



**Public Notice
Truro Board of Selectmen
Request for Proposals
Town Administrator Search Consultant**

The Town of Truro Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Town Administrator for the Town of Truro.

Copies of the Request for Proposal (RFP) may be obtained through the Office of the Town Administrator at rpeterson@truro-ma.gov and on the Town website, <http://www.truro-ma.gov/> beginning on February 10, 2014.

Selection criteria are included in the detailed RFP. Proposals must be received at the Town of Truro Administration Office, PO Box 2030, 24 Town Hall Road, Truro, MA 02666 by 2:00 p.m. on Monday, March 10, 2014. The clock in the Administration Offices shall be the sole determiner of time.

The Town of Truro reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which is most advantageous to the Town.

Jay Coburn, Chairman
Truro Board of Selectmen

Publish:

Cape Codder, February 7 and 14, 2014
Town website, February 7, 2014
Goods and Services Bulletin, February 10, 2014

Post:

Town Hall, February 7, 2014



**Town Of Truro
Request for Proposals
Executive Search Consulting Services
Recruitment and Selection of a Town Administrator**

General Information

A. Purpose of this Request for Proposals

The Town of Truro Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Town Administrator for the Town of Truro.

B. Schedule

Consultant's proposal shall be received by Board of Selectmen, in the Selectmen's Office, Truro Town Hall, PO Box 2030, 24 Town Hall Road, Truro, MA 02677 no later than 2:00 PM on Monday, March 10, 2014. Late submissions will be rejected and will be returned to the consultant unopened. Acceptance of the successful Consultant's proposal shall take place within thirty (30) days of the deadline for submitting proposals. All proposals shall remain valid and acceptable for this length of time. An applicant may correct, modify or withdraw a proposal by written notice received in the Selectmen's Office prior to 2:00 p.m. on Monday, March 10, 2014.

C. Awarding Authority

The awarding authority is the Town of Truro acting by and through its Board of Selectmen.

D. Clarification of Consultant's Proposal

The Town of Truro reserves the right to contact any Consultant individually for the purpose of clarifying his/her proposal. Each Consultant who submits a response to this RFP may be required to make an oral presentation of the submitted proposal to the Board of Selectmen. Such presentations, which provide an opportunity for the Consultant to clarify his /her proposal to ensure a mutual understanding thereof, will in no way change the Consultant's original proposal.

E. Inquiries

It is the responsibility of the Consultant to inquire about and question any material contained in this RFP that is not fully understood or that is believed to be susceptible to more than one interpretation. Any inquiries or requests for clarification regarding this RFP should be submitted in writing, addressed to:

Rex Peterson
Town Administrator & Chief Procurement Officer
Truro Town Hall
PO Box 2030, 24 Town Hall Road
Truro, MA 02666
rpeterson@truro-ma.gov

If any response to such inquiries affects the content of this RFP, then the Town shall provide its response in writing, with a copy to each Consultant who has received this RFP.

F. Confidentiality

Under Massachusetts General Laws, the Town cannot assure the confidentiality of any material or information that may be submitted by an applicant in response to this RFP. Thus, applicants who choose to submit confidential material or information do so at their own risk. Pursuant to M.G.L. Chapter 30B, upon opening, each proposal will be held confidential by the Board of Selectmen until such time as the evaluation and selection process has been completed. Proposal responses are public documents available for inspection by interested parties after the completion of this procurement.

Required Proposal Format

A. Submission of Proposals

Each applicant shall furnish all requested information in the formats specified by this RFP. Specifically, each proposal shall, consist of the following:

Item 1: Transmittal Letter

The Consultant shall submit a transmittal letter signed by an authorized representative of the Consultant and include the names of the individuals authorized to conduct business with the Town. The Consultant's address and telephone number shall also be included.

Item 2: Technical Proposal An original and five (5) copies of the Technical Proposal, which must contain the following sections and information to be considered:

1. Describe Consultant's company background, relevant experience in the business of providing recruitment and selection consulting services to municipal governments.
2. List cities or towns for which Consultant has done work in the past three years and any other relevant references with the names and telephone numbers of contact people in each case.
3. Specify the composition of project team who will be providing the services specified in this RFP, including appropriate resumes.
4. Provide a work plan outlining Consultant's proposed timetable for each aspect of the Work (see Scope of Services – Detailed Requirements for Selected Consultant, below).

