MEMORANDUM

To: Board of Directors, Massachusetts School Building Authority

From: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer

Mary L. Pichetti, Executive Director, Deputy Chief Executive Officer

Date: December 10, 2024

Subject: Authorization for the Executive Director to Execute FF&E Contracts

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In connection with the June 2025 office move, the MSBA will conduct a procurement for Furniture, Fixtures and Equipment (FF&E) and the installation thereof. The MSBA plans to issue this procurement on or about the week of December 16, 2024 and select a respondent, or respondents, in January 2025. In order to maintain compliance with the office build-out schedule and schedule for occupancy, the MSBA would like to execute a contract, or contracts, for FF&E and begin work once a qualified response is, or responses are, selected by the procurement team. The MSBA is coming to the Board in advance of completing the FF&E procurement so the contract(s) can be executed, and work can begin in advance of the next regularly scheduled Board of Directors meeting on February 26, 2025. The cost of this contract, or contracts, is expected to exceed the $250,000.00 threshold that requires Board approval to authorize the Executive Director to enter into agreements that exceed this amount, pursuant to the MSBA's By-laws. Staff will provide an update at the Board of Directors meeting on February 26, 2025 to share the outcome of the FFE procurement and the contract, or contracts.

Recommendation

MSBA staff recommends that the Board of Directors of the Massachusetts School Building Authority authorize the Executive Director to execute and deliver one or more agreements for Furniture, Fixtures and Equipment, and the installation thereof, the cost of which may exceed $250,000.00 per agreement, containing such provisions as she shall deem advisable, the definitive form of such agreements to be evidenced conclusively by her execution thereof.