



Office of the Inspector General Procurement Bulletin

Dear Public Officials:

Looking back on 2019, I would like to thank everyone from program participants and instructors, to hosts and administrators, for making the Massachusetts Certified Public Purchasing Official (MCPPO) program a success. This edition of the *Bulletin* highlights our accomplishments over the past year, including changes to the MCPPO program and the growth of the Office of the Inspector (OIG) as a whole.

The MCPPO program continued to widen the scope of its educational opportunities by providing you with the tools you need to support open, transparent and accountable government. Thank you for taking our classes in Boston and throughout the Commonwealth, hosting off-site and videoconference classes, calling our hotlines, reading our materials and responding to our surveys. More than 2,000 participants attended MCPPO classes during the last year, including the well-attended classes we offered in Barnstable, Boston, Burlington, Harvard, Holyoke, Provincetown, Springfield, Stow and Worcester.

We hope to reach even more public employees next fiscal year with information about how to comply with public procurement, prevailing wage and open meeting laws; such knowledge is essential to preventing and detecting fraud, waste and abuse in the expenditure of public funds. To that end, we are revamping this publication and renaming it to encompass more of the work that the OIG does. You will see these changes in the first edition of the new publication in 2020. We hope you find this more inclusive approach useful. In the meantime, please remember to read our [annual report](#) for a more detailed summary of our work.

Next year, we will continue to offer classes across Massachusetts, both in-person and via videoconference. If your community would like to host a three-hour Bidding Basics presentation, a 90-minute fraud awareness presentation or a multi-day class, please contact the MCPPO program at MA-IGO-Training@state.ma.us for more information.

I am also pleased to welcome several new staff members to the MCPPO program: Ericka Florence, Chrystal Cedenio and Frank Baez. Ericka, Chrystal and Frank have quickly become integral members of the MCPPO team as they oversee program logistics and ensure compliance with internal controls. The MCPPO program team also has a new instructor, Jonathan Simon, who is an experienced educator and attorney. Please look for Jonathan in our upcoming classes.

Finally, we would like to congratulate our most recent MCPPO designees. As you know, an MCPPO designation is a testament to a public purchasing professional's commitment to conduct open, fair and competitive procurements in accordance with state laws and sound professional practices. For a list of the newest MCPPO designees, please see pages 14-15.

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

Sincerely,

Glenn A. Cunha
Inspector General

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PROTECT YOUR COMMUNITY

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



Call the 24-Hour Hotline at
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Send us an Email at
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HIGHLIGHTS FROM THE OFFICE OF THE INSPECTOR GENERAL’S WORK

The Massachusetts Office of the Inspector General (OIG) is charged with preventing and detecting fraud, waste and abuse in the use of public funds and public property. To fulfill its broad statutory mandate, the OIG investigates allegations of fraud, waste and abuse at all levels of government.

In 2018, the OIG responded to over 1,400 complaints and conducted investigations and reviews in such areas as health and human services, public pensions, public administration, public procurement and transportation. The OIG’s work led to state and federal criminal convictions, legislative initiatives and policy changes at the state and local levels. For example, the OIG identified:

- \$100,000 in overpayments to the former director of a charter school;
- \$9.2 million in payments to former municipal light plant employees in three communities for unused sick time; and
- a police superior officers’ contract that would have paid police captains in the city an average annual salary of \$432,000.

Because education plays a key role in preventing the misuse of government funds, the OIG expanded its professional training programs. Last year, the OIG presented more than 50 classes that reached over 2,000 participants. The Office offered more classes outside of Boston and launched new online training videos. The OIG also responded to over 1,350 hotline calls about Chapter 30B compliance and other issues related to public procurement.

In addition to expanding its professional training programs, the OIG added two new specialized units: the Division of State Police Oversight (Division) and the Civil Recovery Unit (Unit). The Division monitors the quality, efficiency and integrity of the Massachusetts State Police, including their operations, organizational structure and management functions related to overtime. The Unit pursues civil actions to recover funds on behalf of the Commonwealth and local governments that have suffered monetary loss due to fraud or other wrongful activity.

Finally, the OIG also established two new fellowships this year, one for investigators and one for attorneys, to help recruit and retain a talented and diverse workforce. The OIG welcomed its first Dr. Frances Burke Investigator Fellow, Rainelle Walker-White, in September 2019, and the first Justice Geraldine Hines Legal Fellow will start in September 2020.



