

**Town of Natick  
Natick, Massachusetts**

## **REQUEST FOR PROPOSALS**

**FOR**

### **CONSULTANT SERVICES FOR THE RECRUITMENT AND SELECTION OF A TOWN ADMINISTRATOR IN THE TOWN OF NATICK**

**September 18, 2017**

**PROPOSALS DUE:**

**October 3, 2017, 11:00 A.M. LOCAL TIME**

Late Proposals Will Be Rejected

**DELIVER COMPLETED PROPOSALS TO:**

Town of Natick  
c/o Procurement Officer  
Natick Public Works  
75 West Street  
Natick, MA 01760  
Phone: 508-647-6438

## NOTICE TO PROPOSERS

Pursuant to Chapter 30B, Section 6 of the Massachusetts General Laws (M.G.L. c. 30B, §6), the Town of Natick, Natick Town Hall, 13 East Central Street, Natick, MA 01760 (“the Town”), acting through the Natick Board of Selectmen, invites the submission of sealed proposals for the procurement of consultant services for recruitment and selection of a Town Administrator in the Town of Natick. The Request for Proposals (“RFP”) may be obtained from the Procurement Office, Natick Public Works, 75 West Street, Natick, MA 01760, between 8:00 A.M. and 4:00 P.M. local time, Monday through Thursday, and between 8:00 A.M. and 12:00 P.M. (noon) local time, Friday, beginning on September 18, 2017. Ten (10) copies of each sealed Proposal, contained in separately sealed envelopes marked, respectively, “RFP: Consultant Services for Recruitment and Selection of a Town Administrator in the Town of Natick – Price Proposal” and “RFP: Consultant Services for Recruitment and Selection of a Town Administrator in the Town of Natick – Non-Price Proposal” will be received until **11:00 A.M. local time, October 3, 2017**, at the Procurement Office, Natick Public Works, 75 West Street, Natick, MA 01760, at which time and place all Proposals will be opened. Proposers shall also include an electronic copy of their non-price proposal in the non-price proposal envelope. All Proposals shall comply with the RFP issued by the Town of Natick, including, without limitation, Section 1, Instructions to Proposers, and Proposal Submission Requirements. The Town reserves the right to waive any informality in or to reject any, any part of, or all Proposals in the best interest of the Town. Any Proposal submitted will be binding for sixty (60) days subsequent to the deadline date for receipt of sealed Proposals. Award of a contract shall be subject to appropriation and shall be subject to vote by the Natick Board of Selectmen.

## **I. INTRODUCTION**

Pursuant to Chapter 30B, Section 6 of the Massachusetts General Laws (M.G.L. c. 30B, §6), the Town of Natick, Natick Town Hall, 13 East Central Street, Natick, MA 01760 (“the Town”), acting through the Natick Board of Selectmen, invites the submission of sealed proposals for the procurement of consultant services for recruitment and selection of a Town Administrator in the Town of Natick. For a full description of such services, please refer to Section III (A) of the Request for Proposals (“RFP”).

Copies of the RFP may be obtained from the Procurement Office, Natick Public Works, 75 West Street, Natick, MA 01760, between 8:00 A.M. and 4:00 P.M. local time, Monday through Thursday, and between 8:00 A.M. and 12:00 P.M. (noon) local time, Friday, beginning on September 18, 2017.

No Pre-Proposal Conference will be held.

Questions regarding this RFP shall be submitted in writing and shall be delivered to the Procurement Office by the close of business (4:00 P.M. local time, Monday through Thursday, and 12:00 P.M. (noon) local time, Friday) on September 25, 2017. Questions presented after this time shall not be considered. No question shall be considered which is not submitted in writing. Any questions requiring consideration shall be answered in an addendum delivered to all registered Proposers.

Ten (10) copies of each sealed Proposal, as described above, contained in separately sealed envelopes marked, respectively, “RFP: Consultant Services for Recruitment and Selection of a Town Administrator in the Town of Natick – Price Proposal” and “RFP: Consultant Services for Recruitment and Selection of a Town Administrator in the Town of Natick – Non-Price Proposal” will be received until **11:00 A.M. local time, October 3, 2017**, at this address:

Procurement Office  
Natick Public Works  
75 West Street  
Natick, MA 01760.

