

**Town of East Greenwich
Consultant to the Acting Town Manager
Request for Qualifications**

Summary

The Town of East Greenwich hereinafter called “the Town” seeks the services of a qualified consultant (individual or firm) to support specific initiatives who is experienced in municipal operations, finance, labor contracts and administrative recruitment. The consultant will support the Acting Town Manager, Town Department Directors, and School Superintendent in their day-to-day operations and administrative duties until a permanent Town Manager takes office. The consultant will report directly to the East Greenwich Town Council.

The work will include, but not be limited to, a financial review and analysis of the FY 2018 Town Budget, projection for the FY 2019 Town Budget and the preparation of the FY 2020 Town Budget, identification of key municipal issues, organizational strategic planning and the communication of this strategy to employees. The consultant must have experience in municipal finance with a CPA and/or MBA certification and have experience in municipal contract negotiations.

This position requires a full-time commitment with the ability to provide additional evening time as needed to attend Town Council and other night meetings. The position will continue until a new Town Manager has taken office or the Town Council elects to end this consulting engagement, but is not expected to exceed four months. The Town is expecting to begin work on this project as soon as the award is made. This position is a temporary assignment and neither the individual applicant nor any member of the applicant’s company will be considered for employment with the Town of East Greenwich when this assignment is completed.

Background

The newly elected 2018-2020 Town Council for the Town of East Greenwich is starting its term without a permanent Town Manager or Finance Director. The Town is also in the midst of its FY 2018 Comprehensive Financial Annual Report.

Therefore, the Town Council and Acting Town Manager are in need of assistance from a consultant in maintaining the Town’s operations and finances, reviewing and analyzing the Town’s financial status, initiating labor negotiations with the Town’s municipal unions and leading a successful recruitment process for a permanent Town Manager and Finance Director.

Scope of Work

The scope of work will include the following:

- Initiate and manage the search for a new town manager and town finance director. This effort shall include oversight of the advertising, recruiting, interviewing and ranking of applicants for these positions. Final decision on appointment of candidates to these positions is under the authority of the Town Council.
- Assist and support the Acting Town Manager in all aspects of Town Government including but

not limited to:

- Supervision of Town Department Directors
- Oversight of Town Finance Department during absence of Town Finance Director
- Oversight of Town Operations
- Assist and support the School Superintendent in all aspects of financial operations and planning.
- Perform a review and analysis of FY 2018 budget to actual financial reporting, including an assessment of revenue underperformance and/or expenditure cost overruns.
- Development of FY 2020 Town Budget.
- Assist the Town's independent auditor in completing the 2018 Comprehensive Annual Financial Report (CAFR).
- Perform a review and analysis of projected FY 2019 budget to actual finances, including an assessment of areas at risk for revenue underperformance and/or expenditure cost overruns.
- Review current municipal collective bargaining agreements (CBAs) and commence negotiations with the respective bargaining units to replace the agreements set to expire June 30, 2019.
- Assist in any other duties as assigned by the Town Council and/or the Acting Town Manager that are necessary to effectively deliver municipal services.

Qualifications

The successful applicant should possess the following qualifications:

A minimum of 3 years of experience in municipal government with direct, proven experience in strategic planning, municipal finance, budgeting, labor contract negotiations, vendor relationships and human resources. Prior municipal experience should be in a setting which meets or exceeds the size and scope of the \$63 million dollar East Greenwich annual budget involving approximately 100 employees.

Response Requirements (minimum requirements)

1. Company Profile
 - a. Name of the business, contact person, and contact information (address, telephone, mobile telephone number, fax number, email address, and web address, as applicable).
2. Qualifications
 - a. Provide a brief description of other work experiences and how they would enable you to provide the services described in the Scope of Work.
 - b. Provide a description of your work process.
3. Experience and ability to perform this work
 - a. Describe the approach your firm would undertake to successfully complete the tasks described in the Scope of Work.
 - b. Provide a minimum of three (3) client references.
 - c. Would you anticipate the need for any aspects described in the Scope of Work to be provided by anyone in your firm but yourself? If so, what other individuals would potentially be used and what is the basis for including them?
4. Pricing and Timeline
 - a. Describe how you have been compensated for providing similar services to other clients, e.g., hourly, retainer, etc.
 - b. Indicate the time that you would be able to devote to this assignment.

Evaluation

The Town Council will consider how well the consultant's proposal meets the needs of the Town as described in the consultant's response. The evaluation process is not designed to award the contract to the lowest cost agency. Rather, it is intended to help the Town select the right consultant with the best combination of professional attributes, experience, certifications and relevant skill-sets, including that of price.

At the completion of the RFQ process, the Town of East Greenwich will complete contract negotiations with the chosen consultant to provide services, representing, but not limited to, the proposal that best meets the Town's criteria in cost, consultant requirements and references.

The Town of East Greenwich reserves the right to alter the timing of the start of any work described above or to not proceed with some or all of the work described within this RFQ.

Response Process

Protocols for Preparing and Delivering Responses to this RFQ:

- **Responses to this RFQ must be delivered electronically to the Town of East Greenwich by 3:00 pm EST on Friday, December 14, 2018. .**
- Responses submitted after this time may not be accepted at the discretion of the Town Council.
- Responses must be submitted electronically via email to the Town Clerk at lcarney@eastgreenwichri.com with "RFQ Submission for Consultant to Acting Town Manager" as the subject line.
- Submissions should consist of one (1) PDF document containing all of the requested information in the same order as the numbered Response Requirements listed above.
- Questions regarding requirements and scope of work will be accepted only in writing via email to the above address. All consultants should be aware that their Responses may be deemed public documents. The Town Council may choose to interview consultants in Executive Session or in Open Session, and may not interview all or any responders.

A copy of this Request for Qualification (RFQ) may be obtained from the Town's web site at <http://www.eastgreenwichri.com>. It is the sole responsibility of the 'proposer' to monitor the Town's website for any amendments to the RFQ. For the purpose of this document the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFQ.