Congratulations to First MCPPOs!

The Inspector General has awarded ninety-three public purchasing officials a Massachusetts Certified Public Purchasing Official (MCPPO) designation. These are the first certifications granted through the two-year old program that promotes:

- cost-effective, ethical, and modern purchasing practices,
- exchanges of ideas and best practices,
- stewardship of public resources, and
- compliance with Massachusetts contracting laws and regulations.

Those who earned the first designations work in cities, towns, school districts, charter schools, housing authorities, water districts, the Massachusetts Water Resources Authority and the Massachusetts Bay Transportation Authority. They received one of four designations: MCPPO, Associate MCPPO, MCPPO for Supplies and Services or Associate MCPPO for Supplies and Services.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCPPO</td>
<td>38</td>
</tr>
<tr>
<td>Associate MCPPO</td>
<td>1</td>
</tr>
<tr>
<td>MCPPO for Supplies and Services</td>
<td>43</td>
</tr>
<tr>
<td>Associate MCPPO for Supplies and Services</td>
<td>11</td>
</tr>
</tbody>
</table>

Which MCPPO designation officials qualify for is determined by their experience and the MCPPO program seminars they have successfully completed. For details on the designation requirements, call us at (617) 523-1205 or visit our website at www.state.ma.us/ig.

And Here They Are!

Listed below are the public purchasing officials who have been awarded the first designations:

**MCPPOs**

- David B. Ames, Town of Orange Community Development Office
- William Timothy Bailey, Town of Wellesley
- W. Thomas Barlow, Town of Bourne
- Paul R. Bergeron, Quincy Housing Authority
- Michael J. Botelho, Brockton Housing Authority
- Roland W. Breault, Jr., Town of Truro
- Juell E. Buckwold, Town of Harwich
- Walter H. Callahan, City of Lawrence
- Kathleen M. Camara, Quincy Housing Authority
- Richard F. Coletti, Swampscott Public Schools
- Norma R. Collins, Town of Watertown
- Catherine M. D’Orazio, City of Medford
- David Paul Desrosiers, Cambridge Housing Authority
- Toma Duhani, Wayland Department of Public Works
- Susan K. Givens, Pentucket Regional School District
- Thomas J. Gorton, Falmouth Housing Authority

Continued on Page Four
MCPPO Courses Recognized for College Credit

If you are working toward an undergraduate or graduate college degree, the MCPPO program may help you reach your goal. Based on an in-depth review by a team of independent evaluators, the American Council on Education’s College Credit Recommendation Program (ACE/CREDIT) has recommended that colleges and universities grant undergraduate and graduate credit for completion of the MCPPO seminars - up to three semester hours of credit for work in the MCPPO program!

ACE publishes a guide which helps college and university officials determine whether to award college credit for outside professional education taken by a student. Check with your college or university advisor about applying these recommended credits toward your degree. For more information, contact the MCPPO program at (617) 523-1205 or the American Council on Education at (202) 939-9714.

IG Procurement Reform Bills are Assigned to the Joint Committee on State Administration

Both House No. 83 and House No. 84, the Inspector General’s bills to streamline M.G.L. c. 30B and the public construction laws, respectively, have been assigned to the Joint Committee on State Administration.

Passage of House No. 83 would bring M.G.L. c. 30B up to date by raising the thresholds for quotes, bids and proposals, and for the disposition of surplus supplies. Passage of House No. 84 would reform the public construction laws by raising dollar thresholds for bidding requirements, strengthening the contractor prequalification system, introducing value engineering to save money on larger projects and establishing training standards for public officials responsible for contract oversight.

If you would like to contact the Committee to support House No. 83 and House No. 84, you may write or call the House or Senate Chair:

**Chairman Geoffrey Hall**
Massachusetts House of Representatives
Joint Committee on State Administration
State House, Room 34
Boston, MA 02133
(617) 722-2320

**Chairman Dianne Wilkerson**
Massachusetts Senate
Joint Committee on State Administration
State House, Room 312C
Boston, MA 02133
(617) 722-1673

For more information about House No. 83, please see the December *Procurement Bulletin*, which is available on the Inspector General’s website: [www.state.ma.us/ig](http://www.state.ma.us/ig).
Questions About Chapter 30B

I wrote a purchase description to buy a photocopier on behalf of my jurisdiction. A contractor who is on the federal General Services Administration (GSA) contract sells a photocopier which meets my purchase description. This contractor offered to sell our jurisdiction a copier machine for $9,000. May I purchase the copier from this contractor without following M.G.L. c. 30B?