Proposers shall also include an electronic copy of their non-price proposal in the non-price proposal envelope.

Each Proposer’s name, address and contact phone number shall be clearly visible from the outside of each sealed envelope. The clock in the Procurement Office shall be considered official. No Proposals received after the date and time specified in the previous paragraph shall be accepted. No faxed Proposals shall be accepted. Conditional Proposals will not be accepted.

Please refrain from using staples, if this is at all possible.

Each Proposal shall be submitted in accordance with the Submission Requirements in order to be considered for award. Any Proposal submitted shall be binding for sixty (60) days subsequent to the time of the opening of Proposals.

The Town **will not** reimburse Proposers for any costs incurred in preparing Proposals in response to this RFP.

Submission of a Proposal shall be conclusive evidence that the Proposer has examined this RFP and is familiar with terms of this RFP and all provisions of the contract included with this RFP. Upon finding any omissions or discrepancy in this RFP, each Proposer shall notify the Town immediately so that any necessary addenda may be issued. Failure of a Proposer to investigate completely the RFP and/or to be thoroughly familiar with this RFP shall in no way relieve any such Proposer from any obligation with respect to the Proposal.

By submission of a Proposal, the Proposer agrees that if its Proposal is accepted, then it shall enter into a Contract with the Town which incorporates all of the requirements of this RFP. By submission of a Proposal, the Proposer further indicates acceptance of all terms and conditions of this RFP.

Changes, modifications or withdrawal of Proposals shall be submitted in writing to the Town prior to the deadline and shall be contained in a sealed envelope clearly marked, as appropriate, “CORRECTION, MODIFICATION OR WITHDRAWAL OF SEALED PROPOSAL FOR CONSULTANT SERVICES FOR RECRUITMENT AND SELECTION OF A TOWN ADMINISTRATOR IN THE TOWN OF NATICK – PRICE PROPOSAL” or “CORRECTION, MODIFICATION OR WITHDRAWAL OF SEALED PROPOSAL FOR CONSULTANT SERVICES FOR RECRUITMENT AND SELECTION OF A TOWN ADMINISTRATOR IN THE TOWN OF NATICK - NON-PRICE PROPOSAL.” No corrections, modifications, or withdrawal of Proposals shall be permitted after the deadline for receipt of Proposals.

For further information, please refer to the succeeding sections, with which each Proposer shall comply in submitting a Proposal.

## **II. PRE-PROPOSAL CONFERENCE/QUESTIONS**

No Pre-Proposal Conference will be held.

Questions concerning this RFP or its conditions may be addressed to:

Procurement Officer  
Natick Public Works  
75 West Street  
Natick, MA 01760.

Questions regarding this RFP shall be submitted in writing and shall be delivered to the Procurement Office by the close of business (4:00 P.M. local time) on September 25, 2017. Questions may also be submitted to the Procurement Officer’s attention at the following email address: [bleblanc@natickma.org](mailto:bleblanc@natickma.org). Questions presented after this time shall not be considered. No question shall be considered which is not submitted in writing. Any questions requiring consideration shall be answered in an addendum delivered to all Proposers.

### **III. BACKGROUND**

#### **A. Description of Work**

The Town is seeking sealed Proposals for consultant services for recruitment and selection of a Town Administrator in the Town of Natick.

The Town is a suburban residential community, having a population of approximately thirty-three thousand (33,000) residents, and is located in Middlesex County. The Town is approximately eighteen (18) miles west/southwest of Boston. The Town covers approximately sixteen (16) square miles, has approximately twelve thousand seven hundred (12,700) households and a major commercial corridor abutting Massachusetts Route 9.

The Town operates through a Representative Town Meeting form of government and is also served through the elected Natick Board of Selectmen (“Board of Selectmen”) and a Town Administrator (who is appointed by the Board of Selectmen).

