



PROCUREMENT BULLETIN

Dear Public Officials:

Congratulations to those public officials who have recently earned the Massachusetts Certified Public Purchasing Official (MCPPO) designation. This achievement demonstrates your commitment to conducting open, fair and competitive procurement processes. Your ongoing work in procurement not only benefits your jurisdiction, but also helps ensure that taxpayers' money is spent appropriately.

In this issue, you will find information on a variety of topics, including the "25-percent rule" for purchasing additional goods or services, delegating procurement authority under Chapter 30B, and the proper use of interviews in a request for proposals. You will also find an article examining what procurement officials can learn from the Hinton Drug Lab scandal. On March 4, 2014, the Office issued a report concerning the Hinton Drug Lab, which until 2011, was one of the Commonwealth's primary forensic drug-testing laboratories. Over fifteen months, the Office conducted a comprehensive investigation into the Drug Lab's policies, procedures and practices to determine how one employee's misconduct was allowed to continue unchecked for several years, threatening to undermine the public's confidence in Massachusetts' criminal justice system. The investigation found lapses in such areas as management, oversight, internal controls, uniform policies and security. As detailed in the article on page 2, the lessons learned from the Hinton Drug Lab are not limited to forensic laboratories, but rather apply to all public entities.

The Office issued three additional reports in the past month. The Office's Policy and Government Division released two health care reports, one on Medicaid and the other on the Health Safety Net. In the

Medicaid report, the Office examined the impact of seeking health insurance coverage from noncustodial parents. The Office reviewed 500 households in which a custodial parent indicated that a court had issued an order requiring a noncustodial parent to provide health insurance for the custodial parent and/or dependent children. Based on this study, the Office estimated that MassHealth (which administers Medicaid in Massachusetts) could potentially be spending as much as \$17.5 million annually for health care that a noncustodial parent's health insurance plan should have covered.

In the Health Safety Net report, the Office identified 401 individuals who both filed for the religious exemption from the state's health insurance mandate and received services from health care providers in 2012, which were paid for through the Health Safety Net Trust Fund. Finally, the Office's Bureau of Program Integrity issued a report on the Department of Transitional Assistance on February 28, 2014. The report included a review of the Department's eligibility and program integrity processes, as well as the Department's management and operations. All of the Office's reports are available on our website (www.mass.gov/ig).

Thank you for your time and consideration in reviewing the Office's publications. Please do not hesitate to contact the Office with comments or questions regarding our programs and resources.

Sincerely,

Glenn A. Cunha
Inspector General

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NOTICE:

The MCPPO Program's class



schedule for the Spring 2014 semester is now available. Information regarding all upcoming classes is posted on our website at: <http://www.mass.gov/ig/mcppo/>.

Additional MCPPO seminar flyers can also be found within this publication.



The Hinton Drug Lab Scandal: Lessons Learned

Earlier this month, the Inspector General's Office (IGO) issued a report concerning malfeasance perpetrated by an employee at the Hinton Drug Lab, which until 2011, was a forensic drug-testing laboratory at the Commonwealth's William A. Hinton State Laboratory Institute. In this report, the Office identified several factors that allowed the employee's misconduct to continue despite certain warning signs. See <http://www.mass.gov/ig/publications/reports-and-recommendations/2014/investigation-of-the-drug-laboratory-at-the-william-a-hinton-state-laboratory-institute-2002-2012.pdf>.

The lessons learned from the Hinton Drug Lab scandal are not confined solely to forensic laboratories, but rather can be transferred to the realm of procurement. The IGO identified a number of areas where best practices were lacking at the Drug Lab. Implementation of best practices can help ensure that your jurisdiction identifies and addresses malfeasance quickly, so it does not persist over the course of several years.

First, your jurisdiction should ensure that a knowledgeable managerial presence exists to monitor the procurement process. Procurement officers who understand the process, have successfully completed procurement courses and have achieved certification are well-equipped to recognize and address potential malfeasance. However, being knowledgeable alone is not enough. Management must be actively present and participate in the day-to-day activities of the unit.

