

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: February 18, 2022
RE: Recommendation to Execute Master Services Agreement for Project Management Services Consultant

On December 15, 2021, the Massachusetts School Building Authority (“MSBA”) issued a Request for Responses (“RFR”) seeking qualified firms to provide project management services to the MSBA. In summary, the requested scope of services includes conducting reviews of specifications, plans, project budgets and schedules submitted by districts and their consultants in support of the districts’ applications for MSBA funding, providing ongoing review and monitoring of MSBA-approved projects either currently under agreement with the MSBA or anticipating being under agreement with the MSBA, and collecting and recording all necessary project data. The MSBA posted the RFR on the MSBA’s website, Central Register, and on COMMBUYS, a web-based market center for the Commonwealth.

In accordance with the MSBA’s procurement policies, six MSBA staff members were appointed by the Executive Director to serve on the Procurement Management Team (“PMT”). In collaboration with the Director of Capital Planning and the legal department, staff developed the scope, evaluation criteria, scorecard, and Request for Responses (“RFR”) for posting.

As a minimum qualification, the RFR required a Respondent to specifically certify that the Respondent will not perform or seek to perform services as a consultant or subconsultant in relation to the management, design, or construction of any public school project that is funded in part by the MSBA during the term of any contract that may be awarded pursuant to the RFR.

The MSBA received one response to the RFR prior to the January 14, 2022 deadline. The Phase One review was based on the completeness of the Response and determined that the Response 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:

- Demonstrated intent to develop a relationship with a Supplier Diversified Office certified firm – (Supplier Diversity Program);
- Demonstrated intent that 50% or more of the work-hours will be performed in Massachusetts – (Invest in Massachusetts);
- Demonstrated evidence the Respondent’s Key Personnel and other members of the team are certified in the Massachusetts Certified Public Purchasing Official (“MCPPO”) Program – (MCPPO Certification);
- Demonstrated experience and performance of the respondent firm;
- Demonstrated experience of Key Personnel to provide the services described in the RFR;

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- Demonstrated capacity and organizational structure to perform the services described in the RFR; and
- Overall approach to providing the services described in the RFR.

The PMT met on February 3, 2022, discussed the response, and determined the score for the evaluation criteria resulting in a final score.

Respondent	Final Score	Comments
Keville Enterprises, Inc.	90	Complete.

Recommendation: Authorize the Executive Director to enter into negotiations and execute a Master Services Agreement with Keville Enterprises, Inc. that will commence on April 1, 2022 for a term of up to 15 months, with three one-year options to renew, at the MSBA's discretion, under the same terms and conditions.

The value of the agreement is expected to exceed \$150,000, therefore the Large Procurement policy process was used for this procurement. Also, the value of the contract is expected to 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 an agreement that exceeds this amount.