The Town Administrator is the chief administrative officer of the Town and is responsible to the Natick Board of Selectmen for the proper administration of all Town affairs under his or her charge by or under the Natick Town Charter and/or under the Natick By-Laws. Certain administrative powers of the Town Administrator are enumerated in Section 4-2 of the Natick Town Charter.<sup>1</sup>

---

<sup>1</sup> This document provides: “ The powers and duties of the town administrator shall include, but are not intended to be limited to, the following:

- 1) He shall supervise, direct and be responsible for the efficient administration of all functions placed under his control by the charter, by by-law, by town meeting vote, by vote of the board of selectmen, or otherwise, including all officers appointed by him and their respective department.
- 2) He shall coordinate the activities of all town agencies under his control with those under the control of officers and multiple member bodies who are elected directly by the voters of Natick.
- 3) He shall appoint, and may remove, subject to the civil service law and any collective bargaining agreements as may be applicable, all department heads, all officers, subordinates and employees for whom no other method of selection is provided by the charter or by-laws, except persons serving under officers and multiple member bodies directly elected by the voters of Natick. Copies of all proposed appointments of the town administrator shall be posted forthwith on the town bulletin board. Appointments made by the town administrator shall become effective on the fifteenth day following the day on which notice of the proposed appointment is filed with the board of selectmen, unless the board of selectmen shall within such period by majority vote of the full board vote to reject such appointment or has sooner voted to affirm it.
- 4) He shall, in conjunction with a personnel board established by by-law, be entrusted with the administration of a town personnel system, including, but not limited to personnel policies and practices, rules and regulations, including provisions for an annual employee performance review, personnel by-law and all collective bargaining agreements entered into on behalf of the town. He shall, in conjunction with the personnel board prepare, maintain and keep current a plan establishing the personnel staffing requirements of each town agency, except those under the jurisdiction of the school committee.
- 5) He shall attend all regular and special meetings of the board of selectmen, unless excused at his own request, and shall have a voice, but no vote, in all of its proceedings.
- 6) He shall attend all sessions of the representative town meeting and shall answer all questions addressed to him related to warrant articles and which are related to matters under his general supervision.
- 7) He shall assure that all provisions of state laws, the charter, the by-laws and other votes of the town meeting, votes of the board of selectmen and of other town agencies which require enforcement by him or by officers or employees subject to his general supervision and direction, are faithfully carried out, performed and enforced.
- 8) He shall prepare and submit, in the manner provided in Article 5, the fiscal documents pertaining to the annual operating budget and proposed capital outlay program for the town.
- 9) He shall keep the board of selectmen fully informed as to the fiscal condition and needs of the town, and shall make such recommendations to the board of selectmen and to other elected and appointive officers as he may deem to be necessary or desirable.
- 10) He shall assure that full and complete records of the financial and administrative activities of the town are kept and shall render full reports to the board of selectmen at the end of each fiscal year and at such other periods as it may reasonably require.
- 11) He shall have full jurisdiction over the rental and use of all town facilities except those under the jurisdiction of the school committee. He shall be responsible for the maintenance and repair of all town facilities, including, if authorized by a town meeting vote, those under the jurisdiction of the school committee.
- 12) He may at any time inquire into the conduct of office or performance of duty of any town officer, town employee or town agency under his general supervision.
- 13) He shall assure that a full and complete inventory of all town-owned property, both real and personal, is kept consistent with Generally Accepted Accounting Principles, including all property under the jurisdiction of the school committee and other elected town officers or multiple member bodies.

Under Article 20, Section 4 of the Natick By-Laws, a Town Administrator Screening Committee (“the Screening Committee”) has been established by the Natick Board of Selectmen. In accordance with this provision, the Screening Committee consists of nine (9) members, plus one non-voting member (the Human Resources Director). The Planning Board, the School Committee, the Finance Committee, the Personnel Board, and the Town Moderator designated one (1) person to serve on the screening committee. The Board of Selectmen appointed other members to the Screening Committee, so that the total membership is nine (9). The non-voting member, the Human Resources Director, serves *ex officio*.

The Screening Committee receives all qualified applications for the position of Town Administrator, and provides for interviews of selected candidates to be conducted. Not more than one hundred eighty (180) days following the meeting by which the Screening Committee met to organize (August 30, 2017), the Screening Committee submits the names of not less than two (2), nor more than five (5), candidates whom it believes to be best suited to perform the duties of Town Administrator. The Natick Board of Selectmen then selects such a qualified candidate for appointment to the office of Town Administrator.

The Screening Committee anticipates the Successful Proposer’s work will fall into the following three (3) general categories: (1) Search; (2) Assessment; and (3) In-Depth Background and Reference Checking.