This managerial presence translates into oversight – not just of the procurement process – but of the staff involved. Your jurisdiction should conduct regular employee performance evaluations from the top down as well as background checks upon hiring and periodically throughout the course of employment (if not prohibited by contract). Staff should be offered (and required to attend) ongoing training that addresses changes in procurement regulations. In addition, concerns raised by employees should be addressed appropriately and in a timely manner. Your jurisdiction should consider implementing a whistleblower reporting mechanism so an employee knows to whom he can make a confidential report of malfeasance.

Your jurisdiction should have a written procurement protocol. All staff from the top down should understand and follow the protocol. Your jurisdiction should ensure that the procurement process is standardized with little room for subjective deviation. Procurement staff should record any deviations from the standard policy and management should investigate each deviation, providing a written outcome of the investigation to both upper management and the external auditor discussed below.

Management should conduct quality control audits of procurement records from the initial solicitation through the final payment on a regular basis. This will help identify errors in the process or deviations from the proper regulatory standard. In addition, an external body should conduct audits periodically to ensure that management is following proper procurement standards. Management must understand that it has an obligation to respond to any anomalies or red flags raised regarding the process or the conduct of the individuals involved.

Lastly, security is of great importance to your jurisdiction. While records should be secured, no single individual should have sole access to billing invoices, contracts or vendor payments. Your jurisdiction should ensure that the same person does not have control over the record keeping, accounts receivable, and accounts payable/solicitation of bids. These responsibilities should be separated as a check and balance so no single employee exercises sole control over the entire procurement process.



The lessons learned from the Hinton Drug Lab scandal can help your procurement office protect itself from employee malfeasance. Knowledgeable management, strong oversight, a uniform procurement protocol, well-trained and accountable staff, audits and security will help protect your jurisdiction against intentional employee wrongdoing.



LATE BIDS

The Office often receives questions about when a late bid can be accepted. The answer is never. Chapter 30B, Sections 5 and 6, specifically require that an Invitation for Bid (IFB) or Request for Proposal (RFP) include “the time and date for receipt of bids, the address of the office to which bids are to be delivered, and the maximum time for bid acceptance by the governmental body.” Under Chapter 30B, a jurisdiction cannot waive these requirements. Moreover, the acceptance of late bids or proposals could be viewed as preferential treatment for a vendor or could be prejudicial to a fair and open competitive process. Finally, courier delays, traffic and other unforeseen events cannot excuse a late-filed bid or proposal. It is the bidder/proposer’s responsibility to get the bid/proposal to the designated location on time.

A jurisdiction may, however, adjust the time and date *in advance of the deadline* for submitting the bid or proposal. To amend the deadline, the jurisdiction must issue an addendum to the IFB or RFP and publicly post the change. In addition, an IFB or RFP may include conditions for changing the deadline for submitting bids or proposals. For example, an IFB or RFP can include an alternate time and date in the event that municipal buildings are closed on the original date due to weather, an emergency, or any other unforeseen condition.



Finally, please note that just like other bids and proposals, a rejected or late bid is a public record; municipalities therefore must keep rejected and late bids or proposals in the procurement file for the period designated by the public records law.



PLEASE SEE THE FOLLOWING ANNOUNCEMENT FROM THE COMMONWEALTH'S OPERATIONAL SERVICES DIVISION:

Attention Public Purchasers: Join the Commonwealth's Operational Services Division at the *MASSbuys* EXPO May 1st at the DCU Center in Worcester, MA to learn about best practices in public procurement and cost-saving products and services available on Statewide Contracts. *MASSbuys* is the largest Business to Government (B2G) event in the Commonwealth designed exclusively for public purchasing officials and statewide contractors. Visit us in the Government Resource Center; a collaborative effort between state agencies and public employee associations intended to bring together government and association experts to provide attendees with useful information and resources from across the Commonwealth. Attend FREE professional development workshops including two workshops hosted by the Office of the Inspector General: “How to Measure Procurement Success” and “Chapter 30B Basics and Beyond.” Enjoy a day of celebration of procurement and purchasing officials at *MASSbuys*! Attendance, round-trip transportation from Boston, and parking are free for all government and not-for-profits. Pre-registration is required. To register, please visit: www.mass.gov/osd/massbuys.



