



PROCUREMENT BULLETIN

Dear Public Officials:

Thank you for making the Massachusetts Certified Public Purchasing Official (MCPPO) program a success. We held six classes over the summer, including a new elective focused on real property, and trained almost 200 public officials. We partnered with other public entities throughout the Commonwealth to bring our classes to you in Pittsfield, Burlington, Fitchburg, Worcester, Holyoke and North Attleborough. Our MCPPO program continues to evolve with your input. Recently, we surveyed thousands of public officials across the Commonwealth to determine your preferences for classes. We received tremendous feedback in response to that survey and we will be moving some of our classes online. Our goal is to provide online access that will allow even greater participation in the MCPPO program.

We also recently solicited feedback about how to redesign our *Procurement Bulletin* to make it more useful to you and reach new readers. Thank you for your help with these surveys and for your continued support, engagement and readership. We have a large audience to serve, from seasoned public board members to newly appointed procurement officials to other professionals who require more specialized training to help government run more effectively. We are working to meet these needs and to provide you with the tools necessary to successfully do your jobs as stewards of our public funds.

We have more Office news to report. The legislature authorized our Office to create a new State Police Special Audit Unit. This unit will be responsible for monitoring the quality, efficiency and integrity of the Massachusetts State Police’s operations, organizational structure and management functions. In addition, it will focus on preventing and detecting fraud, waste and abuse of public funds. The Office is also enlarging its capacity to recover funds on behalf of public entities with the creation of its Civil Recovery Unit. This new unit will seek civil recoveries on behalf of the Commonwealth and its subdivisions where fraud or other misconduct has led to the loss of public funds.

As always, thank you for reviewing the *Bulletin*. We hope you find our answers to frequently asked procurement questions helpful, along with our fraud prevention and best practice tips. Thank you for your time and consideration in reviewing our Office’s publications.

Sincerely,

Glenn A. Cunha
Inspector General

INSIDE THIS ISSUE:

	Page
Letter from Inspector General Glenn Cunha _____	1
Chapter 30B and the Proper Application of the Special Education Exemption _____	2
Chapter 30B Reference Materials: Fast, Convenient and Economical _____	2
From Trash to Treasure: Responsible Management of School Furniture _____	3-4
Reminder Regarding Compensating Balance Reports _____	5
Bid Protest Decision: Vehicle Exhaust System _____	6
Fraud Prevention Tip _____	7
Best Practice Tip _____	7
Winter Weather in Massachusetts _____	8
Procurement FAQs _____	9-10
MCPPO Policies and Reminders _____	11
Bring an MCPPO Class Directly to Your Jurisdiction by Videoconference _____	11
Story of a Building _____	12
MCPPO Program’s Inclement Weather Policy _____	13
Subscription Information _____	14

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

U.S. Mail

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



CHAPTER 30B AND THE PROPER APPLICATION OF THE SPECIAL EDUCATION EXEMPTION

School districts may obtain special education services without using the competitive procedures in Chapter 30B. See M.G.L. c. 30B, § 1(b)(8). This exemption applies only to the procurement of supplies and services for students with special needs. So, contracts for supplies or services are exempt only when used exclusively for special education students. If your school district procures supplies or services used for both special education and other students, then those supplies or services must be procured in accordance with Chapter 30B; the exemption does not apply. Additionally, the exemption does not apply to supplies or services procured for administrative tasks performed by the special education department or other school staff, whether or not directly related to special education students. For example, the purchase of copy paper used by the special education department to print student reports would not qualify for the exemption. However, physical therapy equipment exclusively for use by special education students would qualify for the exemption.

Most recently the Office received a question about the applicability of the exemption to transportation provided under the federal McKinney-Vento Homeless Assistance Act (McKinney-Vento Act). This act requires a school district to provide homeless students transportation to and from school in the relevant district. See 42 U.S.C. § 1432(g)(1)(J)(iii). See also Massachusetts Department of Elementary and Secondary Education for more information about resources on how to implement the [McKinney-Vento Act in Massachusetts](#). Under Section 1(b)(8) of Chapter 30B, a school district may not obtain a special education transportation provider, and then use that same special education provider to transport other students regardless of their housing status. So, homeless students cannot be transported by a special education provider under the exemption. Only homeless students that are also special education students can be transported by a provider procured under the exemption. In short, a jurisdiction must competitively procure supplies and services used by both special education students and other students as the exemption is not applicable in these cases.

Finally, the Office recommends that as a best practice, school districts apply Chapter 30B for exempt procurements, including special education, to ensure that the school district gets the best value for the supplies or services it needs and that public funds are spent wisely.

CHAPTER 30B REFERENCE MATERIALS: *FAST, CONVENIENT AND ECONOMICAL*

Download a digital copy of the Office of the Inspector General's reference materials, including [The Chapter 30B Manual: Procuring Supplies, Services and Real Property](#), to your desktop and search it digitally on demand. If you are unable to find answers to your Chapter 30B questions, then the Office is always happy to provide guidance on the Chapter 30B hotline at (617) 722-8838.



FROM TRASH TO TREASURE: RESPONSIBLE MANAGEMENT OF SCHOOL FURNITURE

Submitted by the Massachusetts Department of Environmental Protection together with the Massachusetts School Building Authority

In Massachusetts, school renovations and demolitions often result in thousands of unwanted desks, tables, chairs, cabinets and shelves being thrown into our landfills and incinerators. Why? With tight project schedules and furniture that is often 10+ years old, classifying the old furniture as worthless and sending it to a landfill seems like the fastest, cheapest and easiest option.

The key word is *seems*. Is discarding furniture into a landfill really the quickest and most economical option? It depends on who you ask. According to Emerson Lennon, a project and account executive for The Reuse Network, a vendor that buys and resells surplus supplies, “K12 Furniture is solid gold. There is no excuse to let K12 furniture go to the landfill when so many schools in the U.S. and overseas need these items.”

In fact, St. George’s College, a K-12 school in Kingston, Jamaica had many classrooms with broken chairs and desks, and other classrooms with almost no furniture at all due to a lack of funding. “Without the proper tools, teaching and learning become difficult,” said Anecia Creary, Maintenance Supervisor at St. George’s.



Furniture from the old Tahanto Middle/High School in Boylston, MA finds a new home at St. George’s College in Kingston, Jamaica

Thankfully, the Berlin-Boylston Regional School District here in Massachusetts opted for reuse over disposal. Through its network of charitable partners, over 1,125 pieces of school furniture from the Tahanto Middle/High School in the Berlin-Boylston Regional School District now enriches the learning experience for students and teachers alike at St. George’s.

Isn’t it cheaper to just throw old furniture away?

No, it’s not! Loading trailers and shipping furniture to organizations in need may result in a 40% savings compared to the cost of transporting and dumping excess school furniture at a local landfill. The costs of dumpsters and hauling discarded furniture adds up. Choosing to reuse furniture may also result in a quicker project as well as a cleaner and safer job site.

Won’t the process be too time consuming to coordinate?

It’s a common misconception that reusing school furniture will take longer than disposal since you will need to find multiple local outlets to sell or donate the furniture to. With a little planning, and matching with a single nonprofit to absorb large quantities of furniture, reusing your surplus school furniture is quick and easy. Tractor-trailers arrive, they are filled and the furniture is removed as the trailers drive away.

(Continued on page 4)



(Continued from page 3)

Know the Rules: M.G.L. c. 30B.

