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: February 19, 2025
RE: Update on FF&E for 10 Post Office Square

As reported at the December 2024 Board of Directors meeting, and in connection with the June 2025 office relocation to 10 Post Office Square in Boston, the Massachusetts School Building Authority ("MSBA") conducted a procurement for Furniture, Fixtures and Equipment (FF&E) and the installation thereof. In order to maintain compliance with the office build-out schedule and schedule for occupancy, the MSBA, in December, requested authorization from the Board to execute a contract for FF&E and begin work with a qualified response once selected. This request was made in advance of completing the FF&E procurement and was approved by the Board. Today, staff are providing an update at the Board of Directors meeting to share the outcome of the FF&E procurement and progress on the FF&E work.

On December 6, 2024, the MSBA issued a Request for Responses ("RFR") for vendors qualified to provide FF&E to the MSBA. The MSBA received nine proposals by the January 21, 2025 response deadline from the following respondents: Creative Office Resources; Officeworks; Peabody Office; People Places & Spaces; School Outfitters; Strategic Spaces; Visual Edge; W.B. Mason; and Workflow.

The MSBA worked with a consultant, Dyer Brown, to assist in reviewing responses and to guide the MSBA in selecting the respondent providing the best value to the MSBA. Through their initial analysis, Dyer Brown determined that five of the nine proposals were missing substantive information that was requested in the RFR and that these five proposals could not be further evaluated. Dyer Brown's initial analysis reduced the group of respondents to the following four proposals: Officeworks; Strategic Spaces; W.B. Mason; and Workflow.

These four responses were then evaluated to determine which proposal provides the best value to the MSBA and will most effectively meet the MSBA's business needs. Based on this analysis and review, Dyer Brown has provided a recommendation for Strategic Spaces. The proposal submitted by Strategic Spaces best meets the MSBA's specifications. The products they propose have lead times that best meet the MSBA's schedule. Further, Strategic Spaces provided the most competitive pricing for the Furniture subtotal. MSBA staff reviewed the proposals and Dyer Brown's recommendations and subsequently made a recommendation to the Executive Director to work with Strategic Solutions. The Executive Director has approved the selection and the MSBA has engaged Strategic Solutions in accordance with the Board's December authorization.

The FF&E estimate on the MSBA's office move budget is $800,000. The pricing estimate presented by Strategic Solutions is $463,204. MSBA staff notes that it expects that the pricing estimate will change as the MSBA finalizes orders, checks availability and lead times, and makes adjustments to the planned FF&E purchase.

The MSBA has held a kick-off meeting with Strategic Solutions, and has scheduled weekly meetings with Strategic Solutions through early-March, along with the MSBA's consultant Dyer Brown, to make final decisions and order the FF&E in accordance with the office relocation schedule.