



# Office of the Inspector General

*Glenn A. Cunha, Inspector General*

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

## CONTRACT ADMINISTRATION

**PREREQUISITE: NONE**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**COURSE LEVEL: BASIC**

**ADVANCED PREP: NONE**

Effective contract administration, which begins before the contract is signed and continues through the final payment to the vendor, is essential for every jurisdiction. This 1-day class will provide you with all the necessary tools to successfully and efficiently administer your jurisdiction's contracts. The class will also utilize interactive exercises to teach you how to mitigate risks, resolve disputes, and use effective communication to successfully develop and implement supplies-and-services contracts.

**COURSE DATE:**

**May 16, 2017**

**8:30 a.m. – 3:30 p.m.**

**MCPPO Classroom (group-live)**  
*One Ashburton Place, Room 1306  
Boston, MA 02108*



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.NASBARegistry.org](http://www.NASBARegistry.org).

Topics covered include:

- Principles and best practices
- Effective oversight and monitoring
- Procurement goals
- Specifications
- Service contracts
- Elements of successful communication
- False claims laws
- Problems and risk mitigation
- Dispute resolution



**This course qualifies for 6 continuing professional education (CPE) credits, 6 professional development points (PDP) and 6 MCPPO credits toward recertification.**

To register, please visit our website at [www.mass.gov/ig](http://www.mass.gov/ig). For additional information on the MCPPO Program or information regarding refunds, complaints and program cancellations, please contact Joyce McEntee Emmett, MCPPO Director, at (617) 722-8835 or via email at [MA-IGO-Training@state.ma.us](mailto:MA-IGO-Training@state.ma.us).