With any project that involves unwanted furniture, fixtures and equipment—it’s important to understand the rules that regulate a governmental body’s disposal of surplus supplies. Section 15 of Chapter 30B, *The Uniform Procurement Act*, outlines the process for the disposition of surplus supplies based on the resale or salvage value. If the estimated resale or salvage value of the surplus supply is less than \$10,000, follow the written procedures adopted by your local governing body. If the estimated salvage or resale value is greater than \$10,000, the furniture, fixtures or equipment must be offered through competitive sealed bids, a public auction or established markets. Chapter 7 of the Office of the Inspector General’s [Chapter 30B Manual: Procuring Supplies, Services and Real Property](#) offers guidance on the disposition of surplus supplies.

Often surplus school furniture, fixtures and equipment are over seven years old and from a tax perspective have depreciated in value. Consult your local written procedures for how to dispose of these surplus supplies. You may need to get multiple quotes for scrap furniture disposal. Nine times out of ten, a vendor that specializes in reusing and recycling school furniture will provide the best quote. When your jurisdiction’s policy requires you to seek quotes for the disposition of surplus supplies with an estimated resale or salvage value under \$10,000, consider consulting furniture reuse options available on the statewide contract. There are also several additional reuse vendors in the region you may contact.



Newton, MA – A vendor loading 18 shipping containers of school furniture for reuse.

For schools with newer furniture and expensive equipment, with a resale or salvage value of greater than \$10,000, these surplus supplies must be disposed of with a competitive sealed bid, the use of a public auction or through established markets. See M.G.L. c. 30B, § 15. Your unwanted items will live a second life in another jurisdiction and you will generate money for your municipality. Any remaining furniture and equipment that cannot be placed through a competitive bid, auction or established market can then go through the same process with a reuse vendor outlined above.

Choosing to reuse and recycle unwanted school furniture, fixtures or equipment may help keep hundreds of thousands of reusable items and materials out of Massachusetts landfills, save your community money and provide much needed school furnishings for students in the United States and across the world.

To learn more about responsible, cost-effective disposal of surplus furniture, join us on Wednesday, **December 5th** from 1:00 p.m. to 4:00 p.m. for a free workshop at the Field Elementary School in Weston, MA. [Register online](#). Spaces are limited so RSVP today! Can’t travel to Weston that day? No problem, you can also [register for the webinar version](#) of the workshop.



REMINDER REGARDING COMPENSATING BALANCE REPORTS

Annual reports for each FY2018 compensating balance account agreement are due to the Office of the Inspector General (OIG) by October 31, 2018.

As of November 2016, treasurers and collectors of local jurisdictions must submit an annual report to the OIG concerning their jurisdictions' compensating balance account agreements with banking institutions. Section 53F of Chapter 44, entitled *Deposits of Public Funds in Banking Institutions in Return for Services*, also known as compensating balance agreements, requires that:

[a] treasurer or collector who has entered into an agreement pursuant to this section shall produce an annual report in order to determine whether funds maintained on deposit with a banking institution have exceeded the amount required by said agreement. Such report shall identify each banking institution with which such agreement was maintained in the year covered by the report, and the average daily amount, if any, maintained on deposit with such banking institution in excess of the amount necessary to fulfill the terms of agreement. A copy of such report shall be provided to the collector or treasurer, the mayor and city council, the selectmen, the regional school committee, the prudential committee, if any, otherwise the commissioners, of the city, town, or district, and a copy of the same shall be furnished to the inspector general.

The OIG has created a [form](#), available on the OIG website, for treasurers or collectors to submit information about compensating balance account agreements. Please submit the completed form by email to MA-IGO-General-Mail@state.ma.us and include "53F Report" in the subject line.

Please note that municipalities and districts must use Chapter 30B to enter into a compensating balance account agreement (or any banking services contract). The OIG issued "[Guidelines Relating to the Maintenance of Compensating Balance Agreements by Municipalities and Districts](#)," which provides helpful information about procuring compensating balance account agreements using Chapter 30B.

If you have any questions, please contact Mary Kolesar at mary.kolesar@massmail.state.ma.us or (617) 722-8809.

