

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: Maureen G. Valente, Chief Executive Officer
John K. McCarthy, Executive Director, Deputy Chief Executive Officer
DATE: March 23, 2016
RE: Recommendations for 2016 School Survey Services Consultants

In compliance with its enabling legislation, the Massachusetts School Building Authority (“MSBA”) performs periodic surveys of school facilities throughout the Commonwealth. The goal of the surveys is to gain an understanding of the general facility conditions at these schools and to validate, update, and supplement the information gathered in the Statement of Interest (“SOI”) process. Through a public procurement process in 2005, and again in 2010, the MSBA entered into a Master Services Agreements with firms to perform a school survey of approximately 1,800 schools. The MSBA is embarking on a new School Survey to be completed in June, 2017.

MSBA staff identified a Procurement Management Team (“PMT”) consisting of 5 staff members. With the assistance of the Legal Department, the PMT developed the specifications, evaluation criteria, scorecard, and Request for Responses (“RFR”) seeking firms or individuals interested in providing facility assessment services to assist the MSBA in completing a School Survey. The Legal Department advertised the RFR in the Central Register and, on February 3, 2016, posted the RFR on the MSBA’s website and on COMMBUYS, a web-based market center for the Commonwealth.

The MSBA received two responses to the RFR prior to the February 26, 2016 deadline. The Legal Department determined that both firms had submitted complete proposals and then distributed copies of both proposals to the PMT. The PMT was instructed to evaluate both proposals using the following evaluation criteria published in the RFR:

- Demonstrated intent to further the development of Minority and Woman-Owned Business Enterprises (“M/WBEs”) – Supplier Diversity Program;
- Demonstrated Experience in Facilities Assessment, Educational Programming, School Design/Construction, and Information Technology;
- Knowledge and Understanding of Massachusetts building codes, and MSBA and DESE regulations and policies regarding school design and construction;
- Professional Experience;
- Approach to Providing Services;
- Capacity and Organizational Structure;

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- Demonstrated intent that 50% or more of the work-hours will be performed in Massachusetts - Invest in Massachusetts; and
- Price.

All members of the PMT met on March 2, 2016, to discuss their evaluation of the proposals. All members agreed that both firms were well-qualified to perform the scope of work. Using a scorecard based upon the evaluation criteria set forth in the RFR, each member of the PMT submitted scores for each of the proposals. The results were as follows:

Respondent	Final Score
Parsons	83
STV	84

STV proposed to complete the work for \$1,988,000 and Parsons submitted a cost proposal of \$7,937,735. The primary differences in the quotes appeared to be that Parsons allotted a greater level of staff resources to the planning and site survey phases of the project which the PMT felt exceeded the resources necessary to satisfactorily complete the scope requirements set forth in the RFR. To ensure that all scope within the RFR would be met within their proposed price, the PMT posed clarifying questions to STV. The PMT met again on March 10, 2016 and, after considering STV's answers to its clarifying questions, was satisfied that STV had taken into consideration all of the RFR's scope requirements in its proposal.

Recommendation: That the Board of Directors authorize the Executive Director to enter into negotiations and execute a Master Services Agreement and associated Work Orders ("Agreement") with STV Inc. that will commence on April 1, 2016, for a term of fourteen months with the MSBA holding an option to extend the term of the Agreement for such period of time as may be necessary to complete the services required by the RFR, at the MSBA's sole discretion.

Because the value of this Agreement is expected to exceed \$150,000, the MSBA utilized the Large Procurement process that is set forth in the MSBA's Procurement Policy for this procurement. The value of the Agreement will also exceed \$250,000. Therefore, pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into this Agreement.