

**Chief Procurement Officer's Delegation
of Procurement Powers and Duties**
(Type or print legibly)

- 1. Original (New) Amendment (Update) Revocation

2. Pursuant to the provisions of M.G.L. c. 30B, § 19, I (print full name) David Marciello
am the CPO for (jurisdiction) Town of Millbury and hereby delegate the
procurement powers and duties set forth below to:

Job Title/Position: School Business Manager
 Department: School Department
 Current Employee: Richard G. Bedard, Jr.
 Employee Email: rbedard@millburyschools.org
 Employee Phone #: (508) 865-9501 Ext. _____ MCPPO Yes No

Delegation amends the following title/position (if applicable):

3. I hereby delegate the following M.G.L. c. 30B powers and duties to the procurements specified herein:

- Solicit Open Evaluate Award
- Reject/Cancel Exercise options Maintain records Increase quantities
- ALL OF THE ABOVE**

Other (Specify): _____

4. This delegation pertains to procurements:

- For the following department(s): School Department
- For the following contract(s): All School Department Contracts
- Other (specify with attachment): _____

5. This delegation pertains to **Chapter 30B procurements** involving:

Supplies	Services	Statute
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M.G.L. c. 30B, § 4(c) (sound business practices)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M.G.L. c. 30B, § 4(a) (price quotations)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M.G.L. c. 30B, § 5 (using bids)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M.G.L. c. 30B, § 6 (using proposals)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emergencies

6. The CPO Delegation is specific to the Job Title/Position and remains in effect until amended or revoked. If the delegation is for a limited, one-time procurement, the delegation shall expire on the following date (if applicable): _____

7. This delegation is conditioned upon compliance with M.G.L. c. 30B, all applicable statutes, rules, regulations, charters, ordinances or bylaws, and subject to the following **additional jurisdictional requirements (if applicable)**:

- Final approval of award by *Chief Procurement Officer*
- Approval of all documents by *Chief Procurement Officer* prior to issuance
- Designation as a Massachusetts Certified Public Purchasing Official (MCPPO) (If required by jurisdiction)
- Completion of the following MCPPO course(s) (If required by jurisdiction):

- Public Contracting Overview
- Design & Construction Contracting
- Supplies and Services Contracting
- Other _____

Other additional jurisdictional requirements (specify in an attachment)

8. I certify, under pains and penalties of perjury, that the above information is true and that I am the Chief Procurement Officer of: Town of Millbury (jurisdiction name)

Signature:  Date: 4/29/19

Name: David Marciello

Title (CPO): Town Administrator

Department: _____

Office Address: 127 Elm Street

Office City/State: Millbury, MA Zip Code: 01527

Employee Email: dmarciello@townofmillbury.net

Employee Phone #: (508) 865-4710 Ext. _____ MCPPO Yes No

9. Send a copy of this form to:

Office of the Inspector General
Attention: CPO Delegation
One Ashburton Place, Room 1311
Boston, MA 02108-1518

No delegation, amendment or revocation shall take effect until a copy of the form is received by the Office of the Inspector General.