



## Office of the Inspector General

# PROCUREMENT BULLETIN

Dear Public Officials:

Congratulations to those individuals who recently attained the Massachusetts Certified Public Purchasing Official (MCPPO) designation. This achievement exemplifies the designees' commitment to conducting fair, open and competitive procurements. For a list of the new MCPPO designees, please see page 14.

As many of you know, the Legislature recently amended some of the procedures and dollar thresholds governing the procurement of goods and services under Chapter 30B. The new session law – titled *An Act Modernizing Municipal Finance and Government* (the Municipal Modernization Act) – goes into effect on November 7, 2016. Among other changes, the Municipal Modernization Act amended the procedures for soliciting quotes and raised the thresholds for conducting both invitations for bids and requests for proposals. You will find a summary of the changes on page 2 of the *Bulletin*. We hope you find it helpful.

With the start of fall, we are excited to welcome you back to our MCPPO classes. We have updated our materials and curriculum, and all of our classes will incorporate the new changes to the public procurement laws. Also, we will again offer Procurement Fraud, the newest course to join the MCPPO lineup, as well as the popular Contract Administration class. Please see page 12 of the *Bulletin* for the full schedule of our fall courses. Please also check our website regularly at [www.mass.gov/ig](http://www.mass.gov/ig) for revised materials, new MCPPO course offerings and recommendations about complying with Chapter 30B.

Finally, in this issue of the *Bulletin*, you will find answers to frequently asked procurement questions, a notice from the Attorney General's Office regarding pre-engineered buildings, an update regarding the public records law and a best practice tip related to contract administration.

Thank you for your time and consideration in reviewing our publications. 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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### IMPORTANT NOTICE



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

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

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

**By U.S. Mail:**  
Office of the Inspector General  
One Ashburton Place, Room 1311  
Boston, MA 02108



## **Important Notice Related to Amendments to the Uniform Procurement Act**

On August 9, 2016, Governor Baker signed into law *An Act Modernizing Municipal Finance and Government* (the “Act”). The Act amended M.G.L. c. 30B (“Chapter 30B”), also known as the Uniform Procurement Act, by increasing dollar thresholds and requirements related to solicitations when local jurisdictions procure supplies and services.

Effective November 7, 2016, dollar thresholds and solicitation requirements will change as follows:

<b><u>Dollar Threshold</u></b>	<b><u>Solicitation Requirements</u></b>
<b>Less than \$10,000</b>	Use sound business practices to ensure favorable pricing by periodically soliciting price lists or quotations (verbally or in writing) from responsive and responsible vendors.
<b>\$10,000 - \$50,000</b>	Request three <i>written</i> quotations from at least three vendors who customarily provide the supply or service based on a <i>written purchase description</i> that the jurisdiction provides to each vendor. Procurement officers must keep a record of the names and addresses of all persons from whom quotations were sought, the written purchase description, the name of each person submitting a quotation, and the date and amount of each quotation.
<b>More than \$50,000</b>	Use an invitation for bids (IFB) or a request for proposals (RFP). Advertise the IFB or RFP as follows: (1) post the IFB or RFP on the COMMBUYS system administered by the Operational Services Division; (2) publish a notice in a conspicuous place in or near your jurisdiction’s local office; (3) advertise in a local newspaper once two weeks before the IFB or RFP are due; and (4) for contracts estimated to exceed \$100,000, publish notice in the <i>Goods and Services Bulletin</i> .

(continued on page 3)



*(Uniform Procurement Act, continued from page 2)*

Dollar thresholds and advertising requirements related to real property transactions have not changed under the Act.

Finally, the Act eliminates the exemption for banking service contracts for compensating balance accounts. See M.G.L. c. 30B, § 1(b)(23).

The Office is revising its class materials and other publications to reflect the recent amendments. Updated procurement charts will be available on the Inspector General's website at [www.mass.gov/ig](http://www.mass.gov/ig). Please be sure to refer to these new charts; they provide a quick reference guide on the threshold changes and the new solicitation requirements under Chapter 30B for all procurements made on or after November 7, 2016.

Please call the Inspector General's Chapter 30B Hotline at (617) 722-8838 with any questions.

Chapter 30B Hotline: (617) 722-8838

## **Best Practice Tip**

If a dispute arises during the life of the contract, travelling a long distance to litigate may compromise not only your budget, but also your ability to efficiently and effectively enforce the terms of your contract. Therefore, a well-drafted forum-selection clause – that is, a clause in a contract that determines where litigation may be initiated – is an important consideration in all supply contracts. It is especially important in contracts with entities located outside of Massachusetts, such as many contracts secured through cooperative purchasing agreements.

