

MASCO Loan Amortization Schedule (Estimated)

Loan Information

Loan Amount	46,000,000
Annual Interest Rate	7.50%
Term of Loan in Years	30
First Payment Date	7/1/2025
Payment Frequency	Annual
Compound Period	Annual
Payment Type	End of Period
Rounding	On

Annual Payment 3,894,876.85

Summary

Rate (per period)	7.500%
Total Payments	116,846,305
Total Interest	70,846,305
Est. Interest Savings	-

Amortization Schedule

No.	Due Date	Payment Due	Additional Payment	Interest	Principal	Balance
						46,000,000.00
1	7/1/25	3,894,876.85		3,450,000.00	444,876.85	45,555,123.15
2	7/1/26	3,894,876.85		3,416,634.24	478,242.61	45,076,880.54
3	7/1/27	3,894,876.85		3,380,766.04	514,110.81	44,562,769.73
4	7/1/28	3,894,876.85		3,342,207.73	552,669.12	44,010,100.61
5	7/1/29	3,894,876.85		3,300,757.55	594,119.30	43,415,981.31
6	7/1/30	3,894,876.85		3,256,198.60	638,678.25	42,777,303.06
7	7/1/31	3,894,876.85		3,208,297.73	686,579.12	42,090,723.94
8	7/1/32	3,894,876.85		3,156,804.30	738,072.55	41,352,651.39
9	7/1/33	3,894,876.85		3,101,448.85	793,428.00	40,559,223.39
10	7/1/34	3,894,876.85		3,041,941.75	852,935.10	39,706,288.29
11	7/1/35	3,894,876.85		2,977,971.62	916,905.23	38,789,383.06
12	7/1/36	3,894,876.85		2,909,203.73	985,673.12	37,803,709.94
13	7/1/37	3,894,876.85		2,835,278.25	1,059,598.60	36,744,111.34
14	7/1/38	3,894,876.85		2,755,808.35	1,139,068.50	35,605,042.84
15	7/1/39	3,894,876.85		2,670,378.21	1,224,498.64	34,380,544.20
16	7/1/40	3,894,876.85		2,578,540.82	1,316,336.03	33,064,208.17
17	7/1/41	3,894,876.85		2,479,815.61	1,415,061.24	31,649,146.93
18	7/1/42	3,894,876.85		2,373,686.02	1,521,190.83	30,127,956.10
19	7/1/43	3,894,876.85		2,259,596.71	1,635,280.14	28,492,675.96
20	7/1/44	3,894,876.85		2,136,950.70	1,757,926.15	26,734,749.81
21	7/1/45	3,894,876.85		2,005,106.24	1,889,770.61	24,844,979.20
22	7/1/46	3,894,876.85		1,863,373.44	2,031,503.41	22,813,475.79
23	7/1/47	3,894,876.85		1,711,010.68	2,183,866.17	20,629,609.62
24	7/1/48	3,894,876.85		1,547,220.72	2,347,656.13	18,281,953.49
25	7/1/49	3,894,876.85		1,371,146.51	2,523,730.34	15,758,223.15
26	7/1/50	3,894,876.85		1,181,866.74	2,713,010.11	13,045,213.04
27	7/1/51	3,894,876.85		978,390.98	2,916,485.87	10,128,727.17
28	7/1/52	3,894,876.85		759,654.54	3,135,222.31	6,993,504.86
29	7/1/53	3,894,876.85		524,512.86	3,370,363.99	3,623,140.87
30	7/1/54	3,894,876.44		271,735.57	3,623,140.87	0.00

Massachusetts School Building Authority

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November 2, 2022
FOR IMMEDIATE RELEASE

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Board of Directors Vote to Pause the 2023 Accelerated Repair Program

BOSTON—The Massachusetts School Building Authority (“MSBA”) Board of Directors, at the October 26th meeting, reviewed and supported a staff recommendation to temporarily pause the MSBA’s Accelerated Repair Program (the “ARP”) and not accept ARP Statements of Interest (“SOIs”) in 2023. The ARP provides funding for the repair or replacement of roofs, windows, and boilers in schools that are otherwise structurally, functionally, and educationally sound.

The action to temporarily pause the ARP provides additional space in the MSBA’s Annual Project Approval Cap, which could be used to offset a portion of increases in certain funding limits for the MSBA’s Core Program, while minimizing the reduction in invitations to the MSBA’s grant program.

