



PROCUREMENT BULLETIN

Dear Public Officials:

First and foremost, congratulations to our most recent MCPPO designees. The list of new designees can be found in the back of this bulletin. This achievement demonstrates the designees' commitment to conducting open, fair and competitive procurement processes that benefit their jurisdictions and that ensure taxpayer money is spent appropriately. If you are interested in becoming an MCPPO designee – or if you would just like to learn more about public procurement – please see the registration form at the back of this bulletin for a full listing of our upcoming programs.

As many of you know, my office conducts a wide range of investigations and reviews to help detect and prevent the misuse of public funds. Over the past few months, we completed three investigations that highlight why all public entities – including volunteer boards and commissions – must have strong internal controls and must effectively oversee their staff.

In July, our Audit, Oversight and Investigations Division issued a report concerning improper spending by Evan Dobbelle, the former president of Westfield State University. Our investigation found that Mr. Dobbelle had used credit cards paid for by the University and its affiliated non-profit, the Westfield State Foundation, for more than \$180,000 in purchases that were exclusively or primarily personal in nature. We also found that Mr. Dobbelle knowingly disregarded University and Foundation policies, misled the school's Board of Trustees, abused his authority, exploited public resources for his personal benefit and violated the public trust. As part of our recommendations, we identified the need for the Board of Trustees to more closely monitor the University president's spending and recommended several improvements to the University's internal controls to help prevent the fraud, waste and abuse of public funds.

Also in July, our Internal Special Audit Unit issued its findings from an audit of the official state vehicles that the Massachusetts Department of Transportation (MassDOT) owns and operates. The audit, which focused on the agency's fleet of passenger vehicles, uncovered an overall lack of oversight and effective management, including a lack of formal vehicle management policies. These shortcomings created a haphazard system for purchasing, assigning and using MassDOT passenger vehicles, with virtually no accountability within the agency. The audit also

found questionable vehicle purchases, the misuse of state vehicles to commute to and from work, employees driving state vehicles with expired inspection stickers, and other violations of state laws.

Finally, our Bureau of Program Integrity released its "Review of the Work Program Requirement for Transitional Aid to Families with Dependent Children." The Bureau analyzed how the Department of Transitional Assistance administers the Work Program Requirement, which is a federal mandate to engage recipients of Transitional Aid to Families with Dependent Children (TAFDC) in work-related activities so that they find employment and achieve economic stability. Unless they are disabled or subject to another exemption, TAFDC recipients must participate in work-related activities for a certain number of hours per week. The Bureau made recommendations to improve the Department's case screening and tracking through internal controls to ensure that the Department follows state and federal regulations related to the Work Program Requirement.

The common theme in these investigative findings is the importance of internal controls and management oversight to ensure that staff follow relevant policies and procedures with the ultimate goal of the efficient and appropriate use of state dollars. As highlighted in the Westfield State report, the need to exercise management oversight applies even to volunteer boards and commissions. Board members have both a duty and an obligation to oversee and to require accountability from the officials who report to them. The reports can be found on our website at www.mass.gov/ig. We thank our investigative teams for their hard work and dedication regarding these comprehensive investigations.

As always, I thank you for your time and consideration in reviewing the Office's publications and wish you all a wonderful fall season.

Sincerely,

Glenn A. Cunha

Inspector General

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IMPORTANT NOTICE

Please be advised that as of January 1, 2014, there will be a change to our MCPPO Program registration policy. All registration forms must be mailed in and accompanied by payment. Registration forms received via fax or email will no longer be accepted. We are working on the ability to have registrations and payment options available online and hope to have that capacity in the future. We thank you for your cooperation and continued support.



8TH ANNUAL MASSACHUSETTS HOUSING INSTITUTE

The Massachusetts Housing Partnership sponsored the 8th Annual Massachusetts Housing Institute, which took place on June 11 and 12, 2014 at Fort Devens. Geared toward suburban and rural communities, the Housing Institute is a two-day intensive workshop that actively engages participants in discussions and problem-solving around issues related to the development of affordable housing. The theme of this year's Housing Institute was "Controlling Your Community's Destiny through Housing." The goal was an understanding of evaluating a community's needs, gaining support for affordable housing, and the community's role in development projects in their particular city or town. Housing consultant Rebecca Plaut Mautner and two members of the OIG ran a workshop entitled "Best Practices for Drafting a 30B Request for Proposals (RFP)." This interactive session helped attendees to understand what it takes to get the best development for the community while following statutory procurement requirements. The



event was very well attended and feedback was extremely positive. Attendees felt they received the tools they needed to go back to their communities and work through a property disposition and development project. We would like to extend our sincere thanks to the Massachusetts Housing Partnership for its invitation to participate in this important educational event.

