

[Letterhead of City/Town/Regional School District]

Record of Selection Form
Designer
Green Repair Program

1) District Selection

In accordance with “Selection and Assignment of Designers – Green Repair Program,” assembled for your review are the evaluation results of the District using the Selection Criteria approved by the MSBA for selecting a designer from the applicants pre-selected through the Green Repair Program for (NAME OF SCHOOL). The results from the evaluation of received responses are as follows:

(Please add columns, if necessary, dependent upon the number of responses received from the MSBA for evaluation.)

a.) Selection Criteria	Criteria selected	Designer:	Designer:	Designer:
Prior Similar Experience	X			
Personnel Qualifications	X			
Current Workload and Capacity	X			
Experience with Stretch Energy Code				
Knowledge of Energy Efficiency Programs				
Financial Stability				
Additional Criteria				
Total				

(Bold selection criteria must be utilized by the District in its evaluation.)

b) Description of rating system used for the Selection Criteria:

(NOTE: The MSBA recommends use of a numerical rating rather than least/advantageous and highly advantageous.)

The District shall evaluate the Designers using the rating system described by the District and accepted by the MSBA on the “Selection Criteria Form – Designer – Green Repair Program.”

Upon completion of its review of received responses, the (NAME OF DISTRICT) selects Designer: _____ . The District hereby designates (NAME(S)), as the individual(s) who shall have the authority to act on behalf of the District under the Contract and who shall be responsible for the day-to-day communication between the District and the Designer. The District shall execute the Authority's Standard Contract for Designer Services for Green Repair Program with the Designer without modification to its terms and conditions.

Sincerely,

By: _____
Authorized signature for District

Title: _____

Date: _____

Accepted by MSBA Date

Note to District:

The Authority's approval is further subject to the execution of a contract between the District and the Designer in a form that is satisfactory to the Authority, utilizing any standard contracts, forms, and provisions that the Authority may require. At your earliest convenience, please forward a copy of the fully executed contract between the District and the Designer to Jennifer Connarton at 40 Broad Street (Suite 500), Boston, MA 02109.