

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: June 14, 2023
RE: Recommendation to Execute Master Services Agreements for Recruitment Services

On March 27, 2023, the Massachusetts School Building Authority (“MSBA”) issued a Request for Responses (“RFR”) from firms qualified to provide recruitment services to the MSBA. The MSBA posted the RFR on the MSBA’s website, Goods and Services Bulletin, and on COMMBUYS, a web-based market center for the Commonwealth.

In accordance with the MSBA’s procurement policies, three MSBA staff members were appointed to serve on the Procurement Management Team (“PMT”). The PMT included Stacy Patino, Norvalett Payne, and Mike Bergquist. Siobhan Tolman and Christine Nolan participated to provide guidance to the PMT.

The MSBA received responses from the 10 firms listed below prior to the response deadline:

Responses
Aston Carter
BuzzClan, LLC
Cogent
Diskriter Inc.
Enterprise Solution Inc.
FAAZ Consulting
Infojini
Lancesoft
Peak Performers
22 nd Century Technologies, Inc. (“TSCTI”)

The Phase One review was based on the completeness of the Responses and it was determined that all of the Responses would be advanced to a Phase Two review. The PMT completed the Phase Two review. The Phase Two review and scoring was based on the following evaluation criteria that was also included in the RFR:

- Supplier Diversity Program;
- Invest in Massachusetts;
- Capacity and organizational structure;
- Demonstrated experience of key personnel;
- Demonstrated experience of respondent firm; and

- Proposed overall approach.

The PMT met on May 8, 2023, to review, discuss and score the Responses based on the evaluation criteria listed above. After completing the Phase Two Review evaluation, the PMT decided to invite the top three scoring firms to interview with the MSBA. The following firms were invited to interview: Enterprise Solution Inc.; Infojini; and 22nd Century Technologies, Inc. (“TSCTI”).

The interview scoring was based on the following evaluation criteria:

- Firm demonstrated an understanding of the MSBA as an organization (i.e. knows what our work is);
- MSBA PMT left the interview with an understanding of how the recruitment process (including identifying talent, screening talent, checking references, providing candidates to the MSBA) will work;
- Firm demonstrated experience in the recruitment fields listed in the MSBA's RFR and how their expertise in those fields can help the MSBA meet its business needs;
- Firm demonstrated that it has a talent pool with the various skill sets to meet the MSBA's needs;
- Firm demonstrated that it can procure professional talent in the construction industry; and
- Firm's approach to providing services is compatible with the MSBA's business needs.

The PMT met following the interviews and unanimously agreed that two firms Infojini and 22nd Century Technologies, Inc. (“TSCTI”) would provide the best overall value and best meet the business needs of the MSBA. The PMT recommends entering into Master Services Agreements with Infojini and TSCTI for a term of three years, with an option to extend for one year under the same terms and conditions.

Recommendations: Authorize the Executive Director to enter into a Master Services Agreement with Infojini and 22nd Century Technologies, Inc. (“TSCTI”) to provide recruitment services to the MSBA for a term of three years with a one-year option to renew, at the MSBA’s discretion, under the same terms and conditions.

The value of the contracts may each exceed \$250,000 during the term of the proposed agreement. Pursuant to the MSBA’s By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.