

M.G.L. c. 30B – Procurement of Supplies and Services

Estimated Contract Amount **Under \$10,000** **\$10,000 to \$50,000** **Over \$50,000**

Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written price quotations from no fewer than 3 persons who customarily provide the supply or service. ²	* As of November 25, 2022, the price quotation threshold changed for municipal or regional school districts only from \$10,000 to \$100,000. ³	* NOTE: At more than \$100,000 a municipal or regional school district must use a sealed bid or sealed proposal.
Notice/Advertising Requirements	None.	None.	NOTE: A governmental body may require that any procurement in an amount of not more than \$50,000 be subject to sealed bid procedures under M.G.L. c. 30B, § 5.	Post a notice at least two weeks before bids or proposals are due in (1) your jurisdiction's office, and publish at least two weeks before bids or proposals are due in a (2) newspaper, and 3) a COMMBUYS. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
Award contract to:	Responsible and responsive person offering the best price.	Responsible and responsive person offering the needed quality of supply or service at the lowest price quotation.		Under § 5, the responsible ⁴ and responsive ⁵ 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 Required⁶	No.	Yes.		Yes.
Maximum Contract Term⁷	Three years, unless majority vote authorizes longer.			
OSD Option	Yes.			

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, § 4, as amended by Chapter 218 of the Acts of 2016, requiring the procurement officer to record the names of all persons from whom quotations were sought and submitted with the date and amount of each quotation.

³ M.G.L. c. 30B, § 5, as amended by Chapter 198 of the Acts of 2022, authorizing a procurement officer for "a municipal or regional school district" to procure a supply or service at more than \$100,000 with a sealed bid procedure.

⁴ 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."

⁵ 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."

⁶ M.G.L. c. 30B, § 17(a), states that 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."

⁷ 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."