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT

Q1: I am a Chief Procurement Officer (CPO) and will be taking a leave of absence from my position. How do I delegate my powers and duties to another employee of my town during my absence from the office?

A1: M.G.L. c. 30B, § 19, authorizes a CPO of a governmental body to delegate procurement powers and duties to other employees of the governmental body. The CPO has considerable discretion in making a delegation. It can be limited to very specific duties or can be very broad. Also, a CPO may issue more than one delegation at a time. Therefore, people in multiple positions may have delegated authority at the same time.



Keep in mind that you may only delegate powers you legally have under M.G.L. c. 30B and other applicable statutes, rules, regulations, charters, ordinances or bylaws. For example, if a statute or other rule requires the Board of Selectmen (or other official or committee) to approve a contract, such final approval is not the CPO's to delegate.

Be mindful of the fact that you are delegating your powers as a CPO to another position, not to a specifically-named individual. Therefore, if you delegate your powers to the Assistant Town Manager, for example, the person who holds that position has the powers to act on behalf of the CPO. The powers do not move along with that employee if that individual assumes a different or new position.

The CPO "Delegation of Procurement Powers and Duties" Form can be found on the IGO's website at www.mass.gov/igo. You must send this form to the IGO before the delegation can take effect. You must complete one form for each delegation and for each subsequent amendment or revocation of a delegation. For any specific questions on completing this form, you can also contact the 30B Hotline at (617) 722-8838.

Q2: I am a school business manager and my district would like to sell mobile classrooms that we no longer use. These classrooms are not affixed to the property in any way, but can be pulled away by trailer as movable property. The classrooms do not sit on foundations. Would this transaction be considered a disposal of "surplus supplies" under Chapter 30B, § 15, or disposal of "real property" under § 16?

A2: The Office has interpreted real property to be "land and buildings," as well as "structures *affixed or attached to* land and buildings." It includes all interests arising from and annexed to land of a permanent, immovable nature. Since your mobile classroom is moveable and not permanently affixed to the land, through a foundation or otherwise, it is our Office's opinion that the mobile classrooms are tangible supplies rather than real property. This equipment would be similar to a trailer or mobile home that can be easily moved from one place to another. Therefore, this disposition would likely be one of surplus supplies, not of real property. Chapter 30B, § 15, *Tangible Supply; Disposition*, would be applicable to your transaction.



Chapter 30B Hotline: (617) 722-8838



FREQUENTLY ASKED QUESTIONS RELATING TO PROCUREMENT (CONTINUED)

Q3: I am a school business manager. Our school cafeteria manager would like to annually procure approximately \$12,000 worth of locally-grown agricultural products (including various fruits, vegetables, meats and dairy products) in order to provide healthy school lunch options for the students. We have a local farm in town that can provide these products. Do I need to solicit three quotes for these items under M.G.L. c. 30B?



A3: No. Under M.G.L. c. 30B, § 4(d), a procurement officer who follows sound business practices may award contracts that include individual purchases of less than \$25,000 to Massachusetts farm operations for the procurement of agricultural products as defined in Section 1A of Chapter 128. This includes, but is not limited to, fruits, vegetables, eggs, dairy products, meats, crops, horticultural products and products processed into value-added products, that are grown or produced using products grown in the Commonwealth. It also includes the ability to procure fish, seafood and other aquatic products, without seeking quotations as required under subsection (a). Therefore, as long as you (1) employ sound business practices in making your purchase; (2) procure the items from a Massachusetts farm; and (3) do not exceed the \$25,000 threshold, you can make this purchase without seeking any quotations.

