

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: 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.	Sealed bids or sealed proposals (M.G.L. c. 30B, §§ 5 or 6). 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.	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) on 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.”