¹Chapter 218 of the Acts of 2016, *An Act Modernizing Municipal Finance and Government*, transferred the responsibility for receiving these reports from the Department of Revenue to the OIG.



BID PROTEST DECISION FOR VEHICLE EXHAUST SYSTEM

*Submitted by Deborah Anderson, Assistant Attorney General
Fair Labor Division – Bid Unit*

On July 3, 2018, the Attorney General’s Bid Protest Unit issued a decision in the case of *Sheet Metal Workers Union, Local 17 v. Burlington*, which was the first decision to discuss bid-splitting in 25 years. At issue was a Vehicle Exhaust System (VES), which collects exhaust fumes from vehicles within a building or other confined space. It is most often used in fire stations.

A VES has traditionally been bid as a Paragraph E listing under the Heating, Ventilation and Air Conditioning (HVAC) trade. It comprises ductwork and venting, which are HVAC work. In new construction or renovation of a fire station, it is integrally related to other trades, such as mechanical, structural, electrical and roofing. Most significantly, a VES is required for occupancy of a fire station.

In Burlington, the awarding authority originally included the VES as a Paragraph E listing under the HVAC trade, but later changed course and stated its intention to bid the VES after the fire station construction was completed. No explanation was offered for why it would be prudent to delay occupancy of the completed fire station until a separate procurement for the VES took place.

Since the VES work was estimated to cost less than \$50,000, the awarding authority sought three quotes. By splitting off the VES from the rest of the HVAC work, the awarding authority attempted to avoid the more stringent advertising requirements of G.L. c. 149, § 44J.

Splitting a bid to avoid the advertising thresholds of G.L. c. 149, § 44J is a serious offense, which may result in fines to the awarding authority.

Relying on precedent and the statutory framework of the filed sub-bid law, the decision concluded that there is a rebuttable presumption that all filed sub-bid work in a construction project must be bid together. This presumption may be overcome by an awarding authority if it demonstrates a legitimate reason to split up the trade. For example, the existence of a statewide Operational Services Division contract may offer savings to the awarding authority, thus justifying the separate bid. In *Burlington*, the only justification offered by the awarding authority was that splitting the bid would result in a “cleaner” procurement. No further explanation was offered. Because the rebuttable presumption was not overcome by the awarding authority, the awarding authority should have bid VES work together with the rest of the HVAC work under the more stringent advertising rules applicable to procurements over \$150,000.

Since issuance of the *Burlington* decision, the Bid Unit in the Attorney General’s Office has encountered multiple instances of municipal awarding authorities splitting off the VES work from the rest of the HVAC trade. Awarding authorities are advised that such a practice is presumed to be improper and will be scrutinized carefully by the Attorney General’s Office. To avoid the uncertainty and potential increased costs due to delay, awarding authorities are encouraged to bid VES and HVAC work together. For more information about the state’s design and construction public bidding laws, visit the Attorney General’s [website](#). The site also contains a searchable database of bid decisions and a comprehensive set of FAQs.



FRAUD PREVENTION TIP: BID MANIPULATION

Bid manipulation undermines fair competition, can cost your jurisdiction money and, in many instances, is illegal. Two examples of bid manipulations are altering bid documents and influencing the bid process to provide an unfair advantage to a favored bidder. Bid manipulation can also include allowing a vendor to submit bid documents after the public deadline or disclosing offers made by one vendor to another before the bids are opened publicly. Protect your jurisdiction and thwart bid manipulation by:

- 1) Ensuring that submitted bids are sealed and secured physically or digitally until the bid opening.
- 2) Restricting access to the submitted bids.
- 3) Assigning multiple witnesses to attend and attest to the proper bid opening.
- 4) After the official bid opening requiring a review of the bid submittals and verification of the bid results by a party not involved in the bid process.
- 5) Requiring vendors to submit bids electronically through a secure platform like [COMMBUYS](#), the Commonwealth's internet-based public procurement database. This makes bid manipulation more difficult.