LESSONS LEARNED FOR VEHICLE MANAGEMENT AND ACQUISITION

REPRINTED WITH THE PERMISSION OF THE COMMONWEALTH’S OPERATIONAL SERVICES
DIVISION’S OFFICE OF VEHICLE MANAGEMENT

When your day-to-day activities revolve around the acquisition and maintenance of vehicles – like they do for OSD’s Office of Vehicle Management (OVM) staff – employing industry best practices and standard operating procedures are vital. Although OVM’s responsibility is for the 3,500 assets that fall under the Executive Branch, when it comes to vehicle management and fleet acquisition, there are decision-making commonalities that cut across all Massachusetts public entities that are worth sharing.

Evaluating Your Current Fleet

It goes without saying: public organizations operate with limited resources, prompting many to stretch vehicle in-service time to the max. For this reason, it’s important to evaluate fleet assets at least once a year. Even with meticulous upkeep, vehicle replacement is inevitable as time passes, maintenance requirements increase, and reliability and safety diminish. OVM offers parameters to assess when a move toward replacement makes sense:

Replacement Benchmark Criteria

- Age: 10 or more years, based on model year to calendar year;
- Odometer: 100,000 or more miles;
- Maintenance Spend: \$10,000 or more over vehicle’s lifetime; and
- Percent of Total Maintenance Spend: 50% or higher during last three years.

Number of Criteria Met and
Suggested Action

- 4 – Potentially unsafe vehicle; replace immediately;
- 3 – Review for replacement this year;
- 2 – Review for replacement this year or next;
- 1 – Review for replacement next 2-3 years.

Vehicle Replacement

For the vast majority of us, the new fiscal year (FY) is approaching, a logical time to assess your current fleet and plan for vehicle acquisitions over the coming year. Here are a few recommendations to keep in mind:

- Ensure the upcoming FY budget reflects vehicle replacement goals;
- Take into account total cost of ownership when choosing vehicles, calculating in the cost of maintenance, fuel, and trade-in value, when applicable;
- Consider greening your fleet with hybrid electric (HEV), plug-in hybrid electric (PHEV), and battery electric (BEV) vehicles. See below for descriptions and take advantage of available incentives;

LESSONS LEARNED FOR VEHICLE MANAGEMENT AND ACQUISITION

(cont'd)

- Organizations usually must order and take possession of vehicles in the same fiscal year, so be mindful of order-to-delivery timeframes which can widely vary - from a couple of weeks to several months with custom orders;
- Organizations looking to acquire a particular make/model also should plan early. Once production cut-off dates have passed, ordering vehicles no longer is an option and the alternate route of purchasing "off lot" often is accompanied by a surcharge;
- Vehicle customization through upfitting adds time, varying from a week or two for minor modifications and up to two months for more extensive customization, such as wheelchair upfitting. On the topic of upfitting, a site visit with the dealer/upfitter is highly recommended to help ensure the upfit will meet business needs;
- Public institutions have a fiduciary responsibility to spend their budget dollars wisely, and with more than \$2 billion in annual purchasing power, using Statewide Contracts is a prudent choice. The VEH98 Purchase of Vehicles contract offers selection and competitive pricing and buyers take possession of their light duty vehicles with three sets of keys and a full tank of gas;
- Many VEH98 models are offered by multiple dealers. Remember to solicit quotes to have the best opportunity to drive down price.

Contact Alex Giannantonio with questions related to fleet evaluations, vehicle acquisitions, and best practices.

Executive Branch Agencies interested in the OSD/OVM Lease Program should contact Karen Rasnick.

Find more OVM resources on our website.

Reach the VEH98 Purchase of Vehicles Contract Manager, David Sargeant, at 617-720-3118.

Review OSD's suite of vehicle contracts, including VEH102 to transition existing vehicles to alternative fuel technologies.

Energy-Efficient Vehicle Choices

Battery Electric Vehicle (BEV) - a vehicle that plugs into the electric grid, operating solely on battery electric power, and has zero tailpipe emissions.

Plug-In Hybrid Electric Vehicle (PHEV) - a vehicle powered by an internal combustion engine, running on conventional or alternative fuel, and an electric motor that uses energy stored in a battery which may be plugged into an electric power source for charging.

