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: April 29, 2026
RE: Recommendation to Execute Master Services Agreement for Project Management Services Consultant

---

On December 3, 2025, the Massachusetts School Building Authority ("MSBA") issued a Request for Responses ("RFR") seeking qualified consultants interested in providing professional "Project Management" services to assist the MSBA in conducting reviews of specifications, plans, project budgets and schedules submitted by public school districts and their consultants in support of the districts' applications for MSBA funding, to provide ongoing review and monitoring of MSBA-approved projects currently under agreement with the MSBA or anticipating being under agreement with the MSBA, and to collect and record all necessary project data.

The MSBA posted the RFR on the MSBA's website, on COMMBUYS (a web-based market center for the Commonwealth of Massachusetts), published the RFR on the Central Register, and advertised the RFR in the Goods and Services Bulletin.

In accordance with the MSBA's procurement policies, seven (7) MSBA staff members were appointed by the Executive Director to serve on the Procurement Management Team ("PMT"). In collaboration with the Director of Capital Planning and the legal department, staff developed the scope, evaluation criteria, scorecard, and Request for Responses ("RFR") for posting.

As a minimum qualification, the RFR required a Respondent to specifically certify that the Respondent will not perform or seek to perform services as a consultant or subconsultant in relation to the management, design, or construction of any public school project that is funded in part by the MSBA during the term of any contract that may be awarded pursuant to the RFR.

The MSBA received six (6) Responses to the RFR before the 2:00 pm deadline on January 14, 2026. The Phase One review was based on the completeness of the Response and the ability of the Respondent's to meet all minimum qualifications, including the limitation on providing services mentioned above. Upon completing the Phase One review, it was determined that two (2) responses were eligible to move forward to Phase Two. The Phase Two review and scorecard was based on the following evaluation criteria that was also included in the RFR:

- Demonstrated intent to develop a relationship with a Supplier Diversity Office certified Business Enterprise – (Supplier Diversity Program);
- Demonstrated intent that 50% or more of the work-hours will be performed in Massachusetts – (Invest in Massachusetts);
- School Project Designers and Owner's Project Managers Certification;
- Demonstrated Experience and Performance of the Respondent Firm;
- Demonstrated Experience of Key Personnel;
- Capacity and Organizational Structure; and
- Proposed Overall Approach.

The PMT met on February 25, 2026, and March 11, 2026, to discuss the Responses, and determined the following scores based on their assessment:

Criteria	Keville Enterprises, Inc	Procon Consulting, LLC
Supplier Diversity Program	5	0
Invest in Massachusetts	5	5
School Project Designers and Owner's Project Managers Certification	0	0
Demonstrated Experience and performance of the Respondent Firm	20	20
Demonstrated Experience of Key Personnel	25	25
Capacity and Organizational Structure	20	10
Proposed Overall Approach	20	10
Total:	**95**	**70**

After completing the Phase Two Review evaluation, the PMT recommended entering into a Master Services Agreement with Keville Enterprises, Inc.

Recommendation: Authorize the Executive Director to enter into negotiations and execute a Master Services Agreement with Keville Enterprises, Inc., that will commence on July 1, 2026, for an initial two-year term, with two one-year options to renew, at the MSBA's discretion, under the same terms and conditions.

The value of the contract is expected to exceed $250,000 during the term of the proposed agreement; therefore, pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into an agreement that exceeds this amount.