

[Letterhead of City/Town/Regional School District]

Record of Selection Form
Owner's Project Manager
Green Repair Program

1) District Selection

In accordance with "Selection and Assignment of Owner's Project Managers – Green Repair Program," assembled for your review are the evaluation results of the District using the Selection Criteria approved by the MSBA for selecting an Owner's Project Manager 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	Owner's Project Manager:	Owner's Project Manager:	Owner's Project Manager:
Prior Similar Experience	X			
Personnel Qualifications	X			
Current Workload and Capacity	X			
Experience with Stretch Energy Code				
Knowledge of Energy Efficiency Programs				
Knowledge of Construction Procurement Law				
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.)

Owner's Project Manager should obtain the District's authorization to access the OPM Report System and provide a faxed copy of the completed "System User" access form to William Cross (617-720-5260 or 617-720-8460) at the MSBA. The "System User" access form can be found under "System User Guides & Access Request Forms" through the "Policies & Guidelines" tab on the MSBA website, www.massschoolbuildings.org. In addition, please advise the Owner's Project Manager to mail all of its required monthly reports to Jennifer Connarton.