

TOWN OF PLYMOUTH  
PROCUREMENT DIVISION  
11 LINCOLN STREET  
PLYMOUTH, MASSACHUSETTS 02360

RFP 21604R, COMPENSATION ANALYSIS AND STUDY

Issued: April 11, 2016  
Due: May 6, 2016, at 11:00 A.M.

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TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, Massachusetts 02360

April 11, 2016

REQUEST FOR PROPOSALS 21604R

**A. INVITATION**

Proposals are requested by the Town of Plymouth a comprehensive compensation analysis to (1) evaluate salaries, including step raises or similar raises, (union and non-unionized employees) for internal equity and develop recommendations for improvements; and (2) compare the Town's salaries and benefits (including but not limited to vacation time, sick time, personal time, holidays, health insurance) to peer communities salaries and benefits with the objective of demonstrating how Plymouth can offer competitive compensation packages that attract and retain talent.

This Request for Proposals ("RFP") is issued by the Town of Plymouth, Massachusetts, pursuant to Chapter 30B of the General Laws, as amended, which section is incorporated herein by reference. In the event of any conflict between the terms of this RFP and the provisions of Chapter 30B, the latter provisions shall control.

Specifications are available electronically online by registering at <http://www.plymouth-ma.gov/current-bids>.

Proposals are to be submitted by 11:00 a.m., Friday, May 6, 2016. Postmarks will not be considered. **Proposers must submit separate non-price (technical) and price proposals.** One (1) unbound original, six (6) hard copies and one (1) single-file electronic version (in Adobe Acrobat format on a CD-ROM) of the non-price proposal must be submitted in a sealed envelope indicating the proposer's name and address and clearly marked in the lower left hand corner:

Compensation Analysis and Study  
Non-Price Proposal 21604R

One (1) hard copy and one (1) single-file electronic version (in Adobe Acrobat format on a CD-ROM) of the price proposal must be submitted in a sealed envelope which indicates the proposer's name and address and clearly marked in the lower left hand corner:

Compensation Analysis and Study  
Price Proposal 21604R

All proposals must be submitted as described above upon forms

furnished by the Procurement Division. Proposals submitted on any other form will not be accepted as valid.

#### **B. GENERAL AND SPECIAL PROVISIONS**

1. All words, signatures and figures submitted on the proposal shall be in ink. Proposals which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities may be rejected. More than one proposal from the same proposer will not be considered.
2. Ownership of Documents: All proposals, materials, drawings, plans, etc. shall become the property of the Town and may be disposed of without notification and shall be considered public information. These documents shall be provided in electronic and paper formats.
3. The successful proposer shall comply with all federal, state and municipal laws, ordinances, rules and/or regulations, including labor laws and laws against employment discrimination;
4. Purchases made by the Town are exempt from taxes and bid prices must exclude any taxes. Tax exemption certificates will be furnished upon request.
5. The consideration of all proposals and subsequent selection of the successful proposer shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.
6. The proposer selected shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Chapter 151B of the M.G.L.).
7. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful proposer may receive or award as a result of this contract.
8. The proposer selected will not be considered an employee of the Town and will not receive any benefits of an employee.
9. Verbal orders are not binding on the Town and work done without formal Purchase Order or Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim.
10. The Town of Plymouth reserves the right to reject all proposals, to waive technicalities, to advertise for new proposals, and to split awards as may be deemed to be in the best interests of the Town. The contract or contracts will be awarded by the Town Manager within thirty (30) business days after opening bids.

**C. CONTRACT PERIOD**

The agreement shall be for the period of (TBD) months after contract execution.

**D. RULE FOR AWARD**

The contract will be awarded to the proposer offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.

**E. OBJECTIVES**

The Town of Plymouth seeks an experienced personnel consultant to provide a comprehensive report that will analyze salaries in terms of internal equity for all positions and analyze the total compensation package (salary and benefits) for all positions in comparison to peer communities.

The general objectives of the study are:

- To develop a peer community list that can be used exclusively for comparing compensation and other benefit plans;
- To physically show where Plymouth's total compensation plan lies in comparison to other peer communities; and
- To develop recommendations that will assist Plymouth in offering competitive pay and benefit plans in comparison to other municipal employers.

**F. SPECIFICATIONS**

It is anticipated that the comprehensive report will include: a recommended list of comparable municipalities to use as the Town's "Peer Communities" in terms of salaries and benefits; a recommended compensation and benefits plan with salary ranges for all positions that will provide internal equity; a display of where Plymouth's total compensation and other benefits plan falls in comparison to other peer communities with recommendations on how that could be changed to further attract and retain talent. Final report should include the identification of emerging compensation mechanisms that address the changing expectations of the workforce.