The Board vote to temporarily pause the ARP does not apply to the MSBA’s Core Program, and the 2023 SOI opening for the Core Program is planned for January 2023. This vote also does not apply to ARP projects that have already been invited into the MSBA’s grant program, including ARP invitations that were approved by the Board of Directors at the October 26, 2022 meeting.

The unanticipated market volatility and supply chain issues have significantly affected project bid results. The 2022 bids by Districts with Core Program projects show that five of the 16 projects that have reported bid results to the MSBA, received bids in excess of budget estimates. Ten of the 16 projects have obtained, or are preparing to seek, additional funding through an additional appropriation or the use of American Rescue Plan Act funding. To date, five projects that are in the bidding phase have received approval for additional project funding, and one project funding vote failed at Town meeting.

ARP projects have a similar history of bid results with projects now estimating unit prices in excess of MSBA funding limits, such as roofing estimated in excess of \$50/sf with the MSBA funding limit at \$35/sf. Additionally, staff shortages at the district level and for consultants have led to delays in processing the current projects within the ARP timelines. Higher costs have resulted in some districts withdrawing their SOIs. In addition, supply chain issues have affected construction schedules intended to be timed for completion during the summer when the building is unoccupied.

As a result, the MSBA staff has been and will continue to review potential changes to the funding policies for Core Program districts, including a review of the reimbursable construction cost per square foot amount. The potential changes could apply to districts that have not yet received Project Scope and Budget approval as of the December 21, 2022 Board of Directors meeting.



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OWNER'S PROJECT MANAGER GUIDELINES – M.G.L. c. 149, §44A1/2

Effective on July 19, 2004, Chapter 193 of the Acts of 2004 inserted a new provision into M.G.L. c. 149, § 44, which governs public building procurement. The new provision, M.G.L. c 149, §44A ½, **requires** public awarding authorities to engage the services on an Owner's Project Manager on all building projects estimated to cost \$1.5 million or more*. The law requires that the Owner's Project Manager (OPM) be hired before the project designer, meet required minimal qualification standards, and be selected through a "qualifications based" selection process. The OPM acts as the awarding authorities agent and consultant throughout the project from design through completion and must be completely independent from the designer, general contractor and any sub-contractors involved in the project at all times. The law provides a listing of the minimally required duties of the OPM as follows:

The duties of the owner's project manager shall include, but need not be limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification pursuant to section 44D ½ or 44D ¾ when applicable, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluation of the performance of the design professional, contractors, and subcontractors.

Attached to this document is a matrix providing guidance on the role of the OPM through the different phases of a project. Those roles that are mandated by the law appear in bold and consist of "advice and consultation" in each of the areas. The law lays out minimal mandated roles and awarding authorities should carefully consider what other roles/tasks the OPM can provide to help ensure a successful project. Additional tasks and responsibilities that should be considered appear on the matrix but are not in bold. If the awarding authority determines that some of the non-mandatory tasks and responsibilities will be delegated to persons or entities other than the OPM they should first determine whether those persons or entities are qualified by experience to undertake the tasks.

OPM Selection and Qualifications

As stated above the law requires a “qualifications based” selection process, similar to a designer selection process that focuses on qualifications as opposed to lowest price. The law sets forth minimum qualifications standards for the OPM that require the OPM be a registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the OPM is not a registered architect or professional engineer they must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings. These are truly minimal requirements and awarding authorities will want to ensure they retain a highly qualified and experienced OPM to serve as their agent and consultant. Awarding authorities should carefully review OPM applicants to ensure they have significant relevant experience in the supervision of construction of the type and complexity necessary for the project. It is critical that the selected OPM be identified as an individual within a firm and that the identified individual meets, and preferably exceeds, the minimum qualifications. In evaluating applicants due consideration should be given to the potential OPM’s personal experience, skills, existing work load, staff available for back-up and assistance, and prior direct experience providing services in both the mandatory tasks and any other additional tasks the awarding authority requires. In particular if the project is undertaken as a CM at Risk project the OPM should have prior experience with the unique aspects of CM at Risk projects including, but not limited to, GMP negotiation and “open book” cost review. The selected OPM as an individual will be intimately involved in the project and bears the ultimate responsibility of providing the required OPM services to the Awarding Authority.

* The law allows a public agency to assign an existing employee to serve as its OPM provided that the designated employee meets or exceeds the minimum qualifications set forth for retaining a private sector project manager and “has experience in the construction and supervision of construction of building of similar size and scope of complexity as the project” to which the existing employee would be assigned.