Q4: I am a school business manager interested in purchasing yearbook supplies and photographic materials for the Senior Yearbook Club. I would use funds provided by students and their parents and deposited into the “Student Activity Account” established specifically for this purpose. Do I need to bid this purchase under M.G.L. c. 30B?



A4: No. You do not need to procure this under Chapter 30B. A Student Activity Account is exempt since it is considered a trust. The funds were deposited into this account specifically for the purpose of funding the school yearbook. Under M.G.L. c. 30B, § 1(b)(20), “a contract which is funded by proceeds derived from a gift to a governmental body or a trust established for the benefit of a governmental body” is exempt.

Q5. Can a Request For Proposals (“RFP”) include an interview component for only the “top responsive proposers?”



A5. No. Requiring an interview as part of an RFP evaluation means that the interview is an evaluation criterion. If the jurisdiction determines that a proposal is responsive, Chapter 30B, Section 6, requires that the jurisdiction assign a rating to each evaluation criterion in the non-price proposal as well as a composite rating for each non-price proposal. The jurisdiction can comply with these statutory requirements only if each responsive proposer is subject to the same evaluation criteria. Moreover, if an awarding authority were to apply evaluation criteria to one responsive proposer but not another, the competitive procurement process would no longer be fair. Therefore, if a jurisdiction wants to include an interview component, the evaluation committee must interview all of the responsive proposers.

However, if the jurisdiction determines that a proposal is not responsive, Chapter 30B does not obligate the jurisdiction to assign ratings to any evaluation criteria in a nonresponsive non-price proposal. Therefore, the jurisdiction need not interview a proposer whose proposal is nonresponsive.



WHEN DOES 30B APPLY: GIFTS, TRUSTS AND GRANTS

IT DOESN'T MATTER WHO PAYS

Chapter 30B of the Massachusetts General Laws (“Chapter 30B”) governs the procurement of supplies, services, and real property by local governments. Specifically, the statute applies “to every **contract** for the procurement of supplies, services or real property and for disposing of supplies or real property by a governmental body as defined herein.” M.G.L. c. 30B, § 1 (emphasis added). Because the statute applies to every contract, the source of the money that will fund the contract – or if a contract will cost the town any money at all, for that matter – is irrelevant in determining whether or not Chapter 30B applies. If there is a contract between a local government and a vendor for supplies, services, or real property, then Chapter 30B applies, unless the contract falls within a statutory exemption or exception.



For example, a source of frequent confusion arises when a local government procures services for which it will not be responsible for paying (e.g., a contract for classes at a town Senior Center for which the seniors are responsible for paying). Since the contract is between the town Senior Center and the vendor, however, the

Senior Center must follow Chapter 30B to procure the contract regardless of where the original funds derived.

Another question this Office frequently receives is whether Chapter 30B applies to local government contracts funded by money from federal grants. The answer is yes. If a local government receives grant funds, and it uses those funds to obtain supplies, services or real property, the local government must follow the provisions of Chapter 30B.

ARE THERE ANY EXCEPTIONS?

There is an exception to the general rule that the origin of money is irrelevant in the decision of whether to use Chapter 30B. When the source of funds is from a gift or a trust, Chapter 30B does not apply. M.G.L. c. 30B, § 1(b)(20). For example, if a beneficent individual or private group wants to pay directly for a contract for art classes at the town Senior Center, then the procurement need not comply with Chapter 30B. In addition, if the town Senior Center has a trust whose funds pay for contracts for extra-curricular classes, then the town’s Senior Center is free to procure these contracts without following Chapter 30B.

In short, all municipal contracts for supplies or services must be procured using Chapter 30B. If the awarding authority is paying for its contract with monies received from grants or if the beneficiaries of the contract are paying themselves, Chapter 30B nonetheless applies. However, if contracts for supplies or services are being paid from “proceeds derived from a gift to a governmental body or a trust established for the benefit of a governmental body,” then Chapter 30B does not apply. Be aware that a jurisdiction cannot circumvent Chapter 30B by creating a trust fund with its own public money.