Within each task, the Successful Proposer shall be expected to undertake the following:

(1) Search –

- Meet with the Screening Committee and interview select members and other Town leaders to develop Community and Position Profiles featuring the unique management scope of the Town Administrator position as provided by the Natick Home Rule Charter, the Natick Bylaws and Committee/Community expectations;
- Develop a hiring specification and associated copy for an advertisement;
- Place advertisement as directed;
- Actively solicit candidates for the position;
- Working with the Screening Committee, recommend ten (10) to fifteen (15) candidates for the Screening Committee to further consider. All applications/candidates shall be available for interview; and

---

14) He shall be responsible for the negotiation of all contracts with town employees over wages, hours, and other terms and conditions of employment, except those under the jurisdiction of the school committee.

15) He shall be responsible for the purchase of all supplies, materials and equipment, and shall award all contracts for supplies, materials and equipment for all departments and activities of the town, except for the school department. He shall examine and inspect, or cause to be examined and inspected, the quality and the condition of all supplies, materials and equipment delivered to or received by any town department, except the school department. He shall, in addition, be responsible for the disposal of all surplus supplies, materials and equipment for all departments and activities of the town, except for the school department.

16) He may in the manner provided in Article 6 reorganize, consolidate or abolish town agencies serving under his general supervision in whole or in part, provide for new town agencies and when incident to any such organization, with the approval of the finance committee, transfer all or a portion of the appropriation made for one town agency to another.

17) He shall be in charge of all machines and software other than machines and software used for educational or classroom purposes, and shall allocate the use thereof among the several town agencies.

18) He may authorize any subordinate officer or employee to exercise any power of duty which he is authorized to perform, however, that all acts which are performed under any such delegation shall be deemed to be his acts.

19) He shall perform such other duties as may be required by the charter, by by-law, by town meeting vote, by vote of the board of selectmen, or otherwise.”  
Id.

- Assist the Screening Committee with development of interview process, interview questions and evaluation criteria.

(2) Assessment -

- Recommend appropriate assessment approach. Examples shall include, but shall not be limited to, skill/aptitude/personality testing/profiling and/or assessment center or assessment exercises.

(3) In-depth background and reference checking -

- Recommend appropriate background and reference checking process. The Town expects that the Successful Proposer may use a sub-consultant to conduct this work.

Working with the Screening Committee on a more detailed expression of the foregoing, the Successful Proposer shall perform the following services in any contract with the Town:

1. Develop an Understanding of the Qualifications for Town Administrator

The Successful Proposer shall review Article 4 of the Town Charter (outlined above), which defines various aspects of the Town Administrator position, and Article 20 of the By-laws (also outlined above). The Successful Proposer shall meet with the Natick Board of Selectmen or its designee to review employment parameters for the position of Town Administrator (e.g., salary, general contractual provisions, and/or residency requirements).

2. Develop a Search Approach and Strategy

The Successful Proposer, with input from the Screening Committee, shall create advertising and networking/outreach strategies, which shall include a combination of specific professional advertisements and other outreach activities. Guidance shall be provided relative to the Natick Board of Selectmen's preference for a regional or national search effort. The Successful Proposer shall provide guidance to the Town regarding each of these types of searches. The Successful Proposer shall assist the Town in actively recruiting municipal administrators that match the established candidate profile and utilize their established employment network.

3. Review Résumés

The Successful Proposer shall review résumés, examining the work experience, education and training of the candidates to determine those who most closely meet the desired qualifications for the position. The Successful Proposer shall contact the viable candidates to begin the screening process.

4. Conduct a Screening Process

The Successful Proposer thereafter shall conduct telephone screening/interviews and preliminary background reviews of the most likely candidates and shall contact persons who have knowledge of the candidates' professional reputations, job performances, and states of character. The purpose of this questioning shall aim to further evaluate each candidate's management philosophy, insight and sensitivity

to key issues. Selected Internet research shall be conducted seeking information about candidates. All screening shall be conducted in accordance with all applicable federal, state, and local laws, rules, and regulations.

