



Capital and Municipal Budgeting

Resources on policy, procedures and laws for Capital improvements contracts and projects.

Prevailing Wages, DLS issues prevailing wage schedules to cities, towns, counties, districts, authorities, and state agencies. Workers must receive these hourly wage rates when working on a public project. Prevailing Wage rate schedules vary by region, type of work and other factors. To get the proper rates for your region/job, you must request a determination. Hotline: (617) 626-6953, DLSfeedback@state.ma.us.

Secretary of State's Office Goods and Services Bulletin, Preparing and Filing Notices for the Central Register, establishes standards for preparing and filing notices of contract opportunities for capital facility projects that are undertaken by public agencies.

- **Central Register to Submit Bids and Notices**, State, county and local government agencies that wish to place their advertisement in the Central Register may do so by filling out the Online Submission form. The weekly deadline for filing a notice is Thursday by 4pm for publication on the following Wednesday.
- **Goods and Services Bulletin State**, county and local government agencies that wish to place their advertisement in the Goods and Services Bulletin may do so by filling out the online Goods and Services Bulletin Submission Form. The weekly deadline for filing a notice is Wednesday by 4PM for publication on the following Monday.





Procedures for Municipalities and Public Agencies

- **Designer Selection Procedures for Municipalities and Public Agencies**, offers Guidelines, Designer Fee Calculations and Forms for Cities and Towns

- **Instruction for the Calculation of Designer Fees**
- **Designer Evaluation Forms & Information for Municipalities and Agencies**, Section 48 of Chapter 7C of the Massachusetts General Laws, requires that an Evaluation Form shall be completed by every Public Agency for building projects of \$500,000 or greater, both for the Design phase and the Construction Phase.

Office of the Inspector General, The Office of the Inspector General (OIG) is an independent agency that prevents and detects fraud, waste and abuse of public funds and public property and promotes transparency in government.

- **Uniform Procurement Act**
- **M.G.L. c. 30B Application of Chapter** Section 1. (a) This chapter shall apply to every contract for the procurement of supplies, services, or real property and for disposing of supplies or real property by a governmental body as defined herein.
- **M.G.L. c. 30, § 39M**, Contracts for construction and materials; manner of awarding.
- **M.G.L. c. 149**, Labor and Industries-Building Construction Contracts.
- **Model Designer Selection Procedures for Municipalities and Other Local Public Agencies**, The designer selection law requires municipalities and other local public agencies to adopt written designer selection procedures, which must be used when contracting for design services for any building construction, reconstruction, alteration, remodeling or repair project that has an estimated design fee of \$30,000 or more and an estimated construction cost of \$300,000 or more.
 - **M.G.L. c. 7C, §§ 44-58** Sections 44-58, Municipal Finance, Design Services for Public Building Projects.
- **Local Officials Quick Guide CHARTS on public procurement procedures**