I THOUGHT GRANTS WERE EXEMPT FROM 30B.

Money that a local government receives from a grant, federal or otherwise, should not be confused with Chapter 30B’s exception for what it calls a “grant agreement.” Pursuant to Chapter 30B, a “grant agreement” is not a contract for supplies or services and is therefore not subject to Chapter 30B. Instead, a grant agreement is “an agreement between a governmental body and an individual or nonprofit entity, the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body.” M.G.L., c. 30B, § 2. In this relationship, the local government would be the grantor and the vendor would be the recipient of grant funds. Therefore, to determine whether a “grant agreement” that is exempt from Chapter 30B exists, a local government must determine whether the entity with whom it will contract is a non-profit or an individual and whether the service that the non-profit or individual will provide is one that will “carry out a public purpose of support or stimulation.” If the agreement meets these criteria, then the relationship between the local government and the vendor is a “grant agreement,” and the local government need not follow Chapter 30B procurement procedures to award its contract. For example, a town that contracts with a non-profit university to provide job training to the unemployed would have a grant agreement with that non-profit university.



Keep in mind, however, that this “grant agreement” exception has no effect on how a local government can use funds it has received through federal or other grants. A local government procuring supplies or services with money it has received from a grant must do so in accordance with Chapter 30B.



THE “25-PERCENT RULE:” HOW MUCH CAN I INCREASE THE VALUE OF A CONTRACT?

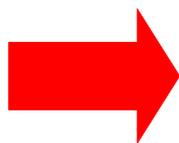
Predicting contract quantities is often more art than science. As a result, you may find that in the midst of a contract, you need the vendor to supply more goods or services than allowed for under the original contract scope. What can you do? Luckily, Chapter 30B, § 13, allows you to increase the “total contract price” as long as this increase “does not exceed 25 percent” of the original contract value. (See M.G.L. c. 30B, § 13). This means that you can pay the vendor a maximum of 125 percent of the original contract cost. The 25 percent is a maximum for the term of the contract; you may increase the value for less than 25 percent as long as the total increases do not exceed 25 percent of the original cost. To take advantage of this increase, the following criteria must be met:

- ◆ The unit price of the supply must remain the same or decrease. (Under Chapter 30B, a vendor may charge a lower price than originally agreed to by contract.)
- ◆ The procurement officer must document in writing for the procurement file that an increase is necessary to fulfill the actual needs of the jurisdiction and that increasing the current contract is more economical and practical than awarding another contract.
- ◆ Both parties must agree to the increase in writing.
- ◆ The increase in the total contract price does not exceed 25 percent of the original contract value.

Please note that Chapter 30B contains exceptions to the 25-percent increase cap for “gasoline, special fuel, fuel oil, road salt or other ice and snow control supplies.” You must still meet the other criteria outlined above. Although there is an exception for these supplies, the Office strongly encourages using a competitive process if an increase will exceed 25 percent of the original value of the contract. At a minimum, you should follow sound business practices for any increase in contract value or contract quantities in this area.



**Report
Fraud, Waste, or Abuse**



24-Hour Hotline Number is 800-322-1323



MCPPO Designation Applications:
CORI Form Submission UPDATE



We are happy to report that 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@MassMail.State.MA.US.



SAD NEWS...

It is with our deepest sympathies that we announce the passing of one of MCPPO's dearest friends.



Rex Eugene Peterson

Mr. Rex Eugene Peterson was vacationing in Fort Lauderdale, Florida on February 19, 2014 when he unexpectedly passed away. Rex, who was scheduled to retire this summer, worked as the Town Administrator in Truro, Massachusetts. An MCPPO participant for many years, Rex's sunny disposition, laugh, and smile will be missed by many in the procurement world.