Hybrid Electric Vehicle (HEV) - a vehicle powered by both a rechargeable battery and traditional combustion engine. Unlike PHEVs, hybrid batteries may not be plugged in for charging, instead they rely on energy stored through the use of the combustion engine.

*Reprinted with approval from the Operational Services Division (OSD) from the June 2019 issue of *Buy the Way*, OSD's monthly newsletter.

TIPS FOR TIMEKEEPING, OVERTIME AND DEPARTURE PAYOUTS FOR PUBLIC EMPLOYERS

Time reporting by employees can be vulnerable to abuse. Here are some questions designed to help your organization address this vulnerability by monitoring timekeeping, reducing overtime and managing departure payouts.

TIMEKEEPING

Does your jurisdiction's timekeeping system track employees' schedule changes? Many electronic timekeeping systems provide an audit trail of all transactions, including the date and name of the public employee entering time, the date and name of the person approving a public employee's time and after-the-fact adjustments to a public employee's time. This audit trail provides an important control against abuse, if you consistently use the data to monitor timekeeping practices. For example, use the audit trail to identify any duplicate, overlapping or erroneous entries in regular time, overtime or use of accrued time.

Is a policy that requires supervisors to review employees' timesheets (paper or electronic) enough? No. In addition to having a written policy, you also must routinely review the date and time public employees worked, their assignments and the amount of allowable leave time used. Performing routine reviews of employees' time allows you to identify whether employees are properly documenting their time and using accrued leave time.

Are public employees required to attest that the information entered in timekeeping records is true and accurate? Requiring employees to attest to the truth of their time documentation or data entry creates accountability. This attestation not only signals to employees that accurate timekeeping is important, but it also helps demonstrate that fraudulent time was recorded with knowledge and intent.

OVERTIME

What are your procedures for authorizing overtime? Overtime fraud is less likely to occur when overtime hours must be approved and justified in advance by a supervisor. Requiring a supervisor to authorize overtime and provide a justification helps eliminate abuse. Employees should never approve their own overtime.

How do public employers avoid overtime during the holidays? Planning employees' holiday schedules in advance helps to ensure that there is sufficient coverage during holiday and popular vacation seasons. Analyze data for overtime hours. Are there unique circumstances that require overtime, or is there a consistent need for overtime? Could you address these circumstances more efficiently with other staffing changes within your organization, such as re-allocating work or hiring additional staff?

DEPARTURE PAYOUTS

Do you have policies to limit how much leave time employees can carry over from year to year? Such policies prevent potentially large payouts when employees leave public service. Many jurisdictions have "use it or lose it" policies to prevent employees from accruing large amounts of vacation time that they can then "cash out" when they retire or leave public employment.

TRAINING AND EDUCATION TO PREVENT TIMEKEEPING, OVERTIME AND DEPARTURE PAYOUTS ABUSE

In three easy steps, you can help prevent fraud, waste and abuse of timekeeping, overtime and departure payouts. First, provide employees with a written manual that explains the rules about timekeeping, including rules for overtime and the use of leave time. Providing employees with written timekeeping policies serves two important purposes: it ensures that public employees know the rules, and it underscores that proper timekeeping is a priority. Second, conduct an annual timekeeping training, including required practices and procedures for managers and supervisors. Annual trainings serve as a reminder to all staff about the importance of timekeeping policies. Third, follow and enforce your timekeeping rules and policies as a way of preventing and detecting fraud, waste and abuse of this valuable resource.

FREQUENTLY ASKED QUESTIONS ABOUT CHAPTER 30B

Q1: My school district is procuring transportation services using an invitation for bids (IFB) process under Section 5 of Chapter 30B. We advertised as required, but we only received one bid at the bid opening. May we extend the bid opening date to promote more competition?

A1: No. Once the bid opening date has passed, you may not extend the bid opening or due date. Under Section 5(b)(1) of Chapter 30B, the IFB must include “the time and date for receipt of bids, the address of the office to which bids are to be delivered, [and] the maximum time for bid acceptance by the governmental body.” Prior to the bid due date, you may extend the time and date for receipt of bids as long as you provide adequate notice of the extension before the bids are due. If the bid due date has passed, and you do not select the bid received because you have determined that it is not in the best interest of your jurisdiction, you must start the process over again. When you receive only one bid, you may want to consider reviewing your specifications to see if they are written too narrowly and therefore discouraging competition. You might also want to undertake more aggressive marketing of your IFB to attract a wider vendor pool.