521 CMR: ARCHITECTURAL ACCESS BOARD

521 CMR 3.00: JURISDICTION

3.1 SCOPE

All work performed on *public buildings or facilities* (see **521 CMR 5.00: DEFINITIONS**), including *construction, reconstruction, alterations, remodeling, additions, and changes of use* shall conform to 521 CMR.

- 3.1.1 To determine the scope of compliance, refer to **521 CMR 3.2, New Construction** and **521 CMR 3.3, Existing Buildings**. In the absence of jurisdiction by 521 CMR, 780 CMR: the State Building Code may apply.

3.2 NEW CONSTRUCTION

All new construction of *public buildings/facilities* shall comply fully with 521 CMR.

3.3 EXISTING BUILDINGS

All *additions to, reconstruction, remodeling, and alterations or repairs* of existing *public buildings or facilities*, which require a building permit or which are so defined by a state or local inspector, shall be governed by all applicable subsections in **521 CMR 3.00: JURISDICTION**.

For specific applicability of 521 CMR to existing multiple dwellings undergoing renovations, see **521 CMR 9.2.1**.

- 3.3.1 If the work being performed amounts to less than 30% of the *full and fair cash value* of the *building* and
- a. if the work costs less than \$100,000, then only the work being performed is required to comply with 521 CMR
 - or
 - b. if the work costs \$100,000 or more, then the work being performed is required to comply with 521 CMR. In addition, an *accessible public entrance* and an *accessible toilet room*, telephone, drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided in compliance with 521 CMR.

Exception: General maintenance and on-going upkeep of existing, underground transit facilities will not trigger the requirement for an *accessible entrance* and toilet unless the cost of the work exceeds \$500,000 or unless work is being performed on the *entrance* or toilet.

Exception: Whether performed alone or in combination with each other, the following types of *alterations* are not subject to **521 CMR 3.3.1**, unless the cost of the work exceeds \$500,000 or unless work is being performed on the entrance or toilet. (When performing exempted work, a memo stating the exempted work and its costs must be filed with the permit application or a separate building permit must be obtained.)

- a. Curb Cuts: The construction of *curb cuts* shall comply with **521 CMR 21.00: CURB CUTS**.
 - b. *Alteration* work which is limited solely to electrical mechanical, or plumbing systems; to abatement of hazardous materials; or retrofit of automatic sprinklers and does not involve the *alteration* of any *elements* or *spaces* required to be *accessible* under 521 CMR. Where electrical outlets and controls are altered, they must comply with 521 CMR.
 - c. Roof repair or replacement, window repair or replacement, repointing and masonry repair work.
 - d. Work relating to septic system repairs, (including Title V, 310 CMR 15.00, improvements) site utilities and landscaping.
- 3.3.2 If the work performed, including the exempted work, amounts to 30% or more of the *full and fair cash value* (see **521 CMR 5.38**) of the *building* the entire *building* is required to comply with 521 CMR.

3.00: continued

- a. Where the cost of constructing an *addition* to a building amounts to 30% or more of the *full and fair cash value* of the existing *building*, both the *addition* and the existing *building* must be fully accessible.

3.3.3 Alterations by a tenant do not trigger the requirements of **521 CMR 3.3.1b and 3.3.2** for other tenants. However, *alterations, reconstruction, remodeling, repairs, construction, and changes in use* falling within **521 CMR 3.3.1b and 3.3.2**, will trigger compliance with **521 CMR** in areas of *public use*, for the owner of the *building*.

3.3.4 No *alteration* shall be undertaken which decreases or has the effect of decreasing accessibility or usability of a *building* or *facility* below the requirements for new *construction*.

3.3.5 If *alterations* of single *elements*, when considered together, amount to an alteration of a room or *space* in a *building* or *facility*, that *space* shall be made accessible.

3.3.6 No *alteration* of an existing *element*, *space*, or area of a *building* or *facility* shall impose a requirement for greater accessibility than that which would be required for new *construction*.

3.4 CHANGE IN USE

When the use of a *building* changes from a private use to one that is open to and used by the public, an accessible entrance must be provided, even if no work is being performed. When a portion of a *building* changes use from a private use to one that is open to an used by the public, then an accessible route must be provided from an accessible entrance even if no work is being performed.

3.4.1 RESERVED FOR FUTURE ACTION: Changes in use, from private to public, in private residential homes where no work is being performed.