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

The Massachusetts Certified Public
Purchasing Official (MCPPO) program
<http://www.mass.gov/ig>

CONSTRUCTION MANAGEMENT AT RISK UNDER M.G.L. c. 149A: LEGAL REQUIREMENTS AND PRACTICAL ISSUES

*"This presentation is one of
the best I've attended on any
subject. Extremely knowledgeable
and clear discussion of
this complicated area..."*

– CMR Participant

COURSE DATE:

May 20, 2014

(Full-day program)

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 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 addressed to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

PREREQUISITE: NONE

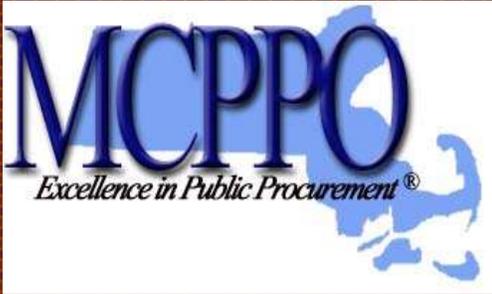
The *Construction Management at Risk Under M.G.L. c. 149A* seminar is targeted to reach procurement officials who are not construction experts. This one-day course will provide an overview of the legal requirements of Chapter 149A, explain the roles of major participants in the process, identify sources of risk, and discuss best practices for controlling risk in CM-at-risk projects. Completion of the *Design & Construction Contracting* seminar is recommended, but not required. There is no written examination.

TOPICS COVERED INCLUDE:

- Comparison of CM-at-risk projects with design-bid-build projects
- The role of the construction manager on a CM-at-risk project
- The procurement process, including the owner's project manager procurement requirements and the two-phase selection process
- Contracting requirements
- Planning the CM-at-risk project and monitoring the CM-at-risk contract

This course qualifies for 6 continuing professional education (CPE) credits and 6 professional development points (PDP). To register, please visit our website at: www.mass.gov/ig.

For additional information, please contact Joyce McEntee Emmett, MCPPO Director at (617) 722-8835 or via email at MA-IGO-Training@MassMail.State.MA.US.



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

The Massachusetts Certified Public Purchasing
Official (MCPPO) Program
<http://www.mass.gov/ig>

STORY OF A BUILDING



Course date:

May 29, 2014
(Full-day program)

Maynard High School
Maynard, MA

www.mass.gov/ig

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 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 addressed to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



Prerequisite: No Prerequisite

Course Level: Basic

Instructional Method: Group-Live

Co-sponsored with the Massachusetts School Building Authority, this new on-site class immerses attendees in the story of a public building construction project from the beginning of the planning stages to the final stages, resulting in a building “coming to life.” You will gain insight from project management teams, owner’s project managers, architects, contractors, building committee members and others.

Topics covered include:

- Key ingredients for a successful project
- Lessons learned
- Post-construction experiences
- A tour of the subject building with a question & answer period

To register, please visit our website at <http://www.mass.gov/ig>.
If you need additional information, please contact Joyce McEntee Emmett, Director,
at (617) 722-8835 or via email at MA-IGO-Training@MassMail.State.MA.US.



**MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM
REGISTRATION FORM January—June 2014**

Office of the Inspector General
Glenn A. Cunha, Inspector General
MA-IGO-Training@State.MA.US Fax: (617) 523-6266

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?

POLICY OF NON-DISCRIMINATION: 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, 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 non-discrimination policy for MCPPO programs may be addressed to Joyce McEntee Emmett, Program Director, at 617-727-9140.



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 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).

REGISTRATION INFORMATION:

All seminars will be confirmed based on a minimum of 20 participants.

Please be advised, that as of January 1, 2014, the Office will be reinstating 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, employees of the Commonwealth's political subdivisions, employees of other state governments, employees of the federal government and employees of any other municipality, county, or local district. Non-profit employees include any employee of a 501(c)(3) corporation. Proof of non-profit status must be provided with registration.

