



Office of the Inspector General
 Glenn A. Cunha, Inspector General
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**MASSACHUSETTS CERTIFIED PUBLIC PURCHASING
 OFFICIAL PROGRAM**

REGISTRATION FORM January-June 2017

Please complete below and indicate seminar selection on the right:

NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

ORGANIZATION/JURISDICTION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

Do you require any reasonable accommodations? _____

HOW TO REGISTER: Please mail a completed registration form accompanied with a check or money order made payable to:

Office of the Inspector General
 One Ashburton Place, Room 1311
 Boston, MA 02108
 ATTN: MCPPPO Program

TYPE OF PAYMENT:

Check/Money Order _____ State agencies: payment via IE/ITA _____

NONDISCRIMINATION POLICY: The Massachusetts Office of the Inspector General does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, sexual orientation, political affiliation, or Vietnam-era or disabled veteran status in its employment or admission policies, or in the administration or operation of, or access to, its programs and policies. The Office of the Inspector General does not discriminate on the basis of disability; see Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's nondiscrimination policy relating to MCPPPO programs may be addressed to Joyce McEntee Emmett, Director of the MCPPPO Program, at (617) 727-9140.

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.

The Massachusetts Office of the Inspector General is registered with the Department of Elementary & Secondary Education to award professional development points (PDP).

COURSE INFORMATION:

All seminars will be confirmed based on a minimum of 20 participants.

GOVERNMENT/NON-PROFIT COURSE PRICE:

Government employees shall include all employees of the Commonwealth, the Commonwealth's political subdivisions, other state governments, the federal government, as well as employees of any other municipality, county, or local district. Non-profit employees include any employee of a 501(c)(3) corporation. Proof of government or non-profit status must be provided with this registration form in order to receive the government rate.

SUBSTITUTIONS/CANCELLATIONS:

Each seminar is limited and filled on a space-available basis. No refunds for cancellations. Registrations transferred within your organization are possible with prior notice. The OIG reserves the right to cancel or reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice.

CORI NOTICE:

Please be advised that the Office of the Inspector General has reinstated the requirement that all applications for MCPPPO Designation include a completed Criminal Offender Record Information (CORI) Acknowledgement Form. You do not need to include a CORI form with this registration form.

For more information regarding administrative policies, such as complaint and refund resolution, please email Joyce McEntee Emmett, Director of the MCPPPO Program, at MA-IGO-Training@state.ma.us or go to our website at www.mass.gov/ig.

WINTER/SPRING 2017 SCHEDULE

PUBLIC CONTRACTING OVERVIEW

February 7, 8, 9 BOS NECC*
 March 1, 2, 3 HUNT
 March 28, 29, 30 BOS
 May 8, 9, 10 BOS
 June 6, 7, 8 BOS

CHARTER SCHOOL PROCUREMENT

April 6, 7 BOS

SUPPLIES & SERVICES CONTRACTING

March 21, 22, 23 BOS NECC*
 April 25, 26, 27 HUNT
 May 2, 3, 4 BOS
 June 13, 14, 15 BOS

DESIGN & CONSTRUCTION CONTRACTING

January 31, February 1, 2 BOS
 March 15, 16, 17 HUNT
 April 25, 26, 27 BOS NECC*
 May 24, 25, 26 BOS COMM*
 June 20, 21, 22 BOS

STORY OF A BUILDING

February 6 BAY PATH RVTHS

CONSTRUCTION MANAGEMENT AT RISK

March 7 BOS

INVITATIONS FOR BIDS & REQUESTS FOR PROPOSALS

April 4 **NEW** BOS

PROCUREMENT FRAUD

April 5 BOS HUNT*

REAL PROPERTY TRANSACTIONS

April 11 BOS

ADVANCED TOPICS UPDATE

April 12, 13 BOS HUNT*

CONTRACT ADMINISTRATION

May 16 BOS

ARE YOU A MEMBER OF A PUBLIC BOARD?