Massachusetts Facilities Administrators Association

Biennial Exposition

The Office of the Inspector General participated in the most recent Massachusetts Facilities Administrators Association's (MFAA) Biennial Exposition held on June 4, 2014, in Sturbridge. Many superintendents, facility directors, business managers and procurement officials, among others, attended the exposition. MFAA President, Ed Cenedella (photo), spoke to the attendees about the MFAA's successful efforts to forge positive relationships with both state and federal agencies. Mr. Cenedella stated, "The MFAA has created an environmental instruction and certification program in conjunction with the U.S. Environmental Protection Agency and has included in its Certified Facility Administrator Program the incentive to complete the Inspector General's designation for MCPPO, in the Massachusetts Certified Public Purchasing Official Program." The event was a successful collaboration and created productive dialogues between the MFAA, state agencies, several trade associations and vendors.





ALTERNATES

Trying to stretch your budget? Need to test the market? Using ordered alternates could be a helpful tool. Alternates are options or add-ons to your base solicitation item. For example, you issue an Invitation for Bids (IFB) for new school desks. Your market research shows that the desk purchase may use your entire budget. However, you are not sure if it will. You also need bookcases. In such a situation, you may produce specifications that include both desks and bookcases. On your bid sheet, you ask for desk pricing. As a possible alternate purchase, you ask the bidders to supply bookcase prices as well.



Your IFB should clearly state the requirements for alternate pricing and outline the process you will use to evaluate the bids. When using alternates, you order them in the priority that you will purchase them. You may only purchase the alternates in sequential order. Therefore, in the example above, if your budget allows, you may purchase up to five bookcases from Alternate A. If you have funds remaining after you purchase the bookcases in Alternate A then you may purchase the bookcases in Alternate B. You cannot purchase the items in Alternate B before or in lieu of the items in Alternate A. For example, you cannot purchase two bookcases from Alternate A and three bookcases from Alternate B. The following is a simple example:

<u>Bid Type</u>	<u>Item</u>	<u>Quantity</u>	<u>Bid Price</u>
Base Bid	Desks (as specified)	25	25 x \$ = \$
	Total Base Bid		\$
Alternate A	Six-shelf bookcases (as specified)	Up to 5	# units x unit price = \$
	Total Base Bid + Alternate A		(Total Base Bid + Alt. A)
Alternate B	Four-shelf bookcases (as specified)	Up to 3	# units x unit price = \$
	Total Base Bid + Alternate A + Alternate B		Total Bid Amount with Both Alternates

By using ordered alternates, you have established a purchasing priority. However, the ultimate choice of whether you want to purchase any of the alternate items is solely up to you and your budget. Even if you have funds available, you are not obligated to purchase an alternate item. Your IFB should clearly state that your decision to purchase any alternate items is contingent upon your budget and discretion.

When using ordered alternates in an IFB, however, it is even more critical to create a clear rule for award in order to preserve the open and fair nature of the procurement. The use of ordered alternates allows you to maximize your buying power while staying within your budget. It is a time-effective manner to procure multiple items because your jurisdiction does not have to wait to receive bids for the first item before issuing an IFB for the additional items you also need to procure.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT

Q1: I am the chief procurement officer for a city that needs to purchase new voting machines. Massachusetts law requires jurisdictions to conduct elections using voting equipment approved by the Secretary of State. The Secretary has approved two models of voting machines in the Commonwealth. The anticipated cost of procuring the new machines is more than \$150,000. The voting machines are not available on the statewide contract. How should I procure the approved equipment in compliance with Chapter 30B?

A1: Your city must follow Chapter 30B to procure the voting machines. In this case, the city must use an Invitation for Bid (IFB) or Request for Proposal (RFP), under either section 5 or section 6 respectively, to procure the voting machines because the dollar amount exceeds the requisite \$35,000 threshold. An RFP, rather than an IFB, would give your community the ability to form evaluative criteria geared to the preferences and requirements your city seeks in its voting machines. But either solicitation process is acceptable.



If your city decided to advertise for a specific voting machine by using the brand name, you would need to document for the procurement file that “no other manner of description sufficed” before using that proprietary specification. In addition, you should always consult with your city solicitor or counsel whenever you are planning to use a proprietary specification. Finally, remember that should your city decide to use proprietary specifications, you still must follow all required procurement procedures, including advertising, as the use of proprietary specifications does not exempt the procurement from Chapter 30B.