In a recent case, a federal judge determined that a lawsuit against a Texas vendor should be heard in a Massachusetts court because of a well-drafted forum-selection clause in a purchase order. Specifically, the awarding authority's purchase order included a forum-selection clause that required any disputes between the vendor and the awarding authority to be heard in a Massachusetts court.

Consequently, whether you are conducting procurements according to sound business practices, soliciting price quotations, or issuing bids or proposals, consider including a clearly written forum-selection clause related to any contract disputes. Check with your legal counsel, of course, for any legal advice related to the terms of your procurement contracts and how they should be enforced.



## **Notice from the Secretary of State's Office:**

### **Public Records Law Update**

On June 3, 2016, Governor Baker signed into law Chapter 121 of the Acts of 2016, *An Act to Improve Public Records*. Many of the provisions in the new law will take effect on **January 1, 2017**. Please be aware, the current law will remain effective until that time.

Below are a few of the provisions of the new version of the Public Records Law that will become effective next year.

#### **New Provisions:**

##### **Records Access Officers**

Agencies and municipalities are required to designate one or more Records Access Officer(s) (RAO). The contact information for the RAO must be posted conspicuously, including on the agency's or municipality's website, if available.

The RAO has a duty to:

- Coordinate the agency's or municipality's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Assist the custodian of records in preserving public records; and
- Prepare guidelines that enable requestors to make informed requests.



##### **Electronic Records**

Under the new version of the law, RAOs must provide public records to a requestor in an electronic format *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format.

Additionally, as of January 1, 2017, **agency RAOs** will be required to provide on a searchable website electronic copies of commonly requested records, including: final opinions, annual reports, minutes of open meetings and agency budgets. **Municipal RAOs** will also be required to post commonly requested records on their municipal websites, to the extent feasible.

*(continued on page 5)*



*(Notice from the Secretary of State's Office, continued from page 4)*

## Response Time

Under the current law, a records custodian must respond to a request for records in writing within 10 calendar days.

Beginning January 1, 2017, a RAO must permit inspection or furnish a copy of a requested public record within **10 business days** following receipt of the request. RAOs may petition the Supervisor of Records for an extension if they are unable to grant access to the requested public records in this time period.

## Fees

The Supervisor of Records' Public Access Regulations allowing records custodians to charge **5 cents** for black and white paper copies or computer printouts of public records for both single and double-sided sheets was codified and will remain effective with the new law.

Beginning January 1, 2017, if a response to a public records request requires more than 4 hours of employee time, an **agency RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. The fee shall not exceed \$25 an hour.

Beginning January 1, 2017, if a response to a public records request requires more than 2 hours of employee time, a **municipal RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25 an hour, unless approved by the Supervisor of Records. Municipalities with populations of 20,000 people or fewer will be permitted to charge for the first 2 hours of employee time.



## Administrative Appeals

As of January 1, 2017, if an agency or municipality fails to comply with a requirement of the new law, the requestor may file an appeal with the Supervisor of Records who will then issue a determination on the public status of the records within **10 business days** of receipt of the request for an appeal.

## Attorney Fees

Under the new Public Records Law, if a requestor prevails in a court action against an agency or municipality, the court may award the requestor attorney fees or costs.

If you have any questions, please contact the Public Records Division at (617) 727-2832 or [pre@sec.state.ma.us](mailto:pre@sec.state.ma.us).

**Submitted by:**  
**Office of the Secretary of the Commonwealth**  
**Public Records Division**



## **Notice from the Attorney General's Office**

Effective October 1, 2016, the Office of the Attorney General will not consider “pre-engineered” buildings to be governed by the request for proposal process for the procurement of the modular buildings pursuant to M.G.L. c. 149, § 44E(4)(E). Pre-engineered buildings, such as manufactured metal buildings and structures should be procured through the bidding process outlined in M.G.L. c. 149, §§ 44A-44J.

If you have any questions, please contact Assistant Attorney General Deborah Anderson at (617) 963-2371 or [Deborah.Anderson@state.ma.us](mailto:Deborah.Anderson@state.ma.us).

***Submitted by:***  
***Office of the Attorney General***  
***Fair Labor Division***

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

**Q1:** I am the Public Works Director for my town. Is the hauling and disposal of sludge produced at our town's wastewater treatment plant exempt from the requirements of Chapter 30B?