5. Provide samples of work, such as reports, a sample position profile, evaluation forms and other decision-making tools.
6. Show evidence of Consultant's knowledge of the Board of Selectmen/Town Administrator model of government. Consultants who meet the minimum evaluation criteria will have the opportunity to demonstrate their knowledge in interviews with the Board of Selectmen.
7. List the successful Town Administrator or Town Administrator recruitments the Consultant has accomplished for other municipalities and estimated tenure of those selected.
8. Sign and attach the Certificate of Non-Collusion, attached to this RFP as Exhibit A.
9. Sign and attach a Certificate of Corporate Vote attesting to the authority of the person signing to bind the corporation, if applicable.

Item 3: Price Proposal

A Price Proposal must also be submitted in a separate sealed packet clearly marked "Price Proposal". The Price Proposal shall include all costs associated with the project, and shall include schedule of payments which shall be dependent upon completion of all elements of work required by Scope of Services, Detailed Requirements. Proposals shall be mailed or delivered in a separate, sealed and clearly market packet to the following address:

Rex Peterson
Town Administrator & Chief Procurement Officer
Truro Town Hall
PO Box 2030, 24 Town Hall Road
Truro, MA 02666

Proposals shall be received no later than 2:00 p.m. on Monday, March 10, 2014 in order to be considered. Late submissions will be rejected and returned to the consultant unopened.

The selected consultant shall provide all services, labor, materials and facilities to perform the work as specified in the following Scope of Services – Detailed Requirements.

Scope of Services - Detailed Requirements for Selected Consultant

1. Prepare, in consultation with the Board of Selectman, a plan for the search, recruitment and selection of a candidate for the position of Town Administrator for the Town of Truro. Consult with and assist Board of Selectmen in defining the appropriate roles and level of participation of the Board of Selectmen and the Search Committee in the overall search process. The plan shall be presented in a written report and shall include the following:
 - a) A profile of the position and a profile of the desired candidate, reflecting the qualities and attributes the Board of Selectmen believes the next Town Administrator should possess.
 - b) Specification of the process for receiving and screening resumes or applications for the position including criteria by which candidates are to be evaluated, along with background and preliminary reference checks.

c) Description of a detailed procedure for interviewing qualified candidates, which may include role-playing exercises deemed helpful to assess the sound judgment and capabilities of a candidate.

2. The consultant shall perform the following services following acceptance and approval of the plan to be developed as specified.

a) Prepare advertising for the position and assist in the selection of media for publication.

b) Conduct active recruitment of potential candidates known to the consultant and Town officials who may not respond to other recruiting measures.

c) Recommend in written reports to the Search Committee, all qualified candidates for further evaluation through an informal interview process which may be conducted by telephone (informal prescreen).

d) Assist with and participate with the Search Committee in the conduct of structured interviews with preliminarily qualified candidates. One interview may be held in executive session pursuant to Massachusetts law.

e) After completion of the recruiting and evaluation process to this point, recommend in writing the best qualified candidates, in consultation with the Search Committee, to be interviewed in a public meeting or meetings by the Board of Selectmen.

f) Assist the Search Committee and Board of Selectmen with compensation issues.

g) Assist the Board of Selectmen in preparing for public interviews under the Massachusetts Open Meeting law of the best qualified candidates recommended by the Search Committee.

3. The consultant shall meet with the Search Committee as frequently and for such time as may be necessary to carry out his or her work and shall regularly update the Board of Selectmen as to the progression of the process.

4. The principal shall be prepared to commit no fewer than (60) sixty hours to such meetings in the execution of this task.

Evaluation Criteria

All proposals will be evaluated based upon two sets of criteria - minimum and comparative.

A. Minimum Evaluation Criteria - Each proposal shall meet all of the following criteria in order to be considered further:

1. Consultants shall have been in business for a minimum of five years.

2. Consultants shall have experience doing comparable work for at least five municipalities.

3. Consultants shall have qualified personnel available to work on this project who will be able to start work on the project within ten days of the award of the contract, and be able to work continuously to complete the project at the earliest possible date consistent with professional performance.

B. Comparative Evaluation Criteria – Technical Proposal

The following ratings will be used to measure the relative merits of each proposal that meets the minimum evaluation criteria established above:

Highly Advantageous - Proposal excels on a specific criterion.

Advantageous - Proposal fully meets the specified evaluation standard.

Not Advantageous - Proposal does not fully meet the evaluation standard, is unclear and/or incomplete.

Unacceptable - Proposal does not meet the specified evaluation standard.

The criteria that will be used for comparative purposes are the following:

1. Specific Town Administrator recruitment and selection experience. List successful Town Administrator or Town Administrator recruitments for other municipalities and estimated tenure of those selected.

