

# MAPPO

## IN THE KNOW

ISSUE 21-2

### WELCOME, WELCOME!

Hello MAPPO Members!

I hope that this newsletter finds you well! The weather has begun to get cooler and the leaves have started to change. Before we know it, winter will be here!

We are excited to hear from MassCyberTech this month and are finalizing the speakers for the remaining year (Spoiler alert: we've got some favorites gracing us again!)

Signed,

Arlyn Zuniga, Manager of Vendor Contracts, MBTA



### MAPPO FY20 MEETING SCHEDULE

The upcoming meeting schedule for the next couple of months is as follows:

#### October 14, 2020

*Cyber Security, Remote*

Registration Required to receive virtual meeting link

#### November 18th, 2020

*Business Meeting, Remote*

Registration Required to receive virtual meeting link

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### MEMBER RESOURCES

[CEUS & RECERTIFICATION](#)  
[MCPPO CLASS SCHEDULE](#)  
[LISTSERV LOG IN](#)

### CONTACT US

[MAPPOPRESIDENT@GMAIL.COM](mailto:MAPPOPRESIDENT@GMAIL.COM)  
[MRICHARDS@SOMERVILLEMA.GOV](mailto:MRICHARDS@SOMERVILLEMA.GOV)  
[LSEE@BRAINTREEMA.GOV](mailto:LSEE@BRAINTREEMA.GOV)  
[MAPPO.RSVP@GMAIL.COM](mailto:MAPPO.RSVP@GMAIL.COM)  
[ODELUCA@CITYOFWOBURN.COM](mailto:ODELUCA@CITYOFWOBURN.COM)

## MAPPO'S NEWEST MEMBERS

Please welcome the following new members and congratulate them on their MAPPO membership!

Mimi Bernardo, Finance Director, Town of Brewster

Wen Cobb, Director of Accounting, Wellesley Public Schools

Jennifer Frates, CPO, Barnstable County

Mark Hawke, Executive Assistant, Westminster

Michael Kociela, Retired

Danielle Lamminen, Secretary, Dennis-Yarmouth Regional School District

Natalie Lovett, Assistant Town Administrator, Town of Rowley

Brian Lynch, Procurement Analyst, Town of Burlington

Sean Mangano, Finance Director, Town of Amherst

Barbara Mulvey, Assistant Materials Manager, Town of Reading

Austin Murray, Grant Manager, MAPC

Vanessa Nugent, Secretary to the Business Manager, Methuen Public Schools

Barbara O'Connor, Purchasing Agent, Town of Dracut

Orlando Pacheco, Town Administrator, Town of Lancaster

Betty Paterson, Assistant Purchasing Agent, City of Beverly

Laura Phelps, Procurement Officer, City of Greenfield

Lauren Sacks, Grants Administrator, MAPC

Dominique Sanon, Public Procurement Specialist, Boston Planning and Development Agency

Joan Shemit, Business Manager, Vineyard Haven

Janell Summers, Clerk, City of Malden

Jean Tucker, Clerk, City of Malden



## LEGISLATIVE UPDATES

Over the summer, the legislature picked up a version of our RFP loophole bill and incorporated it into a larger economic growth bill as an amendment. While the House picked this up and passed it (H.4487), the Senate bill (S.2842) rejected the amendment. It's now back sitting in committee as the House and Senate look to resolve the differences between their two version of the larger bill.

While this is a setback, we do expect this will eventually be resolved in our favor. The Inspector General's Office testified later last year on a broader batch of 'housekeeping' changes and sited the RFPs under \$50K loophole as one they are in favor of fixing. MMA has also been pushing this issue on our behalf.

## ANNOUNCEMENT FROM THE OIG

The OIG's Civil Recovery Unit investigated two vendors that targeted municipalities in the state with an abusive and manipulative telemarketing scheme. The settlement will return about \$400,000 to 43 cities and towns and nearly \$400,000 to the state's general fund. The vendors are also banned from doing business in Massachusetts for one year. Here is the link to the announcement of the settlement: <https://www.mass.gov/news/telemarketing-operation-paid-850000-to-settle-investigation-of-misleading-sales-practices>.

Many of the communities who fell victim to this scheme appear to have lacked one or more of the following: adequate knowledge of Chapter 30B, weak internal oversight, or a decentralized procurement process that lacked controls.