**A1:** No. Although there is an exemption in Section 1 of Chapter 30B for the disposal of “solid waste” and “recyclable” or “compostable” materials, this exemption does not apply to sludge that is produced at a wastewater treatment plant. The Office relies on the Massachusetts Department of Environmental Protection's (DEP) regulations, specifically 310 CMR 19.006, to interpret the terms-of-art used in the exemption. The DEP's regulations define “solid waste” as “useless, unwanted or discarded solid, liquid or contained gaseous material,” but specifically exclude nine types of waste, including sludge. Moreover, the regulations define a “recyclable material” as “a material that has the potential to be recycled and which is pre-sorted and not contaminated by significant amounts of toxic substances.” Finally, “compostable materials” is defined as “organic material, excluding water treatment residuals, that has the potential to be composted,” provided they too are “pre-sorted and not contaminated by significant amounts of toxic substances.”



In short, the DEP's regulations exclude sludge from the definitions of “solid waste,” “recyclable materials” and “compostable materials.” Therefore, the disposal or hauling of sludge is subject to Chapter 30B and must be competitively procured.

*(continued on page 7)*





*(Frequently Asked Questions Relating to Procurement, continued from page 6)*

**Q2:** I understand that the dollar threshold for soliciting price quotations under Section 4 of Chapter 30B will increase to \$50,000 with the passage of the Municipal Modernization Act, effective on November 7, 2016. As of that date, can jurisdictions continue to invite bids at the \$35,000 threshold?

**A2:** Yes. After November 7, 2016, jurisdictions may use the bid process outlined in Section 5 of Chapter 30B instead of soliciting quotes for procurements of \$50,000 or less. Chapter 30B allows a governmental body to choose to use Section 5 (Bids) for the procurement of goods and services at thresholds referenced under Section 4 of Chapter 30B. Governmental bodies may also establish stricter or additional requirements through local ordinances or bylaws that require the issuance of invitations for bids below the statutory threshold established under Section 4 of Chapter 30B.



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**Q3:** I am a School Business Officer who is involved in purchasing school textbooks. Does the Municipal Modernization Act change the process to procure textbooks as a sole-source procurement under Section 7 of Chapter 30B?

**A3:** No. Purchasing officials must still conduct a reasonable investigation to determine whether only one practicable source exists when procuring school textbooks. The procurement file for this type of purchase must still contain the required documentation, including any market research that supports the basis for the determination that only one practicable source exists for those particular textbooks.

As markets evolve, moreover, there are an increasing number of responsive and responsible vendors that offer competitive prices for different kinds of educational materials, including textbooks. This makes it less likely that one practicable source exists for the procurement of textbooks. Notably, however, if the textbooks you wish to purchase are a particular edition or an edition that contains discussion questions, then a reasonable investigation may result in a determination that only one practicable source exists for those particular textbooks.



Finally, as of November 7, 2016, the Municipal Modernization Act will require the Commonwealth's Operational Services Division (OSD) to develop procedures that may reduce the cost of textbooks and other educational materials through bulk purchasing via statewide contracts. As a result of this initiative, a reasonable investigation should include a review of OSD's contracts related to textbooks, in addition to other sources, to determine whether more than one practicable source exists. If more than one practicable source exists for the procurement of the textbooks you are seeking, your purchase would not be eligible for a sole-source procurement under Section 7 of Chapter 30B. In such a case, you must conduct a full competitive process for the purchase of textbooks under Chapter 30B based on the dollar value of your procurement.

For more general information, see the Office's *Chapter 30B Manual*, which is available at [www.mass.gov/ig](http://www.mass.gov/ig).



**REMINDER:**

**MCPPO PROGRAM REGISTRATION POLICY**

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

**MCPPO DESIGNATIONS:**

**APPLICATION POLICY AND CORI FORM SUBMISSIONS**

As a reminder, the Office has received approval to accept CORI forms by mail. If you submit the CORI form by mail, it must be notarized. You must also include a copy of your valid government-issued photo identification. You may also submit CORI forms and MCPPO designation applications in person to the Office of the Inspector General. CORI forms and designation applications can be found on our website at the following link: [www.mass.gov/ig/publications/forms/mcpdesig.pdf](http://www.mass.gov/ig/publications/forms/mcpdesig.pdf).



