



TOWN OF BERWICK, MAINE

REQUEST FOR PROPOSALS¹

TOWN MANAGER RECRUITMENT SERVICES

Released December 24, 2014

Submission Deadline: January 6, 2015

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TOWN OF BERWICK, ME

REQUEST FOR SEALED PROPOSALS

TOWN MANAGER RECRUITMENT SERVICES

1. TERMS & CONDITIONS

The phrase “request for proposals” (RFP) means the complete assembly of related materials (whether attached or incorporated by reference) to be furnished to prospective bidders for the purpose of submitting sealed proposals for the services requested below.

This RFP is subject to the conditions set forth in Section 7 of the Berwick, Maine Purchase Policy Directive, which is attached to as Attachment B and made part of this document by this reference. The full Purchasing Policy will be made available to those interested promptly upon written request.

2. BACKGROUND

Berwick has a population of approximately 7,500 and is located in southern Maine along the New Hampshire border opposite the City of Somersworth. It is a mostly rural or suburban community but has a small riverside downtown which it is actively trying to redevelop after closure of a major employment base several years ago. The Town is located 45 miles from Portland, Maine, and 70 miles north of Boston, Massachusetts. It employs approximately 40 FTE employees, of which 30 are full-time and more than 50 are part-time, on-call, or seasonal. The Town’s fiscal year 2015 operating budget totals approximately \$5 million, excluding schools.

The Town has a Town Meeting-Selectmen-Town Manager form of government, where Town Meeting serves as the legislative body of the Town. The Town Manager serves as the municipality’s chief executive official and chief administrative official (CEO/CAO), and is responsible for running the Town’s day-to-day affairs in accordance with policy directives from a five member elected Board of Selectmen under Maine’s statutory Town Manager plan.

The Board of Selectmen will work deferentially with the consultant retained on developing criteria for the position related to desirable characteristics above and beyond those detailed in State law, as well as on an evaluation methodology and selection of candidates.

The Town's present Manager is set to leave the Town's employ on January 15, 2014 for employment closer to home and after an amicable, non-controversial parting following more than two years serving the community in various capacities.

The present Board of Selectmen is cooperative, non-partisan, functional and progressive.

The Town as an organization is fiscally sound, served by dedicated staff members, and is very stable; it seeks a long-term, committed manager capable of maintaining the momentum and progress experienced recently, while advancing its many and varied goals for the future.

3. GENERAL REQUEST

Berwick seeks a qualified party or parties to provide professional consulting services for recruitment of its next Town Manager. The Board of Selectmen is accepting competitive and sealed proposals from individuals and firms with considerable experience in local government executive selection processes for recruitment of its next Town Manager in accordance with the following general specifications.

4. PROPOSAL SPECIFICATIONS

Scope of Services

Of general interest for retention of services is a respondent that has expertise with regard to municipal government positions, including the ability to recruit a diverse set of qualified applicants suitable for the community's present and future needs in a timely and effective manner.

The selected respondent shall be responsible for tasks summarized generally as follows:

- **Working with the Board of Selectmen to identify an appropriate selection process, attributes of the successful candidate, and selection criteria;**
- **Conducting a recruitment process using best-practice job-posting techniques;**
- **Providing initial screening of all candidates' applications through any appropriate means;**
- **Developing a list of semifinalists;**
- **Interviewing semifinalists through a process determined in consultation with the Board;**
- **Assisting the Board in selection of finalists;**

- **Verifying credentials and completing background checks on finalists;**
- **Conducting all final background and reference checks on the final candidate(s);**
- **Providing timely notification and necessary follow up and feedback to all candidates not selected;**
- **Providing progress reports to the Board, including attending meetings as required and maintaining availability for consultation by phone and email throughout the process.**

5. SUBMISSION REQUIREMENTS

a. Form, Method of Submission, and Required Contents

Proposals shall be written and presented in sealed hard copy only. They may not be emailed, faxed, or submitted in any form other than sealed hard copy. Proposals should be submitted to the address and attention shown below, and must include:

- Whether and how the consultant proposes to provide the services outlined generally in the specifications above;
- A timeline for completion of all proposed services;
- A per-item cost breakdown for the proposed services, as well as the total cost for all services;
- A list of any anticipated reimbursable out-of-pocket expenses on the part of the consultant;
- Specific information regarding the firm's experience with recent similar recruitments, and general experience and credentials of those staff members proposed to assist the Town.

It is presently anticipated that the executive search consultant bid will be awarded in late January or early February 2015, with commencement of work occurring immediately or soon thereafter. The Town anticipates the agreement to require completion of all services by May 2015 in a manner that will enable a new Town Manager to be appointed at or before that time.

b. Submission Address and Attention

Submissions shall be mailed or hand delivered to the following address and attention, clearly marked as follows:

"Town Manager Recruitment Services Proposal"

C/O Town Manager
Town of Berwick,
Berwick Town Hall
11 Sullivan Street
Berwick, ME 03901

If hand delivered, submissions must be made to the Town Clerk's office located in the lower level lobby of Berwick Town Hall, the address for which is noted above.

c. *Submission date and time*

Submissions shall be delivered not later than 4:00 PM on January 6, 2015. Late submittals will be considered unresponsive and will not be accepted under any circumstances absent an extension of submission deadline for all respondents.

d. *Bid Form*

All submittals must include a completed Bid Form (Attachment A).

