



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

November 25, 2015

To: School Committee
Rebecca McFall, Superintendent
From: Buckner Creel

Subject: Recommendation for Award – Hartwell Space Lease September 2016 –August 2021

Background In June 2010, the School Committee entered into a five-year lease with Magic Garden for classroom, administrative and playground space in and around the Hartwell Building, to be used for nursery school and related uses. This lease began on September 1, 2011 and ends on August 31, 2016.

In April, 2015, the Magic Garden Executive Board was given a reminder of the expiration of the current lease and of the School Committee's intent to recompete on a timely basis. The Year 5 annual lease payment is \$11,255, so the rental value of the property over the five-year period will exceed \$25,000 and a formal RFP process must be followed to comply with M.G.L. c. 30B § 16.

Process In accordance with the procedures outlined in M.G.L. 30B and in the memo prepared for the School Committee dated August 30, 2015, proposals for the lease of space in the Hartwell Building were solicited using the following process:

- At its meeting on June 4, 2015, the School Committee declared space in the Hartwell Building surplus and identified use restrictions by unanimously approving the following motion:
"Moved... that the School Committee **Affirms** that the space in the Hartwell Building currently occupied by Magic Garden continues to be surplus space and available for lease, that it desires the surplus space be used for programs with an educational purpose harmonious with the proper functioning of the adjacent Lincoln Preschool, and directs the Administration to solicit proposals for lease of the space in compliance with Massachusetts General Law."
- Legal notices were published in the Lincoln Journal on September 25 and October 2, 2015.
- Announcements in the *Central Register* on the State Publications and Regulations web site were published announcing the availability of Request for Proposal (RFP) documents beginning September 23, 2015.
- RFP packets were given to one potential proposer in response to these advertising efforts.
- One potential proposer attended the pre-proposal conference held October 1, 2015 at 11:30am. The pre-proposal conference was mandatory.
- Two addenda were added to the bid packet after the pre-proposal conference: Addendum #1 dated October 9, 2015 answered questions from the pre-proposal conference. Addendum #2 dated October 23, 2015 corrected the day of the week for the receipt of proposals.
- One proposal, from Magic Garden, Inc., was received on November 10, 2015.

Proposal Review process The request for proposal (RFP) contains a single-step proposal evaluation process. The details of the process are outlined in the RFP specifications, and include evaluations by a Final Selection Committee following a preliminary review.

Preliminary Evaluation Committee We received only one proposal in response to the RFP, from the present occupant of the space, Magic Garden, Inc. I reviewed the proposal to ensure that it contains the materials required by the RFP and necessary for your selection, conducted reference checks, and reviewed the supplemental financial information provided by Magic Garden. I find the proposal responsive and responsible.

Final Selection Committee Task Philosophically, the role of the Selection Committee is to help ensure that the School Committee enters into an agreement for the use of school space that benefits the Town. The RFP states “The Selection Committee will review all proposals passed to them from the Administrator for Business & Finance, rank them using the set of comparative criteria listed below and make a recommendation for award to the Lincoln School Committee, the Awarding Authority...”

The fact that there is only one proposal means that the first part of the Selection Committee task is simplified, as no ranking of competing alternatives is required. The second part of the task remains critical, so the members of the Selection Committee reviewed the proposal using the ranking criteria and assessed the value of the proposal to the Town of Lincoln. All five members of the Selection Committee recommended acceptance of the proposal to the School Committee.

Price Analysis The rule for award included in the RFP documents states:

“The Lincoln Public Schools will accept the most advantageous offer from a responsive and responsible proposer, taking into consideration all evaluation criteria and price.”

The selection Committee found the proposal to be responsive; among other criteria, the proposal met the minimum terms of the RFP, proposing an initial lease payment of \$11,700 (versus the RFP minimum of \$11,593) and the first year’s maintenance allowance of \$7,000 (the RFP minimum). These amounts will be escalated in each of the subsequent years. Through its financial status review, the Selection Committee also found the proposer responsible. The Selection Committee found that the proposal, including the price, provides value to the Town, hence it is reasonable.

Recommendation The sole proposer, Magic Garden, Inc., is a responsive, responsible proposer who has offered a reasonable price. Accordingly, the Final Selection Committee recommends that the School Committee accept the Magic Garden, Inc. proposal and enter into an agreement with them for their use of the Hartwell space as a preschool for the five-year period beginning September 1, 2016 and ending August 31, 2021, contingent upon successful negotiation of the lease.

Respectfully submitted,

Buckner Creel
for the Final Selection Committee