**REMINDER:**

**INCLEMENT WEATHER ADVISORY**

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







# Office of the Inspector General

*Glenn A. Cunha, Inspector General*

The Massachusetts Certified Public Purchasing Official (MCPPO) program

## CONTRACT ADMINISTRATION

**PREREQUISITE: NONE**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**COURSE LEVEL: BASIC**

**ADVANCED PREP: NONE**

Effective contract administration, which begins before the contract is signed and continues through the final payment to the vendor, is essential for every jurisdiction. This new, 1-day class will provide you with all the necessary tools to successfully and efficiently administer your jurisdiction's contracts. The class will also utilize interactive exercises to teach you how to mitigate risks, resolve disputes, and use effective communication to successfully develop and implement supplies-and-services contracts.

**COURSE DATE:**

**November 22, 2016**

**8:30 A.M. – 3:30 P.M.**

**MCPPO Classroom  
One Ashburton Place, Room 1306  
Boston, Massachusetts**



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.NASBARegistry.org](http://www.NASBARegistry.org).

Topics covered include:

- Principles and best practices
- Effective oversight and monitoring
- Procurement goals
- Specifications
- Service contracts
- Elements of successful communication
- False claims laws
- Problems and risk mitigation
- Dispute resolution



**This course qualifies for 6 continuing professional education (CPE) credits, 6 professional development points (PDP) and 6 MCPPO credits toward recertification.**

**To register, please visit our website at [www.mass.gov/ig](http://www.mass.gov/ig). For additional information on the MCPPO Program or information regarding refunds, complaints and program cancellations, please contact Joyce McEntee**



# Office of the Inspector General

*Glenn A. Cunha, Inspector General*

The Massachusetts Certified Public Purchasing Official (MCPPO) program

## BOARDS & COMMISSIONS:

*Responsibilities, Good Governance and What You as a Member Need to Know*

**PREREQUISITE: NONE**

**COURSE LEVEL: BASIC**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**ADVANCED PREP: NONE**

This 1-day course is essential for every member of a public board or commission, as well as for public officials who regularly interact with boards and commissions. All board and commission members have a duty to actively oversee the officials who report to them and to ensure that the public monies they administer are spent appropriately. Attendees will learn the tools necessary to successfully fulfill these duties. Attendees will also learn about the keys to effective supervision; identifying fraud, waste and abuse; and the legal requirements applicable to board and commission members. Take this class and walk away armed with the knowledge and skills to be a highly effective board or commission member.

**COURSE DATE:**

**December 13, 2016**

**8:30 A.M. – 3:30 P.M.**

**MCPPO Classroom**

**One Ashburton Place, Room 1306  
Boston, Massachusetts**



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.NASBARegistry.org](http://www.NASBARegistry.org).

Topics covered include:

- Fiduciary duties and responsibilities
- Tools for effective oversight
- Essential terms for executives' employment contracts
- Preventing and detecting fraud, waste and abuse
- Ethics requirements for members of boards and commissions
- Public Records Law and Open Meeting Law

This course qualifies for 6 continuing professional education (CPE) credits, 6 professional development points (PDP) and 6 MCPPO credits toward recertification.

To register, please visit our website at [www.mass.gov/ig](http://www.mass.gov/ig). For additional information on the MCPPO Program or information regarding refunds, complaints and program cancellations, please contact Joyce McEntee Emmett, MCPPO Director, at (617) 722-8835 or via email at [MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us).



# Office of the Inspector General

*Glenn A. Cunha, Inspector General*

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

## CREATING A PROCUREMENT OFFICE

**PREREQUISITE: NONE**

**COURSE LEVEL: BASIC**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**ADVANCED PREP: NONE**

This 2-day course is designed for those new to the procurement field. Attendees will gain the skills and knowledge necessary to run a successful procurement office. The course will cover procurement policies and procedures, contract administration, legal requirements and other important factors for creating a successful procurement office within state and local governmental entities, districts and authorities. You will learn how to incorporate recent developments and changes in the Commonwealth's procurement laws as a result of the Municipal Modernization Bill into bidding processes and contracting practices.

**COURSE DATES:**

**December 7 & 8, 2016**

**8:30 A.M. – 4:30 P.M.**

**MCPPO Classroom (group-live)**

*One Ashburton Place, Room 1306  
Boston, MA*

**Comm Fire District (videoconference)**

*1875 Falmouth Road,  
Centerville, MA*



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.NASBARegistry.org](http://www.NASBARegistry.org).

