

MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS (MAPPO)

MEETING MINUTES

Wednesday, January 21, 2015

The Chateau

1165 Park Street

Stoughton, MA 02072

Hosted by: Maureen Doherty

Officers Present

Mary Delaney, President

Tom Watkins, Vice President

David Gelineau & Sarah Stanton, Co-Treasurers

Whitney Haskell & Sandra Marquis, Co-Secretaries

New Members Attending

Guests Attending

Welcome

Mary Delaney called the meeting to order at 11:20 a.m., and thanked Maureen Doherty for hosting the meeting. Mary proceeded to welcome everyone and wish the membership a Happy New Year. She then introduced the officers.

Mary also spoke about her time as a member of the MAPPO Executive Board and in particular her time as the President. She stated that she is “having a blast!”. Mary told the membership that in June several positions on the Executive Board will be open for nominations.

Co-Secretaries Report

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

Co-Treasurers Report

David Gelineau reported that the month’s beginning balance was \$46,399.75 and after additional dues and expenses the ending balance is \$46,871.15. There were no questions or comments on the treasurer’s report. A motion was made to accept the report and duly seconded. Motion passed.

Tom noted that they asked Bank of America whether or not MAPPO funds would be covered if someone stole our identity. Bank of America assured Tom that all losses would be covered.

Legislative Affairs Committee Report

The Executive Board met this morning to discuss the recent survey. The survey results of the survey indicate that the membership wants to see the following changes made to the construction laws:

1. The rule of award for all types of public construction projects under \$25,000 would now fall under a single statute.
2. For construction projects under \$10,000 procurement would be by “sound business practices”.
3. Construction projects between \$10,000 and \$25,000 procurement would be by quotes.

4. Publicly noticed and bid construction work would use rules under the current statutes only for construction projects valued over \$25,000

The benefits of these changes would be:

1. The bill would enable OSD to solicit and award “tradespersons” contracts for construction work under \$25,000
2. Public bids resulting in selection of tradespersons would be issued by OSD and made available for response to firms throughout the Commonwealth on COMMBUYS.

Dan Doucette, Chair of the Legislative Affairs Committee, is looking for four or five members to assist. The goal of the committee will be to garner support from other stakeholders, hire someone to craft the legislation, and potentially hiring a lobbyist to gain support of the legislature. Anyone interested in joining the committee please call Mary or Dan.

Web-site Committee Report

Tom told the membership that the website experienced a glitch during the registration process. The committee will follow-up and make sure that the issue has been corrected.

Tom is looking for members to join the committee. Anyone interested in joining or has any ideas please call Tom.

Speaker Committee Report

Angela and the committee are putting together a list for the remainder of the year.

Tom Watkins announced that Carol McGravey from the Municipal Lawyer’s Association will be speaking at the February meeting. Tom asked the membership to contact him or Angela if there are any issues they would like Carol to discuss.

Working Group Committee

The Working Group is in the process of identifying new contracts. One idea was ambulance supplies. If you have any other ideas please contact Mary.

MUNIS Working Group

Nothing to report.

Good & Welfare Committee

Nothing to report.

Seminar Committee

It was announced that the Spring Conference dates have changed. The conference has been scheduled for May 14th and 15th in Devens.

Angela and Maureen asked members to solicit topics of interest for the Spring Conference. They will be putting out a survey to the membership within the next few weeks.

Dave G. suggested having a vendor panel discuss the procurement of a specific product or service. Examples: Neopost vs. Pitney Bowes or Bay State World Energy vs. Power Options.

Another area of interest mentioned was the expansion of MAPPO’s collaborative efforts with other cooperative purchasing groups: GSA, OSD, MHEC, etc.

CommBuys Enablement Team for Municipalities

CommBuys held its first Round Table Luncheon in the North Shore. The Round Table Luncheon is for potential vendors to meet with the team and discuss business opportunities with the Commonwealth. The next Luncheon will be in Rowley on February 12th.

MAPPO Outreach Committee

The committee reached out to 5 or 6 communities in the Deerfield area with no success. The Committee will continue to reach out to new communities in the vicinities of our up-coming meetings. They will also encourage members who have not been to meeting to join us at our meetings.

Announcements

The next meeting will be held at Andover Country Club, 60 Canterbury Street, Andover, MA on February 11th.

Recognitions

Old Business

None

New Business and Member's Agenda Items

No new business.

Lunch

A buffet lunch was served from 12:00 p.m. to 12:45 p.m.

Speaker Presentation

Angela introduced Mark Till & Natasha Bizanos-Ashe from the Office of the Inspector General. Mark and Natasha presented on the "Disposal of Surplus Supplies Under M.G.L. c. 30B, Section 15.

Mark and Natasha passed out a power point handout that will be available on the website.

The following are some highlights from the presentation.

- If the governmental body rejects the bid of the highest responsive bidder, the governmental body may - negotiate a sale of such supply so long as the negotiated sale price is higher than the bid price. *The vendor may not have participated in the original bid process.*
- For supply with an estimated net value of less than \$10,000 the procurement officer shall dispose of such supply using written procedures approved by the governmental body. *Many municipalities don't have written procedures.*
- I.G. recommends independently determining the resale value or salvage value of the item. *Checking websites is one method of verification.*
- Advertise the sale in a local newspaper and post the sale in your jurisdiction's office at least 2 weeks before the bid opening or auction. *It was suggested the Town Website would be a more conspicuous place than the Town's bulletin board.*
- In any auction even an Absolute Auction the jurisdiction still retains the right to reject all bids. *In an Absolute Auction the jurisdiction would need to reject the bid before signing the agreement.*
- *When you are trading-in an item as part of a new contract make sure you are getting the tight price for the trade-in.*

- The jurisdiction cannot apply the trade-in credit to the anticipated purchase price after the appropriation has been made, because that means that not all the appropriation is extended for the purpose intended (authorized). *In short, trade-ins cannot be used as “Off-Budget” Revenue Streams.*
- Trade-ins should be applied as a credit against the best price/best value the jurisdiction can obtain from a vendor.

Meeting Adjourned

The meeting closed at 1:40 p.m.

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