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: October 21, 2025
RE: Recommendation to Extend Master Services Agreement with SparkRock for Enterprise Resource Planning ("ERP") System and Questica Budgeting system.

In February 2020 the MSBA issued a Request for Response (RFR) to competitively procure an Enterprise Resource Planning (ERP) System. Through the procurement process, SparkRock, was awarded a five (5) year contract and the MSBA implemented the Business Central ERP System, along with Questica, a software firm that partnered with SparkRock, to implement and integrate their proprietary budgeting software with the Business Central System.

Since that time, the MSBA has utilized Business Central as its general ledger accounting system and Questica as its budgeting system to support finance functions. The current contracts with SparkRock and Questica are set to expire on November 22, 2025 and December 29, 2025, respectively.

To prevent disruption in service, we are proposing the following extensions to the original master service agreements:

- SparkRock for a five (5) year term starting on November 23, 2025 at a total cost of $502,877.42 over the length of the contract term and,
- Questica for a five (5) year term starting on December 30, 2025 at a total cost of $216,732.11 over the length of the contract term

The initial contracts with both SparkRock and Questica included the time needed to review existing systems, design and implement the new software. The last several years has included implementation and staff training. These systems are still in their infancy stage of use at the MSBA. In order to maintain operational continuity and maximize the MSBA's investment in these systems to date, MSBA staff has determined that it is most effective to extend the contracts as opposed to conducting a procurement for such services at this time.

Recommendation: To authorize the Executive Director to extend the master service agreement with SparkRock for Enterprise Resource Planning System for a period of five (5) years, the cost is $502,877.42, effective November 23, 2025. As this contract exceeds $250,000.00, the MSBA's by-laws require that the Board must authorize the Executive Director to enter into agreements that exceed this amount.

To authorize the Executive Director to extend the master service agreement with Questica for budget system for a period of five (5) years, totaling $216,732.11, effective December 30, 2025. Although this contract extension does not meet the threshold requiring a Board vote, the contract extension is being presented to the Board for approval along with the vote to extend the SparkRock contract.