

Massachusetts School Building Authority

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COST AND PRODUCT DATA FOR FF&E

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OBJECTIVES

- Increase awareness of the types of Furniture, Fixtures, and Equipment (FF+E) data that is being collected by the MSBA
- Learn how to access FF+E data and reports
- Gain understanding of the preliminary & long-term benefits and uses of FF+E data
- Learn more about the MSBA Collaborative Purchasing Initiative, including the tools and resources available



FF&E DATA COLLECTION BENEFITS

- Transparency
- Expand Available Cost Information Already on Website to FF&E



HOW DID WE GET HERE?

Since 2016, we have been working with our stakeholders to develop cost saving ideas to assist school districts.

We conceptualized the idea of posting FF&E cost and product information; and received your feedback on the broad idea via surveys, meetings and conversations.

Our goal was to improve transparency but not impose additional requirements on districts. The majority of stakeholders indicated a willingness to complete the spreadsheet on a volunteer basis. As such, the product and cost data from each school has been generated by school district consultants.

We worked together with a small group of professionals, including procurement agents for towns and schools, interior designers, and opms to hone iterations of the concept.

We arrived at the current spreadsheet format through this approach.

FF&E Product and Cost Spreadsheets from **Six** 2017 Schools Are Currently Displayed on the MSBA Website



SOME FF+E DATA USES

MSBA

Help MSBA to Evolve
FF&E-related Policies

Help MSBA to Further
Develop FF&E-related
Cost Saving Programs,
such as Collaborative
Purchasing

MSBA Districts and Stakeholders

- Compare overall spending on FF&E for budgeting purposes re: similar type and size school
- Comparative FF&E cost and product information based on quantities purchased
- Quick Access to lump sum cost information for equipment by category
- Learn what brands of furniture are popular to start conversations about outfitting your school



FF&E COST AND PRODUCT DATA SUPPORTING SCHOOL DISTRICTS

- Utilized FF+E experts to understand industry-based language to adequately develop infrastructure to collect FF+E data across the state
 - Created instructions and procedures for collecting FF+E data
 - Developed detailed categories of product and cost information for individual furniture items
 - Identified related categories of Equipment for lump sum cost information
 - Designed Excel template to systemically collect FF+E data from recently opened MSBA schools
- Created FF+E Product and Cost Information Webpage



FF&E COST AND PRODUCT DATA SUPPORTING SCHOOL DISTRICTS

Main Components of FF+E Webpage

- [Step-by-step instructions](#) for completing FF+E spreadsheet
- [Excel template](#) for entering FF+E Data
- FF+E Datasets (By School):
 - Six new schools completed in 2017 completed spreadsheet ([e.g., see: Plymouth South High School](#))
- Ongoing reports to summarize:
 - [Total FF+E costs](#) by grades served, enrollment, etc.;
 - [Aggregated total costs](#) of Fixtures & Equipment by subject/area (Art, Music, Gym, Kitchen, etc.)

FURNITURE, FIXTURES AND EQUIPMENT PRODUCT AND COST INFORMATION

The screenshot shows the website for the Massachusetts School Building Authority. The page title is "Furniture, Fixtures, and Equipment Product and Cost Information". The page includes a navigation menu with links for HOME, CAREERS, CALENDAR, FOR PRESS, and CONTACT. There is a search bar and a sidebar with various links. The main content area contains a description of the website's purpose, a link to the "Furniture, Fixtures, and Equipment Data Collection Categories of Interest" PDF, and a link to the "Furniture, Fixtures, and Equipment Data Collection Spreadsheet". There are also links to "Furniture, Fixtures, and Equipment School Data" and "Furniture, Fixtures, and Equipment Reports & Presentations". The footer includes the Massachusetts School Building Authority logo and contact information.

http://www.massschoolbuildings.org/building/furniture_fixtures_cost_info

NEXT STEPS

- Develop follow-up survey to stakeholders who completed FF+E Spreadsheet
- Assess necessary changes to FF+E data collection strategy, tools, and content
- Create reports to host on FF+E webpage
- Review & post other reliable cost and product information received from school districts
- Reach out to 2018 newly completed schools to begin FF+E Data Collection



COLLABORATIVE PURCHASING UPDATE

SUPPORTING SCHOOL DISTRICTS

FF&E expense always high

- Volume price discounts are available
- Combining purchases may make sense, especially for smaller districts



COLLABORATIVE PURCHASING UPDATE

SUPPORTING SCHOOL DISTRICTS

- Opportunities exist to stretch a school district's FF&E budget (MSBA contribution of \$1,200 per student is often not adequate to outfit school)
- Simple concept: School districts combine their FF&E purchases, create greater volume and potentially lower the unit cost of items
- (May work for technology too)



COLLABORATIVE PURCHASING: ITEMS INTENDED

Costly school furniture items lend themselves to bulk discounting:

- **Classroom Desks**
- **Classroom Seating**
- **Cafeteria Tables/Seats**

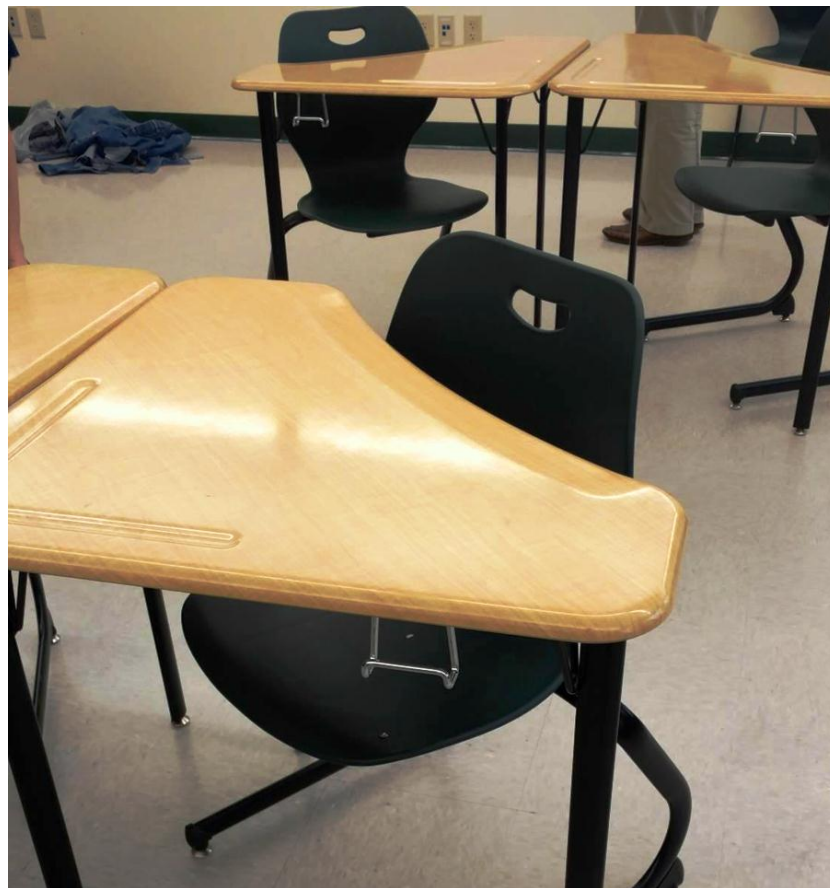


COLLABORATIVE PURCHASING: ITEMS INTENDED

Classroom Desks/Seating



*West Parish
Elementary,
2016
(Gloucester)*



*Minnechaug Regional
High School, 2012 (Wilbraham)*

COLLABORATIVE PURCHASING: ITEMS INTENDED

Classroom Seating



*Dr. Martin Luther King, Jr. School,
2016 (Cambridge)*



COLLABORATIVE PURCHASING: ITEMS INTENDED

Cafeteria Tables/Seats



*West Parish Elementary, 2016
(Gloucester)*



COLLABORATIVE PURCHASING: ITEMS INTENDED

**Cafeteria
Tables/Seats**

*David J
Quinn Middle
School, 2012
(Hudson)*



COLLABORATIVE PURCHASING: ITEMS INTENDED

Cafeteria Tables/Seats

*Tahanto
Regional High
School, 2013
(Boylston)*



EXAMPLE OF DISTRICT LEADING COLLABORATION

District: Stoughton High school

Design Enrollment: 1065

Grades Served: 9 - 12

Anticipated Substantial Completion Date:

August 2019

OPM: Compass

Designer: DRA



COLLABORATIVE PURCHASING: 2019 SCHOOLS

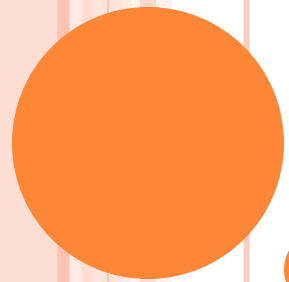
- 11 school districts and consultants invited to a meeting in Stoughton, MA on March 1st, 2018 to discuss the concept of collaboration
- This meeting to be followed by a visioning workshop with potential participants to choose furniture samples for viewing from popular manufacturers



COLLABORATIVE PURCHASING UPDATE: MSBA'S TOOLS FOR GETTING STARTED

- **MSBA FF+E Database** (Six new schools from 2017)
- **FF&E Research including:**
 - **MSBA Furniture Picture Catalog** (80 pages)
 - **K-12 Classroom Furniture Vendor “LookBook”**
 - **Sample Furniture Recommendations from Interior Design Professionals on MSBA Schools**





QUESTIONS?