You may purchase a copier costing less than $10,000 from a contractor on the federal GSA schedule as long as you seek quotations from two other vendors. If the GSA contractor offers the lowest price, you may then purchase the photocopier from that contractor.

Does the new provision permitting the sole source procurement of software maintenance apply to software maintenance contracts that are not related to educational curricula?

Yes. You may procure software maintenance under the sole source provision of M.G.L. c. 30B even if it is unrelated to educational curricula. To make a sole source procurement, you need to make a written determination, after a reasonable investigation, that only one practicable source for the software maintenance exists. You must follow the competitive requirements in M.G.L. c. 30B if more than one potential bidder or offeror for the software maintenance exists.

If you make a sole-source procurement, you must make a record of it, specifying the contractor's name, the amount and type of contract, a listing of what you procured under the contract, and the basis for the determination that the contractor was the only practicable source for the required supply or service.

One of our police vehicles broke down and was taken to a repair shop. At the time, we did not anticipate the repair cost to exceed $1,000. However, once the mechanic investigated the problem, the repair cost was estimated at $3,000. Do we need to solicit three price quotations to complete the repair?

If the vehicle is assembled and moveable, you need to solicit three price quotations for the repair work. However, if major parts have been disassembled, you may be able to make a reasonable determination that there is no other practicable source for the repair work. If you can do so, you may make a sole-source procurement for the work from the repair shop where the vehicle is located.

Keep in mind that the M.G.L. c. 30B sole-source provision is only available for contracts costing less than $10,000.

Tip for Annual Supply Contracts

Many people procure supplies such as office, school, or janitorial supplies by means of a large annual contract. Sometimes these contracts are awarded on a line-item basis, and sometimes they are awarded to the lowest bidder for all items. Regardless of the method of award, you must give vendors estimated quantities for the items you wish to purchase over the course of the year. Of course, you will pay only for items actually purchased.

An easy way to give vendors quantity information is to obtain a list of all purchases made during the previous year from your present vendor(s), and include this list in your IFB, making any necessary adjustments for anticipated changes in your needs. You can also make it a contract requirement for vendors to give you a list of your purchases at the end of the each contract year. You then have the necessary information to include in your next year's IFB.
MCPPO Certifications, continued

Bernard J. Hennessy, Massachusetts Water Resources Authority
Nancy M. Howlett, Town of Kingston
Janet B. Killeen, Minuteman Regional Vocational Technical School District
James Lanciani, Jr., City of Leominster
Branch B. Lane, Town of Milton
Anne Fusco Lemaitre, Town of Orleans
Sheryl Levenson, Swampscott Department of Public Works
Catherine A. Mackey, Town of Norwood
H. Joseph Maney, Town of Lynnfield
Robert C. Manning, Ayer Public Schools
George L. Martin, Town of Hanover
Frank L. McCann, Lawrence Department of Public Works
Karen V. McGann, Massachusetts Bay Transportation Authority
William F. McGowan, City of Woburn
Michael D. Morley, Lawrence Department of Public Works
Gene J. Nigrelli, Town of Swampscott
Richard C. Nota, Weston Department of Public Works
John F. O’Brien, Uxbridge Housing Authority
Catherine L. Salisbury, Southeast Regional Services
Elaine M. Shola, Town of Andover
Paul M. Vaughn, Massachusetts Bay Transportation Authority
Barry W. Woods, Town of Harwich Water Department

Gail E. Farrell, County of Norfolk
John F. Flynn, Boston Water and Sewer Commission
John D. Foster, Dartmouth Fire District #1
Andrew A. Gala, Jr., Town of Foxborough
C. Elizabeth Gibson, Town of Nantucket
Edward J. Glora, Boston Public Schools
Robert A. Gurek, Mansfield Public Schools
Sheldon C. Hamblin, Mashpee Fire and Rescue
Joel V. Harding, Stoughton Public Schools
Shelly I. Hatch, Winchendon Fire District
Richard A. Hayes, Easton Department of Public Works
John E. Kane, Ludlow Public Schools
Marie E. Killackey, City of Cambridge
Joseph W. Koncas, Northampton Police Department
Paul D. Le Beau, Town of Holliston
Craig S. Leslie, Worcester Housing Authority
Ralph M. Marks, Town of Bourne Water District
Joseph M. Martin, Taunton Public Schools
James T. McHale, Massachusetts Bay Transportation Authority
Ryan A. Neuhauser, Town of Worthington
Constance L. O’Neill, Holyoke Housing Authority
Cheryl A. Robertson, Town of Billerica
Brian G. Salamon, Chicopee Purchasing Department
Michael J. Scanlon, South Hadley Public Schools
Daniel L. Tassinari, Monson School Department
William J. Trifone, Dudley-Charlton Regional School District
John J. Walsh, Easton Public Schools
Steven G. Whitehurst, Saugus Housing Authority
Mary M. Will, Dover-Sherborn Regional School District
Francis J. Wojtaszek, Town of Adams
Marie V. Znamierowski, North Shore Regional Vocational Technical School District