If you suspect bid manipulation, contact the Office of the Inspector General's fraud, waste and abuse hotline at (800) 322-1323. For more information about using [COMMBUYS](#), contact the Operational Services Division at (617) 720-3300.

BEST PRACTICE TIP: PLAN AHEAD FOR EMERGENCIES WHENEVER POSSIBLE

Even though state procurement statutes provide reasonable flexibility with regard to procuring supplies and services during emergency situations, you should plan ahead whenever possible. Under Chapter 30B, an emergency exists when the time required to comply with a requirement of Chapter 30B "would endanger the health or safety of [] people or their property...." M.G.L. c. 30B, § 8. In the event of an emergency, consider your jurisdiction's existing contracts and whether an increase in the quantity of the supplies and services may save you time and money and is in compliance with Section 13 of Chapter 30B. Remember, when applying Section 13 of Chapter 30B (1) the unit price must remain the same or less; (2) you must specify in writing that an increase is necessary to fulfill the actual needs of the governmental body and is more economical and practical than awarding another contract; (3) your local jurisdiction and the vendor agree to the increase in writing; and (4) the increase in the total contract price does not exceed 25 percent. Note too that you may *reduce* the unit price for supplies and services specified in a contract at any time during the term of the contract or when exercising an option to renew, extend or purchase. See M.G.L. c. 30B, § 13 (5). In addition to amending an existing contract, your jurisdiction may also peruse [COMMBUYS](#), the Operational Services Division's statewide contracts, for supplies and services during an emergency.

