

## MEMORANDUM

**TO:** Board of Directors, Massachusetts School Building Authority  
**FROM:** Katherine P. Craven  
**DATE:** January 27, 2010  
**RE:** Request for Responses to Conduct the 2010 Needs Survey

Pursuant to Section 17(b) of Chapter 70B, the MSBA is conducting a Needs Survey of the approximately 1,817 public elementary, middle, high and vocational technical schools in the Commonwealth. The goal of the survey is to gain an understanding of the general facility conditions at these schools and to validate, update, and supplement the information gathered during the initial Needs Survey in 2006.

On January 4, 2010, MSBA staff issued a request for responses (RFR) to conduct the Needs Survey (MSBA-RFR-NeedsSurv-2010). The RFR was posted on Comm-PASS and on the MSBA website.

The scope of services for the selected Respondent will include:

- Collecting baseline data regarding the general facilities conditions at all public elementary, middle, high and vocational technical schools.
- Conducting on-site visits at all public elementary, middle, high and vocational technical schools in the Commonwealth to assess the adequacy of the public school facilities to deliver their educational programs.
- Identifying instances of excess capacity or overcrowding.
- Communicating with school districts, municipal personnel, parents, concerned citizens and the media about the Needs Survey and the role of the MSBA in planning and managing a financially-sustainable program to provide partial funding for public school repair, renovation and construction.
- Developing a quality assurance/quality control plan to ensure the accuracy and consistency of data.
- Preparing a Needs Survey Report.

The RFR response period closed on Monday, January 25, 2010. The MSBA received responses from the following firms:

- STV, Inc.
- VFA, Inc.
- MGT of America, Inc.

STV, Inc. and VFA, Inc. both have offices in Boston while MGT of America, Inc. is located in Olympia, Washington. After an initial review of the responses, the MSBA has decided to interview STV, Inc. and VFA, Inc. A committee of six MSBA staff members will review the responses and interview the finalists. Candidates will be evaluated based on many criteria including:

- Qualifications and experience and the primary personnel to provide services.
- Demonstrated capacity and organizational structure to provide services.
- Adequacy of the respondent's resources to support the requested services and to adhere to the tight schedule.
- Overall approach to the RFR with particular emphasis on the Respondent's proposed approach to completing the Needs Survey and Final Report by no later than June 30, 2010.
- Reasonableness of the proposed fees and expenses.
- An understanding of the MSBA's needs and objective.

After the review and interview process, the selection committee will recommend to the Executive Director a single firm to conduct the Needs Survey.

**RECOMMENDATION:** Authorize the Executive Director to enter into a Master Services Agreement with the firm recommended by the selection committee to conduct the Needs Survey. The value of the Master Services Agreement is estimated to exceed \$250,000. Pursuant to MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed \$250,000.