**Topics covered include:**

- Advantages and challenges of centralized and decentralized procurement systems
- Consistent application of bidding policies across department lines
- Developing standardized documents to facilitate bidding procedures
- Professional collaborations with other procurement officials and jurisdictions
- Working with state administrative and investigatory agencies
- Contracting terms and conditions for better results
- Developing a succession plan for procurement offices
- Dealing with challenging vendors
- Recent legal developments, including the Municipal Modernization Bill
- Making responsibility and responsiveness determinations
- Managing procurement files and contract records in the electronic age

This course qualifies for 14 continuing professional education (CPE) credits, 14 professional development points (PDP) and 14 MCPPO credits toward recertification.

To register, please visit our website at [www.mass.gov/ig](http://www.mass.gov/ig). For additional information on the MCPPO Program or for information regarding refunds, complaints, and program cancellation, please contact Joyce McEntee Emmett, MCPPO Director, at (617) 722-8835 or via email at [MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us).



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

**MASSACHUSETTS CERTIFIED PUBLIC PURCHASING  
OFFICIAL PROGRAM**

**REGISTRATION FORM September–December 2016**

Please complete below and indicate seminar selection on the right:

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

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

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

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

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

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

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

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

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

Office of the Inspector General  
One Ashburton Place, Rm. 1311  
Boston, MA 02108  
ATTN: MCPPO Program

**TYPE OF PAYMENT:**

☐ Check/Money Order \_\_\_\_\_ ☐ State agencies: payment via IE/ITA \_\_\_\_\_

**NONDISCRIMINATION POLICY:** The Massachusetts Office of the Inspector General does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, sexual orientation, political affiliation, or Vietnam-era or disabled veteran status in its employment or admission policies, or in the administration or operation of, or access to, its programs and policies. The Office of the Inspector General does not discriminate on the basis of disability; see Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's nondiscrimination policy relating to MCPPO programs may be addressed to Joyce McEntee Emmett, Director of the MCPPO Program, at (617) 727-9140.

The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.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](mailto:MA-IGO-Training@state.ma.us) or go to our website at [www.mass.gov/ig](http://www.mass.gov/ig).

**Fall/Winter 2016 SCHEDULE**

**PUBLIC CONTRACTING OVERVIEW**

September 13, 14, 15 ☐ BOS ☐ HUNT\*  
October 18, 19, 20 ☐ BOS  
November 29, 30, December 1 ☐ BOS ☐ COMM\*

**SUPPLIES & SERVICES CONTRACTING**

September 20, 21, 22 ☐ BOS  
October 25, 26, 27 ☐ BOS ☐ HUNT\*  
December 14, 15, 16 ☐ BOS ☐ COMM\*

**DESIGN & CONSTRUCTION CONTRACTING**

September 27, 28, 29 ☐ BOS  
November 2, 3, 4 ☐ BOS ☐ HUNT\*

**PROCUREMENT FRAUD**

November 1 ☐ BOS **NEW**

**BOARDS & COMMISSIONS**

December 13 ☐ BOS

**ADVANCED TOPICS UPDATE**

November 9, 10 ☐ BOS ☐ COMM\*

**CONTRACT ADMINISTRATION**

November 22 ☐ BOS

**CREATING A PROCUREMENT OFFICE**

December 7, 8 ☐ BOS ☐ COMM\*

**DRAFTING A MODEL IFB**

Self-paced ☐ AT YOUR DESK

**PRIVATE SECTOR TRAINING**

**CERTIFICATION for School Project Designers & OPMs**

October 6, 7, 13, 14 ☐ BOS

**RECERTIFICATION for School Project Designers & OPMs**

October 4 ☐ BOS  
December 6 ☐ BOS

**IMPORTANT NOTICE**

All registration forms must be accompanied by payment. Please complete this form and submit to the MCPPO Program by U.S. Mail at the following address:

**Office of the Inspector General  
One Ashburton Place, Room 1311  
Boston, MA 02108  
ATTN: MCPPO Program**

If you have any questions regarding the MCPPO Program, please contact us at:

[MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us)

