



## **An Overview of the Massachusetts Procurement Process**

MWWA Course: MWWA 21-016, Wastewater: BC-2021-3620

For many the procurement of materials and services can seem complicated – especially for new managers and supervisors. This half-day training provides an overview of the public process as well as the many resources available to assist you in following legal requirements and best practices. The training covers Chapter 30B – the Uniform Procurement Act, which addresses what most local jurisdictions must follow for the purchase of supplies and services. It also includes information regarding the ground rules for using statewide contracts and an introduction to COMMBUYS (the official procurement system for the Commonwealth of MA).

This half day remote class (Zoom) is a good refresher for many, and a great class for new managers and supervisors needing an overview of the public procurement process. This is sure to be a popular class so register soon!

### **Learning Objectives:**

- Learn about basic procurement principles and when to use Chapter 30B.
- Understand the different types of solicitations available with Chapter 30B.
- Review how to use Statewide Contracts and COMMBUYS
- Discuss the resources available from both the MA Office of the Inspector General (IG) and the Operational Services Division (OSD)

This course is approved for **2.0 TCHs** (Training Contact Hours) for Massachusetts Water & Wastewater Operators. It will be taught using the Zoom platform. Participants will need to have a reliable highspeed internet connection and computer device with both video and audio capability. Please review our Student Expectations for Attending Virtual Training at [www.masswaterworks.org/education](http://www.masswaterworks.org/education).

**LOCATION:** Remote Training via Zoom  
**DATE:** Thursday, November 4, 2021  
**TIME:** 8:30 – 11:30 a.m.  
**COST:** \$50 Members; \$75 Nonmembers

**INSTRUCTORS:** Neil Cohen, Director, Regulatory & Compliance, Office of Inspector General  
Leslie Doughty, Trainer, Operational Services Division

<b>AGENDA</b>	8:30 – 8:45 AM	<b>Course Overview &amp; Introductions</b>
	8:45 – 9:45 AM	<b>Chapter 30B – The purchasing of supplies &amp; services</b>
	9:45 – 10:00 AM	<b>Break</b>
	10:00 – 11:00 AM	<b>How to use statewide Contracts and COMMBUYS</b>
	11:00 – 11:15 AM	<b>Resources available: Office of Inspector General &amp; Operational Services Division</b>
	11:15 – 11:30 AM	<b>Q &amp; A, Conclusions &amp; Course Evaluations</b>

**Registrations must be done on-line ([www.masswaterworks.org](http://www.masswaterworks.org)).** If you need registration assistance, please email [adminmwwa@masswaterworks.org](mailto:adminmwwa@masswaterworks.org) or call 978-263-1388.

**ATTENDANCE & TCH POLICY:** Participation of the attendees will be confirmed throughout the Zoom session. Participation and completion of an online evaluation form are necessary to be eligible for TCHs. TCHs will be issued only when full payment is received.