

Request for Responses

Massachusetts School Building Authority

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RFR File Number: MSBA-RFR-SCI-2026

RFR Contact Person: Siobhan Tolman, Procurement and Contracts Manager

SECTION I. SUMMARY

The Massachusetts School Building Authority (the “MSBA”) is seeking Responses from a qualified Respondent to review, analyze, and offer recommended adjustments and/or modifications to the MSBA’s current “Science Lab Guidelines” and MSBA’s “Science/Technology/Engineering Area Guidelines”.

Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Minority and Women Business Enterprise (M/WBE), Veteran-Owned Business Enterprise (VBE), Service Disabled Veteran-Owned Business Enterprise (SDVOBE), Disability-Owned Business Enterprise, Lesbian, Gay, Bisexual or Transgender Business Enterprise (LGBTB), Minority Nonprofit Organization (M/NPO), Minority and Women Non-Profit Organization (M/W/NPO), or Women Nonprofit Organization (W/NPO) firms are encouraged to submit Responses.

At the conclusion of this RFR process, the MSBA intends to award a contract to one responsive and responsible firm or individual submitting the most advantageous proposal, taking into consideration, among other things, qualifications, experience, capacity, references, approach to providing the services requested, and value.

The MSBA reserves the right to select more than one firm to perform work within the Scope of Services described in this RFR. The MSBA’s award of contract to a firm pursuant to this RFR, however, shall not be a guarantee of any amount of work or a particular division of the work described in the RFR. Contract award and the assignment of work to any firm shall be within the sole discretion of the MSBA.

A. BACKGROUND & OBJECTIVES

Science Labs: MSBA’s current “Science Lab Guidelines” (**Attachment “F”**) were established in 2010 as a result of thorough review and analysis of MSBA’s original science lab standards and

how they could be improved. The Science Lab Guidelines were subsequently amended in 2013 related to updated egress requirements as part of “MSBA Project Advisory 23” (**Attachment “G”**) and the “MSBA’s Prototypical Floor Plans for High School Science Labs” (**Attachment “H”**) were amended in 2017.

STEM Spaces: Based on increased interest in Massachusetts school districts including STEM oriented learning spaces in their proposed K-12 school projects, in 2018 the MSBA procured the services of an outside consultant to provide an analysis of the use and viability of a variety of STEM learning areas with an emphasis on grade kindergarten through grade eight. As a result, a detailed report was developed that describes STEM pedagogy, types of learning spaces, safety considerations, and design and operational “best practices” for related STEM spaces, and MSBA’s “Science/Technology/Engineering Area Guidelines” (**Attachment “I”**) were established in 2019.

The “Review and Recommendations of Best Practices for K-12 STEM Learning Spaces” report (**Attachment “J”**) was published on the MSBA website in December 2018 as a public resource for school districts and design teams. In conjunction with this report, MSBA’s current Science Technology/Engineering Area Guidelines were established and implemented for MSBA Core Program projects in 2019.

It is anticipated that the selected Respondent will review, analyze, and offer recommended adjustments and/or modifications to the MSBA’s current “Science Lab Guidelines” and associated prototypical floor plans and MSBA’s “Science/Technology/Engineering Area Guidelines”.

B. SCOPE OF SERVICES

The MSBA anticipates that the scope of services for any selected firm(s) may include but not be limited to the following:

- 1. Review, evaluate, and provide recommendations and/or modifications associated with MSBA’s current “Science Lab Guidelines” and MSBA’s current Science Technology/Engineering Area Guidelines in accordance with the following:**
 - a. Upon contract award and execution of a “Master Services Agreement” and a “Work Order”, attend a “Kick-off” meeting with MSBA staff to discuss the scope, schedule, and expectations.
 - b. Perform initial research and generate a workplan within two weeks from the kick-off meeting that provides an outline indicating the necessary steps to completing review, analysis, and delivery/presentation of potential modifications to MSBA’s current “Science Lab Guidelines” and MSBA’s current “Science, Technology/Engineering Area Guidelines” in a format acceptable to the MSBA.
 - c. In a format acceptable to the MSBA, provide detailed recommendations, modifications, and/or opinion for no modifications for the items listed below, as a result of the review and analysis of the referenced information provided, as well as MSBA Post Occupancy

Reports to be provided upon contract award, in conjunction with the Respondent's knowledge and experience associated with but not limited to the components/criteria listed in Section V.B.3.

- i. MSBA's current "Science Lab Guidelines" and associated prototypical floor plans.
 - ii. MSBA's current "Science/Technology/Engineering Area Guidelines".
- d. Meetings, Delivery of Materials, and Presentation of Recommendations
- i. The Respondent will be responsible for coordinating monthly meetings with the MSBA to report progress and will be responsible for preparing meeting agendas and meeting summaries in a format acceptable to the MSBA.
 - ii. The Respondent will be responsible for submitting draft recommendations for MSBA review and comment. The deadline to submit is by the close of quarter two of fiscal year 2027 (December 31, 2026).
 - iii. The Respondent will be responsible for submitting final recommendations for MSBA review and comment. The deadline to submit is by the close of quarter three of fiscal year 2027 (March 31, 2027).
 - iv. The Respondent will be responsible for performing at least one (1) public presentation to the MSBA Facility Assessment Subcommittee and potentially (1) presentation to the MSBA Board of Directors.
- e. Extra Services (to be exercised at the discretion of the MSBA)
- i. Create supporting to-scale floor plans and/or renderings with descriptive notation to align with potential modifications associated with the scope of work performed in Section I.B.1.a-d.
 - ii. Create three-dimensional "fly-through" electronic animations and/or videos suitable for MSBA's use and for posting on the MSBA website to align with potential modifications associated with the scope of work performed in Section I.B.1.a-d.
 - iii. Onsite observation of MSBA-funded K-12 schools representative of MSBA compliant science labs and STE spaces for the purposes of compiling and documenting input from user groups to supplement the work performed in Section I.B.1.a-d. (Assume visiting (6) school buildings.)

The MSBA reserves the right to implement, withhold, or modify any materials and/or recommendations as a result of this work at the sole discretion of the Authority.

C. FEES

Pursuant to Section IV.A.4, the Respondent must provide a Cost Proposal that includes a not-to-exceed lump sum price for professional service fees/labor and a not-to-exceed lump sum price for any related expenses for the Scope of Work outlined in Section I.B.1.a-d. Subject to the MSBA's decision to revise a Respondent's Price, which decision is exclusively within the

MSBA's discretion, these Lump Sum Prices will apply to all fees and expenses that are incurred by the Respondent as a result of performing and completing the Scope of Work.

The Respondent must also include a list of hourly fee rates and a list of anticipated expense costs that will be charged by the Respondent if the MSBA asks the Respondent to perform work which, in the opinion of the MSBA, is beyond the anticipated Scope of Work outlined in Section I.B.1.a-d

The Respondent must also include a lump-sum price for each of the items listed as Extra Services in Section I.B.1.e, if in the event the MSBA exercises the option to assign the Respondent to perform some or all of this work.

Proposed Lump Sum Prices will be considered by the MSBA as part of its determination of "Best Value" as outlined in Section III.A.6, and as part of its evaluation of responses in Section V.

SECTION II. MSBA BACKGROUND

Chapter 208 of the Acts of 2004 established the Massachusetts School Building Authority. The MSBA is an independent public authority not subject to the supervision and control of any other executive office, department, commission, board, bureau, agency or political subdivision of the Commonwealth. The MSBA's Board consists of the State Treasurer, who serves as chair, the Secretary of Administration and Finance, the Commissioner of Education, and four additional members appointed by the State Treasurer.

Prior to the establishment of the MSBA, the Department of Education administered and managed the former school building assistance program. Chapter 208 eliminated the former program and created a new program for school building construction, renovation and repair projects (the "Program"), administered by the MSBA. The new Program provides assistance to cities, towns, regional school districts and independent agricultural and technical schools to finance school building projects. The MSBA has adopted regulations necessary to administer the Program and to review and approve applications for reimbursement for school building construction projects.

For more information about the MSBA and its program, please visit our website at www.massschoolbuildings.org and refer to Massachusetts General Laws Chapter 70B, Chapter 208 of the Acts of 2004, and 963 CMR 2.00 *et seq.*

SECTION III. GENERAL INFORMATION

All terms, conditions, requirements, and procedures included in this RFR must be met for a Response to be qualified as responsive, provided the MSBA reserves the absolute right to waive or permit the cure of any errors or omissions which the MSBA, in its sole discretion, determines are non-material. The MSBA reserves the right to modify, amend or cancel the terms of this RFR at any time. All Responses must be submitted in accordance with the specific terms of this RFR. **Responses to this RFR must be submitted electronically.**

All Responses must be submitted electronically through the Commonwealth's procurement website, COMMBUYS. Please see Section IV.B. of this RFR.

A. SPECIFICATIONS

- 1. Respondent Communication.** All communication regarding this RFR must be submitted in writing via email to the RFR Contact Person, Siobhan Tolman, Procurement and Contracts Manager, siobhan.tolman@massschoolbuildings.org. No telephone calls concerning this RFR are permitted. Any individuals and/or firms that intend to submit a Response are prohibited from contacting any employee of the MSBA other than the contact person regarding this RFR. **Failure to observe this rule may result in disqualification.** Furthermore, no other individual MSBA employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Respondents should notify in writing the contact person for this RFR in the event it is incomplete or the Respondent is having trouble obtaining any required attachments electronically through COMMBUYS or from the MSBA's website.
- 2. Reasonable Accommodation.** Respondents that seek reasonable accommodation because of disabilities or other hardship, which may include the receipt of RFR information in an alternative format, may communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis.
- 3. Public Records.** All Responses and related documentation and information submitted in Response to this RFR are subject to the Massachusetts Public Records Law, M.G.L. c. 66, §10; c. 4, §7(26)(h), regarding public access to such documents. Any statements in submitted Responses that are inconsistent with the provisions of these statutes will be void and disregarded. Respondent agrees that the MSBA shall not be liable under any circumstances for the subsequent disclosure of any information submitted to it by Respondent pursuant to this RFR and/or in connection with any contract entered into between Respondent and the MSBA as a result of the RFR process.

Respondents are advised that all proposals are deemed sealed, and therefore their contents will be treated as confidential and will not be disclosed to competing Respondents until the evaluation process has been completed and the contract has been awarded.

- 4. Submission of Proposed Materials and Virtual Presentation.** All materials, representations, and submissions made within the response and at virtual presentation are subject to becoming part of the contract binding the selected Respondent to uphold the materials, representations, and submissions made by the selected Respondent within the response and at the virtual presentations, if any.
- 5. Conflict of Interest.** Prior to award of any contract and/or qualification, the Respondent shall certify in writing that no relationship exists between the Respondent and the procuring or contracting agency that interferes with fair competition or is a conflict of interest, and no relationship exists between the Respondent and another person or organization that constitutes a conflict of interest. No official or employee of the MSBA

who exercises any function or responsibility in the review or approval of the undertaking or carrying out of this project shall, prior to the completion of the project, voluntarily acquire any personal interest, either directly or indirectly, in this contract or proposed contract. The Respondent shall provide assurance that it presently has no interest and shall not acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its services hereunder. The Respondent shall also provide assurances that no person having any such known interest shall be employed during the performance of this contract. Individuals performing services to the MSBA may be considered “special state employees” subject to the provisions of the Massachusetts Conflict of Interest Law (M.G.L. 268A). The MSBA’s Master Services Agreement requires contractors to certify, among other things, compliance with the Conflict of Interest Law.

6. **Best Value Selection and Negotiation.** The MSBA will select the Response(s) that demonstrate(s) the “Best Value” overall, including any proposed alternatives that achieve the procurement goals of the MSBA. The MSBA and the selected Respondent(s) may negotiate a change in any element of contract performance or cost identified in this RFR or in the selected Respondent’s Response, provided such changes result in lower costs or otherwise offer a more cost-effective or better value solution than originally proposed in the selected Respondent’s original Response.
7. **Costs.** The MSBA will not reimburse any individual or firm for any costs associated with the preparation or submittal of any Response to this RFR or for any travel and/or per diem incurred in any presentation of such Responses. Costs that are not specifically identified in the Respondent’s submission and accepted by the MSBA as part of a contract, will not be compensated.
8. **MSBA Website and COMMBUYS.** This RFR has been distributed electronically using the COMMBUYS system and can be accessed at www.COMMBUYS.com. RFR Attachments that are referenced are available either as separate files along with the RFR, or in the COMMBUYS Attachments section. The RFR and Attachments are also available at the MSBA’s website: www.massschoolbuildings.org

Respondents are solely responsible for obtaining and completing required attachments that are identified in this RFR; for regularly checking both COMMBUYS and the MSBA website for any addenda or modifications that are subsequently made to this RFR or attachments; for obtaining, reviewing and appropriately responding to any such addenda or modifications to the RFR of attachments; and for acknowledging the receipt of any addenda in the cover letter. The MSBA accepts no liability and will provide no accommodation to Respondents who fail to check for, obtain, review and appropriately respond to addenda or modifications to the RFR and attachments, and then submit inadequate or incorrect Responses. Respondents are advised to check the MSBA’s website and COMMBUYS to ensure that they have the most recent RFR files. Respondents may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of this RFR, specifications, terms and conditions, which change the intent of this RFR are prohibited and may disqualify a Response.

Respondents may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-627-8283 or 617 720-3197 (during normal business hours, 8AM – 5PM Monday – Friday).

