

MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS (MAPPO)

MEETING MINUTES

**Wednesday, October 15, 2014
CBS Scene, 200 Patriot Place
Foxborough, MA
Hosted by: MAPPO Officers**

Officers Present

Mary Delaney, President
Tom Watkins, Vice President
David Gelineau & Sarah Stanton, Co-Treasurers
Whitney Haskell & Sandra Marquis, Co-Secretaries

New Members Attending

Deb Seymour, Worcester Public School
Michael Yunitis, Norton
Ross Perry, Southeastern Regional Planning & Economic Development District
Dylan Cook, City of Chelsea

Guests Attending

Peter O'Cain, Sharon
Frank Martin, Belmont
Robert King, Somerville
Richard Ikonen, Montachusett Regional Vocational School
Deborah Anderson, Attorney General's Office
Dean Charter, Acton
Nicole Duhamel, Boston
Michael Folts, Boston

Welcome

Mary Delaney called the meeting to order at 11:40 a.m. Mary mentioned that this meeting had the largest attendance in a long time.

Co-Secretaries Report

Mary asked for approval of the September meeting minutes. A motion was made, seconded and motion was approved.

Co-Treasurers Report

David Gelineau reported that the month's beginning balance was \$41,354.67 and after additional dues and expenses the ending balance is \$47,254.19. There were no questions or comments on the treasurer's report. A motion was made to accept the report and duly seconded. Motion passed.

Legislative Affairs Committee Report

Dan stated all was well.

Web-site Committee Report

Tom encourage the new members to review the web-site and give feedback. He also encouraged all members to sign-up for the listserv; however, if you have not yet paid your 2014 dues you will not be able access it. Lastly, anyone interested in joining the web-site committee please feel free to contact Tom.

Speaker Committee Report

Angela has some speakers booked already for this year. There will be no speaker at the Holiday Party. If anyone has any ideas for topics or knows any good speakers please call or e-mail her. Angela will give an update on the speakers for 2015. If there are any members who would like to speak at one of the meetings or be a member of a panel at a meeting or the Spring Conference please feel free to call Angela.

The November meeting will be sponsored by MHEC.

Working Group Committee

No Report

MUNIS Working Group

No Report

Good & Welfare Committee

No report

Seminar Committee

No report

CommBuys Enablement Team for Municipalities

Eric Murphy, CommBuys, gave the updates:

1. Four staff account managers have been hired. The staff managers and trainers will be reaching out to municipalities to provide support and training.
2. Two regional events have been scheduled:
 - a. November 6, 2014 – Holyoke Community college
 - b. November 12, 2014 – Barnstable
3. Enablement: 15 municipalities have assigned organizational administrators and 10 are fully enabled. OSD would like to increase this number.

MAPPO Outreach Committee

Bill and Bonnie did a great job! They outreached to ten new people and reinvigorated other members. If they missed anyone, please let them know.

Announcements

Eric Weiss, Executive Director of MHEC, will be hosting the next meeting at Chandler's Tavern at Yankee Candle in Deerfield.

Nick Read, Newton, will be hosting the December meeting. The meeting will be held at the Charles River Country Club, Newton. There will be a cash bar. The CFO will speak for 10 minutes.

Recognitions

None

Old Business

A member asked whether or not the OSD contracts provide the same protections as the local contracts. Nick Read explained that the OSD contracts have already been negotiated and awarded. If the same vendor is used the town cannot negate or add terms to the OSD contract. The city/town can use a PO which would provide the specifics (amounts, delivery, etc.) needed. A purchase order is a contract.

New Business and Member's Agenda Items

Tom Watkins stated that the new charts stating the changes to 30B are not available through the IG's office.

Building Construction Contracts between \$10,000-\$25,000 and contracts over \$10 million must be posted on CommBuys, the Central Register and with the jurisdiction. The first time a jurisdiction wants to post a legal notice the CommBuys staff must do it for you. After the first one CommBuys will give you the rights to do it yourself. CommBuys will verify the post. You will be able to post and monitor your own bids. You will need to sign as an organization and assign at least one administrator with basic rights.

If you need your CEU certificates for FY'13 or FY'14 please see Dave.

Mary thanked Sarah and Angela for their hard work.

Lunch

A buffet lunch was served from 12:00 p.m. to 1:00 p.m.

Speaker Presentation

Angela D. Atchue, Esq., Senior Legal Officer of Property and Construction Management Department, Public Facilities Department, City of Boston spoke about "House Doctor" procurement and contract administration for architectural and engineering services.

Angela, passed out a copy of her power point presentation. The presentation will be uploaded to the website for members' review.

Angela began her presentation by giving the members the definition of "House Doctor". The "House Doctor" program takes care of anything inside a building or follows 30-39M. This program should not take the place of the current procurement procedures for planned capital projects. The basic use of this program should be for unintended maintenance issues.

The City of Boston did their first procurement for the "House Doctor" program in 2009 and their second one in 2012. During each procurement the City learned some valuable lessons. Some of those lessons included: which type and how many consulting services categories the City needed, how to clearly define each category, how to determine the membership on the selection committee, procedures for reviewing the RFQ before it goes out, and determining fees for services. Angela, share many stories and tips illustrating these lessons learned.

Angela also spent time discussing the definition of designer. The City's RFQ required all applicants to meet the legal definition of designer under MGL c7, section 38A1/2(b). (Note: MGL c.7c, section 44 now provides the definition of a "designer", which is: "An individual, corporation, partnership, sole partnership, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, . . ." In short, the individual or the majority of partners or stock holders and the person to have the project in his or her charge must be registered in the discipline required for the project in the State of Massachusetts.

Other requirements included "Certificate of Good Standing" from the MA Secretary of State, acceptance of the fee services schedule, and the acknowledgement of the acceptance of the terms and conditions of the contract for professional design services included in the RFQ.

The City of Boston does not fund the “House Doctor” program. Instead it uses a not to exceed clause and has a very tight review process for approval of funds.

There was a lot of good information in the presentation for those municipalities interested in setting up a House Doctor program. Again, the presentation will be available on the MAPPO web-site.

Meeting Adjourned

The meeting closed at 2:00 p.m.

Respectfully submitted,
Sandra L. Marquis, MAPPO Co-Secretary