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 "Science Lab Guidelines" and "Science/Technology/Engineering Area Guidelines" Services Consultant
DATE: June 17, 2026

On January 21, 2026, the Massachusetts School Building Authority ("MSBA") issued a Request for Responses ("RFR") seeking a qualified consultant to review, analyze, and offer recommended adjustments and/or modifications to the MSBA's current "Science Lab Guidelines" and the MSBA's "Science/Technology/Engineering Area Guidelines."

In accordance with the MSBA's procurement policies, six 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 two (2) Responses to the RFR before the 2:00 pm deadline on March 11, 2026: SMMA and STEM Learning Design LLC. The MSBA's Legal department conducted the 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 April 17, 2026, to conduct a thorough evaluation and discussion of the Responses, and to complete a Phase Two scorecard based on the following evaluation criteria, which were 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 Services 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.

Evaluation Criteria	SMMA	STEM Learning Design, LLC
Supplier Diversity Program	0	5

Invest in Massachusetts	5	5
Demonstrated Experience of the Respondent's Key Personnel	20	30
Capacity and Organizational Structure	15	15
Proposed Overall Approach	15	30
Total:	**55**	**85**

Recommendation and Board Update:

After completing the Phase Two Review evaluation, the PMT recommended that the Executive Director enter into a Master Services Agreement with STEM Learning Design, LLC. The Executive Director approved the recommendation.

Because the contract value is not anticipated to exceed the $250,000 threshold requiring Board approval, the execution of the contract is being presented to the Board for informational purposes only. Accordingly, the MSBA will enter into a Master Services Agreement with STEM Learning Design, LLC to provide the services solicited in the RFR for an initial one-year term. The MSBA may, at its sole discretion, extend the term for one additional year, under the same terms and conditions, for a maximum potential term of two (2) years.