MHEC). In addition to the AEDs, my jurisdiction would like to hire a vendor to install and maintain the AEDs. Can I use the installation and maintenance service contract available through MHEC for these AEDs?

(Continued on page 11)



(FAQs, continued from page 10)

A4: No. A local jurisdiction cannot use a cooperative purchasing agreement to procure services. Under Section 22 of Chapter 30B, “[a] public procurement unit [such as MHEC] may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of *supplies* with public procurement units [.]” M.G.L. c. 30B, § 22. (emphasis added). Thus, Section 22 of Chapter 30B limits the use of cooperative purchasing agreements to the purchase of supplies only. Installation for the AEDs must be procured in accordance with Chapter 149 if the units are being affixed to a building. However, maintenance services for AEDs are subject to Chapter 30B.



Q5: My jurisdiction would like to offer an after-school environmental science course within walking distance from the high school. There is only one farm within walking distance of the high school. I have looked at the farm’s website and the farm offers an environmental science course to students. Can my jurisdiction conduct a sole-source procurement for these educational services?

A5: Yes. Section 7(a) of Chapter 30B states “a procurement officer may award a contract...for the procurement of educational programs, [or] educational courses...without competition when, after a reasonable investigation, the procurement officer determines in writing that only one practicable source for the required supply or service exists.” The reasonable investigation must show that there is only one farm within walking distance from the high school and that it offers an environmental science course to high school students. In such a situation, your jurisdiction may award the contract without advertising.



Chapter 30B Hotline: (617) 722-8838

## **MCPPO DESIGNATIONS: APPLICATION POLICY**

As a reminder, the Office accepts CORI acknowledgement forms and MCPPO designation applications by mail. If you submit the CORI acknowledgement form by mail, it must be notarized and you must include a copy of a valid, government-issued photo identification. You may also submit CORI acknowledgement forms and MCPPO designation applications in person at the Office of the Inspector General. CORI acknowledgment forms and designation applications can be found on our [website](#).



## **TWO NEW EDUCATIONAL VIDEOS FOR PUBLIC EMPLOYEES**

In keeping with its mission to prevent fraud, waste and abuse, the Office of the Inspector General (OIG) produced two new training videos for public officials. Available free and on-line, the short videos detail key information on two essential government functions: serving effectively on a public board or commission and best practices for administering public contracts.

Training and education are cornerstones of the OIG's mission and we are committed to widening the scope of our educational programs. These new videos expand on the array of courses the OIG provides to ensure our government functions effectively and public funds are spent responsibly.

In [How to be an Effective Public Board and Commission Member](#), you will learn:

- The role of public board members
- Your legal obligations
- How to protect your organization



[Contract Administration for Public Employees](#) will give you an overview of:

- The preparation needed for successful contract administration
- How to manage your jurisdiction's contract
- Protecting your jurisdiction in the event something goes wrong



For additional information about our Office, including our training programs, please visit us our [website](#) or email us at [MA-IGO-General-Mail@state.ma.us](mailto:MA-IGO-General-Mail@state.ma.us).

## **TRAINING OPPORTUNITIES FOR PUBLIC EMPLOYEES AND OFFICIALS**

### **MUNICIPAL LAW SEMINAR**

The Department of Revenue (DOR), Division of Local Services, offers its "What's New in Municipal Law" seminar for local officials every fall. Presentations include updates on new legislation and recent court decisions pertaining to local government. Mark your calendars for the upcoming seminar on Thursday, September 27, 2018 at The Lantana in Randolph or on Thursday, October 4, 2018 at the Log Cabin Banquet & Meeting House in Holyoke.

Registration information is posted at [DOR's website](#).

### **STATE ETHICS COMMISSION REMINDER**

Every two years, all state, county and municipal employees must complete the Conflict of Interest Law [online training](#). Newly elected or appointed public employees must also complete the online training within thirty days of beginning public service and every two years thereafter. Your jurisdiction is responsible for tracking your compliance with this legal requirement. Direct any questions you may have to the [State Ethics Commission](#).



## **SUMMER TRAINING OPPORTUNITIES WITH THE MCPPO PROGRAM**

Join us this summer for one or more of our classes offered in Worcester, Fitchburg, Burlington and Pittsfield.

