

M.G.L. c. 30B PROCUREMENT OF SUPPLIES AND SERVICES

| Estimated Contract Amount | Under \$10,000 | \$10,000 to \$24,999 | \$25,000 and over |
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| Procurement Procedure | Sound business practices. ¹ | Solicit three written or oral 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 your jurisdiction's bulletin board or website for two weeks before bids or proposals are due. If \$100,000 or more, advertise once in the <i>Goods and Services Bulletin</i> at least two weeks before bids or proposals are due. |
| Award contract to: | Person offering the best price. | Responsible ² and responsive ³ person offering the best price. | Under § 5, the responsible and responsive bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals. |
| Written Contract Required⁴ | No. | Yes. | Yes. |
| Maximum Contract Term⁵ | Three years, unless majority vote authorizes longer. | | |

¹ M.G.L. c. 30B, § 2 defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

² M.G.L. c. 30B, § 2 defines a responsible bidder or offeror as “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.”

³ M.G.L. c. 30B, § 2 defines a responsive bidder or offeror as “a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals.”

⁴ M.G.L. c. 30B, § 17(a) states “All contracts in the amount of [\$10,000] or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract.”

⁵ M.G.L. c. 30B, § 12(b) states “Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option.”