9. **Validity of Response.** Responses must remain in effect for at least 180 days from the submission deadline and thereafter until either the Respondent withdraws the Response in writing, a contract is executed with Respondent, or the procurement is canceled, whichever occurs first.
10. **Prohibition against Distribution of Information.** Any Respondent awarded a contract under this RFR is prohibited from selling or distributing any information collected or derived from the contract and/or procurement process, including lists of participating or eligible MSBA employee names, telephone numbers, or addresses, including email addresses.
11. **Right to Modify.** The MSBA reserves the right to modify, amend, or cancel the terms of this RFR at any time prior to the closing date. The MSBA reserves the right to negotiate with the selected Respondent as to any element of cost or performance including, without limitation, elements identified in the RFR and/or the selected Response in order to achieve the best value for the MSBA.
12. **Limit on Provision of Services.** If a Respondent is selected to perform any of the work outlined in the Scope of Services and is actively under contract for providing any services as part of an MSBA funded Core Program project, the Respondent must provide written disclosure describing the scope of services and all parties for which the Respondent has contractual obligations. In addition, M.G.L. Chapter 268A may impose further limitations on a successful Respondent. Each Respondent is responsible for reviewing the requirements of that Chapter to understand the nature of any such limitations and ensure compliance with all applicable conflict of interest restrictions.

B. PROCUREMENT CALENDAR

The following is the tentative time schedule for the MSBA’s selection of a firm or individual interested in providing the services outlined in this RFR. All dates are subject to modification by the MSBA with notice.

Issuance of RFR: January 21, 2026

Question Deadline: February 9, 2026, at 5:00pm

Responses to Questions Posted on or before: February 13, 2026

RFR Response Deadline: March 11, 2026, at 2:00pm

Virtual Presentations (if necessary): Week of April 13, 2026

Award of the Contract: Anticipated June 2026

Questions concerning this RFR must be submitted to the RFR contact person in writing via email only at the address below. No telephone calls concerning this RFR are permitted. Questions must be received no later than 5:00 P.M. on February 9, 2026. Responses to questions will be posted on or before February 13, 2026:

Contact Person: Siobhan Tolman
Procurement and Contracts Manager
Attn: MSBA-RFR-SCI-2026
E-Mail Address: siobhan.tolman@massschoolbuildings.org

SECTION IV. RESPONSE REQUIREMENTS

A. Contents of the Response

All Responses to this RFR must include the following information:

- 1) Mandatory Cover Letter: Each Response must be accompanied by a cover letter of not more than two (2) pages. The letter, which shall be considered an integral part of the submission, shall be signed by an individual who is authorized to bind the firm contractually, giving his or her title. The letter must acknowledge Addenda to the RFR, if any, and certify that all information contained in the Response is accurate and complete. Inaccurate or incomplete information may adversely affect the evaluation of the submission.
- 2) Firm History: A description of each firm associated with the Respondent's team and their respective roles and history.
- 3) Qualifications Statement: A statement of the team's qualifications and prior experience as a team providing the types of services requested in this RFR.
- 4) Cost Proposal: In accordance with Section I.C.
- 5) Professional Experience: A description of the professional experience of the key personnel who would be assigned to the MSBA for this project, including subcontractors and joint venturers, if applicable. All Responses also must include a resume and contact information for each of the key personnel who will be providing services to the MSBA. All Respondents also must identify the individual(s) who will have primary responsibility for contacts and communications with the MSBA. The MSBA reserves the right to reject the use of any personnel, within its sole discretion.
- 6) Approach to Providing Services: A description of the firm's approach to providing the Scope of Work described in Section I, Item B, specifically addressing any timelines described in this RFR. Also, all Responses must include a table that describes the role of each member of your professional team that will be assigned to work on this project.
- 7) Statement of Limitations: Provide a statement clearly describing any limitations to the submitted Response (such as scope of proposed services, geography, etc.).
- 8) Business References: Respondents must identify three (3) client references for which the Respondent has performed similar services as the services described in this RFR.
- 9) Supplier Diversity Program Plan Form: The MSBA is committed to developing and strengthening Minority Business Enterprises (MBE), Women Business Enterprises

(WBE), Minority and Women Business Enterprise (M/WBE), Service-Disabled Veteran-Owned Business Enterprises (SDVOBE), Veteran Business Enterprises (VBE), Disability-Owned Business Enterprises, LGBT Business Enterprises, Minority Nonprofit Organizations (M/NPO), and Women Nonprofit Organizations (W/NPO), Minority and Women Non-Profit Organization (M/W/NPO), Disability-Owned Business Enterprise, or LGBT Business Enterprise and expanding equal opportunity in the primary and secondary industries affected by this RFR. Please note, completion of a Supplier Diversity Program Plan Form (Attachment D) by a Respondent is NOT mandatory for the purposes of the MSBA's review of a Response. However, if a Respondent has an SDO partner, the Respondent should complete the form to the extent possible. Respondents that clearly demonstrate the intent to further the development of the business enterprises and organizations listed above or the existence of a relationship which does further those goals may receive favorable consideration. If the Form is not completed, or provided with a Response, the MSBA will assume that it was omitted intentionally.

