

Massachusetts School Building Authority
Request for Responses for Educational Program Review Services
MSBA-RFR-EPR-2026
Addendum No. 1: Questions and Answers
November 25, 2025

1. **Question:** Regarding the Educational Program Overview, one of the attachments (Attachment F) is a Post Occupancy Evaluation document. Was that intentional?

Answer: No. The link to Attachment F has been updated to include MSBA’s Educational Program Requirements.

2. **Question:** Can you provide any insight into what “special studies” would entail or encompass?

Answer: As stated in the RFR, Special Studies could include the study and analysis of unique and/or alternative programmatic spaces including utilization and understanding of programmatic needs. The MSBA will rely on the Respondent’s experience in conjunction with information/data previously and currently being collected by the MSBA. Also, to promote school district understanding of MSBA’s Educational Program Requirements, the Respondent(s) could be assigned to develop and/or present learning materials to assist in this effort in a format acceptable to the MSBA.

3. **Question:** Regarding the Educational Program Review, I want to understand conflict of interest limitations – would I be excluded from reviewing a particular ed program, for which I have been assigned to provide consulting services for, but could I review others districts I am not involved in?

Answer: Yes.

4. **Question:** The solicitation is clear about regular meetings with MSBA staff regarding aspects of the work scope. Is there also an expectation or likelihood of attending periodic MSBA Board or Facilities Assessment meetings? For any of these meetings, to what extent might participation be virtual/remote vs. in person?

Answer: MSBA Board of Directors meetings and Facilities Assessment Subcommittee meetings are open to the public and are currently being performed in a virtual capacity. Respondent(s) associated with this scope of services are not expected to participate in these meetings.

5. **Question:** The RFR notes to “Assume approximately 20 Educational Programs required to be reviewed annually with consultant reviews to be completed within 14 calendar days

of receipt.” My question is, is there generally a certain month or schedule for when the review process of the 20 educational programs occurs?

Answer: Per Module 3 of the MSBA Guidelines, school districts are required to prepare and submit an Educational Program as a component of their Preliminary Design Program submittal and the Feasibility Study Agreement established between the MSBA and the school district. Subsequent to a school district’s accepted invitation to conduct a feasibility study, the timing of the Preliminary Design Program submittal depends largely on the school district’s readiness to submit and there is not a certain month in which the MSBA obtains these submittals. The MSBA receives 1-2 Preliminary Design Program submittals per month throughout the calendar year.

6. **Question:** The RFR refers to the review process of 20 educational programs. Is it expected that in the course of the two-year contract, the awardee will review 20 total education programs (or is that a monthly or yearly estimate)? What is the approximate total number of Education Program reviews, or range in the number of reviews that would be expected over the course of the contract?

Answer: The MSBA receives 1-2 Preliminary Design Program submittals per month throughout the calendar year and approximately (20) per year. The number of Educational Program reviews to be reviewed by awarded Respondent(s) depends on the number of contracts the MSBA chooses to award as part of this RFR. If a single contract is awarded, the estimated number of Educational Programs to be reviewed by a single Respondent would be (20) per calendar year, so approximately (40) over the course of a two-year contract. Should the MSBA award multiple contracts, assume (2) for example, the estimated number of Educational Programs to be reviewed by each Respondent would be (10) per calendar year, so approximately (20) over the course of a two-year contract.

END OF ADDENDUM NO. 1