

**Procurement & Contracting Services (PCS) Department**  
**Overview for the Commission for Persons with Disabilities**  
*Thursday, June 30, 2022*

PCS is the central agency for all procurement and contracting of goods and services for municipal departments.

- Procurement involves the process of selecting vendors, establishing payment terms, strategic vetting, selection, the negotiation of contracts and actual purchasing of goods.
- Contract is a written agreement between two parties enforceable by law.

Municipal departments are the buyers and contract managers.

Departments buy using their available budgets and must follow all procedures laid out by Finance – PCS in conformance with Massachusetts General Laws (MGL).

Department-level managers must:

- Work with PCS to procure goods and services.
- Obtain a purchase order and contract prior to making purchases.

Key Laws for Procurement and Contracting

- MGL Chapter 30B
- MGL Chapter 149
- MGL Chapter 30, §39M

Procurement Thresholds

- MA Office of the Inspector General (OIG) publishes procurement tables:  
<https://www.mass.gov/doc/charts-on-procurement-procedures-effective-june-15-2018/download>.
  - Procurement thresholds are outlined in these OIG tables:
    - Under \$10,000
    - \$10,000 up to and not exceeding \$50,000
    - Over \$50,000.
    - Over \$150,000; and over \$10,000,000 (construction).
- Purchases of \$10,000 or more require a written contract.
  - Based on City's standard general terms and conditions.
- All purchases require a purchase order (PO).

- PO is tied to a contract if purchase is \$10,000 or more.
- “Micro-purchases” under \$10,000 may only require a PO.
- Purchases are not authorized unless a PO is open with sufficient funds to cover the purchase cost.

#### Resources

- OIG offers training <https://www.mass.gov/service-details/boards-and-commissions-know-your-responsibilities>.
- Guide for Members of Public Boards and Commissions (link above).
- PCS webpage <https://www.somervillema.gov/procurement>.

#### Contact

- [procurement@somervillema.gov](mailto:procurement@somervillema.gov)