Chapter 30B Hotline: (617) 722-8838

Q2: My town needs to determine whether to use a quote or sealed bid process for printing and graphic design services. We plan to enter into a three-year contract and to spend about \$15,000 per year. Since the annual price is below the \$35,000 threshold for the sealed bid process, can I use a quote process?



A2: No. When determining the threshold value for multi-year contracts, you need to consider the cost of the entire contract. In this case, the total cost would be approximately \$45,000 (\$15,000 x 3 years), which exceeds the threshold of \$35,000 for a quote process. Therefore, you need to use an IFB (Invitation for Bid) or RFP (Request for Proposal) process.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT
(Continued)

Q3: I am the Chief Procurement Officer for a large municipality. I noticed that the threshold for the solicitation of quotes under Chapter 30B recently increased from \$25,000 to \$35,000. Does this mean that I am now able to use Chapter 30B, section 5, to procure small public works construction contracts, including the labor component, when the estimated contract amount is between \$10,000 and \$35,000?

A3: No. The Legislature raised the thresholds for Chapter 30B, sections 4, 5, 6, 6A, 7 and 16, from \$25,000 to \$35,000. These changes became effective on July 1, 2014. However, the Legislature did not amend Chapter 30, section 39M(d)(4), which authorizes the use of Chapter 30B, section 5, when procuring small public works construction contracts (with labor) when the amount of the contract is over \$10,000 but not more than \$25,000. Therefore, you may only use Chapter 30B, section 5, for public works contracts between \$10,000 and \$25,000. Also, since Chapter 30, section 39M(d)(5) was not amended, you may still use Chapter 30B, section 5, to procure a contract for construction materials (without labor) costing more than \$10,000.



Important Notice: Changes to Chapter 30B Thresholds

With the passage of the FY 2015 budget, new Chapter 30B thresholds became effective as of July 1, 2014. Chapter 30B, sections 4, 5, 6, 6A, 7 and 16, have been amended. The amendments replaced the \$25,000 thresholds with \$35,000 thresholds in these sections only. The Office has revised its class materials and other publications to reflect these recent amendments. Updated procurement charts are now available on the Inspector General's website at www.mass.gov/ig. Please be sure to refer to these new charts for a useful reference to all relevant thresholds under Chapter 30B.

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



MCPPO Designation Applications:

CORI Form Submission Reminder

As a reminder, the Office has received approval to accept CORI forms by mail. If you submit the CORI form by mail, you must first notarize the form and include with it a photocopy 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 can be found on our website. Note: You only need to submit a CORI form when you are applying for an MCPPO Designation. If you have any questions regarding this policy, please contact Joyce McEntee Emmett at (617) 722-8835 or via email at Joyce.Emmett@state.ma.us.



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 falling on that same day will be postponed. For students attending a videoconference class, please be advised that MCPPO classes in the specified city or town will be postponed if that city or town's school system is closed and/or if Boston Public Schools are closed.

The class will be rescheduled to another date and we will notify participants of the new date.





Are Your Delegations of Procurement Powers Current?

Under Chapter 30B, a chief procurement officer may delegate his powers and duties to one or more employees in his jurisdiction. See M.G.L. c. 30B, § 19. Many jurisdictions have delegation forms dating as far back as 1990. Because Chapter 30B has changed throughout the years, existing delegation forms may not comply with the statute, and may not meet your jurisdiction's needs.

With the recent changes to the Chapter 30B thresholds, now is a perfect opportunity for you to review your jurisdiction's procurement delegations. The information below will help you determine whether your delegation forms are accurate, comply with Chapter 30B, and reflect your city or town's current wishes and needs for delegating procurement authority.



Requirements for Delegating Procurement Authority

- A delegation must: be in writing, be signed by the chief procurement officer, state the activity or function authorized, and specify the duration of the delegation. The most recent version of the *Chief Procurement Officer's Delegation of Procurement Powers and Duties* form is available at <http://www.mass.gov/ig/publications/forms/>.
- A delegation of powers or duties by a chief procurement officer and any revocation or amendment thereof does not take effect until a copy of the same has been filed with the Office of the Inspector General.
- Jurisdictions must submit to the Office of the Inspector General a separate *Delegation* form for each position that has delegated procurement authority. A jurisdiction may not, for instance, submit a single delegation that specifies "all department heads."
- A delegation may be in specific or general terms, may be limited to a particular procurement or class of procurements, and may be conditioned upon compliance with specified procedures. If the procurement is limited in any way, those limitations must be listed on the *Delegation* form (for example, "the Chief of Police's procurement authority is limited to the purchase of police equipment").