Highly Advantageous – five or more

Advantageous – four or more

Not Advantageous – three or fewer

Unacceptable – no past experience

2. Quality of references – favorable references from recent clients with relevance to this search will make the proposal more advantageous.

Highly Advantageous – The proposer receives positive references in all cases.

Advantageous – The proposer receives positive references in two cases.

Not Advantageous – The proposer receives positive references in less than two cases.

Unacceptable – The proposer receives no positive references

3. Samples of written work - please provide samples of reports that have been provided to other municipal clients. Applicants will be evaluated based upon the quality of these reports, the clarity of style, technical content, and reporting techniques used.

Highly Advantageous – Samples which excel in all respects in clearly and concisely addressing all required elements of the project.

Advantageous – Samples which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the client as to key aspects of the manner in which tasks will be performed.

Not Advantageous – Samples which address required items, but only in general or vague terms which do not adequately represent tasks to be performed.

Unacceptable – Samples that are not well organized and fail on a basic level to address the required elements of the project.

4. Knowledge of the basic duties and responsibilities of a Town Administrator in the Commonwealth of Massachusetts generally, and knowledge of the duties and responsibilities of the Town Administrator as established by Chapter 5 of the Truro Home Rule Charter, specifically.

See http://www.truro-ma.gov/html_pages/documents/Town%20Clerk/TRUROCHARTER2000.pdf

5. Work plan and tentative timetable for execution of the work required by Scope of Services.

Highly Advantageous – Work plans are that well organized and clear with a completion date no later than September 15, 2014.

Advantageous – Work plans that are generally well organized and clear, but leave certain areas undefined, and with a completion date no later than September 15, 2014

Not Advantageous – Work plans that are unclear and not well organized and that fail to provide an acceptable timetable for completion.

Unacceptable – Work plans and timetables that do not meet the requirements of the RFP.

Evaluation of Proposals

Proposals shall be evaluated based on responsiveness to the criteria, terms and conditions contained in the RFP and its attachments. Any proposal not meeting the Minimum Evaluation Criteria of this RFP will be disqualified without further evaluation. The Board of Selectmen may determine that the Consultant's inability to meet the Minimum Evaluation Criteria is due to minor informalities, which are defined as minor deviations, insignificant mistakes, and matters of form rather than substance, and can be clarified, as provided above. In such cases, the Board of Selectmen may allow the Consultant to make minor corrections, except to cost items, and may apply the change in the evaluation.

Interviews - the Board of Selectmen plans to interview all proposers meeting minimum qualifications at a special meeting to be scheduled for early April.

Rejection of Proposals

The Board of Selectmen reserves the right to reject any or all proposals. A Consultant's proposal may be rejected if the Consultant:

1. Fails to adhere to one or more of the provisions established in this RFP or fails to comply with any of the applicable provisions of M.G.L. Chapter 30B;
2. Fails to submit his/her proposal at the time or in the format specified herein or to supply the minimum information requested herein;
3. Fails to meet the minimum evaluation criteria as specified above;
4. Fails to submit his/her proposal to the required address on or before the deadline date and time specified;
5. Misrepresents his/her services, provides demonstrably false information in the proposal, or fails to provide material information,
6. Fails to submit costs in a separate and sealed Price Proposal.

Determination of "Best Proposal"

The best proposal will be determined after a ranking of technical proposals and a separate ranking of price proposals. The determination of the most advantageous proposal shall be made on the basis of evaluation of non-price factors. The best price is the lowest price for the most advantageous technical proposal as determined by the Board of Selectmen. The Town reserves the right to award to other than the lowest price proposal.

Consultant Selection

Following the procedures previously described, the Town will make a decision regarding selection of the Consultant with whom it wishes to enter into contract negotiations.

Execution of Agreement

Upon the acceptance of a Consultant's proposal, the Town will prepare and submit an Agreement to the successful Consultant for signing. Incorporated by reference into the Agreement that is to be entered into by the Town and the successful Consultant pursuant to this RFP will be:

- (a) all of the information presented in or with this RFP and the Consultant's response thereto, and
- (b) all written communications between the Town and the successful Consultant whose proposal is accepted. Before an Agreement may be executed by the Town, the successful Consultant shall be required to execute and file with the Town a Certification of Tax Compliance in accordance with the provisions of M.G.L. Chapter 62C, §49A.

Exhibit A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or 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.

(Signature of individual submitting bid or proposal)

(Name of business)