Q2: A vendor is protesting the award of a bid to a competitor and wants the Office of the Inspector General (OIG) to review the bid process and make a finding. Does the OIG hear bid protests?

A2: No, the OIG does not hear bid protests. However, vendors or others with concerns about the outcome of a bid process have the following options:

- (1) they can appeal directly to the jurisdiction or its governing body;
- (2) they can file a complaint in court; or
- (3) if they suspect fraud, waste or abuse on the part of the jurisdiction or winning bidder, they can make a report to the OIG. The OIG reviews all complaints to determine whether an investigation or other action is merited.

Also, note that if town residents believe that the expenditure of public funds, including the award of a public contract, is inappropriate, they may initiate a “ten taxpayer action” under Section 53 of Chapter 40 to stop the jurisdiction from making those expenditures.

Q3: Our town is scheduled to have a public meeting about cannabis establishments, and we would like to secure the services of an independent and objective moderator to run this meeting. Do we have to use Chapter 30B to procure this type of service?

A3: Yes. Chapter 30B applies to the procurement of services provided by a moderator of a public meeting. There is no exemption that covers these services. This is true even if you hire a lawyer or other professional to act as the moderator.

Section 1(b) of Chapter 30B contains two exemptions that may seem at first glance to exempt lawyers or related professionals who act as moderators: subsection 13 (exempting contracts for expert witnesses for use in an adjudicatory proceeding or litigation or in anticipation of litigation), and subsection 15 (exempting “contracts with labor relations representatives, lawyers, or certified public accountants [CPA]”). However, these exemptions do not apply here. A public meeting about marijuana establishments is not an adjudicatory proceeding, as required by subsection 13. Furthermore, the exemption in subsection 15 only applies to services that can be performed exclusively by an attorney, labor representative or CPA. The public meeting you describe does not need to be moderated by one of these professionals. Therefore, the above exemptions do not apply, and your jurisdiction must follow Chapter 30B to procure the services of a moderator.

Remember that you must first estimate the price of such a service and then procure those services using the appropriate Chapter 30B process: sound business practices, written price quotations or a bid or proposal process.

LEGISLATIVE INITIATIVES FROM THE OFFICE OF THE INSPECTOR GENERAL

In the 2019-2020 legislative session, the OIG filed two bills that may be of interest to local jurisdictions and their public procurement officials. Both are proposed amendments to Chapter 30B, the Uniform Procurement Act.

House 10, An Act Relative to Chapter 30B

House Bill 10 would make technical corrections to Chapter 30B. Specifically, the bill would update the statute to include correct references to recently enacted amendments to other statutes. For example, the bill would update the statutory reference to the Open Meeting Law. This will eliminate potential confusion caused by inaccurate citations to other laws.

House Bill 10 would also increase the fine for violating Chapter 30B. Currently, an individual who causes or conspires to solicit or award a contract in violation of Chapter 30B can be fined not more than \$2,000 for each violation. See M.G.L. c. 30B, § 17(c). This penalty has been in place since Chapter 30B's enactment in 1989. This bill would increase the fine to \$10,000. The OIG proposed this fine increase to deter individuals from circumventing open and fair competition and committing fraud against the public.

House 11, An Act Revising Chapter 30B

House Bill 11 would strengthen Chapter 30B's provisions and provide local jurisdictions greater guidance and flexibility in selecting which procurement method to use.

For example, the proposed legislation would grant local jurisdictions the opportunity to use requests for proposals ("RFPs") for procurements estimated to cost \$10,000, but not more than \$50,000. Local jurisdictions are already permitted to use invitation for bids ("IFBs"), in addition to soliciting quotes, for procurements in this price threshold. See M.G.L. c. 30B, § 4(a). However, the OIG has heard from many local officials who would like the option to apply comparative evaluation criteria in addition to price when procuring supplies and services in this price range. The OIG believes that when used correctly, an RFP includes adequate safeguards to promote transparency and fair competition in lower-dollar-amount procurements.

House Bill 11 also clarifies that a price quotation cannot be modified after submission. Allowing such modification would leave the procurement process susceptible to fraud and abuse because a local official could steer business to a favored vendor by allowing that vendor to change its quote after other quotes have been submitted.