Helpful Tips on Delegating Procurement Authority

- Delegated authority is specific to the position, and not to the individual currently holding the position. Thus, any individual holding the delegated position has the procurement powers of that position. Also, if an individual transfers to a new position within the same jurisdiction, the delegated procurement authority does not transfer to the new position.
- Include an "expiration date" if the authorization is for a specific project with a finite end point. (For example, "Authority is delegated to the Fire Chief for the procurement of the next ladder truck by December 1, 2014.")
- Even without an expiration date on the *Delegation* form, a delegation may be revoked or amended whenever the chief procurement officer determines that revocation or amendment is in the best interests of the governmental body.
- To prevent potential conflicts of interest and to ensure proper segregation of duties, avoid delegating authority to positions which also approve expenditures (such as accountants, finance directors and bookkeepers).
- File an amended *Delegation* form only when there is a change in the position's delegation authority or a change to a different delegated position. Your jurisdiction is not required to submit a new *Delegation* form if there is a change in personnel for the delegated position.

Submit a *Revocation of Delegation Authority* form if the position has been eliminated or if you no longer want to designate procurement authority to that particular position. The form is available on the Office's website at <http://www.mass.gov/ig/publications/forms/>.

If you have any additional questions, please contact Mark Till, 30B Analyst, at (617) 727-9140.

Office of the Inspector General
Glenn A. Cunha, Inspector General



The Massachusetts Certified Public
Purchasing Official Program

www.mass.gov/ig

Tel: 617-727-9140

Fax: 617-523-6266

Spotlight on Schools: Procurement Issues, Challenges and Trends



*“Very useful information...
Great indepth discussion of
current issues!”*

April 15, 2014 Participant

Course Dates:

October 21, 2014

8:30 a.m. - 3:30 p.m.

Boston, MA

The Commonwealth of 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 CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

Prerequisite: None

Instructional Method: Group-Live

Course Level: Basic

Advanced Prep: None

Attend this seven-hour seminar and learn about the specialized issues and challenges confronting school business officials and staff members. Participants will apply the principles of public procurement under M.G.L. c. 30B to traditional and emerging areas of procuring goods and services for public schools.

This seminar will teach you how to:

- examine revenue-producing arrangements such as vending machine agreements
- identify considerations for technology purchases
- analyze sole-source issues and proprietary specifications in the context of school-related procurements
- foster competition for school transportation services
- recognize contractual and other procurement problems associated with the use of vendor supplied specifications

Participants will also have the opportunity to ask questions, exchange ideas, network, and explore strategies for obtaining the best value for their school systems.

This course provides 6 continuing professional education (CPE) points and 6 professional development points (PDP).

To register please visit our website at www.mass.gov/ig. If you need additional information please contact Joyce McEntee Emmett, Director, at MA-IGO-Training@MassMail.State.MA.US.



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM REGISTRATION FORM **September-December 2014**

Office of the Inspector General
Glenn A. Cunha, Inspector General

Please complete below and indicate seminar selection on the right:

NAME: _____ TITLE: _____

PHONE: _____ EXT. # _____ FAX: _____

E-MAIL: _____

ORGANIZATION/JURISDICTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Do you need special accommodations?

Payment Method: Check/M.O. _____ Purchase Order# _____ 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 for MCPPO programs may be addressed to Joyce McEntee Emmett, Program Director, 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.learningmarket.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.

Please be advised, that as of January 1, 2014, the Office has reinstated the requirement that all MCPPO Designation Applications include a completed Criminal Offender Record Information (CORI) Request Form.

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 registration in order to receive the government rate.

HOW TO REGISTER:

Please forward a completed registration form with purchase order via:

Email: MA-IGO-Training@State.MA.US

Fax: (617)523-6266

Or mail to: Office of the Inspector General
One Ashburton Place, Rm. 1311
Boston, MA 02108

PLEASE MAKE CHECKS PAYABLE TO: Office of the Inspector General

SUBSTITUTIONS/CANCELLATIONS: Each seminar is limited and filled on a space-available basis. No refunds for cancellations. Registration transfer to someone in your organization is 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.

NO-SHOWS will be invoiced a \$100 service charge

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 or go to our website at www.mass.gov/ig.

