

MEMORANDUM

To: Natick Select Board
From: Carol Gloff, Chair, Town Governance Study Committee
Re: Consultant Solicitation
Date: November 25, 2022

As discussed at the November 16, 2022 Select Board meeting, the Town Governance Study Committee has made revisions to the scope of work shared with the Board, and seeks Board approval on November 30 for Bryan LeBlanc, the Town's procurement officer, to request quotes from qualified firms.

We have consulted with Mr. LeBlanc and it is our understanding that the information in the scope document will be incorporated into a solicitation that will be sent to three prospective bidders. In no particular order, they are:

- Community Paradigm
- KP Law
- Collins Center at UMass-Boston

The committee has met with representatives of all three organizations, and all have suitable qualifications and experience.

The lowest priced responsive proposal must be accepted.

We look forward to a productive engagement with the selected organization and providing a final report to the Select Board in the second quarter of calendar 2023.

In order to get Board approval at your meeting on November 30, we ask that members review the attached scope of work such that any necessary changes may be discussed and resolved at your meeting. Please feel free to reach out to me in advance of the meeting if you have any questions or concerns.

Thank you for your consideration.