In addition, House Bill 11 clarifies the steps a local jurisdiction must take during an emergency procurement. Currently, the law permits a jurisdiction to waive the requirements of the statute if the time to comply with Chapter 30B "would endanger the health or safety of the people or their property." M.G.L. c. 30B, § 8. Under such circumstances, a local jurisdiction must make a record of the emergency procurement and submit the record to the Secretary of the Commonwealth "at the earliest time possible." *Id.* Without a firm deadline, however, cities and towns may neglect to submit an emergency procurement record. In the interest of transparency and accountability, the Office believes a 30-day notification period is a fair and reasonable requirement for jurisdictions to follow in an emergency situation.

Finally, if signed into law, House Bill 11 would permit the OIG to promulgate regulations to interpret and enforce Chapter 30B. Chapter 30B regulations will allow the OIG to clarify any gaps that may exist in the law. Any process to promulgate regulations will follow the draft regulation procedures laid out in M.G.L. Chapter 30A, including a period for public comment.

The Inspector General testified before the Joint Committee on State Administration and Regulatory Oversight in support of both of these bills in April, 2019. To learn about the OIG's other legislative initiatives, please visit our [website](#).

STORY OF A BUILDING

OCTOBER 16, 2019



HOW YOUR SCHOOL DESIGN FOLLOWS
YOUR EDUCATIONAL PROGRAM:

TRANSITIONING TO PROJECT-BASED LEARNING

GATES MIDDLE SCHOOL
SCITUATE, MA

Article contributed by:
Barbara Hansberry, Director of Strategic Planning
Massachusetts School Building Authority

Class presented by:

- The Office of the Inspector General's MCPPO Program
- The Massachusetts School Building Authority
- The Town of Scituate Public Schools



See the agenda [here](#).

On October 16, 2019, the Massachusetts School Building Authority (MSBA) and the Massachusetts Office of the Inspector General's MCPPO program joined together with the school building team from the Lester J. Gates Middle School in Scituate to offer a glimpse into the process and strategies that Scituate used to shift to a Project Based Learning (PBL) educational program and then translate their vision into the design and construction of a new 735-student middle school.

I. Educational Visioning

Attendees from school districts across Massachusetts heard from former Scituate school leaders and educators about how and why Scituate modernized teaching and learning in the school district. Well before submitting a Statement of Interest (SOI) to the MSBA for funding, Scituate hired an educational planner to help the community understand how the needs of a modern economy, including the dominance of technology-driven practices, impacted teaching and learning. The educational planner led visioning sessions with stakeholders – administrators, teachers, parents, local officials, and most importantly, students. The student voices became the change agents for this community, shifting the way the educators and residents thought about the delivery of education in their town. The visioning process created an educational program based on Project Based Learning (PBL) techniques (Scituate style) and basic conceptual requirements for physical space that would translate the educational approach into a physical building.

STORY OF A BUILDING

(cont'd)



II. Advance Professional Development

The District built capacity among its educators to implement PBL by investing in teacher training. Between 2013 and 2018, Scituate sent faculty to the Buck Institute (now PBLWorks) and hired the Buck Institute to offer five summer sessions of “PBL 101” to Scituate’s educators – first to Gates Middle School teachers and then to other interested staff. It is important to remember that although the building opened in August 2017, staff had already shifted to PBL practices as early as 2014, implementing PBL techniques in the hallways of the old building. As evidenced by Scituate Public Schools, the earlier the district prepares its educators when undertaking a new approach to the delivery of education, the better teachers can leverage the new layout and features of their new school’s design and implement the new educational program.

III. Faculty Support

Scituate stressed that to ensure an educational shift catches hold, it is essential that teachers are at the forefront of the shift – they need to believe in the “why.” Teachers are on the front lines with students. PBL gained significant traction at Gates Middle School through teacher and department chair leadership. Former Superintendent of Schools John McCarthy and former Gates School Principal Sarah Shannon will gladly answer your questions about how Scituate carried out its transition successfully. Please contact Barbara Hansberry at the MSBA for their contact information if you have questions for these officials.

