

MEMORANDUM

To: PROCUREMENT FILE

From: Bryan R. Le Blanc, Esq./Procurement Officer, Town of Natick

Re: Procurement of Consultant Services for Town Administrator Recruitment and Selection in the Town of Natick

Date: August 31, 2017

With reference to the above RFP, in consultation with Town Administration, I have determined as follows:

The RFP process will enable the Town of Natick to consider and to provide higher ratings to consultants whose past contract experience, public project experience, and references reflect a unique ability to provide such services to cities and towns in the Commonwealth of Massachusetts generally, as well as to the Town in this case. Cost alone is an insufficient measure to protect the Town's interests, especially given the need to select a well-qualified firm to recruit and to help the Town in selecting a new Town Administrator. The Town Administrator is the foremost official in Natick. Recruitment of a consulting firm to select one requires a high degree of experience and skill. The Town desires to measure and to weigh qualifications and other intangible characteristics of proposers. Hence, the Town of Natick shall use an RFP process, rather than an IFB process, to procure such services.