

# CPO Delegation Form Instructions

## Chief Procurement Officer's Delegation of Procurement Powers and Duties Form

M.G.L. c. 30B, § 19, of the General Laws authorizes the Chief Procurement Officer (CPO) of a governmental body to delegate procurement powers and duties to other employees of the governmental body. The CPO makes the delegation to the position (*e.g.*, library director or school business manager) and not the individual employee. The CPO has great discretion in making a delegation — it can be very specific and limited, or very broad. Also, a CPO may issue more than one delegation at a time. Therefore, multiple positions may have delegated authority.

Keep in mind that you may only delegate powers you legally have under M.G.L. c. 30B and other applicable statutes, rules, regulations, charters, ordinances or bylaws. For example, where statutes or other rules require that a contract be approved by the mayor, city council, board of selectmen or school committee, such final approval is not the CPO's to delegate.

**Please complete and sign a separate delegation form for each individual employee designated with CPO powers and duties. The CPO delegation is specific to job title/position NOT the employee.**

Step-by-step instructions are listed below.

1. Check the appropriate box in step 1 on the CPO Delegation Form.  
*[Amendments apply to changes in the **position's authority**, not changes in personnel filling the position. Revocation is used to permanently remove authority for that **position**.]*
2. Provide the name of the CPO, the jurisdiction name, and list the official title and department of the employee position receiving this delegation. Also, list the full name of the employee currently in this position.  
*[Try to avoid delegating authority to positions that oversee and/or approve expenditures (such as accountant or treasurer) to ensure proper segregation of duties.]*
3. Check as many boxes (in step 3 on the CPO Delegation Form) as apply. If you wish to delegate powers and duties in addition to, or other than, those listed on the form, check "other" and specify the powers and duties you are delegating in an attachment.
4. Specify all applicable departments (line 1). Specify the applicable contract types (line 2). For example, office supplies, fire apparatus, etc. If you wish to restrict the delegation in some way other than those listed on the form, check "Other" and specify the requirements in an attachment.
5. Check as many boxes (step 5) on the CPO Delegation Form as apply. If you wish to impose requirements not listed on the form, check "Other" and specify the requirements in an attachment.
6. Enter the expiration date, if any. If there is no scheduled expiration date, enter "Not Applicable."
7. List any additional requirements. For example, prior written approval from the CPO.
8. Enter the name of your jurisdiction. Sign and date the delegation form. List your name, official title, department, office address, office telephone number and office email address. Also, indicate whether or not you have an MCPPO designation or certification.
9. Send a copy of this form to the Office of the Inspector General at the address provided on the bottom of the form.

**No delegation or subsequent amendment or revocation of an original delegation shall take effect until a copy of this form has been received by the Office of the Inspector General. A copy will be retained in the Office's file.**

**Chief Procurement Officer's Delegation  
of Procurement Powers and Duties**  
(Type or print legibly)

- 1.  Original (New)                       Amendment (Update)                       Revocation

2. Pursuant to the provisions of M.G.L. c. 30B, § 19, I (print full name) \_\_\_\_\_  
am the CPO for (jurisdiction) \_\_\_\_\_ and hereby delegate the  
procurement powers and duties set forth below to:

Job Title/Position: \_\_\_\_\_

Department: \_\_\_\_\_

Current Employee: \_\_\_\_\_

Employee Email: \_\_\_\_\_

*Delegation amends the following title/position (if applicable):*

\_\_\_\_\_

3. I hereby delegate the following M.G.L. c. 30B powers and duties to the procurements specified herein:

- Solicit                       Open                       Evaluate                       Award
- Reject/Cancel                       Exercise options                       Maintain records                       Increase quantities
- ALL OF THE ABOVE**

Other (Specify): \_\_\_\_\_

4. This delegation pertains to procurements:

For the following department(s): \_\_\_\_\_

For the following contract(s): \_\_\_\_\_

Other (specify with attachment): \_\_\_\_\_

5. This delegation pertains to **Chapter 30B procurements** involving:

Supplies	Services	Statute
<input type="checkbox"/>	<input type="checkbox"/>	M.G.L. c. 30B, § 4(c) (sound business practices)
<input type="checkbox"/>	<input type="checkbox"/>	M.G.L. c. 30B, § 4(a) (price quotations)
<input type="checkbox"/>	<input type="checkbox"/>	M.G.L. c. 30B, § 5 (using bids)
<input type="checkbox"/>	<input type="checkbox"/>	M.G.L. c. 30B, § 6 (using proposals)
<input type="checkbox"/>	<input type="checkbox"/>	Emergencies

6. The CPO Delegation is **specific to the Job Title/Position** and remains in effect until amended or revoked. If the delegation is for a limited, one-time procurement, **the delegation shall expire on the following date (if applicable):** \_\_\_\_\_

7. This delegation 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 (if applicable):**

- Final approval of award by *Chief Procurement Officer*
- Approval of all documents by *Chief Procurement Officer* prior to issuance
- Designation as a Massachusetts Certified Public Purchasing Official (MCPPO)
- Completion of the following MCPPO course(s):

- Public Contracting Overview
- Design & Construction Contracting
- Supplies and Services Contracting
- Other \_\_\_\_\_

Other additional requirements (**specify in an attachment**)

8. I certify, under pains and penalties of perjury, that the above information is true and that I am the Chief Procurement Officer of: \_\_\_\_\_ (jurisdiction name)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title (CPO):** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Office Address (2):** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**CPO Telephone:** \_\_\_\_\_ **CPO Email:** \_\_\_\_\_

**CPO has MCPPO Designation or Certification:** Yes  No

9. Send a copy of this form to:

Office of the Inspector General  
**Attention: CPO Delegation**  
 One Ashburton Place, Room 1311  
 Boston, MA 02108-1518

**No delegation, amendment or revocation shall take effect until a copy of the form is received by the Office of the Inspector General.**