

Instructions

Notice of Appointment of Chief Procurement Officer

Please complete the attached “Notice of Appointment of Chief Procurement Officer” form if your jurisdiction has appointed a Chief Procurement Officer (CPO) as defined by the provisions of M.G.L. c. 30B, § 2.

“Chief Procurement Officer,” the purchasing agent appointed pursuant to section one hundred and three of chapter forty-one, or as to any city or town which has not accepted said section, an individual duly appointed in a city having a city manager, by the city manager, in a town having a town manager, by the town manager, in any other town, by the selectmen, or, in any city or town otherwise providing by charter or local by-law for the appointment of a chief procurement officer, in accordance with such charter or local by-law, to procure all supplies and services for the city or town and every governmental body thereof; an individual duly appointed in a district by the prudential committee, if any, otherwise the commissioners to procure all supplies and services for the district; an individual duly appointed in a regional school district by the regional school district committee to procure all supplies and services for the regional school district; an individual duly appointed in a county having a county executive, by the county executive, or in any other county, by the commission, to procure all supplies and services for the county and every governmental body thereof; or an individual duly appointed by the governing board of an authority or other governmental body to procure supplies and services for the authority or governmental body.

The form should be signed by the chief executive of the governing body (*i.e.*, Chairperson of the Board of Selectmen).

Please note: the delegation is specific to the Job Title or Position, not the employee.

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Notice of Appointment of Chief Procurement Officer
(Type or print legibly)

1. I hereby provide notice to the Office of the Inspector General of the appointment of a Chief Procurement Officer as defined by the provisions of M.G.L. c. 30B, § 2.

Jurisdiction Name: _____

Department: _____

Employee's Title/Position: _____

Name of Current Employee/CPO: _____

Email of Current Employee: _____

Date of Appointment: _____

2. This appointment is conditioned upon compliance with M.G.L. c. 30B, all applicable statutes, rules, regulations, charters, ordinances, or bylaws, and subject to the following additional **requirements**:

- Designation as a Massachusetts Certified Public Purchasing Official (MCPPO)
- Designation as an MCPPO for Supplies and Services
- Designation as an MCPPO for Design and Construction
- Other Designation/Certification (specify in attachment)
- Completion of the following MCPPO course(s):
 - Public Contracting Overview
 - Supplies and Services Contracting
 - Design & Construction Contracting
 - Construction Management at Risk
 - Other (**specify in an attachment**)
 - Bidding Basics & Contract Administration
 - Bidding for Better Results
 - Model IFB Course
 - Advanced Topics Update

3. This appointment shall remain in effect until revoked or amended. Otherwise, this appointment shall expire on: _____

Full name of the person appointing the CPO: _____

Title: _____

Office Address: _____

Office Telephone: _____ MCPPO Certified? Yes No

Email Address of Appointing Employee: _____

Signed By: _____ **Date:** _____

I attest under pains and penalties of perjury, the above information is accurate.

Mail the original copy of this form to: Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA, 02108-1518, Attn: CPO Appointments.