May 23 BOS

CREATING A PROCUREMENT OFFICE

May 31, June 1 BOS

DRAFTING A MODEL IFB

Self-paced AT YOUR DESK

PRIVATE SECTOR TRAINING

CERTIFICATION for School Project Designers & OPMs

February 15, 16, March 1, 2 BOS

May 11, 12, 18, 19 BOS

RECERTIFICATION for School Project Designers & OPMs

March 9 BOS

June 2 BOS

On-site location:

BOSTON: One Ashburton Place, Room 1306, Boston, MA

***Videoconference locations:**

BAY PATH: Bay Path Reg. Voc. Tech. High School, Charlton, MA

COMM: COMM Fire District, Centerville, MA

HUNT: Gateway Regional School District, Huntington, MA

NECC: Northern Essex Community College, Lawrence, MA





PUBLIC CONTRACTING OVERVIEW <i>No Prerequisite</i>		Tuition: \$595 for government/non-profit employees \$750 for all others
February 7, 8, 9 March 1, 2, 3 March 28, 29, 30	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON <input type="checkbox"/> BOSTON <input type="checkbox"/> NORTHERN ESSEX CC*	May 8, 9, 10 June 6, 7, 8 <input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON
		3-day seminar
CHARTER SCHOOL PROCUREMENT <i>No Prerequisite</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
April 6, 7	<input type="checkbox"/> BOSTON	
		2-day seminar
SUPPLIES & SERVICES CONTRACTING <i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		Tuition: \$595 for government/non-profit employees \$750 for all others
March 21, 22, 23 April 25, 26, 27 May 2, 3, 4	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON <input type="checkbox"/> BOSTON <input type="checkbox"/> NORTHERN ESSEX CC*	June 13, 14, 15 <input type="checkbox"/> BOSTON
		3-day seminar
DESIGN & CONSTRUCTION CONTRACTING <i>Prerequisite: Public Contracting Overview or Charter School Procurement</i>		Tuition: \$695 for government/non-profit employees \$850 for all others
January 31, February 1, 2 March 15, 16, 17 April 25, 26, 27	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON <input type="checkbox"/> BOSTON <input type="checkbox"/> NORTHERN ESSEX CC*	May 24, 25, 26 June 20, 21, 22 <input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON <input type="checkbox"/> COMM
		3-day seminar
STORY OF A BUILDING <i>No Prerequisite</i>		Tuition: \$200 each participant
February 6	<input type="checkbox"/> BAY PATH RVTHS	
		1-day seminar
CONSTRUCTION MANAGEMENT AT RISK <i>No Prerequisite</i>		Tuition: \$200 each participant
March 7	<input type="checkbox"/> BOSTON	
		1-day seminar
INVITATIONS FOR BIDS & REQUESTS FOR PROPOSALS NEW <i>No Prerequisite</i>		Tuition: \$200 each participant
April 4	<input type="checkbox"/> BOSTON	
		1-day seminar
PROCUREMENT FRAUD <i>No Prerequisite</i>		Tuition: \$200 each participant
April 5	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
		1-day seminar
REAL PROPERTY TRANSACTIONS <i>No Prerequisite</i>		Tuition: \$200 each participant
April 11	<input type="checkbox"/> BOSTON	
		1-day seminar
ADVANCED TOPICS UPDATE <i>Prerequisite: Supplies & Services Contracting or Design & Construction Contracting</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
April 12, 13	<input type="checkbox"/> BOSTON <input type="checkbox"/> HUNTINGTON*	
		2-day seminar
CONTRACT ADMINISTRATION <i>No Prerequisite</i>		Tuition: \$200 each participant
May 16	<input type="checkbox"/> BOSTON	
		1-day seminar
ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? KNOW YOUR RESPONSIBILITIES <i>No Prerequisite</i>		Tuition: \$200 each participant
May 23	<input type="checkbox"/> BOSTON	
		1-day seminar
CREATING A PROCUREMENT OFFICE <i>No Prerequisite</i>		Tuition: \$400 for government/non-profit employees \$600 for all others
May 31, June 1	<input type="checkbox"/> BOSTON	
		2-day seminar
DRAFTING A MODEL IFB <i>No Prerequisite</i> <i>Requires Microsoft Word 7.0 or higher</i>		Tuition: \$75 each participant
	<input type="checkbox"/> AT YOUR DESK	
		Self-paced
PRIVATE SECTOR TRAINING		
CERTIFICATION for School Project Designers & Owner's Project Managers		Tuition: \$1350 each participant
February 15, 16, March 1, 2 May 11, 12, 18, 19	<input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON	
		4-day seminar
RECERTIFICATION for School Project Designers & Owner's Project Managers <i>Prerequisite: Certification for School Project Designers & Owner's Project Managers</i>		Tuition: \$550 each participant
March 9 June 2	<input type="checkbox"/> BOSTON <input type="checkbox"/> BOSTON	
		1-day seminar