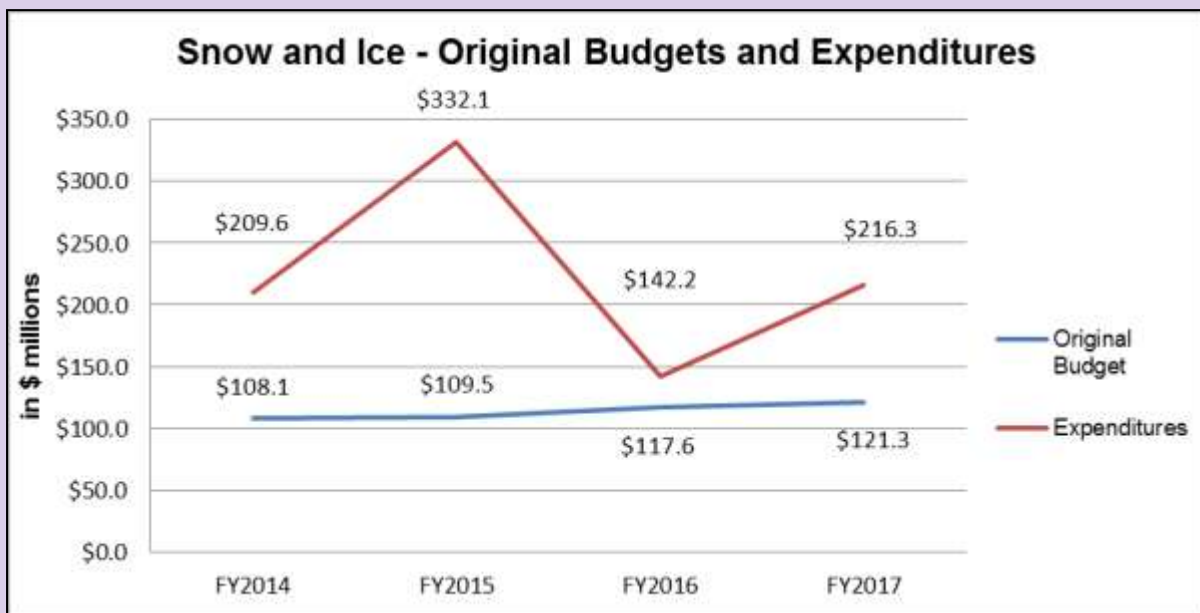


WINTER WEATHER IN MASSACHUSETTS

The Office recently released an [advisory](#) concerning the procurement of snow hauling and snow plowing services, as well as the purchase of snow-control supplies. The advisory points out that while snow plowing is an exempt service under Chapter 30B, snow hauling and the purchase of snow-control supplies are not. The advisory also recommends that to the extent possible, jurisdictions anticipate their needs in advance of the winter season. For example, although snow amounts vary from year to year, jurisdictions can procure a snow hauling contract based upon a reasonable projection of its needs. Look, for example, at how much road salt your jurisdiction used over the past five years; this will help you to evaluate how much to purchase next year. It is better to plan ahead and have contracts in place than to rely on a last-minute search.

According to the Department of Revenue, local jurisdictions spent approximately \$900 million in their “Snow and Ice” budgets between FY2014 and FY2017. Please see the chart below. This level of expenditure demands that jurisdictions follow the procurement laws to obtain the best prices through fair and open competition. To the extent possible for exempt services, like snow plowing, jurisdictions should use a competitive process. Furthermore, always monitor vendors’ invoices to ensure that your jurisdiction is paying for the services actually received at the agreed-upon price.

Comparing amounts originally budgeted to expenditures:



Prepared by the Department of Revenue, Division of Local Services

Review the Office’s best practices [advisory](#) for procuring these types of supplies and services and call the Chapter 30B hotline at (617) 722-8838 for assistance.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT

Q1: My jurisdiction would like to purchase multi-functional printing devices from a cooperative purchasing agreement that includes (as part of the contract) a limited maintenance service plan that preserves the warranty on the devices for three years. May I purchase these printing devices with the ancillary service plan through the cooperative purchasing agreement?

A1: Yes. Section 22 of Chapter 30B limits the use of cooperative purchasing agreements to the purchase of supplies. Section 2 of Chapter 30B defines “supplies” as “all property, other than real property, including equipment, materials, printing, and insurance and further including services incidental to the delivery, conveyance and installation of such property.” M.G.L. c. 30B, § 2 (emphasis added). Maintenance or service plans that are part and parcel of a product at the time of purchase are “incidental” or “ancillary” services to the conveyance of the product in order to maintain that supply’s warranty. As a result, you may purchase an ancillary service plan through a cooperative purchasing agreement under Chapter 30B because the definition of supplies includes related incidental service. However, a local jurisdiction cannot use a cooperative purchasing agreement to exclusively procure services. Finally, keep in mind that if your procurement involves installation that affects the building structure, such as wiring or installation, you may trigger construction-related procurement laws such as Chapter 149 and must conduct your procurement under that statute.

Q2: In preparation for this upcoming winter I am procuring weather-related supplies and services for my town. The estimated cost of the supplies and services will likely be under \$25,000 based on what we spent last year. Should I use Section 4 of Chapter 30B and solicit price quotations?

A2: Yes. Preparing for an emergency and anticipating your needs is a thoughtful way to contain costs for weather-related procurements. Procuring supplies and services now, in accordance with Chapter 30B, will allow you to secure the lowest price for supplies and services through open and fair competition rather than acquiring what you need in the midst of an emergency. When applying Section 4 of Chapter 30B you must develop a written purchase description, seek three written price quotations from vendors customarily providing those supplies or services and award the contract to the vendor offering the lowest priced quote. If you ultimately need to increase the amount of supplies you contracted for, then you must comply with Section 13 of Chapter 30B.

Q3: My town would like to sell a decommissioned public school building to a developer that will preserve the exterior façade. The building is valued at over \$35,000. Pursuant to Section 16 of Chapter 30B, my jurisdiction issued several requests for proposal over the last few years. However, my town rejected all of the offers received and cancelled the processes because the proposals were inconsistent with my town’s vision for the building. Recently, a developer approached us with an attractive offer for the public school building. May my town accept the offer by this developer and avoid the Chapter 30B process?

