

M.G.L. Chapter 30B, Supplies & Services

Massachusetts General Laws, Chapter 30B, enacted in 1990, establishes uniform procedures for local governments to use when contracting for supplies, services and real property. The Chapter 30B thresholds have been amended and are now being followed by the City of Lawrence. The amendments replaced the \$25,000 thresholds with \$35,000 thresholds. Listed below are the new thresholds and the paperwork that is required.

1. Under this law, all procurements of supplies and services of **less than \$10,000** may be made by the Chief Procurement Officer through sound business practices.
 - **Requisitions** – requisitions for supplies and services **from \$300** and above must be entered into MUNIS for processing. Once approved by the CPO, they will be mailed to the vendor and the department will be notified.
2. Procurements **from \$10,000 to \$34,999.99** can be made by soliciting three written quotes and must be recorded on a Bid Summary Sheet. The Bid Summary Sheet and all written quotes must be attached to the requisition in MUNIS listing the vendors contacted and the prices quoted. Bid sheets are available in this office and are also attached (*please make copies*). Requisitions that are submitted over \$10,000.00 without the required information will not be processed.
 - **Written Quotes** – You must solicit written quotes via email or fax from three vendors who normally provide the supplies and/or services you require. Print out copies of the emails or faxed sheets and subsequent responses and attach to the Bid Summary Worksheet and submit to Purchasing Department for contract processing.
 - **Requisitions** – requisitions may be entered into MUNIS any time after the lowest responsive and responsible bidder has been identified and approved by the CPO. Requisitions will be held by the CPO until the contract has been fully executed at which time purchase orders will be approved and mailed to the vendor and the department will be notified.
3. For contracts of **\$35,000 or more** for goods or services, formal advertising and solicitation from written bids is required.
 - **Requisitions** – requisitions may be entered in MUNIS once the lowest responsive and responsible bidder has been identified and approved by the CPO. Requisitions will be held by the CPO until the contract has been fully executed at which time purchase orders will be approved and mailed to the vendor and the department will be notified.

Any supplies, materials or vehicles that have not been covered by the necessary purchase order or have not been followed through the proper procurement guidelines will not be paid or approved by the Purchasing Agent and the City Comptroller. ANY PERSON WHO ORDERS ANY SUPPLIES, MATERIALS OR VEHICLES WITHOUT PROPER APPROVAL FROM THIS OFFICE CAN BE HELD LIABLE FOR PAYMENT. All violations of this procurement procedure will be handled on an exception basis and reviewed by a committee to be formed by the Comptroller or his/her designees.

The City of Lawrence is only responsible when an approved purchase order is issued.

All vendors should be made aware the City is not liable for any purchases made without an approved purchase order.

Please remember that supplies or services that are legally exempt from the bidding procedures of M.G.L. Chapter 30B or are procured utilizing a cooperative agreement/group are **NOT EXEMPT** from the contract process. These supplies or services that exceed \$10,000 must be forwarded to this department for contract processing and review.

State Contracts and Cooperative Purchasing Groups

The City of Lawrence is a participant in numerous cooperative purchasing groups and actively utilizes Commonwealth of Massachusetts Statewide contracts. We urge you to consider these alternative purchasing methods as it can reduce costs and boost efficiency by maximizing the purchasing power of the cooperating groups and by reducing the cost of the city's purchasing process.

When considering this type of procurement activity, we must determine whether a cooperative purchasing agreement used a fair and open process. Did the awarding authority do the following:

- a) advertised a procurement solicitation in a relevant publication;
- b) used specific purchase descriptions in the solicitation;
- c) provided for renewed competition;
- d) used a clear rule for award or determination of best value in its solicitation;
- and
- e) used an appropriate comparative evaluation process for choosing vendors.

The following are links to cooperative groups that the CPO has researched and determined as having used a fair and open process. The city is registered and is a participant in these cooperative groups and shouldn't require a department to register or submit any forms. If this is the case, please contact the Chief Procurement Officer.

Commonwealth of Massachusetts Statewide Contracts www.commbuys.com

Merrimack Valley Planning Commission www.mvpc.org

WSCA-NASPO Cooperative Purchasing Organization www.aboutwsca.org

U.S. Communities www.uscommunities.org

National Joint Powers Alliance www.njpacoop.org

Metropolitan Area Planning Collaborative www.mapc.org

Massachusetts Higher Education Consortium www.mhec.net

PEPPM National Cooperative Purchasing Contract www.peppm.org

Town of Andover Cooperative www.andoverma.gov

M.G.L. c.30B PROCUREMENT OF SUPPLIES & SERVICES CHART

Estimated Contract Amount	Under \$10,000	\$10,000 to \$34,999	\$35,000 and over
Procurement Procedure	Sound business practices	Solicit three written quotes	Sealed bids or proposals (M.G.L. c.30B, §§5 or 6)
Advertising Required	No	No	Advertise once in a newspaper of general circulation at least two weeks before bids or proposals are due, and post a notice on the jurisdiction's bulletin board or website for two weeks before bids or proposals are due. If \$100,000 or more, advertise once in the Goods and Services Bulletin at least two weeks before bids or proposals are due.
Award contract to:	Person offering the best price	Responsible and responsive person offering the best price	Under §5, the responsible and responsive bidder offering the best price. Under §6, the most advantageous proposal taking into consideration price and non-price proposals.
Written Contract Required:	No	Yes	Yes
Maximum Contract Term:	Three years, unless majority (City Council) vote authorizes longer.		

The Office of the Inspector General offers free procurement training and materials on its website www.mass.gov/ig. They also have a Chapter 30B phone line for questions and guidance which is staffed on business days from 9:00 a.m. to 4:30 p.m. (617.722.8838). Feel free to contact the purchasing department or the IG's Office for guidance with your procurement issues. They also offer a certification program through its Massachusetts Certified Public Purchasing Official continuing education program for those who might be interested.

Here are a few links that you might find helpful.

Manuals published by the Inspector General's Office

<http://www.mass.gov/ig/publications/manuals/>

Guides, Advisories, Other publications offered by the Inspector General's Office

<http://www.mass.gov/ig/publications/guides-advisories-other-publications/>

City of Lawrence
Bid Summary Worksheet
Required on all purchases of supplies and services of \$10,000 - \$34,999.99

FULL DESCRIPTION OF PURCHASE(S) OF SUPPLIES AND/OR SERVICES TO BE QUOTED

	Vendor Name & Address	Contact Name	Phone #	Date	Amount Quoted
1					
2					
3					
4					
5					

VENDOR TO BE AWARDED BID AND REASON

THIS FORM MUST ACCOMPANY ALL REQUISITIONS BETWEEN \$10,000 - \$34,999.99. ANY AND ALL WRITTEN QUOTES MUST BE ATTACHED TO THIS FORM.

VENDOR SELECTED BY: _____

APPROVED BY: _____
 Department Head