

Information for Town Council Meeting on October 9, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II, CPPO, Purchasing Manager

DATE: October 2, 2018

RE: Resolution Awarding of Selection Committee Recommendation to Evergreen Solutions, LLC that will provide Town-wide Employee Benefit and Compensation Study, RFP 2018-49
Resolution No. 182-2018

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 182-2018, Selection Committee Recommendation to award contract to Evergreen Solutions, LLC to conduct Town-wide Employee Benefit and Compensation Study, RFP 2018-49; and seek approval for General Contingency Funding for the project.

SUMMARY EXPLANATION/BACKGROUND

The Purchasing Division issued RFP 2018-49 on July 13, 2018. The solicitation was broadcast out to 836 potential vendors via Public Purchase, Demand Star, Town website and recommended vendors provided by Human Resource Department. A total of eight proposers submitted. All eight firms were reviewed by the Selection Committee. The Selection Committee consisted of:

- **Voting** – Danielle Olson, Director of Human Resources; Jane Le Clainche, Director of Finance; Paul Brazil, Director of Public Works; Joshua Martin, Director of Planning, Zoning and Building; Darrel Donatto, Fire Rescue Chief; Nicholas Caristo, Acting Police Chief
- **Non-Voting** – Kirk Blouin, Town Manager; Jay Boodheshwar, Deputy Town Manager; Dean Mealy, Purchasing Manager – Facilitator

The Selection Committee met on September 11, 2018. The Selection Committee shortlisted the following firms for oral presentations:

- Evergreen Solutions, LLC
- Management Advisory Group International, Inc.

For the oral presentation, the Selection Committee utilized ordinal scoring and ranked Evergreen

Solutions, LLC as the recommended vendor. It should be noted that the decision was unanimous to award to Evergreen Solutions, LLC.

FISCAL IMPACT/FUNDING SOURCE

Town Council approval is sought for funding from the General Contingency to award this solicitation in the amount not to exceed \$40,000.

USER DEPARTMENT CONCURRENCE

The RFP scope was drafted by the Human Resource Department and approved by the Town Manager. The Human Resource Department is in concurrence with the Selection Committee Recommendation as they will be the lead for the project.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

Resolution is in form previously approved by Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Department Directors