5. Present a Status Report/Interview Work/Final Background Investigation/Employment Agreement Coordination

The Successful Proposer shall discuss the nature of the candidate pool and the most likely candidates with the Screening Committee. The Successful Proposer shall prepare a recruitment report of potential candidates from the submitted applications with possible recommendations of candidates for review. It shall also assist the Natick Board of Selectmen and the Screening Committee in preparing for interviews in executive session and in open session under the Commonwealth of Massachusetts Open Meeting Law. With the assistance of a sub-consultant expert, it shall then conduct a full and final background investigation of the finalists prior to any interview by the Screening Committee and/or the Natick Board of Selectmen and subject to the agreement of the Board of Selectmen, organize and moderate a comprehensive interview process for the finalists. Finally, it shall be available to assist in negotiating an employment agreement and terms and conditions with the finalist.

**B. Successful Proposer's Personnel**

The Successful Proposer shall be responsible for any training of his/her/its personnel. The Successful Proposer's personnel shall be adequately trained by the Successful Proposer, shall be experienced in the provision of services specified in this RFP, and shall be of good moral character. All of the Successful Proposer's employees assigned to the work under any contract with the Town shall pass Criminal Background Screening.

The Successful Proposer shall provide the Town with the following information:

1. Name, business address, telephone, and cell phone numbers of the person(s) in charge of the work under any contract with the Town.
2. Name, address, and telephone number of all employees assigned to the work under any contract with the Town. The Successful Proposer will update this list whenever there is a change in personnel.

**IV. PROPOSAL SUBMISSION REQUIREMENTS**

**I. PRICE PROPOSAL**

To be considered responsible and responsive and eligible to submit a Proposal for consideration of having the most advantageous Proposal, Proposers shall submit their price Proposals on the form entitled "Price Proposal Form" that is enclosed herewith as Attachment A. The **Price Proposal Form** shall include a price that includes the furnishing of all payments, insurance, and other costs incurred in the performance under the Contract, and signed by an individual authorized to bind the Proposer contractually.



The total price shall be a fixed sum and shall be all inclusive including travel, printing, telephone and any other outside expense.

## **II. NON-PRICE PROPOSAL**

To be considered responsible and responsive and eligible to submit a Proposal for consideration of having the most advantageous Proposal, Proposers shall submit non-price Proposals that comply with the following requirements:

### **A. Letter of Transmittal**

Proposers shall submit cover letters with their Proposals. Each cover letter shall be signed by the Proposer, stating that the Proposal is effective for at least sixty (60) calendar days from the deadline date for receipt of sealed Proposals, or from the date upon which this RFP is cancelled, whichever occurs first.

### **B. Table of Contents**

Proposals shall include a table of contents, properly indicating the section and page numbers of the information included.

### **C. A Fully-Executed Scope of Services**

Each Proposer shall submit a written narrative which explains in detail the scope of services to be provided by that Proposer.

### **D. Other Documents.**

Each Proposer shall submit the following:

- 1) A fully executed Certificate of Non-Collusion (Attachment B).
- 2) A fully executed Certificate of Tax Compliance (M.G.L., c.62C, §49A) (Attachment C).
- 3) A fully executed Conflict of Interest Certification (M.G.L. c.268A) (Attachment D).
- 4) A fully executed Certificate of Corporate Proposer (Attachment E).
- 5) A fully executed Certificate of Compliance with M.G.L. c. 151B (Attachment F).
- 6) A fully executed Certificate of Non-Debarment (Attachment G).
- 7) A certificate of insurability from an insurance company that is licensed to do business in the Commonwealth of Massachusetts indicating that all the provisions of the specifications can be met, shall be submitted with the proposal documents.
- 8) The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the work personnel. If the proposer intends to sub-contract or any work required in the scope of services, the sub-contractor shall be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and shall be incorporated as a condition in the contract to be awarded.

- 9) An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include résumé(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Résumés are required for all work personnel.
- 10) A detailed explanation of the proposer's approach to the work: methodology, demonstrated understanding of the scope of work, and the proposer's expectations of assistance and services from the Town. A technical work plan and timeline for accomplishing the tasks described in the scope of services shall be provided.
- 11) A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) for clients for whom the proposer has performed similar services within the past five (5) years broken out by (A) Town Administrator and City/Town Manager searches within Massachusetts; (B) Town Administrator and City/Town Manager searches outside of Massachusetts; and (C) Other clients.
- 12) A description or samples of documents created for municipal client searches including (A) Position profile; (B) Position Advertisement; (C) Testing tools utilized; (D) Three (3) to five (5) situational questions posed to candidates.
- 13) Any other information deemed relevant to the work, and which the proposer believes will further the competitiveness of the proposal.
- 14) A statement of any legal proceedings pending or concluded within the past five (5) years relating to the performance of services by the Proposer.