PUBLIC CONTRACTING OVERVIEW

- ~~September 9, 10, 11, 2014~~ BOS
- ~~September 9, 10, 11, 2014~~ HUNT*
- ~~October 15, 16, 17, 2014~~ BOS
- ~~November 19, 20, 21, 2014~~ BOS

SUPPLIES & SERVICES

CONTRACTING

- ~~September 16, 17, 18, 2014~~ BOS
- ~~October 28, 29, 30, 2014~~ BOS
- ~~October 28, 29, 30, 2014~~ HUNT*
- ~~December 9, 10, 11, 2014~~ BOS

DESIGN & CONSTRUCTION

CONTRACTING

- ~~September 23, 24, 25, 2014~~ BOS
- ~~September 23, 24, 25, 2014~~ HUNT*
- ~~November 4, 5, 6, 2014~~ BOS

SPOTLIGHT ON SCHOOLS

- ~~October 21, 2014~~ BOS

REAL PROPERTY

- ~~November 3, 2014~~ BOS

CONSTRUCTION MANAGEMENT AT RISK

- ~~November 12, 2014~~ BOS

ADVANCED TOPICS UPDATE

- ~~November 13, 14, 2014~~ BOS
- ~~November 13, 14, 2014~~ HUNT*

CREATING A PROCUREMENT OFFICE

- ~~December 2, 3, 2014~~ BOS

STORY OF A BUILDING

- ~~TBD~~ TBD

DRAFTING A MODEL IFB

- ~~Self-paced~~ AT YOUR DESK

CERTIFICATION for School Project Designers & OPMs

- ~~October 1, 2 & 8, 9, 2014~~ BOS
- ~~November 24, 25, & December 4, 5, 2014~~ BOS

RECERTIFICATION for School Project Designers & OPMs

- ~~October 7, 2014~~ BOS
- ~~December 12, 2014~~ BOS

**Videoconference located at:
Gateway Regional School District
12 Littleville Road
Huntington, Massachusetts 01050*

Additional Seminar Information



For detailed course information, visit our website at www.mass.gov/ig.

Please note that tuition fees have increased.

PUBLIC CONTRACTING OVERVIEW		Tuition: \$495 for government/non-profit employees \$650 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> September 9, 10, 11, 2014	BOSTON	<input type="checkbox"/> October 15, 16, 17, 2014 BOSTON
<input type="checkbox"/> September 9, 10, 11, 2014	HUNTINGTON*	<input type="checkbox"/> November 19, 20, 21, 2014 BOSTON 3-day seminar
SUPPLIES & SERVICES CONTRACTING		Tuition: \$495 for government/non-profit employees \$650 for all others
<i>Prerequisite: Public Contracting Overview</i>		
<input type="checkbox"/> September 16, 17, 18, 2014	BOSTON	<input type="checkbox"/> October 28, 29, 30, 2014 HUNTINGTON*
<input type="checkbox"/> October 28, 29, 30, 2014	BOSTON	<input type="checkbox"/> December 9, 10, 11, 2014 BOSTON 3-day seminar
DESIGN & CONSTRUCTION CONTRACTING		Tuition: \$695 for government/non-profit employees \$850 for all others
<i>Prerequisite: Public Contracting Overview</i>		
<input type="checkbox"/> September 23, 24, 25, 2014	BOSTON	<input type="checkbox"/> November 4, 5, 6, 2014 BOSTON
<input type="checkbox"/> September 23, 24, 25, 2014	HUNTINGTON*	3-day seminar
SPOTLIGHT ON SCHOOLS		Tuition: \$150 each participant
<i>No Prerequisite</i>		
<input type="checkbox"/> October 21, 2014	BOSTON	1-day seminar
REAL PROPERTY		Tuition: \$150 each participant
<i>No Prerequisite</i>		
<input type="checkbox"/> November 3, 2014	BOSTON	1-day seminar
CONSTRUCTION MANAGEMENT AT RISK		Tuition: \$250 for government/non-profit employees \$450 for all others
M.G.L. c. 149A: Legal Requirements & Practical Issues		
*Introductory material geared to procurement officials who are not construction experts		
<input type="checkbox"/> November 12, 2014	BOSTON	1-day seminar
ADVANCED TOPICS UPDATE		Tuition: \$345 for government/non-profit employees \$500 for all others
<i>Prerequisite: Public Contracting Overview and Supplies & Services Contracting or Design & Construction Contracting</i>		
<input type="checkbox"/> November 13, 14, 2014	BOSTON	
<input type="checkbox"/> November 13, 14, 2014	HUNTINGTON*	2-day seminar
CREATING A PROCUREMENT OFFICE		Tuition: \$295 for government/non-profit employees \$500 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> December 2, 3, 2014	BOSTON	2-day seminar
STORY OF A BUILDING		Tuition: \$150 each participant
<i>No Prerequisite</i>		
<input type="checkbox"/>	TBD	1-day seminar
DRAFTING A MODEL IFB		Tuition: \$75 each participant
<input type="checkbox"/> Self-paced AT YOUR DESK		
Requires Microsoft Word 7.0 or higher.		
CERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$1250 for private sector
<input type="checkbox"/> October 1, 2 & 8, 9, 2014 BOSTON		
<input type="checkbox"/> November 24, 25 & December 4, 5, 2014 BOSTON 4-Day seminar Private Sector Training		
RECERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$495 for private sector
<input type="checkbox"/> October 7, 2014 BOSTON		
<input type="checkbox"/> December 12, 2014 BOSTON 1-Day seminar Private Sector Training		

