

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: April 14, 2023
RE: MSBA Procurement Policy Update

The Massachusetts School Building Authority (“MSBA”) has recently reviewed its Procurement Policy, which was initially approved at the MSBA’s Board of Directors on March 25, 2015. Attached, please find a copy of the updated MSBA’s Procurement Policy and a redline copy detailing the substantive changes.

The purpose of this MSBA’s Procurement Policy is to outline the procurement process to be used when the MSBA is procuring Goods and/or Services. This Policy applies to MSBA procurements that are not regulated by a specific provision of law. Whenever possible, the MSBA procures Goods and Services using procedures that track the procurement procedures established by the Executive Office of Administration and Finance’s regulations. Although the MSBA is not subject to the Executive Department’s procurement regulations, the MSBA tracks these procedures because they reflect best practices for the operations of the MSBA and are consistent with and advance the MSBA’s core commitment to transparent and competitive procurements that result in the best value to the MSBA.

The attached Policy has been updated to include procedures for sole source procurements and emergency procurements. Additionally, there have been some other non-substantive changes to clarify how the policy is practically implemented.

The MSBA recommends that the Board formally vote to adopt the attached updated MSBA Procurement Policy.