## **V. SELECTION CRITERIA**

### **1. Minimum Evaluation Criteria**

In order to be considered a responsive and responsible Proposer, a Proposal shall comply with the Proposal Submission Requirements set forth in Section IV above.

### **2. Comparative Evaluation Criteria**

All responsive proposals will be judged against the **Comparative Evaluation Criteria** detailed below. The Town will rank each proposal as:

- a. **Highly Advantageous** – the proposal exceeds the standards of the specific criterion;
- b. **Advantageous** – the proposal fully satisfies the standards of the specific criterion;
- c. **Not Advantageous** – the proposal does not fully satisfy the standards of the specific criterion, or is incomplete and/or unclear.

#### **2.1. Quality and Depth of Work Experience**

**Highly Advantageous** – The proposal demonstrates experience with five (5) or more similar projects.

**Advantageous** – The proposal demonstrates experience with four (4) similar projects.

**Not Advantageous** – The proposal demonstrates experience with three (3) or fewer similar projects.

## **2.2. Qualifications of the Proposer**

**Highly Advantageous** – The proposer's résumé(s) demonstrate(s) that proposer has superior training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate (s) professional experience well beyond the minimum requirements.

**Advantageous** – The proposer's résumé(s) do/does not meet the above category for highly advantageous, but demonstrate(s) that proposer has adequate training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate(s) professional experience that meets or exceeds the minimum requirements.

**Not Advantageous** – The proposer's résumé(s) do/does not demonstrate that proposer has adequate training, educational background and work experience appropriate to the work described herein.

## **2.3. Desirability of approach to the work, demonstrated understanding of the community's needs, and proposer's ability to undertake and complete this work.**

**Highly Advantageous** – The proposal demonstrates a superior approach to the subject material and a superior understanding of the issues addressed by the work.

**Advantageous** – The proposal does not meet the above category for highly advantageous, but demonstrates an acceptable approach to the subject material and an acceptable understanding of the issues addressed by the work.

**Not Advantageous** – The proposal does not demonstrate an acceptable approach to the subject material and an acceptable understanding of the issues addressed by the work, and/or the proposal fails to indicate a time schedule that meets the work requirements.

## **2.4. Overall Quality of Client References**

**Highly Advantageous** – All references contacted spoke favorably of the work performed by the proposer and would use them again for similar work without hesitation.

**Advantageous** – Not used.

**Not Advantageous** – One (1) or more references stated that there had been difficulty with the proposer's ability to deliver the contracted services and deliverables.

## **2.5. Completeness and Quality of Proposal**

**Highly Advantageous** – The proposal is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town.

**Advantageous** – The proposal does not meet the above criteria for highly advantageous, but the proposal is complete, informative, and meets criteria for responsiveness.

**Not Advantageous** – The proposal is not complete, informative, and responsive.

A proposal that fails to meet any of the minimum submission requirements shall be deemed **Unacceptable (U)** in all of the above categories.

## **VI. PROPOSAL SUBMISSION**

Ten (10) copies of each sealed Proposal, in separate envelopes, as described above, shall be submitted by **11:00 A.M. LOCAL TIME, October 3, 2017**, to this address:

Town of Natick  
c/o Procurement Officer  
Natick Public Works  
75 West Street  
Natick, MA 01760.

Proposers shall also include an electronic copy of their non-price proposal in the non-price proposal envelope. After this time they will be opened in confidence. **Proposals received after the date and time specified in this Section VI for receipt of Proposals will not be accepted.**

## **VII. INTERVIEWS**

After review of the technical proposals, the Screening Committee may, **at its discretion**, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

## **VIII. FINAL SELECTION AND AWARD**

The Screening Committee will review the non-price proposals. The Screening Committee will determine which non-price proposals meet the minimum evaluation criteria set forth in Section IV above. The Screening Committee will rank such non-price proposals in accordance with the comparative evaluation criteria set forth in the Section V above. The Screening Committee will then open and review the envelopes labeled "Price Proposals" and rank them.

