

Boxborough Well-Being Committee  
Minutes from June 25, 2014

Present:

Liz Markiewicz  
Pam Follett  
Channing Wagg  
Susie Allen  
Jim Gorman  
Selina Shaw  
Randy White  
Warren Ryder

Meeting called to order at 9:04. Approval of June 11, 2014 minutes.

Review of RFP. Selina led an overview discussion. Following are particulars of the discussion:

- Selina expressed important concerns regarding appropriate language
- the RFP is for a purchasing function, not advertising a position; ie. vendor not employee
- some discussion about minimum requirements, especially with regard to background and references
- shift in language from Human Services to Community Services; expressed concern regarding distinction between Social Services and Community Social Services
- strike 'human services' from document and replace with 'community social services'
- RFP is the proposed approach, so it's not based on price; fee negotiated later
- discussion about legal/technical language of RFP; concern that it will put people off – hard to understand, especially for the candidates we are seeking
- is there another way to post this as a contractor position without RFP?
- \$24,000 or less for the pilot period
- narrative proposal and price/cost proposal – requiring two separate submissions by candidates; do we want these separated or in the same proposal?
- only accept applications from individuals/sole proprietors, not from corporation
- in 3<sup>rd</sup> paragraph of Background section, include explanation of RFP process
- ad in The Beacon – Town of Boxborough seeking services . . . ; we have to be uniform in the way we advertise
- where else to we advertise? professional organizations
- RFP on Town website
- note changes in submission requirements

Minimum experience requirements? (not sure these are decided)

1+A – eight

A – 5 – 8

NA < 3

Think about the grid of Evaluation Proposals and email thoughts to Liz ASAP but prior to next meeting: July 2, 2014 at 8:00 a.m.