

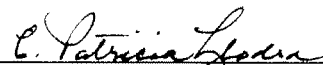
TOWN OF NEWTOWN, CONNECTICUT

REQUEST FOR PROPOSAL

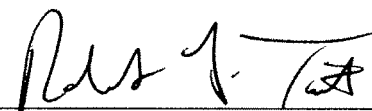
Proposals will be received at the office of the First Selectman, 3 Primrose Street, Newtown, Connecticut 06470, until but no later than 3:00 p.m., Monday, January 31, 2011:

Covering: Professional Services-Municipal and School District Operations Feasibility Study

The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, or proposals; to waive any technicality in any proposal or part thereof, and to accept any proposal deemed to be in the best interest of the Town of Newtown. The Town of Newtown is an Affirmative Action Employer - MBE/WBE are encouraged to bid.



E. Patricia Llodra
First Selectman



Robert G. Tait
Finance Director

PURCHASING AUTHORITY

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4221 / FAX (203) 270-4205



E. PATRICIA LLODRA
FIRST SELECTMAN
ROBERT G. TAIT
FINANCE DIRECTOR

www.newtown-ct.gov

TOWN OF NEWTOWN

PURCHASING AUTHORITY

INSTRUCTIONS TO PROPOSERS

1. Submit proposals in a sealed envelope plainly marked to identify the particular proposal.
2. The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids, or proposals; to waive any technicality in any bid, or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown, Connecticut.
3. Proposers may be present at the opening of the proposals.
4. Proposals may be held by the Town of Newtown for a period not to exceed thirty (30) days from the opening of the proposals for the purpose of reviewing the proposals and investigating the qualifications of the proposers prior to award.
5. It is the sole responsibility of the proposer to see that the proposal is in the hands of the proper authority prior to the proposal opening time.
6. The successful proposer may be required to post a Certificate of Insurance, with the Town of Newtown named as additional insured, in an amount to be determined by the Town of Newtown.

DIRECTIONS:

To the new Municipal Center, Town of Newtown, 3 Primrose Street:

From I-84 East and West: Take Exit 11. At end of ramp take a left at light onto Wasserman Way. At next light take a left onto Trade's Lane. At stop sign take a right onto Keating Farms Rd. At next stop sign take a left onto Simpson Street. We are the 2nd building on the left.

From RT. 25 Northbound: At intersection of RT. 25 and Mile Hill South take a right at the light. At the next light take a right onto Trade's Lane. At stop sign take a left on to Keating Farms Road. At next stop sign take a left onto Simpson Street. We are the 2nd building on the left.

From RT. 25 Southbound: At intersection of RT. 25 and Mile Hill South take a left at the light onto Mile Hill South. At the next light take a right onto Trade's Lane. At stop sign take a left on to Keating Farms Road. At next stop sign take a left onto Simpson Street. We are the 2nd building on the left.

NOTE: If you are using a GPS, use 28 Trades Lane as the reference road. This will bring you into the Fairfield Hills Complex.

REQUEST FOR PROPOSAL

Town of Newtown
3 Primrose Street
Newtown, CT 06470

Municipal and School District Services

Organizational analysis on the feasibility, benefit or disadvantage from an efficiency or cost prospective, of fully or partially combining municipal services and school district operations related to Finance and Human Resources functions, and building management. Specific recommendations for other operational improvements, individually or collectively, will be welcome.

The Town of Newtown is inviting any qualified individual or company to submit a proposal for professional services to conduct a comprehensive evaluation of all operations of the finance, human resource and building management functions within the municipal services and school district operations. This analysis will review all tasks and functions necessary to deliver effective and efficient performance within a framework that provides support to all operations within the municipal services and school district. Proposals must be submitted to the Office of the First Selectman, Attn: Patricia Llodra, 3 Primrose Street, Newtown, CT 06470, **no later than 3:00 PM on January 31 , 2011**. Proposals shall be submitted in sealed packages labeled “RFP – Newtown Municipal and School District Operations Feasibility Study, Attn: First Selectman.”

Introduction

The Town of Newtown operates under a Legislative Council – Board of Finance - Board of Selectmen form of local government with an elected Board of Education -that oversees the school district. The Legislative Council and Board of Education have determined that it is in the best interest of the town to conduct a comprehensive evaluation of all financial management, human resource and building management operations. This analysis shall also make recommendations on how to deliver effective and efficient performance within a framework that may fully or partially consolidate support provided to all operations within the municipal services and school district.

