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INSPECTOR GENERAL

The Commonwealth of Massachusetts
Office of the Inspector General

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November 15, 2010

Chief Thomas E. Burke
West Springfield Police Department
26 Central Street, Suite 22
West Springfield, MA 01089

Dear Chief Burke:

As you know, the Massachusetts Office of the Inspector General (OIG) reviewed the West Springfield Police Department's (WSPD) receipt of a \$63,484 Edward Byrne Memorial Justice Assistance Grant (Byrne Grant) from the U.S. Department of Justice under the American Recovery and Reinvestment Act (ARRA).

The OIG is reviewing ARRA-related grants to identify potential vulnerabilities to fraud, waste, and abuse and other risks that could negatively impact the accountability, transparency, and anti-fraud mandates contained in the statutory language and interpretive guidance of ARRA. This review should not be construed as an investigation of the program or a comprehensive programmatic review. The OIG intends these reviews to assist recipients of ARRA funding to identify and address risks.

According to the WSPD's grant application, with its grant funds the WSPD is paying portions of salaries, and also purchasing a motorcycle, computers, servers, and several less expensive pieces of equipment and software. At the time of the OIG review the WSPD had only completed the procurement process for the motorcycle.

In its grant application the WSPD estimated the price of the motorcycle to be \$17,000. To conduct this purchase, the WSPD chose to use the procurement practices outlined in M.G.L. Ch. 30B (Chapter 30B), the state's Uniform Procurement Act. The WSPD solicited and received three quotes. Harley-Davidson of Southampton submitted a low bid of \$14,482. The WSPD purchased the motorcycle from this supplier.

Based on the OIG review, the WSPD complied with Chapter 30B, with one technical exception. Under Chapter 30B the Chief Procurement Officer (CPO) is in charge of

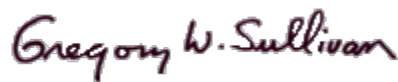
procuring all supplies and services on behalf of the city. While the CPO may delegate this authority to another employee by providing the OIG with notice of this delegation, the only delegation of authority on file at the OIG allows the Chief of Police to procure supplies and services only at a cost of less than \$1,000 without the prior approval of the CPO. The solicitation of quotes by the WSPD for the motorcycle, without the prior approval of the CPO, exceeds this \$1,000 threshold. In the future, to comply with Chapter 30B, either the city's CPO must conduct procurements of \$1,000 or more, or an amended delegation of authority to an employee in the WSPD must be made, and a copy of such must be submitted to the OIG.

While the procurement process has not yet been completed for the other equipment and software the WSPD plans to purchase with its Byrne Grant funds, the same rules apply to those purchases as the rule for the already-purchased motorcycle: the police department may not conduct a procurement for a supply or service at a cost of \$1,000 or more without formal delegation of authority to do so from the CPO.

I have enclosed a delegation form for this purpose. Helpful and practical free guidance and training can be found on the OIG website. Step-by-step procurement information is available in an OIG manual, *Municipal, County, District, and Local Authority Procurement of Supplies, Services, and Real Property* (the Chapter 30B manual), available at <http://www.mass.gov/ig/igpubl.htm>. In addition, an introductory Online Bidding Basics training course is available on the OIG's website at http://www.mass.gov/ig/mcppo/bb_online.htm.

In conclusion, the OIG review of the WSPD's ARRA-funded Byrne Grant found that the funds were spent appropriately, but that the WSPD should follow Chapter 30B more carefully in the future. I appreciate your cooperation in this review of ARRA funding. Please do not hesitate to contact my office with any questions or concerns you may have regarding this review.

Sincerely,

A handwritten signature in dark ink that reads "Gregory W. Sullivan". The signature is written in a cursive, slightly slanted style.

Gregory Sullivan
Inspector General

cc: Mayor Edward Gibson

Enclosure