**On-site location:**

**BOSTON:** One Ashburton Place, Boston, MA

**\*Videoconference locations:**

**COMM:** COMM Fire District, Centerville, MA

**HUNT:** Gateway Regional School District, Huntington, MA

Additional Seminar Information



<b>PUBLIC CONTRACTING OVERVIEW</b> <i>No Prerequisite</i>		Tuition: \$595 for government/non-profit employees \$750 for all others
September 13, 14, 15	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
October 18, 19, 20	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
November 29, 30, December 1	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	3-day seminar
<b>SUPPLIES &amp; SERVICES CONTRACTING</b> <i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		Tuition: \$595 for government/non-profit employees \$750 for all others
September 20, 21, 22	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
October 25, 26, 27	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
December 14, 15, 16	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	3-day seminar
<b>DESIGN &amp; CONSTRUCTION CONTRACTING</b> <i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		Tuition: \$695 for government/non-profit employees \$850 for all others
September 27, 28, 29	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
November 2, 3, 4	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	3-day seminar
<b>PROCUREMENT FRAUD</b> <b>NEW CLASS</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
November 1	<input type="checkbox"/> BOSTON	1-day seminar
<b>BOARDS &amp; COMMISSIONS</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
December 13	<input type="checkbox"/> BOSTON	1-day seminar
<b>ADVANCED TOPICS UPDATE</b> <i>Prerequisite: Supplies &amp; Services Contracting or Design &amp; Construction Contracting</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
November 9, 10	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	2-day seminar
<b>CONTRACT ADMINISTRATION</b> <i>No Prerequisite</i>		Tuition: \$200 each participant
November 22	<input type="checkbox"/> BOSTON	1-day seminar
<b>CREATING A PROCUREMENT OFFICE</b> <i>No Prerequisite</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
December 7, 8	<input type="checkbox"/> BOSTON <input type="checkbox"/> COMM FIRE DISTRICT*	2-day seminar
<b>DRAFTING A MODEL IFB</b> <i>No Prerequisite</i> <i>Requires Microsoft Word 7.0 or higher</i>		Tuition: \$75 each participant
<input type="checkbox"/> AT YOUR DESK		Self-paced
<b>PRIVATE SECTOR TRAINING</b>		
<b>CERTIFICATION for School Project Designers &amp; Owner's Project Managers</b>		Tuition: \$1350 each participant
October 6, 7, 13, 14	<input type="checkbox"/> BOSTON	4-day seminar
<b>RECERTIFICATION for School Project Designers &amp; Owner's Project Managers</b> <i>Prerequisite: Certification for School Project Designers &amp; Owner's Project Managers</i>		Tuition: \$550 each participant
October 4	<input type="checkbox"/> BOSTON	
December 6	<input type="checkbox"/> BOSTON	1-day seminar

**On-site address:**

**The McCormack Building**  
One Ashburton Place, Room 1306  
Boston, MA 02108

**Videoconference addresses:**

**COMM FIRE DISTRICT:**  
1875 Falmouth Road  
Centerville, MA 02632

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

Please check our website regularly as videoconference locations may be added in the future.





## CONGRATULATIONS TO OUR NEW DESIGNEES!

*The following is a list of the MCPPO Program's new Designees based on applications reviewed (not received) between July 1, 2016 and September 30, 2016*

### **MCPPO**

*Ehsanul Bhuiya, Springfield Parking Authority  
Jill Brilhante, Southeastern MA Educational Collaborative  
Maureen Cipriani, City of Everett  
Edward Cronin, Braintree Public Schools  
Kristin Davis, Framingham Housing Authority  
Robert Fennessy Jr., Town of Kingston  
Blake Lukis, Town of Framingham  
Patricia Lyons, Boston Public Facilities Department  
Elizabeth Rairigh, Pioneer Valley Planning Commission  
Lauren Stabilo, City of Springfield  
Sean VanDeusen, Town of Lenox  
Giovanna Venditti, Nauset Public Schools  
Jamieson Wicks, Massachusetts College of Art and Design*

### **MCPPO for Design & Construction**

*Garrett Anderson, Cambridge Housing Authority*

### **MCPPO for Supplies & Services**

*Jaqueline Ehler, Town of Belmont Department of Public Works  
Peter McLoughlin, MA Dept. of Elementary and Secondary Ed.  
Frank Scabin, Massachusetts Bay Transportation Authority*

### **Associate MCPPO**

*Denese Allen, Town of Nantucket Department of Public Works  
Douglas Dias, Natick Public Schools  
Margaret Donnelly Moran, Cambridge Housing Authority  
John Donovan, Boston Water and Sewer Commission  
Lisa Dumont, Town of Webster  
Chad Howard, Amherst Housing Authority  
William Leahy, Agawam Housing Authority  
Ingrid Solano, Springfield Public Schools  
Tatiana Swanson, Town of Needham*

### **Associate MCPPO for Design & Construction**

*None*

### **Associate MCPPO for Supplies & Services**

*Jose Chatti-Filho, Town of Nantucket Dept. of Public Works*





**SUBSCRIPTION INFORMATION**

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