3.5 WORK PERFORMED OVER TIME

When the work performed on a *building* is divided into separate phases or projects or is under separate *building* permits, the total cost of such work in any 36 month period shall be added together in applying **521 CMR 3.3, Existing Buildings**.

3.6 MULTIPLE USES

When a *building* is occupied by two or more uses, the Regulations which apply to each use shall apply to such parts of the *building* within that *use*.

3.6.1 **521 CMR 3.3, Existing Buildings** shall apply based upon each *use* and not on the entire *building*.

Example: If a three story *building* valued at \$300,000 has one floor of retail *use* and two floors of residential *use*, the *full and fair cash value* of the retail portion shall be $\frac{1}{3}$ of the total value which would be \$100,000.

3.7 PARTIAL APPLICATION

When only a portion of a *building* is subject to 521 CMR, the *full and fair cash value* shall be prorated by the ratio of the square footage of that portion to the square footage of the whole *building*.

Example: Where the whole *building* is 100,000 square feet, the *full and fair cash value* is \$1,000,000, and the part subject to 521 CMR is 10,000 square feet (one-tenth of the total), then the *full and fair cash value* of the part subject to 521 CMR would be one-tenth of \$1,000,000 or \$100,000.

3.7.1 If the *Board* determines that such proration would cause an inequitable result, the *Board* may otherwise calculate the *full and fair cash value* of the portion of the *building*.

3.8 OUTDOOR FACILITIES

For facilities where the *primary function areas* are outdoors, including but not limited to beaches, parks, picnic areas, playgrounds, and campsites, the *full and fair cash value* shall include the value of the land as well as any *buildings* or *facilities* on the land.

3.00: continued

3.9 HISTORIC BUILDINGS

An historic *building* or *facility* that is listed or is eligible for listing in the National or State Register of Historic Places or is designated as historic under appropriate state or local laws may be granted a *variance* by the *Board* to allow alternate accessibility. If a variance is requested on the basis of historical significance, then consultation with the Massachusetts Historical Commission is required in order to determine whether a building or facility is eligible for listing or listed in the National or State Register of Historic Places. The Massachusetts Historical Commission may request a copy of the proposed variance request and supporting documentation to substantiate the variance request and its effect on historic resources. A written statement from the Massachusetts Historical Commission is required with the application for variance.

3.10 TEMPORARY STRUCTURES

Temporary *buildings* or *facilities*, including but not limited to reviewing stands, temporary classrooms, bleacher areas, exhibit areas, temporary banking facilities, temporary health screening services, or temporary pedestrian passageways around a *construction site*, shall comply with 521 CMR. Structures, *sites* and equipment directly associated with the actual processes of *construction*, such as scaffolding, bridging, materials hoists, or *construction* trailers, need not apply.

- 3.10.1 Effective February 15, 2012, temporary overnight shelters, as defined in 780 CMR: *The Massachusetts State Building Code*, shall provide at a minimum an *accessible entrance* and an *accessible* toilet room in compliance with 521 CMR 25.00: *Entrances* and 30.00: *Public Toilet Rooms*, regardless of whether other work is performed or change of use occurs.

3.11 SECURITY STRUCTURES

Accessibility is not required to observation galleries used primarily for security purposes.

3.12 NON-OCCUPIABLE SPACES

Spaces accessed only by ladders, catwalks, crawl spaces, or freight (non-passenger) elevators, and frequented only by service personnel for repair purposes, are exempt. Such spaces may include, but are not limited to, elevator pits, elevator penthouses, piping or equipment catwalks.



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The Office of the Inspector General (Office) created the following charts for the easy reference of Massachusetts public procurement procedures. The charts are meant to provide a general overview of the principal public procurement statutes and are not a substitute for reviewing the statute or obtaining the advice of legal counsel. Also, your local rules may include stricter or additional requirements that you must follow. Contact your chief procurement officer or legal counsel for advice on your local rules and procurement procedures. For more information about the procurement laws, consult the statutes, review our procurement manuals and related information or contact the Chapter 30B Technical Assistance hotline. For more information about the resources available to you, please see our [website](#).

Note: The Office updated the charts to reflect the changes to M.G.L. c. 30B effective November 25, 2022, pursuant to the passage of [Chapter 198 of the Acts of 2022](#), *An Act Relative to School Operational Efficiency*.

