Northern Berkshire Regionalization Study Steering Committee
Meeting Agenda - Wednesday, February 25, 2026 5:00PM
McCann Technical School Conference Room, 70 Hodges Cross Rd, North Adams

Meeting Minutes

Agenda: Vendor Selection Meeting

1. **Call to Order**
   In attendance:
   Aaron Dean (chair)
   Arleigh Cooper
   Lyndon Moors
   Damon Grimes
   Curtis Elfenbein
   Cassandra Rochelo
   Jessica Chittenden
   Amber Caproni
   Carrie Greene
   Sue Oleson
   Emily Daunis
   Ron DeAngelis
   Peter Breen
   Dan Haskins
   John Jacobbe
   Fred Puddester
   John Franzoni
   Joe Bergeron
   Tim Callahan

2. **Approval of Minutes**
   - Curtis Elfenbein moved *To approve the February 4, 2026 meeting minutes*, Emily Daunis second
   - Unanimous vote to approve
3. **Review of Submitted Proposals**
   - No discussion of submitted proposals – committee moved directly into discussion of scores first prior to discussion of the proposal contents
4. **Compilation Scores**
   - Chair Dean displayed the scores submitted by 11 voting members of the committee who had fully scored the two eligible proposals
   - Vaysen Studio (Average score: 65)
   - Academic Discoveries and The Management Solution (Average score: 73)
5. **Opening of Bids**
   - Presentation of pricing information, opening the sealed bids
     i. Vaysen Studio: $213,400 sealed bid

ii. Academic Discoveries and TMS: $172,000 sealed bid
- Collect scores for price evaluation
    i. Discussion of Academic Discoveries and TMS being the low bid and the high score on the non-price score

6. **Evaluation and Discussion**
    - Discussion of options with the committee.
        i. Options presented by Chair Dean:
            A. Move forward with Academic Discoveries and TMS and discuss how to secure additional funding as the current funding for the project is $125,000, while the low bid was $172,00
            B. Reject all bids as they are over the current budget for the project
7. **Recommendations and Voting**
    - Discussion of vendor selection by committee
        i. Damon Grimes noted that Vaysen Studios is missing Form 4 “Tax Compliance Certification” in its proposal submission and could be rejected on the grounds of not submitting a fully qualified proposal, in addition to being the low score and the highest bid.
        ii. Damon Grimes moved *To dismiss the proposal of Vaysen Studios* for not meeting the qualifications of the RFP, Sue Olesen second
        iii. Unanimous vote to dismiss Vaysen Studios
    - Conduct vote on vendor selection or determine next steps
        i. Academic Discoveries and TMS is the only remaining vendor
        ii. Discussion of the breakdown of the cost based on components of the proposal corresponding to timeline for the 12-month project proposal – Chair Dean reads the detailed breakdown provided by Academic Discoveries and TMS
        iii. Committee discussion of consideration about whether or not the proposal meets the needs of the Steering Committee and the consideration that it is over the budget available
        iv. Committee discussion of not making a decision tonight, but going back to the respective cities/towns to see if we they can close the funding gap to increase the budget before a final vendor decision is made
        v. Committee discussion of going back out to bid with a more clearly defined RFP within the budget of the current funding available for the project ($125,000)
        vi. Carrie Greene moved *To reject the Academic Discoveries,* Sue Oleson second
            1. Motion (Arleigh Cooper) and second (Jessica Chittenden) to amend the motion to read “*To reject the Academic Discoveries bid as the price exceeds available funding*”
            2. Unanimous vote to amend

3. Unanimous vote to reject Academic Discoveries as the bid price exceeds available funding

Committee discussion of process about reducing the scope of a revised RFP, along with future phases and what the process would be to go back out to bid at each phase – Superintendent Franzoni provided context: in the Mohawk regionalization study, the committee went back out to bid at each phase.

Committee discussion to set next meeting to revise the RFP.

Committee discussion of creating a webpage resource for providing communication re: Steering Committee and for public links to approved minutes, etc. Chair Dean indicated he will set that up and share with the committee.

8. **Schedule Next Meeting**
    - Confirm date, time, and location
        i. Confirmed: March 25th for next meeting at 5:30pm
        ii. Location: McCann conference room
9. **Other Business**
    - Question from committee: where the funding sits right now – we need to make sure it is still available – will it be available if the process continues beyond this year?
    - Answer from Superintendent Franzoni: the allocated funding does not have to be spent this fiscal year.
10. **Adjournment**
    - Arleigh Cooper motion *To Adjourn,* Damon Grimes second
    - Unanimous vote to adjourn

Enclosures:
Evaluation Checklist for Steering Committee.docx
Criteria for Scoring
RFP_Individual_Scoring_Sheet.xlsx
Award Vote Language.docx