IV. Unique Design Features

In a lively “Talk Back” session, current faculty members and members of the student body discussed the PBL approach to teaching and learning at Gates and what it means to them. The school design makes learning spaces visible. There is plenty of space for collaborative work and presentation areas and space for exhibition of student work. Some of the unique features of the design includes:

- Disbursing the school library throughout the school and using MSBA’s allowable square footage for a “library” in the form of six collaboration spaces to create “spill-ability”
- Classrooms (called learning studios) of different sizes and shapes and purposes to recognize different instructional methodologies
- Not a single desk, but school furniture that supports collaboration and flexibility
- Spaces for students to work in teams while still being supervised
- No teacher owns a room – designated teacher collaboration spaces
- Extensive use of glass on interior wall to make learning visible and improve supervision
- Makerspaces
- Multi-use spaces and multiple presentation spaces
- Black box theater where every student takes drama
- Three art classrooms embedded among traditional academic rooms
- Outside classroom space around a vernal pool
- Flexibility to be as traditional or forward thinking as needed

STORY OF A BUILDING

(cont'd)



The program included other presentations throughout the day that covered a broad range of topics, including outreach to the voters, dispersing your library throughout the building, cost saving methods in design and construction and choosing the systems that are right for your school. Scituate used the design-bid-build construction delivery method for this project. This school building project cost less than many other MSBA-funded projects underway at the same time. We learned that several spaces were designed for dual purposes such as a learning studio doubling for both math class and wellness class.

V. Finance and Facilities Personnel Stayed Involved

Anticipating the demands of maintaining the complex building systems in their new school, Scituate personnel participated fully in the design and construction of their new facility. It is important that the right people be present at each stage of the project. In Scituate, in addition to educators and administrators, personnel charged with managing the maintenance budget and performing the system maintenance always attended the numerous construction planning meetings.

VI. Keeping System Maintenance Costs to a Minimum

The last panel discussion on “Choosing Systems that are Right for Your School” described the choices a District faces when designing a new school. The panel presented the building’s new heating, cooling and air quality regulating systems within the context of a life cycle assessment that considered all costs, including maintenance costs

One way to avoid unexpectedly high maintenance costs is for a school district to employ its own personnel, rather than potentially expensive third-party service vendors, to maintain the controls and other building systems. To the extent Scituate planned to rely on third-party service vendors, the district wanted to ensure they had their choice of vendors through competitive procurements, rather than being locked into a particular service vendor contract due to the dictates of proprietary building systems.

To accomplish these goals, Scituate personnel worked with their design team to write specifications that guarded against the use of proprietary systems with locked-in vendor contracts. Scituate personnel also diligently attended the trailer meetings during construction and took advantage of classroom training, as well as on-the-job trouble-shooting training, during construction and the warranty period. In this way, Scituate personnel learned as much as possible about the systems before assuming full responsibility for them.

Frequently Asked Questions about the MCPPO Program

Keep an eye out for the MCPPO class schedule — it’s published about one month before each semester starts. The Public Contracting Overview class is offered multiple times each semester, but it fills up quickly. Be sure to sign up early enough to ensure that you have enough time to request a check for payment through your town’s warrant process.

Alternatively, if your employer reimburses educational opportunities, you may consider making payment with a personal check. We appreciate your interest and hope to see you in class.

Q1: I just realized that I need to take an MCPPO class to preserve my MCPPO designation, but I will not be able to pay for the class when I register. Can you hold a seat for me until I can send the payment by mail?

A1: No. Unfortunately, due to the high demand for our classes, we are unable to hold seats pending receipt of payment. However, we may be able to grant you a brief grace period for your MCPPO recertification application while you seek to take the class or earn the continuing education credits you need to preserve your MCPPO designation. Please contact us at MA-IGO-Training@state.ma.us for more information or assistance with this process.

Q2: What happens if I register for an MCPPO class, but cannot attend because of a scheduling conflict?

A2: Because we understand that plans change, we offer some flexibility for students in this situation. If you want to enroll in that same class on a different date or a different class of the same price within the same fiscal year, we can simply transfer your registration. If you are unable to attend a class at all during that fiscal year, but a colleague can attend in your place, we can substitute your colleague into the class. Finally, we can cancel your registration and issue a refund.

All of these options require you to contact the MCPPO program at least 48 hours before the class starts; without this notice, we cannot change your enrollment or reimburse your tuition. Please see the *MCPPO attendance policy* on page 13 of this *Bulletin* or at [MCPPO attendance policy](#). Feel free to contact us with any questions.