- 10) Anti-Discrimination Policy: Each Respondent must include a detailed copy of its policy relative to affirmative actions/equal opportunity and the prohibition of discriminatory employment practices. **(All Respondents must provide this document.)**
- 11) Authorized Respondent's Signature and Acceptance Form: If the Respondent is a corporation, partnership, or other business entity, complete **(Attachment "A")** as indicated.
- 12) Invest in Massachusetts Data Form: The MSBA encourages investment in our local economy and is committed to advancing the creation and preservation of jobs in the Commonwealth. Consequently, all Respondents must submit an Invest in Massachusetts Data Form ("IMD Form"). **(Attachment "E")**.
- 13) Mandatory Certifications: (an example of a comprehensive certification statement is attached as **Attachment "B"**):
 - a. Certification of Compliance with Massachusetts Child Care Laws.
 - b. Certification of Compliance with the Revenue Enforcement and Protection Program.
 - c. Certification Regarding Companies Doing Business in Northern Ireland.
 - d. Certification of Disclosure.
 - e. Certification of No Conflicting Relationship.
 - f. Certificate Statement Regarding Criminal Actions and Pending Litigation.
 - g. Certification of Solvency.
 - h. Certification of Good Standing and Licensure.
 - i. Statement of Compliance with RFR Requirements.
 - j. Statement of Confidentiality.

B. Instructions for Submission

Responses to this RFR must be submitted electronically by the submission deadline, or the response will not be considered. Hard copy submissions will not be accepted. Responses and

Attachments received after this deadline date and time will not be evaluated.

All Responses must be submitted electronically through the Commonwealth's procurement website, [COMMBUYS](#). Instructions on how to submit a Response are included as **Attachment "K,"** Creating a Quote in COMMBUYS: How to Respond to Bid Solicitation.

Respondents may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-627-8283 or 617 720-3197 (during normal business hours, 8AM – 5PM Monday – Friday).

When responding to this RFR, firms should take note of the following provisions:

- a) Responses should include the information and documents listed in Section IV, Item A "Contents of the Response."
- b) The MSBA reserves the right to request additional information from firms responding to this Request. Additionally, upon reviewing the Responses, the MSBA may decide to have certain firms make virtual presentations.
- c) The MSBA reserves the right to reject any and all Responses to this request, to waive any minor informality in a Response, to request clarification of information from any firm responding and to effect any agreement deemed by the MSBA to be in the MSBA's best interest with one or more of the firms responding. The MSBA reserves the right to amend or cancel this RFR at any time. All Responses and their contents will become the sole property of the MSBA upon receipt.
- d) The duration of any contract that may result from this RFR will be for an initial term of one (1) year, with the option to extend for a one (1) year renewal period, for a maximum potential term of four (2) years, at the sole discretion of the MSBA.

C. Submission Format Requirements

Respondents are cautioned to read carefully and conform to the requirements for this specific RFR. Failure to comply with the provisions of this RFR may serve as grounds for rejection of a Response.

- a) All Responses must be submitted electronically through the Commonwealth's procurement website, COMMBUYS. Instructions on how to submit a Response are included as **Attachment "K,"** Creating a Quote in COMMBUYS: How to Respond to Bid Solicitation, to this RFR. The specific organization and orientation of the Response is at the Respondent's discretion, but it is recommended that the Response be laid out in such a manner that the reader does not need to be constantly rotating the response.
- b) Submissions must be limited to 10 pages excluding the following:
 - i. Cover Letter

- ii. Table of Contents
 - iii. Cost Proposal
 - iv. Appendix for resumes
 - v. Anti-Discrimination Policy
 - vi. **Attachments “A-K”**
- c) Submissions must be in a font of 12 point or larger.
- d) Any and all data, materials, and documentation submitted to the MSBA in Response to this RFR shall become the MSBA’s property and shall be subject to public disclosure under the Massachusetts Public Records Act. In this regard, Respondents are required to sign the Authorized Respondent’s Signature and Acceptance Form, set forth as **Attachment “A”** hereto.

RESPONDENTS PLEASE NOTE: BY EXECUTING THE AUTHORIZED RESPONDENT’S SIGNATURE AND ACCEPTANCE FORM AND SUBMITTING A RESPONSE TO THIS RFR, RESPONDENT AGREES THAT THE MSBA SHALL NOT BE LIABLE UNDER ANY CIRCUMSTANCES FOR THE DISCLOSURE OF ANY MATERIALS SUBMITTED TO THE MSBA PURSUANT TO THIS RFR OR UPON RESPONDENT’S SELECTION AS A PREQUALIFIED CONTRACTOR.