Associate MCPPO

Thomas R. Barthelette, Holyoke Housing Authority

MCPPOs for Supplies and Services

Sharon M. Andrew, Whitman-Hanson Regional School District
Frank Antonelli, Greater Lowell Regional Vocational Technical High School
David M. Balardini, Central Berkshire Regional School District
Louis J. Celozzi, Town of Milford
Roland E. Chaffee, Town of Adams
Paul E. Cohen, Town of Natick
Paul Cote, Concord Department of Public Works
Daniel F. Deedy, EDCO Collaborative
Joanne DeLucia, Town of Brookline
Dayle A. Doiron, Pioneer Valley Regional School District
George E. Dow, Sr., Town of North Reading
Mary E. Doyon, North River Collaborative

Gail E. Farrell, County of Norfolk
John F. Flynn, Boston Water and Sewer Commission
John D. Foster, Dartmouth Fire District #1
Andrew A. Gala, Jr., Town of Foxborough
C. Elizabeth Gibson, Town of Nantucket
Edward J. Glora, Boston Public Schools
Robert A. Gurek, Mansfield Public Schools
Sheldon C. Hamblin, Mashpee Fire and Rescue
Joel V. Harding, Stoughton Public Schools
Shelly I. Hatch, Winchendon Fire District
Richard A. Hayes, Easton Department of Public Works
John E. Kane, Ludlow Public Schools
Marie E. Killackey, City of Cambridge
Joseph W. Koncas, Northampton Police Department
Paul D. Le Beau, Town of Holliston
Craig S. Leslie, Worcester Housing Authority
Ralph M. Marks, Town of Bourne Water District
Joseph M. Martin, Taunton Public Schools
James T. McHale, Massachusetts Bay Transportation Authority
Ryan A. Neuhauser, Town of Worthington
Constance L. O’Neill, Holyoke Housing Authority
Cheryl A. Robertson, Town of Billerica
Brian G. Salamon, Chicopee Purchasing Department
Michael J. Scanlon, South Hadley Public Schools
Daniel L. Tassinari, Monson School Department
William J. Trifone, Dudley-Charlton Regional School District
John J. Walsh, Easton Public Schools
Steven G. Whitehurst, Saugus Housing Authority
Mary M. Will, Dover-Sherborn Regional School District
Francis J. Wojtaszek, Town of Adams
Marie V. Znamierowski, North Shore Regional Vocational Technical School District

Associate MCPPOs for Supplies and Services

Heather A. Connolly, Massachusetts Bay Transportation Authority
Marian Currier, Town of Chelmsford
James L. Deming, Town of Acton Water District
Alfred J. Grazioso, Jr., City of Quincy
Steven Greenberg, Masconomet Regional School District
JoAnn F. Walsh Laflamme, SABIS International Charter School
Leslie Lesperance, South Middlesex Regional Vocational Technical School District
Chris Montemayor, North Star Academy Charter School
Judith A. Mulligan, Beverly Public Schools
Andrew W. Paquette, Nantucket Public Schools
Karen V. Walden, Town of Mashpee Water District
CONTINUING EDUCATION SURVEY
We want to know what you think!

As we plan MCPPO continuing education seminars, we would appreciate your help by completing this survey and sending it or faxing it to the Office of the Inspector General. Please indicate your interest level in attending seminars on the following topics by checking the corresponding box:

<table>
<thead>
<tr>
<th>Topic</th>
<th>would definitely attend</th>
<th>likely to attend</th>
<th>might attend</th>
<th>would not attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real property acquisition &amp; disposition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information technology procurements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value engineering studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance &amp; payment bonds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics in procurement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procuring liability, casualty &amp; fleet insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procuring worker's compensation insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other (please specify) ______________________________________________________

Please recommend other speakers and topics for future MCPPO seminars.

