



Arlyn Zuniga, President
Town of Milton

Orazio DeLuca, Co-Secretary
City of Woburn

Michael Richards, Vice President
City of Somerville

Lorraine See, Co-Secretary
Town of Braintree

Shab Khan, Treasurer
City of Medford

MEETING MINUTES

Wednesday, May 20, 2020
Virtual Meeting

Officers Present:

Arlyn Zuniga, President
Michael Richards, Vice President
Shab Khan, Treasurer
Lorraine See, Co-Secretary

Business Meeting:

Welcome: Shortly before the official opening of the meeting, members had a discussion of reopening offices and working from home. President Arlyn Zuniga opened the meeting at 11:01am and thanked the attendees for logging into to the meeting.

Secretary's Report: The minutes from the February meeting were posted online. Going forward minutes will be posted online for members' review. Any questions or concerns can be sent to mappopresident -(at)- gmail.com and mapposecretary -(at)- gmail.com The President held off on making a formal vote while we test this system of reviewing minutes online.

Treasurer's Report: Shab Khan presented the Treasurer's report for the month of April 2020. The beginning April balance was \$48,196.54, with website expenses of \$2,042.81, meeting income of \$300.00, and bank interest of \$0.39, the ending balance for April was \$46,454.12.

Legislative Affairs Committee Report: Dave Geanakakis said that in early March MMA and DOLS reached out to discuss emergency actions under M.G.L. c. 30B. The decision was made not to make any changes to 30B at this time. MASBO wanted to raise the threshold for quotes and that was the only bill that saw any traction. Other bills are not considered a priority for the legislature, given the current public health situation. Dave will email any updates to the membership.

Website Committee Report: Vice President Michael Richards thanked Tatiana Swanson from the Town of Needham for recently joining the website committee. The Committee will work on updating the MAPPO website with past meeting minutes and agendas that members can use for the MCPPO recertification documentation. Vice President Richards also advised the membership that there have been phishing emails that appear to be from officers and the executive board. The emails have the names of the officers and executive board, but use different emails. Members are advised to look carefully at the sender before responding to emails. The names of the officers

and executive board were taken from the MAPPO website. Members' email addresses have not been compromised and we have not received reports of any members who have received this type of email.

A member asked if the Office of the Inspector General had provided updates on recertification: specifically whether the OIG still plans to reduce the number of MCPPO designations and whether designees must take all three classes for renewal. The OIG has not made a final decision and had planned to make that decision over the summer. If members have comments or concerns, the OIG is actively soliciting feedback and input. Please contact Neil Cohen, Director of the Regulatory and Compliance Division at [neil.cohen -\(at\)- state.ma.us](mailto:neil.cohen-(at)-state.ma.us)

Another member asked if the OIG gave an implementation date for the proposed changes. Vice President Richards said the OIG had July 1 implementation date in mind when they first discussed the issue. President Zuniga will post a draft letter for the membership to use as a template to provide feedback to the OIG.

Announcements: The June meeting will be hosted virtually. Please send suggested agenda items to [mappopresident -\(at\)- gmail.com](mailto:mappopresident-(at)-gmail.com) and [mapposecretary -\(at\)- gmail.com](mailto:mapposecretary-(at)-gmail.com). Neil Cohen from the OIG will be speaking. MAPPO In the Know: Issue 6 is out.

New Business and Member's Agenda Items: Jackie Abbott reported that the Operational Services Division is working on COVID-19 statewide contract resources for PPE procurement. Information on these contracts is on the COMMBUYS website as well as on the OSD website. Members are encouraged to contact vendors to find their real-time inventory. OSD will be launching new contract PRF71 for enterprise temporary help staffing on July 1. If any members know of businesses that may want to subcontract under this contract, please contact Jackie at [jackie.abbott -\(at\)- state.ma.us](mailto:jackie.abbott-(at)-state.ma.us) or Brian Knapp at Sevenstep at [brian.knapp -\(at\)- sevensteprpo.com](mailto:brian.knapp-(at)-sevensteprpo.com). FAC110 will replace FAC82 for the collection and disposal for hazardous materials, sharps and medical waste, electronic waste, and items such as propane tanks. ITS75 will replace ITS58 for software and related services, including installation and implementation. For any questions regarding OSD and Statewide Contracts please contact Jackie.Abbott -(at)-mass.gov.

Michael Di Yeso reported that MHEC has contract B11 for multi-media equipment and services with new vendors as of May 1 and contract G32 for emergency response and disaster restoration services. The MHEC website has a list of COVID-19 PPE resources and Michael encouraged members to vary their suppliers to ensure prompt delivery of supplies.

Marjorie Weinberger from the Metropolitan Area Planning Council reported that MAPC has pivoted all its work towards responding to COVID-19 and has played a strong role in the state's reopening plan. MAPC supports OSD being the centralized marketplace for cities and towns' PPE and cleaning supplies and advised the membership to speak to counsel about providing these products because there are potential liabilities and OSHA violations if municipalities are unable to provide proper PPE or cleaning products from the list approved by the CDC.

Vice President Richards said that although MAPPO will be meeting virtually for the time being, please contact him about being a host for our next in-person meetings at [mrichards -\(at\)- somervillema.gov](mailto:mrichards-(at)-somervillema.gov).

Member Discussion: A member asked about receiving sealed bids via email. OIG guidance says that "Any electronic submissions you receive must remain sealed until the bid or proposal opening, so you must determine how you will ensure that the bids remain sealed when they are submitted electronically. Please note that standard email accounts do not typically provide the security necessary to preserve the integrity of the process. There are third-party vendors that offer secure electronic bid submission." Another member reported that vendors made appointment with city staff and staff received bids physically at the appointment time. Prior to the bid opening, the city issued an addendum with an invitation to a virtual bid opening and information on mailing IFBs and RFPs either to their City Hall or hand delivered by appointment.

Another member asked if MAPPO wanted to explore electronic drop boxes for receiving sealed bids electronically. OSD and other state agencies receive bids this way. There are services such as Biddocsonline or Projectdog as well as a bidding feature on COMMBUYS. A member reported that her agency uses the COMMBUYS bidding feature

exclusively. Though it is a free service, it can present challenges when vendors are not tech savvy or have extremely large files as part of their response. Paid services can be expensive to municipalities and though some services have the vendor pay to submit responses electronically, municipalities cannot require an only electronic only bidding platform unless it is free to use. President Zuniga will facilitate a conversation with OSD regarding a group purchase for these services.

Members seeking guidance on Open Meeting Laws and virtual public meetings can contact Marjorie Weinberger at mweinberger -(at)- mapc.org

President Zuniga will send out a poll to members to see what municipalities are planning for their reopening.

A member asked if online learning programs need to be bid out competitively. The membership is advised to speak to their school business managers. M.G.L. c. 30B, § 7(a) allows for sole-source procurements of educational software, if it is determined in writing, after reasonable investigation, that there is only one practicable source for the items.

A member asked about payment for services that were suspended due to COVID-19 such as cleaning and school bus transportation. Though this depends on each city and town's contract language, generally cities and towns cannot pay for services that were not rendered. Another member negotiated a percentage off of the originally agreed upon amount and required confirmation that the school bus drivers and employees are being paid.

Vice President Richards requested that callers provide their information to him for continuing education credits.

The next virtual MAPPO meeting will be held on June 17, 2020.

Meeting adjourned at 12:01 PM.

Respectfully submitted,

Lorraine See
MAPPO Co-Secretary