

OFFICE OF THE INSPECTOR GENERAL

GLENN A. CUNHA, INSPECTOR GENERAL

Excellence in Public Procurement through Professional Certification

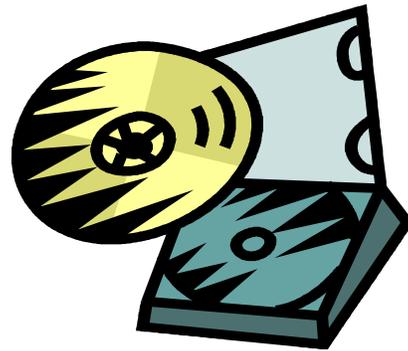
Massachusetts Certified Public Purchasing
Official (MCPPO) program
(617) 727-9140



Drafting a Model IFB

When you sign up for *Drafting a Model IFB*, you get:

- The ability to earn continuing education credits at your home or office and at your own pace.
- One-on-one telephone consultations with an assigned attorney from the Massachusetts Office of the Inspector General.
- A CD based upon the *Practical Guide to Drafting Effective Invitations for Bids and Requests for Proposals for Supplies and Services*, which includes a Microsoft Word template IFB with helpful links to further information as you navigate through the template. (This template may be used over and over again.)
- An in-depth review of your IFB by a M.G.L. c. 30B attorney.



This course consists of drafting a model invitation for bids (IFB) for the supply or service of your choice. You will be provided with a template IFB on CD and you will be assigned to an attorney from the Office's M.G.L. c. 30B team. The CD included with this course contains a model IFB in Microsoft Word 7.0. You must have Microsoft Word 7.0 or higher to use the model IFB template. For technical questions about this course email Joyce McEntee Emmett at MA-IGO-Training@MassMail.State.MA.US. The registration form for this course must be accompanied by a check in the amount of \$75.00 for government / non-profit employees and \$200.00 for all others.

This course qualifies for 4 MCPPO recertification credits and 4 professional development points (PDP).

To register, please visit our website www.mass.gov/ig. If you need additional information, please contact Joyce McEntee Emmett, Director, at 617.722.8835 or at MA-IGO-Training@MassMail.State.MA.US.