

Select Board Procurement Subcommittee for Town Manager Search  
November 19, 2018  
SB room 4:00PM

Attendees: Alice Kaufman, Mike Lawson

Also attending: Jon Harris, Budget and Purchasing Director, Amy Foley, HR Director

Seven bid proposals were received in response to Concord's RFP #394 for an executive search firm to support the Town's effort in recruiting and hiring the new Town Manager.

The proposals were opened earlier in the day at 2PM by Mr. Harris and a witness and copies were provided to the two subcommittee members. The subcommittee members reviewed the proposals individually.

Jon Harris advised that the purpose of this meeting was to rank the proposals against the key evaluation criteria as defined in the RFP. The top three firms would be invited in for an interview. Mr. Harris also advised that at this meeting we would only review and rank the proposals by these evaluation criteria and that the sealed price proposals would remain sealed until after interviews with the top three firms.

The following firms submitted proposals:

Municipal Resources, Inc.  
Community Paradigm Associates, LLC  
The Collins Center  
Groux-White Consulting, LLC  
The LMC Group  
The Executive Suite  
GovHRUSA

The RFP noted a number of factors or evaluation criteria that would be used in evaluating and ranking the proposals. These evaluation criteria are as follows: 1) networking strategies, 2) experience in conducting Massachusetts Town Manager / Town Administrator searches, 3) approach to ensuring community involvement, 4) implementation plan and schedule, 5) recruitment materials, 6) references, and 7) the proposal overall. A discussion of the individual proposals ensued. Based on the aforementioned factors the three top-ranked firms were:

Municipal Resource, Inc.  
Community Paradigm Associates, LLC  
The Collins Center

Jon Harris agreed to call, on behalf of the subcommittee, the top ranked firms and invite them to and interview on either November 28<sup>th</sup> or 29<sup>th</sup>. It was the plan of the subcommittee to schedule its next meeting at 3:00pm on November 29<sup>th</sup>. At that meeting the agenda would be to recommend a firm to the Select Board to assist us in the hiring process for a new Town Manager.

Adjourned at 5:00 PM