We can work together to try to prevent this scheme from reoccurring. The OIG has provided the following resources for our membership:

- 1) The OIG training program brochure. This will acquaint or reacquaint public professionals about our offerings. Please see the next page.
- 2) The press release. This will help to spread the word about this type of scheme. <https://www.mass.gov/news/telemarketing-operation-paid-850000-to-settle-investigation-of-misleading-sales-practices>
- 3) The link to the OIG YouTube page that includes a number of educational videos including a Fraud Awareness and Prevention video and a video about our Fraud Hotline. These videos may assist our municipal colleagues if they encounter deceptive practices, questionable vendor activity or simply want to learn more about the subject matter.  
<https://www.youtube.com/channel/UC1ooTjG2C7Ly3XINsT7RS3g/videos>.

## THE VALUE OF AN MCPPO EDUCATION

The value of the MCPPO (Massachusetts Certified Public Procurement Official) program far exceeds the cost of tuition. The value to you includes:

- > Continuing Education Credits
- > Access to practical procurement and contracting tools
- > Quality education
- > Networking opportunities



For some, the MCPPO designation is required for employment. For others, it provides them with the knowledge and tools to be successful on the path to professional advancement.

Our newly created online classes provide the quality education public employees want and need. We are committed to our statutory mandate to prevent fraud, waste and abuse of public funds through education. Most of all, we are proud to serve you with our new online program.

## ABOUT US

The Massachusetts Certified Public Purchasing Official (MCPPO) program is a statewide education and designation program that has trained more than 25,000 participants since 1997. We focus on giving state and local employees the tools they need to operate effectively, promote excellence in public procurement and help private sector firms understand state and local bidding requirements.

The program offers a variety of classes on public contracting, fraud prevention, procurement, and design and construction laws. Local jurisdictions in Massachusetts widely recognize the MCPPO designation as an indicator of a firm understanding of the laws and best practices for purchasing goods and services.



## CONTACT US

One Ashburton Place, Room 1311  
Boston, MA 02108  
(617) 722-8884  
MA-IGO-Training@mass.gov  
www.mass.gov/ig



OFFICE OF THE INSPECTOR GENERAL  
Commonwealth of  
Massachusetts

GLENN A. CUNHA  
INSPECTOR GENERAL



MASSACHUSETTS CERTIFIED PUBLIC  
PURCHASING OFFICIAL PROGRAM



## Classes Required for the MCPPO Designation:

### Public Contracting Overview

This introductory class provides an overview of the legal requirements for public contracting by local governmental entities, districts, and authorities. This class is a prerequisite for *Supplies and Services Contracting* and *Design and Construction Contracting*.

### Supplies and Services Contracting

This class provides an in-depth examination of procurement practices under Chapter 30B (the Uniform Procurement Act) and includes exercises designed to involve the student in the learning process.

### Design and Construction Contracting

This class presents practical applications and effective strategies for procuring and administering design and construction contracts. Topics include a review of relevant laws and best practices.

### Recertification for MCPPO

Anyone who wants to retain their MCPPO designation is required to take this class every three years. This class is a review of public purchasing principles, best practices, procurement law, and developing and administering effective contracts.

## Sample Elective Classes:

- **Boards & Commissions: Know Your Responsibilities**
- **Chapter 30B – Terms, Misconceptions, & Practices**
- **Charter School Procurement**
- **Contract Administration**
- **Cybersecurity 101**
- **Governance Primer: A Review of Key Topics for Public Organizations**
- **Invitations for Bids & Requests for Proposals**
- **Prevailing Wage Concepts & Practices**
- **Procurement Fraud**
- **Real Property Transactions under M.G.L. c. 30B**
- **Running a Successful Procurement Office**
- **Spotlight on Schools**
- **Story of a Building**

## Other Required Classes:

### Charter School Certification

This two-day class is designed to assist charter schools to comply with Section 11 of Chapter 46 of the Acts of 1997 that requires charter school administrators to earn a certificate of completion from the MCPPO program.

### Certification for School Project Designers and Owner's Project Managers

This four-day class meets the Massachusetts School Building Authority's (MSBA) regulations that require designers and owner's project managers (OPMs) for public school projects to receive an MCPPO training certificate. This certificate is valid for three years.

### Recertification for School Project Designers and Owner's Project Managers

Designers and OPMs on state-assisted school projects must renew their MCPPO certificate every three years. This one-day class provides updates and reinforces key practices for successful collaboration with MSBA on public school projects.