The Town is interested in obtaining the services of one or more qualified individuals or companies to provide the services, however, the Town reserves the right to retain services from

other individuals or companies for related projects/services at any time.

Community and Department Profile

Newtown, Connecticut is located in the southwest part of the state. It has a population of approximately 27,000 people, and covers approximately 60 square miles. The municipality and the school district employs approximately 952 full-time employees, paid by-weekly.

The school district has about 779 full-time equivalent positions. The Business Office is currently staffed by seven full-time employees, including a director of business, an accountant, a payroll coordinator, a benefits coordinator, an accounts payable coordinator, a bookkeeper, and a secretary.

The Town Finance Department is currently staffed at five full-time positions, including a finance director, the assistant finance director, the payroll/accountant, the account clerk, and the secretary/purchasing clerk. The town has about 173 full-time positions.

The total combined operating budget is \$104,284,615 for fiscal year 2010 - 2011. The town is currently rated "AA+" by Standard & Poor's credit rating agency.

Services

The intent of this project is to provide an analysis of the existing operations, including how well the operations are functioning (quality, volume of work, and efficiency). The analysis may then suggest a recommendation on how to design departments that will serve the entire organization more effectively and efficiently. The design should provide recommendations on staffing levels, job descriptions, organizational charts, complexities related to reporting to two separate elected bodies, etc.

The scope of this project shall include at a minimum the following:

- A comprehensive analysis of the existing operations that will review quality, workload, processes, efficiency,-compliance mandates, and overall performance.
- An evaluation of current positions (tasks, job descriptions, skill level, experience, etc). This task shall include individual interviews with all related staff (approximately 14 employees). Develop a detailed questionnaire prior to the interviews.
- An evaluation on the way each department and its employees work within their

respective department and how the departments work within the organization as a whole, including reporting requirements.

- A framework that best serves the needs of the organization as a whole.
- An evaluation of office space requirements, including optimal location.
- An implementation plan for any recommendations.

The town reserves the right to ask its auditor to participate in this process.

Minimum RFP Submittal Requirements

The proposing firm must not be affiliated with any software company that sells, develops, advises or implements specific software projects. The firm must be independent and unbiased.

Six copies of the complete proposal are required to be deemed a complete submission.

1. Name, address and brief description of the business entity. This may include a brochure about the firm.
2. Qualifications to undertake the Town's needs. If the firm intends to use other firms for specialized services associated with the list of services described in this RFP, the qualifications must include information on the other firms to be used.
3. A listing of projects done by the firm that demonstrates the firm's capabilities working with other municipalities in particular.
4. A list of clients that the firm currently works for in a similar capacity, including governmental, quasi-governmental and commercial related entities. The list should include the name, address, and telephone number for each client.
5. Profiles of key personnel to be involved in the design of this project.
6. Statement of current workload and demonstration that the firm is capable of taking on additional work.
7. A schedule of fees keyed to each component of the scope of services. The fees for this project shall be lump sum for each component of the project. Include hourly rate schedule for all personnel who will work on this project. Note that the town may conclude the project at the end of any phase.
8. A one page Executive Summary.
9. Any additional information that is believed to be useful in the evaluation of the firm's qualifications.

A mandatory pre-proposal conference will be held at the Municipal Center on January 7, 2011 at 10:00 AM as a required prerequisite for submitting a proposal.

Selection Process

Responding firms will be screened and the firms judged by designated Town officials to be most appropriately qualified will be interviewed. The selection will be based on qualifications, experience, and fees.

Qualifications Evaluation

Selection criteria will be based upon the following:

(10 BEING THE HIGHEST)

	Item	Rating		Weight %		Total
1)	Firm's history and resource capability to perform required services.		X	20%	=	
2)	Firm's perception of proposal requirements.		X	10%	=	
3)	Specific experience and awards.		X	10%	=	
4)	Qualifications of staff and consultants.		X	10%	=	
5)	Quality and content of references included.		X	5%	=	
6)	How creative was this submittal? Was it prepared specifically for our purpose.		X	15%	=	
7)	Completeness and professionalism of information submitted.		X	15%	=	
8)	Fee for services and any reimbursables.		X	10%	=	
9)	Overall impression		X	5%	=	
	Total Score			100%		

The Town of Newtown reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals.

Tentative Selection Process Schedule

- **Mandatory Pre-proposal Conference: January 7, 2011 at 10:00 AM.**
- Proposals Due: January 31, 2011 at 3:00 PM
- Interviews: TBD
- Firm Selection: TBD