6. INQUIRIES

All inquiries regarding this request may be made in writing to Town Manager Patrick Venne at townmanager@berwickmaine.org. Answers to all questions will be provided in writing and shared with any specifically targeted consultants/firms as well as posted for public review on the Town's website under the RFP tab. Questions will be accepted until 4:00 PM on January 5, 2015.

7. PROPOSAL OPENING

Proposals shall be opened on January 6, 2015 at the regularly scheduled Board of Selectmen meeting that evening. The meeting take place at Berwick Town Hall in the Selectmen's meeting room, and is scheduled to begin at 6:30 PM. It is open to the public.

A selection may be made that evening or, alternatively, the submissions may be taken under consideration until the following meeting on January 20, 2015 or a later date. Respondents are encouraged to attend the January 6th meeting, but are not required to.

8. AWARD & SELECTION CRITERIA

- a. Award of a contract for the requested services by selection of a consultant or firm will be made based upon a determination of which proposal is "most advantageous" to the Town in accordance with the aforementioned Berwick, Maine Purchasing Policy.
- b. "Advantage" to the Town will in turn be determined on the basis of the extent to which proposals are:
 1. Responsive to the specifications requested, including preference for ability to complete all tasks required within the timeline specified;
 2. Submitted by responsible offerors/respondents with reliable performance histories and available services; and
 3. Low in comparative cost.

It is the totality of all factors upon which the Board will base its decision.

- c. Where applicable, the successful respondent must maintain applicable insurance as evidenced by an appropriate insurance certificate.

9. RESERVATIONS

- a. Town of Berwick reserves the right to waive any informality in or to reject all bids as determined to be in the best interests of the Town.

Attachment A

BID FORM

We herewith submit our proposal in accordance with the acknowledged requirements and specifications hereinabove and hereinafter and further agree to comply with the general specifications hereinabove and hereinafter.

Company Name: _____

Company Address: _____

Company Telephone: _____

Authorized Representative Name: _____

Authorized Representative Signature: _____

Representative Telephone Number: _____

Representative Email if Available: _____

Attachment B

Attachment D

2. Procedures for Informal Bidding: Procedures to be followed in the Informal Bid Process shall be as follows:

- a. The Department Head or Purchasing Agent shall solicit the informal bids from vendors either by means of a written notice or (more regularly) by telephone inquiry.
- b. The inquiry, either written or oral, shall describe the Town's requirements in a clear, accurate and complete manner while avoiding unnecessarily restrictive specifications or requirements that may inhibit the vendor's willingness to provide a quotation.
- c. If oral quotes are received, the department head or Purchasing Agent shall keep a record of the quotation, to include the name of the person from whom the quote was received, the date and time the quote was received, and the quoted price.
- d. The Department Head or Purchasing Agent shall attempt to obtain (not less than) three (3) quotes on every purchase subject to informal bidding procedures (if it is possible to obtain three such quotes).
- e. In all cases, the bid determined to be the "most advantageous to the Town" in terms of price, quality and other factors being considered shall be awarded.



Section 7. Administrative Procedures and Conditions

Compulsive bids, either formal or informal, shall be administered by the Purchasing Agent, or his/her designee, and shall be subject to the following conditions:

1. The Purchasing Agent, or his / her designee, shall maintain a record of all bids received and such records shall be open to proper inspection by any person.
2. All bids received through the formal bid process shall be notified in writing of bid results within ten (10) days of the award.
3. Tie bids shall be resolved by either the Purchasing Agent or the Board of Selectmen, as is consistent with Section II, Part 2, of this policy.
4. All bids will be awarded on the basis of the bid "most advantageous to the Town".
5. The Town reserves the right to reject any and all bids, to investigate the qualifications of any bidder, and to waive or not waive any and all formalities in any bids when making an award.

6. If an award is to be made to other than the low bidder, the Purchasing Agent shall be responsible to file a full and complete statement of the reasons for determining that the low bid was not the bid "most advantageous to the Town", together with all papers relating to the bidding process, upon the request of the Board of Selectmen.

7. The Town shall retain custody of all bid materials submitted to the Town pursuant to this policy.

Section 8. Duties of Department Heads

Department heads shall be responsible for identifying those characteristics, which constitute an "acceptable quality" of supplies and services to be purchased. Subsequently, the department head shall be responsible to establish specifications based upon those characteristics.

Department heads are empowered to reject any unacceptable supply of goods, and / or materials provided to the Town by a vendor -- on the ground of low quality -- and shall supply the Purchasing Agent with a written report detailing the reasons for such rejection.

Department heads shall be responsible to work with the Purchasing Agent to insure that all necessary blanket bids (especially those required for securing emergency supplies and / or services) are processed during the month of June -- so that they are in place at the beginning of the new fiscal year.

In conjunction with the annual budgeting process, department heads shall provide the Purchasing Agent with a list of the estimated annual requirements for frequently used supplies. In conjunction with this, the department head shall be responsible to maintain an inventory of the supplies within his / her department.

Department heads shall also maintain an inventory of equipment for their department. Department heads shall report to the Purchasing Agent any items, which are beyond their use, which need to be replaced and / or which are no longer of use to departmental operations.