

**Questions Pertaining to Town of Berwick's Recruitment Services
RFP (RFP) for a New Town Manager**

1. Question: A question was asked recently—on December 30, 2014—regarding whether the paragraph on page 4 of the RFP related to an expectation that a new Manager will be able to be appointed by or before May 2015 is a rigid deadline. The wording does not specify whether by “appointment” ceremonial appointment or actual commencement of work is contemplated. This could become important because after official appointment most professionals presently employed in other management positions have contractual obligations to provide at least 30 days’ notice.
 - a. Answer/Clarification: The paragraph referenced is not part of the specifications to which respondents must respond in order to be considered “Responsive” during the review process. Rather, it is intended to give a general sense of the timeline for hiring that is likely to be important in any eventual contract which emerges between the Town and the successful bidder for the services contemplated. The month of May is an important one because the Town will receive notification from the U.S. Environmental Protection Agency at that time regarding awards of brownfield cleanup grant requests related to a major economic development initiative. However, the exact start date is likely to be flexible and, again, is not something consultants are required to commit to in their RFP responses. The month of May is mentioned as an aspirational goal and, to reiterate, is mentioned for informational purposes in the bid only.

2. Please check this document again in the future to see if there are further questions which have been posed and answered in advance of the RFP submission deadline. All consultants directly targeted by this proposal will receive courtesy copies of this document and any of its future amendments.