Based upon the Screening Committee's analysis of both the Price-Proposal and the Non-Price Proposal, the Screening Committee will make a recommendation to the Procurement Officer, to the Natick Town Administrator, and to the Natick Board of Selectmen concerning which Proposal, if any, the Town should accept. The Natick Board of Selectmen will then decide whether a Contract will be awarded. Any Contract will be awarded, if at all, pursuant to all applicable provisions of the Massachusetts General Laws, to a responsive and responsible Proposer who has submitted the most

advantageous Proposal, taking into consideration price and all other evaluation criteria set forth in the RFP.

#### **IX. COMPLIANCE WITH LAWS**

The Successful Proposer shall comply with all provisions of Federal, Massachusetts and Town of Natick law applicable to his work including, without limitation, statutes, by-laws, rules, regulations, orders and directives, as amended, and including, without limitation, the Williams-Steiger Occupational Safety and Health Act, as amended, and related regulations, as amended, in effect throughout the term of this Lease and any extension or renewal thereof. Without limitation, the Successful Proposer shall comply with the applicable provisions of Chapter 149, Section 26 to 27D of the Massachusetts General Laws (M.G.L.), as amended, and with all applicable minimum prevailing wage rates as determined by the Massachusetts Commissioner of Labor and Industries. Any Contract shall be considered to include in their entirety all terms respecting workers' compensation insurance and other terms required to be included in it by Chapter 152 of the Massachusetts General Laws, as amended, and any other laws, as though such terms were set forth in their entirety herein.

#### **X. INSURANCE**

The Successful Proposer shall keep in force throughout the term of the Contract and any extension or renewal thereof the amount of insurance described in the Contract which is a part of this RFP and is incorporated herein by reference. Without limitation of other requirements of this RFP, no Contract shall be entered into by the parties unless the successful Proposer complies with all applicable insurance requirements, including, without limitation, the requirement to submit endorsements or riders which include the required language concerning notice of cancellation or amendment of any and all insurance policies required under the Contract, and which include the required language mandating that the Town of Natick shall be named as an additional insured on the required policies of commercial general liability insurance, automobile liability insurance, and excess liability insurance, umbrella form.

#### **XI. INDEMNIFICATION**

The Successful Proposer shall assume the indemnification responsibilities described in the Contract which is a part of this RFP and is incorporated herein by reference.

#### **XII. PERFORMANCE BOND REQUIREMENTS**

DELETED – NOT APPLICABLE

#### **XIII. LABOR AND MATERIALS PAYMENT BOND REQUIREMENTS**

DELETED – NOT APPLICABLE

#### **XIV. INDEPENDENT CONTRACTOR STATUS**

The Successful Proposer shall provide services as an independent contractor with the Town of Natick and the Successful Proposer and his/her/its employees shall not be entitled to receive any benefits

of employment with the Town of Natick, including without limitation salary, overtime, vacation pay, holiday pay, health insurance, life insurance, pension or deferred compensation.

#### **XV. CRIMINAL BACKGROUND SCREENING**

For each employee of the Successful Proposer who is performing services under any Contract awarded by the Town of Natick, the Successful Proposer shall, subject to its confidentiality and privacy obligations owing to its employees and third parties, provide a written confirmation to the Town that such employee passed the Successful Proposer's pre-employment criminal background screen. In the event that any employee refuses to permit the Successful Proposer to provide such information to the Town, the Successful Proposer shall not assign such employee to perform services for the Town, and such employee shall not be authorized to perform services for the Town. The Town shall be permitted to keep such information in its files.

#### **XVI. USE OF ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITED**

The use of alcoholic beverages, narcotics, and mood altering substances, except for current valid, legal prescriptions, by any officer, employee, agent, or representative of the Successful Proposer is prohibited on Town of Natick property which is the subject matter of this RFP and during all hours of work under any contract with the Town. If any officer, employee, agent, or representative of the Successful Proposer violates the foregoing provision, the Town of Natick shall have the right to order that such officer, employee, agent, or representative of the Successful Proposer shall not be permitted to return to work under any contract with the Town. Under such circumstances, the Successful Proposer shall promptly remove the subject officer, employee, agent, or representative from the job site and shall not permit the subject officer, employee, agent, or representative to perform further work in conjunction with any contract with the Town.

