

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer
John K. McCarthy, Executive Director, Deputy Chief Executive Officer
DATE: April 14, 2023
RE: Recommendation to Execute Master Services Agreements for External Audit Services

On January 17, 2023, the Massachusetts School Building Authority (“MSBA”) issued a Request for Responses (“RFR”) responses from firms qualified to provide external audit services to the MSBA. The MSBA posted the RFR on the MSBA’s website, Goods and Services Bulletin, and on COMMBUYS, a web-based market center for the Commonwealth.

In accordance with the MSBA’s procurement policies, four MSBA staff members were appointed to serve on the Procurement Management Team (“PMT”). The PMT included Laura Guadagno, Miriam Vazquez, Gianpiero Tirella and Christine Nolan. Siobhan Tolman participated in providing guidance to the PMT.

The MSBA received two responses prior to the February 10, 2023 deadline from the firms of Berry Dunn and RSM. The Phase One review was based on the completeness of the Responses and determined that both Responses would be advanced to a Phase Two review. The PMT completed the Phase Two review. The Phase Two review and score card was based on the following evaluation criteria that was also included in the RFR:

- Supplier Diversity Program
- Invest in Massachusetts
- Audit Work Plan
- Qualifications of Firm and Personnel
- Proposed Overall Approach

On March 13, 2023, the PMT met to review, discuss, and score the Responses based on the evaluation criteria listed above. After completing the Phase Two Review evaluation, the PMT unanimously agreed that RSM would provide the best overall value and best meet the business needs of the MSBA. The PMT recommends entering into a Master Services Agreement with RSM for a term of three years with three one-year options to renew, under the same terms and conditions, at the discretion of the MSBA.

Recommendations: Authorize the Executive Director to enter into a Master Services Agreement with RSM to perform the MSBA’s annual financial audit, including the preparation of the Independent Auditor’s Report on the Financial Statements and Required Supplementary Information, for the fiscal years 20212 through 2025. The Master Services Agreement will be for an initial three-year term with three one-year options to renew, at the MSBA’s discretion, under the same terms and conditions.

The value of the contracts may each exceed \$250,000 during the term of the proposed agreement. Therefore, pursuant to the MSBA’s By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.