



Office of the Inspector General

Glenn A. Cunha, Inspector General

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

CREATING A PROCUREMENT OFFICE

PREREQUISITE: NONE

COURSE LEVEL: BASIC

INSTRUCTIONAL METHOD: GROUP-LIVE

ADVANCED PREP: NONE

This 2-day course is designed for those new to the procurement field. Attendees will gain the skills and knowledge necessary to run a successful procurement office. The course will cover procurement policies and procedures, contract administration, legal requirements and other important factors for creating a successful procurement office within state and local governmental entities, districts and authorities. You will learn how to incorporate recent developments and changes in the Commonwealth's procurement laws as a result of the Municipal Modernization Bill into bidding processes and contracting practices.

COURSE DATES:

December 7 & 8, 2016

8:30 A.M. – 4:30 P.M.

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

Comm Fire District (videoconference)
1875 Falmouth Road,
Centerville, MA



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.

Topics covered include:

- Advantages and challenges of centralized and decentralized procurement systems
- Consistent application of bidding policies across department lines
- Developing standardized documents to facilitate bidding procedures
- Professional collaborations with other procurement officials and jurisdictions
- Working with state administrative and investigatory agencies
- Contracting terms and conditions for better results
- Developing a succession plan for procurement offices
- Dealing with challenging vendors
- Recent legal developments, including the Municipal Modernization Bill
- Making responsibility and responsiveness determinations
- Managing procurement files and contract records in the electronic age

This course qualifies for 14 continuing professional education (CPE) credits, 14 professional development points (PDP) and 14 MCPPO credits toward recertification.

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