Register/ Reserve Seating:

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
ATTN: MCPPO Program*

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/reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice. Alternate course dates may be substituted in the event of an emergency, upon notification.

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

- February 4, 5, 6, 2014 **BOS**
- ~~March 5, 6, 7, 2014~~ **BOS**
- ~~March 5, 6, 7, 2014*~~ **HUNT***
- ~~June 3, 4, 5, 2014~~ **BOS**

SUPPLIES & SERVICES

CONTRACTING

- February 25, 26, 27, 2014 **BOS**
- ~~April 8, 9, 10, 2014~~ **BOS**
- ~~June 10, 11, 12, 2014~~ **BOS**
- June 10, 11, 12, 2014* **HUNT***

DESIGN & CONSTRUCTION

CONTRACTING

- February 11, 12, 13, 2014 **BOS**
- ~~April 1, 2, 3, 2014~~ **BOS**
- April 1, 2, 3, 2014* **HUNT***
- ~~June 17, 18, 19, 2014~~ **BOS**

ADVANCED TOPICS UPDATE

- May 7, 8, 2014 **BOS**

CONSTRUCTION MANAGEMENT AT RISK

- May 20, 2014 **BOS**
(Rescheduled from March 27)

STORY OF A BUILDING

- May 29, 2014 **TBA**

REAL PROPERTY

- May 13, 2014 **BOS**

SPOTLIGHT ON SCHOOLS

- April 15, 2014 **BOS**

CREATING A PROCUREMENT OFFICE

- April 29, 30, 2014 **BOS**

CERTIFICATION for School Project Designers & OPMs

- March 11, 12 & 19, 20, 2014 **BOS**
- May 14, 15 & 21, 22, 2014 **BOS**

RECERTIFICATION for School Project Designers & OPMs

- January 29, 2014 **BOS**
- May 28, 2014 **BOS**

DRAFTING A MODEL IFB

- Self-paced **AT YOUR DESK**

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

Additional Seminar Information



PUBLIC CONTRACTING OVERVIEW		Tuition: \$450 for government/non-profit employees \$600 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> February 4, 5, 6, 2014	BOSTON	<input type="checkbox"/> JUNE 3, 4, 5, 2014 BOSTON
<input type="checkbox"/> March 5, 6, 7, 2014	BOSTON	
<input type="checkbox"/> March 5, 6, 7, 2014*	HUNTINGTON	3-day seminar
SUPPLIES & SERVICES CONTRACTING		Tuition: \$450 for government/non-profit employees \$600 for all others
<i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		
<input type="checkbox"/> February 25, 26, 27, 2014	BOSTON	<input type="checkbox"/> June 10, 11, 12, 2014 BOSTON
<input type="checkbox"/> April 8, 9, 10, 2014	BOSTON	<input type="checkbox"/> June 10, 11, 12, 2014* HUNTINGTON
		3-day seminar
DESIGN & CONSTRUCTION CONTRACTING		Tuition: \$650 for government/non-profit employees \$800 for all others
<i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		
<input type="checkbox"/> February 11, 12, 13, 2014	BOSTON	<input type="checkbox"/> June 17, 18, 19, 2014 BOSTON
<input type="checkbox"/> April 1, 2, 3, 2014	BOSTON	
<input type="checkbox"/> April 1, 2, 3, 2014*	HUNTINGTON	3-day seminar
ADVANCED TOPICS UPDATE		Tuition: \$300 for government/non-profit employees \$450 for all others
<input type="checkbox"/> May 7, 8, 2014	BOSTON	2-day seminar
CONSTRUCTION MANAGEMENT AT RISK		Tuition: \$250 for government/non-profit employees \$450 for all others
Under M.G.L. c. 149A: Legal Requirements & Practical Issues		
*Introductory material geared to procurement officials who are not construction experts		
<input type="checkbox"/> May 20, 2014	BOSTON	1-day seminar
(Rescheduled from March 27)		
STORY OF A BUILDING		Tuition: \$125 for all
<i>No Prerequisite</i>		
<input type="checkbox"/> May 29, 2014	TBA	1-day seminar
REAL PROPERTY		Tuition: \$125 for all
<i>No Prerequisite</i>		
<input type="checkbox"/> May 13, 2014	BOSTON	1-day seminar
SPOTLIGHT ON SCHOOLS		Tuition: \$125 for all
<i>No Prerequisite</i>		
<input type="checkbox"/> April 15, 2014	BOSTON	1-day seminar
CREATING A PROCUREMENT OFFICE		Tuition: \$250 for government/non-profit employees \$450 for all others
<i>No Prerequisite</i>		
<input type="checkbox"/> April 29, 30, 2014	BOSTON	2-day seminar
CERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$1200 for private sector
<input type="checkbox"/> March 11, 12, & 19, 20, 2014	BOSTON	
<input type="checkbox"/> May 14, 15, & 21, 22, 2014	BOSTON	4-Day seminar Private Sector Training
RECERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$450 for private sector
<input type="checkbox"/> January 29, 2014	BOSTON	1-Day seminar
<input type="checkbox"/> May 28, 2014	BOSTON	Private Sector Training
DRAFTING A MODEL IFB		Tuition: \$75 each for government/non profit employees \$200 for all others
<input type="checkbox"/> Self-paced	AT YOUR DESK	

