**Massachusetts School Building Authority**
**Request for Responses to Conduct a School Survey**
**Addendum No. 4**
**MSBA-RFR-SchoolSurvey2025**
**February 27, 2024**

This addendum modifies Section I.(B.) for further clarification.

**Section I.(B.)Planning Phase(4.) is updated for further clarification as follows:**

4. Review the MSBA's legacy web-based proprietary software application used to gather data for the 2016 School Survey and 2010 Needs Survey. The Contractor will work with the MSBA to become familiar with the MSBA School Survey Assessment Tool. The MSBA School Survey application is a web-based proprietary software application. The application is developed in .Net with a SQL backend. The MSBA will provide end-user support during MSBA defined working hours on the MSBA School Survey application to address any technical questions related to the application. The MSBA is open to the use of a Contractor provided assessment application in lieu of the existing application provided it meets the project requirements. An outside tool must include, but not be limited to, the following capabilities:
   a. Import and display historical 2016 School Survey data,
   b. Allow district review of newly gathered data,
   c. Export data into an MSBA-acceptable format, and
   d. Allow for importing and configurability of assessment questions provided by the MSBA.

**Section I.(B.)Planning Phase (19.) is updated for further clarification as follows:**

19. Provide devices that will allow assessors to electronically complete their assessments and upload assessment data to MSBA systems based on MSBA protocols. Hardware will need to be able to support running the MSBA assessment application and will need to be able to support use in schools which may have limited, or no network connectivity. Devices need to be able to connect to wi-fi, and run a web based application. The recommended hardware should include a minimum of 1GB of RAM, 25 GB of free and encrypted storage and a 2 GHz or above processor. The MSBA will not provide technical assistance on hardware related issues. Each device used is required to have an encrypted hard drive. The selected respondent will work with the MSBA to develop a protocol for securing school security data, which protocol will be documented and added to the Master Services Agreement as a rider form. The storage of sensitive school security data on the devices shall conform to said security protocols. Additional information will be provided to the selected respondent.

**Section I.(B.)Planning Phase (20.) is updated for further clarification as follows:**

20.     Provide a proposal for a platform that allows for the calculation of scores received from the assessments and an associated reporting platform that allows for the generation of charts, graphs, and reports from the proposed platform. The MSBA currently utilizes Power BI and Tableau reporting platforms. The MSBA has full authority in approving the platform.


**Section I.(B.)Survey Phase (1.) is updated for further clarification as follows:**

1.  Collect data on all public schools in the Commonwealth.
    a.  Conduct on-site visits at approximately 1,580 schools. The MSBA anticipates a typical physical assessment of a school to last approximately four (4) to six (6) hours, with exceptions depending on the size and complexity of the school.
    b.  Compile existing data on approximately 120 schools which are currently in the MSBA's pipeline throughout the Survey Phase. Data to be compiled on schools in the MSBA's pipeline will be finalized with the Contractor. The MSBA anticipates collecting information about the type and size of key building systems (e.g. the type and square footage of the roof) via an online questionnaire sent to the designers of schools in pipeline. There will be involvement for the Contractor to propose additional questions prior to deployment of the survey to the designers of the schools in the pipeline. Schools in the pipeline will not be evaluated using the scoring rubric as construction of the school will not yet be complete and no site visit will be performed.

END OF ADDENDUM NO. 4