**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
**SUBJECT:** Recommendation for Educational Program Review Services Consultants
**DATE:** April 22, 2026

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On November 12, 2025, the Massachusetts School Building Authority ("MSBA") issued a Request for Responses ("RFR") seeking qualified consultants interested in providing professional "Educational Program Review" services to assist the MSBA in supporting, maintaining, and/or modifying current practices associated with educational program expectations and to provide a detailed review of educational program submittals from school districts during the Feasibility Study phase for public K-12 school projects in the MSBA's Core Program.

In accordance with the MSBA's procurement policies, nine MSBA staff members were appointed to serve on the Procurement Management Team ("PMT"). The MSBA advertised the RFR in the Goods and Services Bulletin, and posted the documents on the MSBA's website and on COMMBUYS, a web-based market center for the Commonwealth.

The MSBA received the following ten (10) Responses to the RFR before the 5:00 pm deadline on December 12, 2025: Adaptive Intelligence Learning Group LLC; Cambire Consulting; Commonwealth Consulting Agency; Fielding International; Foundations for Families; Kahris McLaughlin; My Learning Place Integrated Design, Inc.; Public Consulting Group LLC; STEM Learning Design, LLC; and YUAN3 CHIH4 EDUCATION, INC. The MSBA's Legal department conducted a Phase One Review to ensure that all Responses were responsive to the requirements of the RFR. After confirming responsiveness, the Responses were forwarded to the PMT for a Phase Two evaluation.

The PMT met on February 10, 2026, and February 11, 2026, to discuss the responses. The Phase Two review and scorecard were based on the following evaluation criteria which were also included in the RFR:

- Demonstrated intent to further the development of Certified Business Enterprises – (Supplier Diversity Program);
- Demonstrated intent that 50% or more of the work hours will be performed in Massachusetts - (Invest in Massachusetts);
- Demonstrated experience of the respondent's key personnel;
- Demonstrated capacity and organizational structure to perform the services described in the RFR; and
- The proposed overall approach as it aligns with the Scope of Work described in Section I(B.) of the RFR.

The PMT conducted a thorough evaluation and discussion of the responses and, by consensus, determined the following scores based on their assessment.

| Firm | Score |
|---|---|
| Commonwealth Consulting Agency | 85 |
| STEM Learning Design, LLC | 85 |
| My Learning Place Integrated Design, Inc. | 65 |
| Public Consulting Group LLC | 60 |
| Cambire Consulting | 45 |
| Foundations for Families | 45 |
| Fielding International | 35 |
| YUAN3 CHIH4 EDUCATION, INC. | 10 |
| Kahris McLaughlin | 10 |
| Adaptive Intelligence Learning Group LLC | 5 |

The PMT unanimously agreed to request virtual presentations from the following Respondents in accordance with the RFR: Commonwealth Consulting Agency; STEM Learning Design, LLC; My Learning Place Integrated Design, Inc.; and Public Consulting Group LLC. Virtual presentations were performed by Respondents via Microsoft Teams on the following dates:

- Wednesday, February 25, 2026, by My Learning Place Integrated Design, Inc.
- Thursday, February 26, 2026, by Commonwealth Consulting Agency
- Thursday, February 26, 2026, by STEM Learning Design, LLC
- Thursday, February 26, 2026, by Public Consulting Group

Following Respondent presentations, the PMT convened on February 26, 2026, to discuss the Phase III evaluation of the Respondents, including the virtual presentations. The PMT assigned scores for presentations based on their performance. The final scores are listed below.

| Firms | Final Scores |
|---|---|
| Commonwealth Consulting Agency | 100 |
| STEM Learning Design, LLC | 100 |
| My Learning Place Integrated Design, Inc. | 80 |
| Public Consulting Group LLC | 60 |

After completing the Phase Two Review evaluation, the PMT recommended entering into Master Services Agreements with Commonwealth Consulting Agency; My Learning Place Integrated Design, Inc; and STEM Learning Design, LLC.

**Recommendations:** Authorize the Executive Director to enter into Master Services Agreements with Commonwealth Consulting Agency; My Learning Place Integrated Design, Inc.; and STEM Learning Design, LLC to provide the services solicited in RFR for an initial two-year term. The MSBA may, at its sole option, extend the term for up to two additional one-year renewal periods, under the same terms and conditions, for a maximum potential term of four (4) years.

The aggregate value of the Master Services Agreements with each vendor is anticipated to exceed $250,000. Pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.