***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 based on applications **reviewed (not received)** between September 1, 2013 and December 30, 2013.

MCPPO

Robert Alconada, Shore Educ. Collaborative
Heidi Anderson, Metro. Area Planning Comm.
Janet Brewer, Town of Andover
Justin Cole, Town of Uxbridge
Patricia Denault, City of Lawrence DPW
Stephanie Eaton, Bridgewater State University
Michael Gauthier, City of Woburn
Mary Goulet, City of Lawrence Purchasing
Deborah Heemsoth, Town of Dennis
Eric Heideman, Town of Ashland
Kathleen Iernio, Monomoy RSD
Robert Jokela, Fitchburg Public Schools
Pauline Joncas, Northborough-Southborough PS
David Kanyock, Town of Barnstable
Wallace Kisiel, Springfield Housing Authority
Douglas Lapp, Town of Sandwich
Jason Little, Town of Northborough
Paula O'Leary, Reading Municipal Light Dept.
Tina Quagliato, City of Springfield
James Racki, Facilities Manager
Jeffrey Ritter, Town of Templeton
Vincent Roy, Town of Needham
Jeffrey Sands, Tewksbury Public Schools
Jean Sherburne, Beverly Public Schools
Martina Thornton, County of Dukes County
Catherine Vaillancourt, City of Lawrence
Matthew Wells, Concord Public / C & C RSD
Corey York, Town of Acton DPW
Melissa Zawadzki, City of Easthampton

MCPPO for Supplies & Services

Pamela Blair, Holyoke Community CS
Deborah Brown, Millis Public Schools
Terese Burchfield, FLLAC Educ. Collaborative
Evelyn Chase, North Central Essential CS
Mark Cousins, Ipswich Municipal Light Dept.
Nick Federico, Town of Uxbridge
Michael Laliberte, North River Collaborative
Robert Swanson, Foxboro Highway Dept.

MCPPO for Design & Construction

Richard Goulet, N. Essex Community College

Associate MCPPO

Michael Boyle, Framingham State University
Rachel Chretien, Town of Nantucket
Kristin Davis, Framingham Housing Authority
Richard deMello, Town of Yarmouth
Michael Ellis, Town of Bourne
Robert Henriksen, Braintree Electric Light Dept.
Donna Kalinick, Town of Brewster
Ulrike Monzillo, MA Higher Ed. Consortium
Lorraine See, Metro. Area Planning Council
Keith Vaillancourt, UMASS Lowell



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