## **JOB OPPORTUNITIES**

### **Procurement Assistant**

*Town of Plymouth*

Salary: \$26.1690/hour, 37.5 hours/week

Reporting directly to the Procurement Officer, the incumbent will support the day-to-day operations of the division by preparing bid documents and legal advertisements in accordance with state statutes and regulations; respond to inquiries concerning bid process; prepares letters of award/rejection, and contracts as required; assist in the execution of contracts; and all other related work as required. Must have the ability to meet deadlines; to maintain detailed and extensive records and to prepare reports from same; to enforce related rules and regulations firmly and impartially; to communicate with the general public effectively both orally and in writing.

### **DPW Business Manager**

*Town of Salisbury*

Salary: \$55,000-\$65,000 depending on qualifications, generous benefits package

The Business Manager oversees all business operations of Public works, specifically in the areas of finance, procurement, and budgeting. This position is responsible for the administrative work as it relates to payroll, accounts payable, and accounts receivable for the Department. This position has oversight over the department's work-order system and customer service programs. This position assists with several management aspects as well. The Business Manager will often act as the liaison between Public Works and other departments within the Town. Interested applicants must send a cover letter, resume, and three references to Human Resources in order to be considered for this position. Applicants will be given notice before references are called. Applicants are asked to send the aforementioned to [jobs@salisburyma.gov](mailto:jobs@salisburyma.gov)

## LISTSERV ACTIVITY

Here are some of the more recent questions posted on the Listserv!

The town is looking for laboratory services for water testing. I have not been able to find a OSD contract for this. Does anyone know if there is a OSD contract that covers laboratory services? - *Barbara O'Connor, Purchasing Agent*

This question is for the municipalities with Munis: what credit card processor are you using? We are implementing Munis in our town now. I see that there is statewide contract PRF59A designated OSC, but Tyler/Munis has a different recommended vendor. I'm curious as to what other Munis municipalities have for a credit card processor. Thank you. - *Lorraine See*



## UPDATES TO THE MEMBERSHIP

- As a reminder, MAPPO now has a P.O. Box to receive Membership Dues! The Registration form has been updated on the website with the new address. You may now send checks, payable to MAPPO, to:

MAPPO  
P.O. Box 225  
Sharon, MA 02067

- MHEC is holding its annual expo (virtual) on November 5th. Please see the attached flyer for more information!



Register for your  
entrance pass to attend  
by **October 23!**

# Virtual Products Exposition

November 5, 2020 8am-5pm

## OUR 2020 SPEAKERS

## VEXPO

brought to you in partnership with the MFAA

## DISCOVER NEW SOLUTIONS AND OPPORTUNITIES

Here's how attending MHEC's VEXPO can help your operations in these challenging times:

Lean times call for better savings.  
[Our exhibitors offer them.](#)  
Changing times call for new solutions.  
[Our exhibitors have them.](#)  
Complex times call for simple procurement.  
[Our contracts enable them.](#)  
Challenging times call for diverse solutions.  
[Our webinars cover them.](#)

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[www.MHEC.net](http://www.MHEC.net)



**Dr. Tracy Brower**  
Sociologist and the author of **Bring Work to Life by Bringing Life to Work** which provides new perspectives on work-life balance.



**Jay Litman, AIA**  
Planner and designer of PreK-12 educational facilities; campus planning and design; public and private libraries.



**Elizabeth D.R. Becker, Esquire**  
Executive Director of The Massachusetts Association of 766 Approved Private Schools (maaps)



# Live Virtual Educational Sessions!

[\[click here\]](#) Agenda



REGISTRATION  
**FREE**

DEADLINE OCTOBER 23

**ONE FULL DAY**

Plus + 30 Days to access to VEXPO  
with your registration PASS

**CONNECT WITH PEERS**

KI Networking Lounge and chat rooms for valuable engagements

## ATTENDEE BENEFITS!



### MCPPO CREDITS

Earn your needed credits by attending the OIG Procurement Administration webinar.



### EDUCATIONAL WEBINARS

Attend one or all of our 10 Live Educational Webinars throughout the day from 8am-5pm.



### PARTICIPATION PRIZES

Participating attendees will score points to win a **\$1,000 Amazon Gift Card** and hundreds in prizes for the runner ups.



### INNOVATIVE THINKING

Just one day connects you to hundreds of ways to solve problems.

Thank you to our partner sponsors and exhibitors!



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