(FAQs continued on page 10)



(FAQs continued from page 9)

A3: No. You must follow Section 16 of Chapter 30B again, even though you have done so in the past. When disposing of real property valued at over \$35,000 you must apply Section 16 of Chapter 30B. Through the advertising process, you may uncover other potential buyers that will develop the property in a manner consistent with your town’s vision and possibly offer you a better price. Because you have an interested developer, you know that you will receive at least one response that may be consistent with your town’s vision. Also, you should articulate the town’s vision for the building, so potential respondents can provide reasonable proposals for the town to consider.

Q4: My city would like to purchase new office laptops for all of the employees at City Hall. The laptops will likely cost over \$50,000. As the chief procurement officer, I plan to issue an invitation for bids (IFB) under Section 5 of Chapter 30B. After opening the bids, I would like to negotiate bid prices with each individual vendor before making my low-bid determination. Is this permitted under Section 5 of Chapter 30B?

A4: No. Vendors are prohibited from negotiating prices after a bid opening under Section 5(f) of Chapter 30B. This provision explicitly states that:

[t]he procurement officer *shall unconditionally* accept a bid *without* alteration or correction, except as provided in this paragraph. A bidder may correct, modify, or withdraw a bid by written notice received in the office designated in the invitation for bids *prior to the time and date set for the bid opening*. After bid opening, a bidder may *not change the price* or any other provision of the bid in a manner prejudicial to the interests of the governmental body or fair competition. M.G.L. c. 30B, § 5(f) (emphasis added).

Section 5(f) of Chapter 30B requires unconditional acceptance of a bid without alteration and prohibits a bidder, also known as a vendor, from changing the price offered in their bid, if that price change would undermine fair competition. Thus, if a vendor is deemed *responsive* to your bid specifications and *responsible* as a vendor, you must accept the bid unconditionally — without any alteration to the price. Making the award contingent upon a “negotiation” violates the plain language of the statute. Additionally, it necessarily undermines or prejudices fair competition *among* the vendors once bids are opened and vendors’ prices are revealed. Notably, bids are sealed to ensure the confidentiality of the enclosed materials and prevent opportunities for bid manipulation once a bid is submitted. Requiring that the bids remain sealed until the bid due date is one way to help ensure that competition for a contract is fair because the price a vendor offers cannot be changed.

Section 5(g) of Chapter 30B states that “[t]he procurement officer *shall* award the contract to the lowest responsible and responsive bidder.” M.G.L. c. 30B, § 5(g) (emphasis added). This provision protects a qualified vendor that makes the lowest offer for the supplies or services from requests to negotiate the price offered in the bid once the sealed bids are opened.

Chapter 30B Hotline: (617) 722-8838



REMINDER

MCPPO 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.

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 Acknowledgment Forms and MCPPO designation applications in person at the Office of the Inspector General. CORI Acknowledgment Forms and designation applications can be found on the Office's [website](#).

BRING AN MCPPO CLASS DIRECTLY TO YOUR JURISDICTION BY VIDEOCONFERENCE

To join our live MCPPO classes remotely, please contact Joyce McEntee Emmett, Director of the MCPPO program, at (617) 722-8835 or at Joyce.Emmett@state.ma.us, to determine if your videoconferencing platform is compatible with our videoconferencing system. If you can provide a learning space that is convenient for you, your staff and other procurement officials, you may be able to participate in our live MCPPO classes scheduled in Boston. Advantages of hosting a videoconference class include a closer and more convenient location for participants, opportunities to network with other jurisdictions and cost savings on travel-related expenses.



The Office of the Inspector General and the Massachusetts School Building Authority present:



STORY OF A BUILDING
Woodland Elementary School

10 North Vine Street
Milford, MA 01757

Monday, October 29, 2018
8:30 a.m.– 4:30 p.m.



