



Office of the Inspector General

Glenn A. Cunha, Inspector General

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

PUBLIC CONTRACTING OVERVIEW

PREREQUISITE: NONE

COURSE LEVEL: BASIC

INSTRUCTIONAL METHOD: GROUP-LIVE

ADVANCED PREP: NONE

This 3-day course will provide an overview of the legal requirements for public contracting by local governmental entities, districts and authorities. The course includes practical, hands-on exercises that allow participants to apply their contracting knowledge and skills to common issues faced by procurement officials. *Public Contracting Overview* concludes with a written examination.

COURSE DATES:

8:30 a.m. – 4:30 p.m. (all dates)

February 7-9, 2017

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

**Northern Essex Community College
(videoconference)**
*414 Common Street, Room LC 301
Lawrence, MA 01840*

March 1-3, 2017

Gateway Regional School District (group-live)
*12 Littleville Road
Huntington, MA 01050*

March 28-30, 2017

MCPPO Classroom (group-live)

May 8-10, 2017

MCPPO Classroom (group-live)

June 6-8, 2017

MCPPO Classroom (group-live)

Topics covered include:

- Legal requirements for public contracts
- Principal objectives of public purchasing
- Municipal Modernization Bill
- Designer selection and construction bid laws
- Purchasing supplies and services under M.G.L. c. 30B
- Obtaining price quotes for smaller purchases
- Market research, value analysis and life-cycle cost analysis
- The purchasing cycle
- Drafting contract terms
- Blanket contracts and collective bargaining agreements
- Real property transactions (overview)
- Prevailing wage laws
- Centralized purchasing
- Public records law requirements
- Ethics laws and considerations



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.

This course qualifies for 20 continuing professional education (CPE) credits, 20 professional development points (PDP) and 17 MCPPO credits toward recertification.

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