*Videoconference located at:
 Gateway Regional School District
 12 Littleville Road
 Huntington, Massachusetts 01050



CONGRATULATIONS TO OUR NEW DESIGNEES!

The following is a list of the MCPPO Program's new Designees on applications reviewed (not received) between June 1, 2014 and September 26, 2014.

MCPPO

*Randi Arruda, Swansea Public Schools
Lisa Audette, Franklin Housing Authority
Frank Antonucci, Town of Ipswich
Lawrence Azer, Dennis-Yarmouth Reg. Sch. Dist.
Leonard Belli, Hudson Public Schools
Anna Bishop, Lower Pioneer Valley Educ. Collab.
Paul Comerford, Town of Natick
Karen Cruz, Taunton Housing Authority
Connie Desbiens, Dartmouth Housing Authority
Michael Gilleberto, Town of Tyngsborough
Nancy Pansullo Gordon, Holbrook Housing Authority
Alexandra Heilala, Town of Chatham
Richard Ikonen, Montachusett Reg. Voc. Tech. Sch.
James Kelly, Town of Sudbury
Timothy King, Town of Westport
Joan Liporto, Georgetown Public Schools
Jennifer Luiz, Town of Dighton
John Massey, Taunton Housing Authority
Mark McLaughlin, Northampton Public Schools
Robert McNeil III, Town of Millbury
Lauren Murphy, Braintree Housing Authority
Leo Murphy, City of Boston
Janet Nicosia, Town of Andover
Al Oliveira, New Bedford Public Schools
Eleni Pigakis, UMASS Lowell
Mona Solmonte, Town of Yarmouth
Pamela Stuart, Greater New Bedford Reg. Voc.
Brian Turbitt, Town of Nantucket
Kathryn Voorhees, Framingham Highway Division*

MCPPO for Supplies & Services

*Robert Cantoreggi, Town of Franklin
Linda Celona, Atlantis Charter School
William Ritchie, Town of Milton*

MCPPO for Design & Construction

*Jeremy Flansburg, City of Worcester
Julie Lynch, City of Worcester*

Associate MCPPO

*Martin Anguelov, Town of Nantucket
Ashley Borges, Town of Framingham
Callie Cavallo, Fitchburg Public Schools
Gene Jones, Old Rochester Reg. Sch. Dist.
Caitlin Meagher, Old Rochester Reg. Sch. Dist.
Devin Sheehan, Springfield Public Schools
Amy Skowyra, Springfield Public Schools
Janine Torres, Nantucket Memorial Airport
Laurie Uva, Wareham Fire District
Robin Vella, Town of Lexington
Robie Whitehouse, Town of Yarmouth*

Associate MCPPO for Supplies & Services

*Jodi Brecht, Tantasqua Reg. Sch. Dist.
Chelsea Martin, Narragansett Reg. Sch. Dist.
Mukti Raut, Bunker Hill Community College
Connor Read, Town of Easton*

Associate MCPPO for Design & Construction

None



SUBSCRIPTION INFORMATION

The Massachusetts 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 Michelle.Joyce@state.ma.us. If you prefer to receive a printed copy via first-class mail, please indicate this in the email and provide your mailing address.

If you previously subscribed to the *Procurement Bulletin* and have not received a copy or have any other related questions, you may contact Michelle Joyce at (617) 722-8842.

**Massachusetts Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
ATTN: Michelle Joyce**