The charts include:

- [M.G.L. c. 149](#) – Building Construction Contracts
- [M.G.L. c. 30, § 39M](#), or [M.G.L. c. 30B](#) – Public Works (non-building) Construction Contracts (with labor)
- [M.G.L. c. 30, § 39M](#), or [M.G.L. c. 30B](#) – Construction Materials Procurements (without labor)
- [M.G.L. c. 7C, §§ 44-58](#) – Design Services for Public Building Projects:
 - Cities, Towns, Regional School Districts and Horace Mann Charter Schools
- [M.G.L. c. 30B](#) – Procurement of Supplies and Services

Any suggestions for the charts or questions concerning M.G.L. c. 30B (Chapter 30B) may be directed to this Office by calling (617) 722-8838 or by emailing us at 30BHotline@mass.gov. Questions concerning M.G.L. c. 149, M.G.L. c. 30, § 39M, and M.G.L. c. 7C should be directed to the Office of the Attorney General by calling (617) 963-2371 or your legal counsel. Thank you.

Additional information is available from the following sources:

- Prevailing wage rate sheets may be requested online at <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/> or by calling the Department of Labor Standards at (617) 626-6953.
- *Central Register* advertisements must be submitted to the Secretary of the State's Office online at <http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm>.
- *Goods and Services Bulletin* advertisements must be submitted the Secretary of the State's Office online at <http://www.sec.state.ma.us/spr/publicforms/GSSubmissionform.aspx>.
- COMMBUYS postings must be completed at www.commbuys.com.

M.G.L. c. 149 – Building Construction Contracts

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	Over \$50,000 to \$150,000	Over \$150,000	Over \$10,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ¹	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids (using M.G.L. c. 30, § 39M).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction’s website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ²	Post a notice 1) in your jurisdiction’s office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ³	Post a notice 1) in your jurisdiction’s office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁴	Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the <i>Central Register</i> ; and (3) on COMMBUYS. ⁵	
DCAMM Certification	No.	No.	No.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.	
Prequalification	No.	No.	No.	Optional. ⁶	Yes.	
Filed Sub-bids	No.	No.	No.	Yes, if more than \$25,000.	Yes, if more than \$25,000.	
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.	
Payment Bond	No.	50% payment bond if contract is >\$25,000. ⁷	50% payment bond.	100% payment bond.	100% payment bond.	
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.	
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.	
Contractor Evaluation	No.	No.	No.	Yes.	Yes.	
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.	

¹ M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016, M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

² M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁵ The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUYS listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over \$150,000 apply.

⁶ If you decide to use the optional prequalification process for projects over \$100,000, follow the procedures listed in the “Over \$10,000,000” column. (Note: The prequalification threshold was not raised in 2016.)

⁷ M.G.L. c. 149, § 29.

M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – Public Works (Non-Building) Construction Contracts (With Labor)

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	\$50,000 or less	Over \$50,000
		M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option ¹	M.G.L. c. 30, § 39M
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ²	None.	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work. ³	Sealed bids.	Sealed bids.
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ⁴	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the <i>Central Register</i> . ⁵	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁶	
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
Prequalification	No.	No.	No.	No.	Maybe. ⁷
Bid Deposit	No.	No.	No.	No.	5% of the value of the total bid.
Payment Bond	No.	50% payment bond if contract is more than \$25,000. ⁸	50% payment bond if contract is more than \$25,000. ⁹	50% payment bond if contract is more than \$25,000. ⁹	50% payment bond.
Performance Bond	No.	No.	No.	No.	No.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	Yes.	No.	No.

¹ Authorized by M.G.L. c. 30, § 39M(d).

² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016, M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

³ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

⁵ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.

⁶ M.G.L. c. 149, § 44J.

⁷ Although M.G.L. c. 30, § 39M, does not mandate a contractor prequalification process, prequalification of bidders by the Massachusetts Department of Transportation is required for contracts of \$50,000 or more (1) if the awarding authority receives State Aid funds under M.G.L. c. 90, § 34; or (2) the work is on a state road, regardless of whether the awarding authority receives State Aid funds under M.G.L. c. 90, § 34.

⁸ M.G.L. c. 149, § 29.

⁹ M.G.L. c. 149, § 29.