D. Disqualification

- a. Late Proposals. Proposals that are received after the deadline date and time shall be disqualified. An electronic or facsimile Response will **not** qualify as a “submission” for deadline purposes in advance of or in lieu of a hard copy submission.
- b. Nonresponsive Proposals. Proposals which, in the opinion of the MSBA, are not responsive or fail to comply with mandatory requirements of the RFR may be deemed nonresponsive and disqualified. Nonresponsive proposals shall include, but not be limited to, those that fail to address or meet any mandatory and material item. The MSBA reserves the right to disqualify from consideration those Responses that are submitted in an incorrect format if the MSBA determines, in its sole discretion, that the formatting error is prejudicial to the interests of other Respondents and fair competition.
- c. Collusion. Collusion by two or more Respondents agreeing to act in a manner intended to avoid or frustrate fair and open competition is prohibited and shall be grounds for rejection or disqualification of a proposal or termination of this contract.
- d. Debarred Respondents or Subcontractors. A Respondent who is currently subject to any Commonwealth or federal debarment order or determination shall not be considered for evaluation by the Procurement Team. If a Respondent’s response is dependent upon the services of a named subcontractor and the disqualification of this named subcontractor would materially alter the response, then that response shall be deemed unresponsive if the named subcontractor is found to be debarred. Responses that indicate that subcontractors will be used but do not rely on any specifically named subcontractor shall

not be deemed unresponsive if the disqualification of a proposed subcontractor will not materially alter the response.

SECTION V. EVALUATION PROCESS

The RFR Evaluation Process will be conducted in two phases. MSBA staff will complete the Phase One Review for all submitted Responses. The purpose of the Phase One Review is to eliminate any Respondents whose Responses are nonresponsive to the requirements of the RFR. Responses that are deemed to be complete and responsive based on the Phase One Review will be submitted to a committee of MSBA staff for additional review. The Phase Two Review will evaluate the Responses based on a point scoring process. The selection committee will make a recommendation of the qualified firm and/or individual to the Executive Director of the MSBA and to the MSBA Board of Directors who will then accept or reject the recommendation. The MSBA reserves the right to require virtual presentations of Respondents as part of its review if the MSBA determines in its sole discretion that it is in the best interests to do so.

(Phase One and Phase Two Reviews of this RFR will be Conducted Separately)

A. PHASE ONE REVIEW

Responses will be reviewed based on the completeness of Responses, including mandatory attachments and compliance with submission criteria, legal, and other requirements as described in Section IV of the RFR. Responses that do not comply with these components may be rejected and will not proceed to Phase Two Review. The MSBA reserves the right to waive or permit cure of non-material errors or omissions. Phase One of the Review will ensure compliance with the submission criteria in Section IV.

B. PHASE TWO REVIEW

In addition to the specific requirements set forth below, all Respondents must demonstrate that they have significant experience, knowledge, and abilities with respect to providing the Services described in Section I.B of this RFR. The MSBA will evaluate Responses based on criteria that shall include, but not be limited to, the following:

1. **Supplier Diversity** – “Advantageous” or “Not Advantageous”

Advantageous (5 points): Respondent clearly demonstrates, through the information provided in “Attachment D”, its intent to develop a relationship with SDO certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Minority and Women Business Enterprise (M/WBE), Veteran-Owned Business Enterprise (VBE), Service-Disabled Veteran-Owned Business Enterprise (SDVOBE), Disability Owned Business Enterprise, Lesbian, Gay, Bisexual or Transgender Business Enterprise (LGBTB), Minority Nonprofit Organization (M/NPO), Minority and Women Non-Profit Organization (M/W/NPO), or Women Nonprofit Organization (W/NPO) in performing the services identified in this RFR. Points awarded for this section will be based on the information provided by the Respondent in “Attachment D”.

Not Advantageous (0 points): Respondent does not demonstrate the existence of or intent to develop a relationship with one or more businesses certified in the above-mentioned supplier diversity categories to perform the potential scope of services outlined in Section I.B of this RFR.

An evaluation of “Not Advantageous” on this component shall not prevent the Respondent from being awarded a contract if the Respondent is deemed to be qualified to perform the requested services after the complete evaluation process.

2. **Invest in Massachusetts** – “Advantageous” or “Not Advantageous”

Advantageous (5 points): Respondent provides an IMD Form certifying that 50% or more of the work hours to be performed in connection with any contract arising out of the response to this RFR will be performed in Massachusetts.