Please join the Massachusetts Certified Public Purchasing Official (MCPPO) program in collaboration with the Massachusetts School Building Authority (MSBA) for the tenth *Story of a Building* on Monday, October 29, 2018, at the Woodland Elementary School in Milford. Community officials will share lessons learned during the construction of their new school, and provide advice to others facing the challenge of responsible stewardship of a public building project. School building committee members, school administrators, the owner’s project manager and architects will share wisdom from their recent experience at the Woodland Elementary School. You can ask questions, get answers, tour the beautiful 900-student elementary school and enjoy lunch, which will be provided in the school cafeteria.

In the afternoon, the Department of Elementary and Secondary Education’s Director of Digital Learning will present guidance on outfitting schools with information technology. You will also hear from the MSBA’s Executive Director, Jack McCarthy, about a cost-saving initiative for the procurement of school furnishings.

Planning for the design and construction of a new school or other public building is a very complex process, different from the duties that most public officials are responsible for on a daily basis. The cost of these projects is often upwards of \$20 million, and can even reach into the hundreds of millions. This workshop is designed to give you the tools to manage these kinds of projects.

To Register:

- 1) Print the [registration form](#).
- 2) Please mail the completed registration form and payment, if applicable, to the:

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

- 3) Lastly, please email strategy@massschoolbuildings.org to let the MSBA know who will be attending.

If you are a staff member from a school that was invited into the MSBA’s recent grant program, please mark “complimentary” on your registration form for up to two attendees from your school district.

Feel free to email Barbara Hansberry, Director of Strategic Planning, at Barbara.Hansberry@MassSchoolBuildings.org or Joyce McEntee Emmett, MCPPO Program Director, at Joyce.Emmett@state.ma.us with any questions about the *Story of a Building*.



MCPPO PROGRAM'S INCLEMENT WEATHER POLICY

In the event of inclement weather, the Massachusetts Certified Public Purchasing Official (MCPPO) program will post information about class cancellations and delays on:

- MCPPO's weather line at (617) 722-8831
- Office's [website](#)
- [Twitter](#)
- [LinkedIn](#)

The MCPPO class cancellation policy is as follows:

Generally, the MCPPO program follows the Boston public school district's decisions for weather closings. Therefore, if Boston Public Schools are closed due to inclement weather, MCPPO classes – including classes held at videoconference locations – will be cancelled and rescheduled.

For students attending a class via videoconference, if the host city or town's school system is closed due to inclement weather, the MCPPO videoconference class will be cancelled and rescheduled. The live class held in Boston will proceed if Boston Public Schools are open.

For students attending a live MCPPO class presented at an off-site location, if the public school system in the host city or town is closed due to inclement weather, the MCPPO class will be cancelled and rescheduled. Moreover, a class may be cancelled if inclement weather prevents MCPPO instructors from traveling to an off-site location. In such an event, the Office will put an announcement on the MCPPO weather line, the Office's website, Twitter and LinkedIn.

If you have any questions or concerns about class cancellations or new class dates, please feel free to contact Joyce McEntee Emmett, MCPPO Program Director, at (617) 722-8835 or Joyce.Emmett@state.ma.us.



SUBSCRIPTION INFORMATION

The Office of the Inspector General publishes the Procurement Bulletin on a quarterly basis. There is no charge to subscribe.

To receive the Procurement Bulletin electronically, please send an email containing your first and last name to MA-IGO-Training@state.ma.us.

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

A banner with a dark background on the left featuring the Office of the Inspector General seal. On the right, white text reads "Follow us on Social Media!". Below this are two blue buttons: one with a Twitter icon and the handle "@massOIG", and another with a LinkedIn icon and the URL "/company/office-of-the-inspector-general/".

**Follow us on
Social Media!**

 @massOIG

 /company/office-of-the-inspector-general/