#### **XVII. NO SMOKING/USE OF TOBACCO PRODUCTS**

Pursuant to M.G.L. c. 270, §22, the Commonwealth of Massachusetts Smokefree Workplace Law, the Successful Proposer, its officers, employees, agents, and representatives are prohibited from smoking tobacco products, or any non-tobacco products designed to be combusted or inhaled, in any public building.

#### **XVIII. INDEX OF ATTACHMENTS**

Attachment A - Price Proposal Form  
Attachment B - Certificate of Non-Collusion  
Attachment C - Certificate of Tax Compliance (M.G.L., c.62C, §49A)  
Attachment D - Conflict of Interest Certification (M.G.L. c.268A).  
Attachment E - Certificate of Corporate Proposer  
Attachment F - Certificate of Compliance with M.G.L. c. 151B  
Attachment G - Certificate of Non-Debarment  
Attachment H - Form of Contract

DRAFT

**ATTACHMENT A  
TOWN OF NATICK  
PRICE PROPOSAL FORM**  
*(To be submitted in Envelope B)*

*(2 pages)*

The undersigned Proposer hereby submits a price proposal to provide consultant services for the recruitment and selection of a Town Administrator in the Town of Natick.

Printed Name of Proposer:

---

Address: 

---

---

---

The PROPOSER hereby pledges to deliver the complete scope of services required for price shown below:

Total Price in Words: 

---

Total Price in Numbers: 

---

---

**Authorized Signature**

---

**Printed Name**

---

**Printed Title**

---



Date

**Full Legal Name** \_\_\_\_\_

**Officers of Corporation and Addresses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State of Incorporation** \_\_\_\_\_

**Principal Place of Business** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Tel.** \_\_\_\_\_

**Qualified in Massachusetts**    **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Principal Place of Business in MA** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel.**

**TOWN OF NATICK**

**ATTACHMENT B**  
**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalties of perjury, that this Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Telephone Number

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

**TOWN OF NATICK**

**ATTACHMENT C**  
**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Laws (M.G.L.) c. 62C, §49A, I certify under the penalties of perjury that the Proposer named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

**TOWN OF NATICK**

**ATTACHMENT D  
CONFLICT OF INTEREST CERTIFICATION**

The Proposer hereby certifies that:

1. The Proposer has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this RFP.
2. No consultant to, or subcontractor for, the Proposer has given, offered, or agreed to give any gift, contribution, or offer of employment to the Proposer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Proposer.
3. No person, corporation, or other entity, other than a bona fide full time employee of the Proposer has been retained or hired to solicit for or in any way assist the Proposer in obtaining a Contract pursuant to this RFP upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Proposer.
4. The Proposer understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws (M.G.L.), applies to the Proposer and its officers, employees, agents, subcontractors, and affiliated entities with respect to the transaction outlined in the Request for Proposals.
5. The Proposer understands that the Proposer and its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Telephone Number

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
Printed Name

---

Printed Title

---

Date

DRAFT

**TOWN OF NATICK**

**ATTACHMENT E**

**CERTIFICATE OF CORPORATE PROPOSER**

I, \_\_\_\_\_, certify that I am the Clerk of the Corporation named as Proposer in the attached Proposal Form; that \_\_\_\_\_, who signed said Proposal on behalf of the Proposer was then \_\_\_\_\_ of said Corporation and was duly authorized to sign said Proposal Form; and that I know his/her signature thereto is genuine.

(Corporate Seal)

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

This Certificate shall be completed where Proposer is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this certificate shall be completed by another officer of the Corporation.

**TOWN OF NATICK**

**ATTACHMENT F**

**CERTIFICATE OF COMPLIANCE WITH M.G.L. c. 151B**

The Proposer hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein. The Proposer also hereby certifies that it shall comply with any and all applicable Supplier Diversity Office (SDO) thresholds that have been established in conjunction with this Request for Proposals.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

**TOWN OF NATICK**

**ATTACHMENT G**

**CERTIFICATE OF NON-DEBARMENT**

The Proposer hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Proposer shall inform the Town of Natick within one (1) business day of such debarment, suspension, or prohibition from practice.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date



**TOWN OF NATICK**

---

**ATTACHMENT H  
FORM OF CONTRACT**

**(SEE ATTACHED DOCUMENT.)**

DRAFT