Q3: How long does my MCPPO designation last?

A3: An Massachusetts Certified Public Purchasing Official designation is valid for three years from the initial date of issuance. All MCPPO designees must maintain their knowledge and skills and document continuing professional education to receive a re-certification every three years from the date of issuance. Please visit our [website](#) to learn more about the different types of MCPPO designations and the related requirements to acquiring and maintaining your designation.

MASSACHUSETTS
OFFICE OF THE
INSPECTOR GENERAL



Since the creation of our MCPPO training program in 1997...

more than **24,000** participants have attended our classes

Education is key to protecting public funds

2018 ANNUAL REPORT





MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM

THE SPRING SCHEDULE
IS COMING SOON

OFFICE OF THE INSPECTOR GENERAL



MCPPO CLASS ATTENDANCE POLICY

Due to the limited number of seats available for each class, registrants must send a notice of non-attendance to the MA-IGO-Training@state.ma.us at least two days (48 hours) before the start of a class to receive a refund, request a one-time transfer to another class or send another attendee in their place. This allows the Office to give other registrants an opportunity to attend the class when a seat becomes available due to non-attendance.

Registrants will no longer be charged a \$100.00 fee for non-attendance. The Office will no longer “carry” payment credits for registrants to use at a later date. Refunds will not be made for failure to comply with this attendance policy.

1. If notice is not given at least two days (48 hours) before the start of class, no refund, transfer or alternate attendee will be granted.

a) **Refund:** With this option, you will receive a full refund. Please indicate in your notice of non-attendance that you would like a refund.

b) **Transfer to another comparable class:** With this option, you may transfer to another scheduled class of the same cost (if it is not at maximum capacity) one time within the same fiscal year. If the transfer request cannot be accommodated, then a full refund will be issued.

Note: If you cannot attend the class you transferred to, then you will receive a full refund if you provide written notice via email to MA-IGO-Training@state.ma.us at least two days (48 hours) before the start of the class.

c) **Transfer to alternate attendee:** With this option, you may designate another individual in your jurisdiction to attend in your place. If, after the transfer, the alternate attendee cannot attend the class, then you will receive a full refund provided you notify the MCPPO Program of non-attendance via email to MA-IGO-Training@state.ma.us at least two days (48 hours) before the start of the class. No additional transfers will be allowed. If notice of non-attendance is not given at least two days (48 hours) before the class, no refund will be granted.

2. **Attendance:** You must attend all scheduled class dates, and may not miss more than 60 minutes of class time to receive a certificate of attendance and, if applicable, qualify to sit for an exam.

3. Requests for refunds made by registrants receiving tuition funds from the U.S. Department of Veterans Affairs, including cancellations, withdrawals or terminations, may be made in writing to MA-IGO-Training@state.ma.us or by way of U.S. mail and are subject to the separate MCPPO Program Refund Policy related to students funded by the U.S. Department of Veterans Affairs - GI Bill Assistance Program.



MCPPO DESIGNEES

Congratulations To The New Designees!

The following is a list of the MCPPO program’s new Designees, based on applications reviewed (not received) between January 1, 2019 and June 30, 2019:

MCPPO Designees

Mallory Aronstein, Town of Dighton	Brian Langton, Somerville Housing Authority
Jennifer Barrett, Town of Boxborough	Timothy Leonard, City of Lynn
Kristen Bingham, South Shore Charter Public Sch.	David Lizotte, Town of Stoneham
William Bradford, Office of the Inspector General	Lincoln Lynch IV, Framingham Public Schools
Carol Brodeur, Framingham Public Schools	Marieann Macie, Town of Tisbury
Douglas Bushman, Fitchburg Housing Authority	George McCormack, Billerica Public Schools
Gale Clark, City of Attleboro	James McSweeney, Town of Andover
Wen Cobb, Wellesley Public Schools	Michelle Miller, Town of Westwood
Nancy Consolie, Town of Webster	Brian O'Neil, Quinsigamond Comm. College
Tamara D'Entremont, Whittier Reg. Voc. Tec. HS	Michael Owens, City of Easthampton
Logan Davis, Office of the Inspector General	Fatima Pecanha, Mass. Bay Trans. Authority
Chris Dwelley, Town of Yarmouth	Nick Pernice, City of Malden
Angeline Ellison, Town of Uxbridge	Laurie Pierce, City of Newburyport
William Evers, City of Boston	Timothy Plante, City of Springfield
Douglas Foley, Town of Hingham	Jennifer Prendergast, South Coast Ed. Collab.
Kristen Forsberg, Town of Leicester	Maira Rouse, Southeastern Reg. Ser. Group
Michael Friscia, Walpole Public Schools	Mariya Ruseva, Town of Yarmouth
Stephen Furtado Jr., Global Learning Charter Sch.	Vocational Technical High School
Ann-Marie Geyster, Narragansett Reg. Sch. Dist.	Tony Sousa, City of Everett
Joshua Giles, Office of the Inspector General	Wayne Welch, County of Plymouth
Molly Gilfeather, City of New Bedford	Jeffrey White, Randolph Public Schools
David Gray Sr, Nantucket Sewer Dept.	April Yu, Gardner Public Schools
Andrea Guy, Greenfield Housing Authority	
Matthew Hanson, Town of Tyngsborough	
Thomas Hutcherson, Town of Conway	

MCPPPO DESIGNNEES

Associate MCPPPO Designees

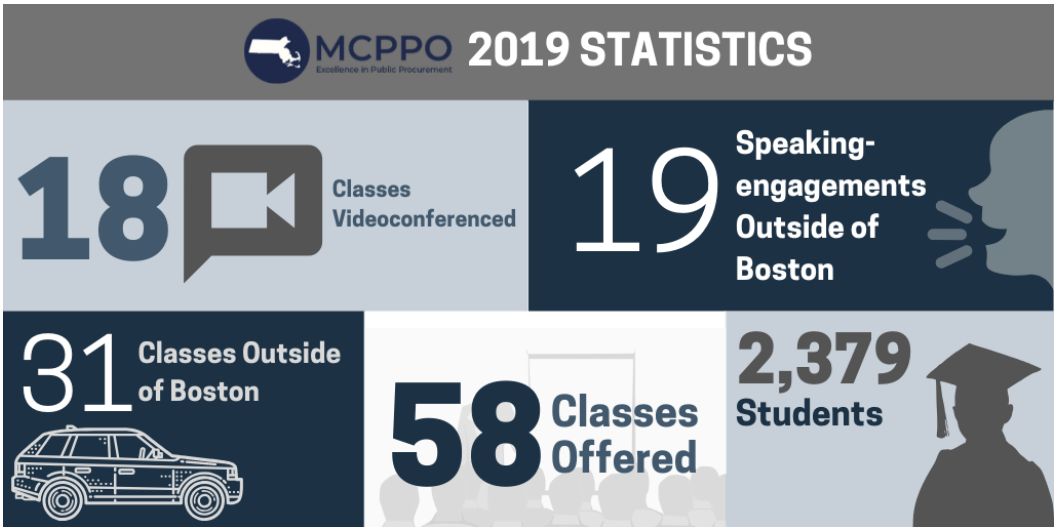
- Mayungbe Adeniyi, Taunton Housing Authority
- Laurie Burzlaff, Town of Andover
- Joseph DeLisle, Mass. Bay Comm. College
- Gail Dowd, Reading Public Schools
- Christopher Fraser, City of Springfield
- Caitlin Fuentes, UMass Lowell
- Erin Hand, City of Springfield
- Lora Kebbati, Town of Nantucket
- Rebecca Lincoln, Collab. for Ed. Ser.
- Amy MacKenzie, Town of Andover
- Fiona Maxwell, City of Medford
- Grace McAuliffe, Quincy Housing Authority
- Ryan McLane, Town of Hubbardston
- Andrew Miller III, Lawrence Housing Authority
- Michelle Monsegur, Town of Hingham
- Vanessa Nugent, Methuen Public Schools
- Catherine Pendleton, City of Boston
- Matthew Sawicki, N. Sagamore Water Dist.
- Andrew Skoog, Marlborough Housing Authority
- Emily Summer, Town of Brewster
- Patty-Jean Titus, Wellesley Public Schools

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- Tina Kirby, Central Berkshire Reg. Sch. Dist.
- Judith Lanoue, Uxbridge Public Schools

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- Kevin Kennedy, Town of Wellesley
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