M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – Construction Materials Procurements (Without Labor)

Estimated Contract Amount		Under \$10,000		\$10,000 to \$50,000		Over \$50,000		Any Amount
		M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option'	
Procurement Procedure		Sound business practices (as defined in M.G.L. c. 30B, § 2). ²	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids.	Sealed bids.	Sealed bids.	Sealed bids.	
Notice/Advertising Requirements		None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁴	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the <i>Central Register</i> . ⁵			
OSHA Training		No.	No.	No.	No.	No.	No.	
Prequalification		No.	No.	No.	No.	No.	No.	
Bid Deposit		No.	No.	No.	No.	No.	No.	
Payment Bond		No.	50% payment bond if contract is more than \$25,000. ⁶	50% of the value of the total bid.	50% payment bond.	50% payment bond if contract is more than \$25,000. ⁷		
Performance Bond		No.	No.	No.	No.	No.	No.	
Prevailing Wage		No.	No.	No.	No.	No.	No.	
OSD Option		Yes.	Yes.	Yes.	Yes.	Yes.	No.	
Blanket Contract Option		Yes.	Yes.	Yes.	Yes.	No.	No.	

¹ Authorized by M.G.L. c. 30, § 39M(d).

² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

³ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 149, § 44J.

⁵ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A. (Note: If the procurement will exceed \$100,000, and the materials will be purchased for the purpose of stockpiled inventory and will not be used in conjunction with a specific project, at least two weeks before bids or proposals are due, publish in the *Goods and Services Bulletin*.)

⁶ M.G.L. c. 149, § 29.

⁷ M.G.L. c. 149, § 29. (Note: If the materials will be purchased for the purpose of stockpiled inventory and will not be used in conjunction with a specific project, you do not need to obtain a payment bond.)

M.G.L. c. 7C, §§ 44-58 – Design Services for Public Building Projects: Cities, Towns, Regional School Districts and Horace Mann Charter Schools¹

Estimated Design Fee (EDF)/Estimated Construction Cost (ECC)		EDF less than \$30,000 or ECC less than \$300,000	EDF \$30,000 or more and ECC \$300,000 or more
Procurement Procedure		None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required		No.	Advertise in the <i>Central Register</i> and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board¹		No.	No – adopt selection procedure in writing. ^{2,3}
Designer Application		No.	Yes. See <u>Designer Selection Procedures for Municipalities</u> . Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”
Designer Evaluation (Submit to DCAMM and Designer Selection Board)		No.	Yes. See <u>Designer Evaluation Forms & Information for Municipalities and Agencies</u>
Registration		Yes.	Yes.
Insurance		No.	At a minimum, the lesser of \$1 million or 10% of the project’s estimated cost of construction. ⁴
Prevailing Wage		No.	No.

¹ Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is \$30,000 or more and the estimated construction cost is \$300,000 or more.

² Cities, towns, school districts and Horace Mann charter schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c. 7C, §§ 44 – 58, and noted herein. See this Office’s Model Designer Selection Procedures for Municipalities and Other Local Public Agencies.

³ Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state- funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

⁴ M.G.L. c. 7C, § 51.

M.G.L. c. 30B – Procurement of Supplies and Services

Estimated Contract Amount				Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. ¹		Use a written purchase description to solicit written price quotations from no fewer than 3 persons who customarily provide the supply or service. ²	Sealed bids or sealed proposals (M.G.L. c. 30B, §§ 5 or 6).		
			As of November 25, 2022, the price quotation threshold changed for municipal or regional school districts only from \$10,000 to \$100,000. ³			
			NOTE: A governmental body may require that any procurement in an amount of not more than \$50,000 be subject to sealed bid procedures under M.G.L. c. 30B, § 5.			
Notice/Advertising Requirements	None.		None.	Post a notice at least two weeks before bids or proposals are due in (1) your jurisdiction's office, and publish at least two weeks before bids or proposals are due in a (2) newspaper, and (3) on COMMBUYS.		
				If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .		
Award contract to:	Responsible and responsive person offering the best price.	Responsible and responsive person offering the needed quality of supply or service at the lowest price quotation.		Under § 5, the responsible ⁴ and responsive ⁵ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.		
Written Contract Required ⁶	No.	Yes.		Yes.		
Maximum Contract Term ⁷	Three years, unless majority vote authorizes longer.					
OSD Option	Yes.					

¹ M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

² M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016, requiring the procurement officer to record the names of all persons from whom quotations were sought and submitted with the date and amount of each quotation.

³ M.G.L. c. 30B, § 5, as amended by Chapter 198 of the Acts of 2022, authorizing a procurement officer for "a municipal or regional school district" to procure a supply or service at more than \$100,000 with a sealed bid procedure.

⁴ M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

⁵ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

⁶ M.G.L. c. 30B, § 17(a), states that all "contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

⁷ M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."