Not Advantageous (0 points): Respondent provides an IMD Form certifying that less than 50% of the work hours to be performed in connection with any contract arising out of the response to this RFR will be performed in Massachusetts.

An evaluation of “Not Advantageous” on this component shall not prevent the Respondent from being awarded a contract if the Respondent is deemed to be qualified to perform the requested services after the complete evaluation process.

3. **Demonstrated Experience of the Respondent’s Key Personnel** – “Advantageous”, “Good”, “Fair”, or “Not Advantageous”

Evaluation Criteria - The MSBA will award Respondents points depending on the demonstrated experience of the Respondent’s Key Employees associated with all or some of the following: **Next Generation Science Standards (“NGSS”), Massachusetts Science and Technology/Engineering (“STE”) Standards, National Association for the Education of Young Children (“NAEYC”) Standards, Best Practices of the National Science Teachers Association (“NSTA”), protective workplace safety and health standards required by the Occupational Safety and Health Administration (“OSHA”) including, the use of Safety Data Sheets (“SDS”) for materials that are typically stored and/or used to provide Science and Technology/Engineering Education in Massachusetts, Environmental Protection Agency (“EPA”) Guidance regarding the storage and use of chemicals and products that are used in the delivery of Science and Technology/Engineering, Art and/or Vocational Education, statutory and regulatory Safety Standards for Special Education School Programs and requirements of the Massachusetts State Building Code which apply to the design, construction and use of educational space for providing Science and Technology/Engineering Education [OR] have demonstrated experience with providing a scope of services similar to that outlined in Section I.B of this RFR. (Please note that recent cumulative and related work may factor into the MSBA’s evaluation.)**

Advantageous (30 points): Response demonstrated substantial (more than 10 years) experience for each of the Respondent’s Key Employees associated with the evaluation

criteria listed above [OR] have demonstrated substantial experience with providing a scope of services similar to that outlined in Section I.B of this RFR.

Good (20 points): Response demonstrated some (6 -10 years) experience for each of the Respondent’s Key Employees associated with the evaluation criteria listed above [OR] have demonstrated some experience with providing a scope of services similar to that outlined in Section I.B of this RFR.

Fair (10 points): Response demonstrated limited (3-5 years) experience for each of the Respondent’s Key Employees associated with the evaluation criteria listed above [OR] have demonstrated limited experience with providing a scope of services similar to that outlined in Section I.B of this RFR.

Not Advantageous (0 points): Response demonstrated little (less than 3 years) experience for each of the Respondent’s Key Employees associated with the evaluation criteria listed above [OR] have demonstrated little experience with providing a scope of services similar to that outlined in Section I.B of this RFR.

4. **Capacity and Organizational Structure** – “Advantageous”, “Good”, or “Not Advantageous”

The MSBA will award Respondents points depending on the number, qualifications, and availability of key personnel associated with providing the services described in Section I.B of this RFR.

Advantageous (30 points): Based on the Respondent’s staff size, organizational chart, and the reported current and projected workload of its Key Personnel, the Respondent provides a high level of assurance that it will be able to deploy sufficient and qualified personnel to manage and support the projected workload that may arise as outlined in the potential Scope of Work described in Section I.B of this RFR in a timely and satisfactory manner.

Good (15 points): Based on the Respondent’s staff size, organizational chart, and the reported current and projected workload of its Key Personnel, the Respondent provides a reasonable level of assurance that it will be able to deploy sufficient and qualified personnel to manage and support the projected workload that may arise as outlined in the potential Scope of Work described in Section I.B of this RFR in a timely and satisfactory manner.

Not Advantageous (0 points): Based on the Respondent’s staff size, organizational chart, and the reported current and projected workload of its Key Personnel, the Respondent does not provide an adequate level of assurance that it will be able to deploy sufficient and qualified personnel to manage and support the projected workload that may arise as outlined in the potential Scope of Work described in Section I.B of this RFR in a timely and satisfactory manner.

5. **Proposed Overall Approach** – “Advantageous”, “Good”, or “Not Advantageous”

The MSBA will award Respondents points depending on the Respondent’s ability to clearly demonstrate an overall approach to meeting the Objectives stated in Section I.A and the Scope of Work described in Section I.B of this RFR.

Advantageous (30 points): The Respondent’s written approach to providing the potential services described in Section I.B of this RFR is substantial and the Respondent has provided a comprehensive understanding of the MSBA’s grant program and the expectations associated with the Scope of Work described in Section I.B of this RFR.

Good (15 points): The Respondent’s written approach to providing the potential services described in Section I.B of this RFR is sufficient and the Respondent has provided a reasonable understanding of the MSBA’s grant program and the expectations associated with the Scope of Work described in Section I.B of this RFR.