### **ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? KNOW YOUR RESPONSIBILITIES**

July 25, 2018, Worcester

### **RECERTIFICATION FOR MCPPO**

August 1 & 2, 2018, Fitchburg

### **ADVANCED TOPICS: CLARIFYING CHAPTER 30B TERMS, MISCONCEPTIONS AND PRACTICES**

August 21, 2018, Burlington

### **PROCUREMENT FRAUD**

August 23, 2018, Pittsfield

For more information on summer classes and registration, please go to our [website](#).

As always, we hope to see you there!

## **SAVE THE DATES: MCPPO TRAINING OPPORTUNITIES**



### **PUBLIC CONTRACTING OVERVIEW**

*Prerequisite:* None

September 12, 13, 14

October 23, 24, 25

### **SUPPLIES & SERVICES CONTRACTING**

*Prerequisite:* Public Contracting Overview or Charter School Procurement

September 25, 26, 27

November 27, 28, 29

### **DESIGN & CONSTRUCTION CONTRACTING**

*Prerequisite:* Public Contracting Overview or Charter School Procurement

October 2, 3, 4

December 4, 5, 6

### **RECERTIFICATION FOR MCPPO**

*Prerequisite:* Valid MCPPO Designation

October 10, 11

December 12, 13

The registration form will be posted soon and include information on additional classes and dates. For a description of these classes, please go to our [website](#). We hope to see you there!





## CONGRATULATIONS TO OUR NEW DESIGNEES!

*The following is a list of the MCPPO program's new Designees based on applications reviewed (not received) between January 1, 2018 and June 30, 2018:*

### MCPPO

Lori Belanger, City of Holyoke  
Debbie Bellucci, Springfield Tech. Comm. College  
Fran Bruttaniti, Town of Stoughton  
Timothy Carroll, Town of Chilmark  
Tracie Craig-McGee, Town of Lakeville  
Jodi Cuneo, Town of Walpole  
Ian Dailey, Lexington Public Schools  
Neile Emond, Arlington Public Schools  
Robert Fortado, Stoneham Public Schools  
Marzie Galazka, City of Everett  
Maria Gomes, Boston Water and Sewer Commission.  
Mark Hald, Town of Acton  
Ted Harvey, Pioneer Valley Planning Commission  
John Healy, Springfield Housing Authority  
Carlos Jaquez, City of Lawrence  
Gary Kaczmarek, Town of Holden  
Audrey LaBonte, Town of Greenfield  
Michael Lavin Jr., Town of Wrentham  
Andrea Llamas, Town of Buckland  
Tony Mazzucco, Town of Norwood  
Mihaela Miteva, Town of Orleans  
Peter O'Cain, Town of Sharon  
Barry Rabinovitch, New Bedford Public Schools  
Amy Reilly, Metropolitan Area Planning Council  
Amy Rusiecki, Town of Amherst  
Dennis Sheehan, Town of Watertown  
Jessica Wall, UMass Amherst

### MCPPO for Supplies & Services

Ryan Bishop, Mass. Municipal Wholesale Electric Co.  
Timothy Kilhart, Town of Harvard

### MCPPO for Design & Construction

Jonathan Leonard, Reg. Capital Asst. Team  
Barry Nadon, Jr. Reg. Capital Asst. Team

### Associate MCPPO

Shelby Blair, Town of Carver  
Barbara Boone, Norfolk Public Schools  
Robert Braman, Needham Public Schools  
Lance DelPriore, Town of Sharon  
Christine DiMartino, Saugus Housing Authority  
Kevin Hardiman, Town of Tewksbury  
Laura Hayden, Town of Yarmouth  
Jillanne Henesey, Old Rochester Reg. Sch. Dist.  
Christina Kelley, Middlesex Community College  
Michelle Leary, Town of Cohasset  
Jaclyn Martin, Revere Housing Authority  
Gary Nolan, UMass Lowell  
Apryl Oliveira, Town of Westport  
Milagros Puello, City of Lawrence  
Frank Stitham, Chelmsford Housing Authority

### Associate MCPPO for Design & Construction

Travis Ahern, Town of Danvers  
John Bianchi, Div. Capital Asset Mgmt. and Maint  
Stephen Larry, Reg. Capital Asst. Team  
Matthew Sawicki, North Sagamore Water District

### Associate MCPPO for Supplies & Services

David Pulsifer, Chelmsford Water District  
Nancy Smith, Mass. Dept. of Elem. and Second. Ed.





**MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM**  
**REGISTRATION FORM** **Summer 2018**

Please complete the fields below and indicate your class selection(s) on page two:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORGANIZATION/JURISDICTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

Do you require any reasonable accommodations? \_\_\_\_\_

**DO NOT WRITE IN THIS BOX**  
**MCPPO OFFICE USE ONLY**

**CLASS INFORMATION:**

All classes will be confirmed based on a minimum of 25 participants.

**GOVERNMENT/NON-PROFIT COURSE PRICE:**

Government employees shall include all employees of the Commonwealth, the Commonwealth's political subdivisions, other state governments and 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:**

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. 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. Terms and conditions may change without notice.

**CORI NOTICE:**

Please be advised that all applications for MCPPO Designation must include a completed Criminal Offender Record Information (CORI) Acknowledgement Form. You do not need to include a CORI form with this registration form.

For more information about MCPPO program policies, such as complaint and refund resolution, please email Joyce McEntee Emmett, Director of the MCPPO Program, at [MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us) or go to our website at [www.mass.gov/ig](http://www.mass.gov/ig).

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

**HOW TO REGISTER:** Please 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

**\*ALL CHECKS AND IE/ITA PAYMENTS MUST BE RECEIVED PRIOR TO THE START OF THE CLASS**

Additional Class Information

**REAL PROPERTY TRANSACTIONS UNDER M.G.L. c. 30B**

Tuition: \$200 each participant

*No Prerequisite*

July 11

☐ NORTH ATTLEBOROUGH

1-day class

**INVITATIONS FOR BIDS & REQUESTS FOR PROPOSALS**

Tuition: \$200 each participant

*No Prerequisite*

July 18

☐ HOLYOKE

1-day class

**ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? KNOW YOUR RESPONSIBILITIES** **Free***No Prerequisite*

July 25

☐ WORCESTER

1/2-day class

If applicable, please indicate the public board you represent: \_\_\_\_\_

**RECERTIFICATION FOR MCPPPO** **NEW**

Tuition: \$400 for government/non-profit employees

*Prerequisite: Valid MCPPPO Designation*

August 1, 2

☐ FITCHBURG

2-day class

**ADVANCED TOPICS: CLARIFYING CHAPTER 30B TERMS, MISCONCEPTIONS AND PRACTICES** **NEW** Tuition: \$200 each participant*No Prerequisite*

August 21

☐ BURLINGTON

1-day class

**PROCUREMENT FRAUD**

Tuition: \$200 each participant

*No Prerequisite*

August 23

☐ PITTSFIELD

1-day class

Class addresses:

NORTH ATTLEBOROUGH POLICE STATION, 102 South Washington Street, North Attleborough, MA 02760

HOLYOKE COMMUNITY COLLEGE, Kittredge Center, 303 Homestead Avenue, Holyoke, MA 01040

CLARK UNIVERSITY, Higgins Building, Grace Conference Room, 950 Main Street, Worcester, MA 01610

FITCHBURG STATE UNIVERSITY, Hammond Building, G01/G01B, 160 Pearl Street, Fitchburg, MA 01420

BURLINGTON, Town Hall Annex, 25 Center Street, Burlington, MA 01803

BERKSHIRE COMMUNITY COLLEGE, Susan B. Anthony Center, G12, 1350 West Street, Pittsfield, MA 01201

## MCPPPO Program Registration Policy

All registration forms must be mailed to the Office and accompanied by your payment. Registration forms received via fax can no longer be accepted. Purchase orders are not sufficient forms of payment. We thank you for your cooperation and continued support.



**SUBSCRIPTION INFORMATION**

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

***Office of the Inspector General  
One Ashburton Place, Room 1311  
Boston, MA 02108  
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[www.mass.gov/ig](http://www.mass.gov/ig)***