



Public Notice
Berlin Board of Selectmen
Request for Proposals
Fire/EMS Chief Search Consultant

The Town of Berlin Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Fire/EMS Chief for the Town of Berlin.

Copies of the Request for Proposal (RFP) may be obtained through the Selectmen's Office at selectmen@townofberlin.com and on the Town website (<http://www.townofberlin.com/boards-and-committees/board-of-selectmen/rfps/>) beginning on Wednesday, December 19, 2018.

Selection criteria are included in the detailed RFP.

Proposals must be received by **Noon 12:00 PM on Wednesday, January 16, 2019** at the
Town of Berlin Selectmen's Office
23 Linden Street
Berlin, MA 01503
AND CLEARLY LABELED 'FIRE/EMS CHIEF SEARCH CONSULTANT RFP'

The clock in the Selectmen's Office shall be the sole determiner of time.

The Town of Berlin 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.

- *Christine Keefe, Chairman, Berlin Board of Selectmen*

RFP & Notice Approved by BOS: 12/17/2018

Publish:

Town website www.townofberlin.com

Town Facebook page <https://www.facebook.com/BerlinMASS>

MMA Website <https://www.mma.org/municipal-marketplace/rfps/>

Post: Town Offices



Town Of Berlin
Request for Proposals
Executive Search Consulting Services Recruitment and
Selection of a Fire/EMS Chief

A. General Information

1. Purpose of this Request for Proposals

The Town of Berlin Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Fire/EMS Chief for the Town of Berlin. The Berlin Fire/EMS Department is

led by a full time Fire/EMS Chief whose contract expires June 30, 2019; and
staffed through a combination of call, per diem and full time personnel to provide 24/7 fire and rescue services. Service provision is supplemented with strong mutual aid agreements with surrounding Towns. An experienced Chief is sought to guide the Town to explore regional opportunities.

2. Schedule

Consultant's proposal shall be received by Board of Selectmen, in the Selectmen's Office, Berlin Town Offices, Room 206, 23 Linden Street, Berlin, MA 01503 no later than **Noon 12:00 PM on Wednesday, January 16, 2019**. 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 12:00 PM Noon on Monday, January 14, 2019.

3. Awarding Authority

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

4. Clarification of Consultant's Proposal

The Town of Berlin 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.

5. 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:

Mary Arata, Administrative Secretary & Chief Procurement Officer
Berlin Town Offices
Room 206
23 Linden Street, Berlin, MA 01503
selectmen@townofberlin.com

ATTN: 'FIRE/EMS CHIEF SEARCH CONSULTANT RFP'

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.



6. 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.

B. Scope of Services - Detailed Requirements for Selected Consultant

1. Recruitment Plan

Prepare, in consultation with the Board of Selectmen, a plan for the search, recruitment and selection of a candidate for the position of Fire/EMS Chief for the Town of Berlin. Consult with and assist Board of Selectmen in defining the appropriate roles and level of participation of the Board of Selectmen, in consultation with the Selectmen-appointed Fire/EMS Chief Screening Committee, in the overall search process. The plan shall be presented in a written report and shall include the following:

2. Position Profile

A profile of the position and a profile of the desired candidate, reflecting the qualities and attributes the Board of Selectmen believe the Fire/EMS Chief should possess.

3. Screening Process

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.

4. Interview Procedures

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.

5. Required Services

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 Town 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 Town 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 Town, to be interviewed in a public meeting or meetings by the Board of Selectmen.
- f. Assist the Town 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 Fire/EMS Chief Screening Committee.



- h. The consultant shall meet with representatives of the Town as frequently and for such time as may be necessary to carry out his/her work and shall regularly update the Board of Selectmen as to the progression of the process.

C. Required Proposal Format

1. 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:

- a. 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.
- b. Technical Proposal – An original and seven (7) copies of the Technical Proposal, which must contain the following sections and information to be considered:

 - Describe proposed work plan to meet the requirements of the scope of services.
 - Provide Consultant’s proposed timetable for each aspect of the work in the proposed work plan.
 - Show evidence of Consultant’s knowledge of the various models of Fire and Rescue service provision.
 - Price Proposal to include all costs associated with the project, schedule of payments which must be dependent upon completion of all elements of work required by the Scope of Services.
 - Specify the composition of project team who will be providing the services specified in this RFP, including appropriate resumes.
 - Describe Consultant’s company background, relevant experience in the business of providing public safety recruitment and selection consulting services to municipal governments.
 - List the successful Fire/EMS Chief recruitments the Consultant has accomplished for other municipalities and estimated tenure of those selected.
 - 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.
 - Provide samples of work, such as reports, a sample position profile, evaluation forms and other decision making tools.
 - Sign and attach the Certificate of Non-Collusion, attached to this RFP as Exhibit A.
 - Sign and attach a Certificate of Corporate Vote attesting to the authority of the person signing to bind the corporation, if applicable.

D. Evaluation of Proposals

1. Criteria

All proposals will be evaluated on the following criteria:

- a. Responsiveness to RFP requirements.
- b. Experience and years of service conducting public safety recruitments.
- c. Specific Fire and Rescue recruitment and selection experience.



- d. Knowledge of the basic duties and responsibilities of a Fire/Rescue Chief in the Commonwealth of Massachusetts generally and the various models of service provision.
- e. Work plan and tentative timetable for execution of the work required by Scope of Services.
- f. Availability of personnel to begin and complete the recruitment in a timely manner.
- g. Quality of references.
- h. Whether distant bidders would seek compensation from Town for travel expenses.

2. Minimum Evaluation Criteria

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.

3. Interviews

The Board of Selectmen may interview some or all proposers meeting minimum qualifications at a special meeting.

4. Rejection of Proposals

The Town of Berlin 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.

5. Award

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.

E. 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.

F. 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:

- all of the information presented in or with this RFP and the Consultant's response thereto, and
- 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

Date

Printed Name and Title

Name of Business