Not Advantageous (0 points): The Respondent’s written approach to providing the services requested in this RFR does not demonstrate a reasonable understanding of the MSBA’s grant program and the expectations associated with the Scope of Work described in Section I.B of this RFR.

C. Virtual Presentations.

After Phase One and Phase Two reviews, the MSBA shall have the option to invite one or more Respondents to make virtual presentations either via “Zoom” or “Microsoft Teams”. Virtual presentations provide the MSBA with an opportunity to evaluate a Respondent through the presentation of their proposal. The MSBA may limit the number of virtual presentations conducted. Respondents will not be informed of their preliminary ranking at the time of the presentations. After presentations, the MSBA reserves the right to adjust any preliminary ranking in the Phase Two review.

The time allotments and format shall be the same for all virtual presentations. Respondents will be given a maximum of 30 minutes to present their proposals followed by a 15-minute question and answer period. The MSBA will give notice of at least five (5) business days prior to the date of a virtual presentation. The MSBA may require the Respondent’s assigned key personnel to conduct the presentation.

A Respondent is limited to the presentation of material contained in its Response, with the limited exception that a Respondent may supplement its Response to address specific questions posed by the MSBA and provide clarification of information contained in its Response. A Respondent’s failure to agree to a virtual presentation may result in disqualification from further consideration.

SECTION VI. COMPONENTS OF THE PROCUREMENT

A. DURATION AND RENEWAL OPTIONS

The MSBA intends to select one qualified Respondent to provide the services solicited in this RFR for an initial term of one (1) year. The MSBA may, at its sole discretion, exercise one (1) additional one-year renewal option, for a maximum potential contract term of two (2) years.

The selected Respondent(s) will be required to execute the standard Master Services Agreement, a copy of which is attached hereto as **Attachment “C”**. **RESPONDENTS ARE REQUIRED TO SPECIFY ANY EXCEPTIONS TO THE MASTER SERVICES AGREEMENT AND TO MAKE ANY SUGGESTED COUNTERPROPOSAL WITH THEIR RESPONSE. A FAILURE TO SPECIFY EXCEPTIONS AND/OR COUNTERPROPOSALS WILL BE DEEMED AN ACCEPTANCE OF THE MASTER SERVICES AGREEMENT’S TERMS AND CONDITIONS.**

B. CONTRACT PERFORMANCE AND BUSINESS SPECIFICATIONS

1. Rejection of Proposals

The MSBA reserves the right to reject any and all proposals submitted under this solicitation.

2. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit a Response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

3. Subcontracting and Joint Ventures

Respondent must obtain prior approval from the MSBA for subcontracting any portion of the Contract. Respondent’s intention to subcontract or partner or joint venture with other firm(s) must be clearly stated in the Response. The MSBA reserves the right to reject any and all subcontracts, partners, or joint venture firms.

4. Price Limitation

The Respondent must agree that no other customer of similar size and similar terms and conditions shall receive a lower price for the same commodity and service during the contract period, unless this same lower price is immediately effective for the MSBA. The Respondent must also agree to provide current or historical pricing offered or negotiated with other governmental or private entities at any time during the contract period upon the request of the MSBA.

5. Security Breach Law, M.G.L. c. 93H

The bidders hereby acknowledge and agree to comply with the requirements and responsibilities, including those of providing notice and Response, as set forth in G.L.

c. 93H concerning Security Breaches and any regulations implemented to effectuate security of “personal information” as defined in § 1 of G.L. c. 93H.

SECTION VII. ATTACHMENTS

This RFR consists of an 17-page Request for Responses and the following Attachments:

Attachment A: Authorized Respondent’s Signature and Acceptance Form

Attachment B: Certification Statement

Attachment C: Master Services Agreement

Attachment D: Supplier Diversity Program Plan Form

Attachment E: Invest in Massachusetts Form

Attachment F: MSBA’s Science Lab Guidelines (2010)

Attachment G: MSBA Project Advisory 23 (2013)

Attachment H: MSBA Prototypical Plans for High School Science Labs (2017)

Attachment I: MSBA’s Science/Technology/Engineering Area Guidelines (2019)

Attachment J: Review and Recommendations of Best Practices for K-12 STEM Learning Spaces
2018 report

Attachment K: Creating a Quote in COMMBUYS: How to Respond to Bid Solicitation

SECTION VIII. ADDITIONAL INFORMATION

It is recommended that Respondents refer to chapter 70B of the Massachusetts General Laws, chapters 201, 208, and 210 of the Massachusetts Acts of 2004, and 963 CMR 2.00 *et seq.* for additional information about the MSBA.

Your interest in working with the Massachusetts School Building Authority is appreciated.

Mary Pichetti
Executive Director
Massachusetts School Building Authority