<table>
<thead>
<tr>
<th>Name of speaker</th>
<th>Organization</th>
<th>Telephone #</th>
<th>Topic(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To which, if any, professional associations do you belong?

________________________________________________________________________________

________________________________________________________________________________

Have you attended procurement-related seminars, trainings or conferences other than MCPPO? Please provide the name of the organization(s) sponsoring these sessions and the topics covered.

________________________________________________________________________________

________________________________________________________________________________
Excellence in Public Procurement

MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM
Demonstrate Your Professional Commitment to Excellence in Public Procurement

The MCPPO Program has been designed to promote:

- Cost-effective, ethical, and modern purchasing practices
- Dialogue and exchange of ideas and best practices among procurement officials
- Stewardship of resources in the public’s interest
- Compliance with Massachusetts laws

LEARN FROM THE EXPERTS
Seminar instruction will be provided by experienced staff of the Office of the Inspector General, the Office of the Attorney General, the Department of Labor’s Division of Occupational Safety, and the State Ethics Commission.

EARN THE MCPPO DESIGNATION
Purchasing officials who possess the requisite qualifications and experience are eligible to apply for a MCPPO Designation upon the successful completion of the Public Contracting Overview seminar and one specialized seminar. Purchasing officials will be required to continue education in public procurement to maintain the MCPPO Designation. For more information contact Anne Tierney, Director or Genesi Dorsey, Coordinator at (617) 523-1205.

Public Contracting Overview
Tuition for this seminar is $200.

Supplies and Services Procurement
Prerequisite: Public Contracting Overview Tuition for this seminar is $200.

Design and Construction Contracting
Prerequisite: Public Contracting Overview Tuition for this seminar is $300.

- Obtaining Best Value
- Public Purchasing Principles and Goals
- Overview of State Procurement Statutes
- Sources of Law and Legal Requirements for Public Contracts
- Public Contracts Under Article 2 of the Uniform Commercial Code
- Practical Considerations for Contract Drafting
- Consumer Protection, Fraud in Procurement, and Antitrust Laws
- Fair Labor Standards
- Ethics Laws and Considerations

- Overview of the Supplies and Services Procurement Law
- Writing Effective Specifications
- Obtaining Best Value using an Invitation for Bids
- Making the Request for Proposals Process Work for You
- Common Bidding Problems and How to Resolve Them
- Effective Contract Administration
- Multi-Year Contracts, Leases, and Lease-Purchases
- Public-Private Partnerships

- The Project Development Process
- Procuring Architectural and Engineering Services
- Construction Bidding Laws: Legal Requirements and Practical Applications
- Selecting Qualified Contractors
- Effective Design and Construction Contract Administration
- Proprietary Specifications
- Common Bid Protests
Public Contracting Overview (prerequisite for all specialized seminars)
Tuition is $200.
Earn 20 CPE and 2 CEU credits Qualify for 20 PDP’s

<table>
<thead>
<tr>
<th>SELECT 1ST AND 2ND CHOICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐ APRIL 27-29 ANDOVER</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ MAY 25-27 TAUNTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ JUNE 22-24 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ SEPT 14-16 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ SEPT 28-30 WEST</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ NOV 30-DEC 2 BOSTON</td>
<td></td>
</tr>
</tbody>
</table>

Supplies & Services
Tuition is $200.
Earn 20 CPE and 2 CEU credits Qualify for 20 PDP’s

<table>
<thead>
<tr>
<th>SELECT 1ST AND 2ND CHOICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐ APRIL 7-9 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ MAY 5-7 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ JUNE 2-4 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ JULY 13-15 ANDOVER</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ AUGUST 10-12 TAUNTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ NOV 3-5 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ NOV 17-19 WEST</td>
<td></td>
</tr>
</tbody>
</table>

Design & Construction Contracting
Tuition is $300.
Earn 20 CPE and 2 CEU credits Qualify for 20 PDP’s

<table>
<thead>
<tr>
<th>SELECT 1ST AND 2ND CHOICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐ APRIL 14-16 TAUNTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ MAY 11-13 WEST</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ JUNE 8-10 WORCESTER</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ JULY 27-29 BOSTON</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ OCT 19-21 CAPE</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ DEC 14-16 BOSTON</td>
<td></td>
</tr>
</tbody>
</table>

For more information:
Please contact Anne Tierney, Director or Genesi Dorsey, Program Coordinator at (617) 523-1205.

This form may be duplicated.