The following scope of services will be expected from the successful proposer:

1. Identify three - five peer communities suitable for comparison of wages and benefits. The consultant will work with the Town in order to identify the appropriate peer communities and then

present those communities to the Board of Selectmen for review and approval. Attachment A contains the list of comparable communities identified in the Municipal Yardstick;

2. Review the Town's organizational chart, salary charts, classification structures, benefit packages, collective bargaining agreements and personnel bylaws. Attachment B includes the Town's current employee positions;
3. If necessary, review certain job descriptions and/or conduct employee interviews to determine current responsibilities;
4. Meet with the School Superintendent, School Business Agent, School Asst. Superintendent of Human Resources, Town Manager, Assistant Town Manager, Town Finance Director, and Town Human Resources Director to discuss job descriptions and other relevant information;
5. Conduct a market review (salary, benefits and other forms of compensation) of current levels for each position to comparable positions in comparable communities. (Analysis should include identification of and accounting for emerging trends in workforce expectations, such as flexible scheduling, work-life balance mechanisms and generational differences);
6. Use the review above that compares Plymouth's salaries plus other benefits (including, but not limited to vacation time, sick time, personal time, stipends, health insurance, holidays, etc.) with the salaries and benefits of peer communities in order to provide recommendations for how and where the Town can make changes in order to offer competitive compensation packages that attract and retain talent;
7. Present the final comprehensive report to the Board of Selectmen and School Committee (and the Advisory and Finance Committee, if requested to do so by the Town Manager);
8. Meetings - Throughout the study, the successful proposer will communicate frequently with the Town officials indicated in IIID; meet at monthly intervals to review progress and direction. Please include on-site meetings in the lump sum price proposal as well as three (3) additional meetings. Also include the price for additional meetings where indicated on the price proposal;
9. Deliverables - The successful proposer is expected to provide ten (10) printed copies of the completed comprehensive report, including but not limited to an introduction, description of the methodology used, list of peer communities and how they were selected, a final recommended compensation and benefit plan for each employee group, display of where Plymouth falls in the external comparison with the peer communities, and a list of

recommendations regarding total compensation package in terms of recruitment and retention. Finally, the successful proposer shall provide one (1) electronic copy of the completed plan on Microsoft Word and/or Microsoft Excel and one (1) PDF file;

10. Expenses - All travel and related expenses associated with the project shall be included in the lump sum price proposal for the town. The price for additional positions added to the study and for additional on-site meetings shall be stated in the price proposal.

#### **G. TECHNICAL PROPOSAL INSTRUCTIONS**

Adherence to a standardized Technical Proposal format is required. The format of each Technical Proposal must contain the following elements in the order listed below, organized into separate sections:

1. Cover/Title Page
2. Cover Letter
3. Description of Proposed Services
4. Proposer Experience and Qualifications
5. Proposed Contract Team Personnel Qualifications and Experience
6. References
7. Additional Value-Added Elements

These elements of the Technical Proposal shall serve as a basis for the Town's evaluation process. Therefore, the Technical Proposal should contain sufficient information for the Town to evaluate the Proposer's ability to meet the Minimum Quality Criteria. The Town is not responsible for failure to locate, consider, and evaluate qualification factors presented outside of this format. Failure to comply with the standard format may result in the proposal being deemed non-responsive.

The following sections provide guidelines for information to be included in the Proposer's Technical Proposal.

##### **COVER/TITLE PAGE**

The cover/title page must contain the name and RFP number for this Project which is: "Compensation Analysis and Study RFP 21604R". The cover/title page should state that it is the Technical Proposal and identify the Proposer and any partnering entities by company name and main business location.

##### **COVER LETTER**

The cover letter must be signed by an authorized representative of the Proposer's organization who is able to enter into contracts with the Town on the Proposer's behalf. At a minimum, the cover letter shall contain the following information:

- a. Full name of the Proposer (the entity proposing to enter into an agreement with the Town);

- b. Identification of any partnering or subcontracting entities and a discussion of the role for each firm;
- c. A statement confirming that the Proposer meets the Minimum Quality Criteria; and
- d. Acknowledgement of the receipt of any RFP addenda issued by the Town.

#### **H. PRICE PROPOSAL INSTRUCTIONS**

As with the Technical Proposal, adherence to a standardized Price Proposal format is required. The format of each Price Proposal must contain the following elements in the order listed below, organized into separate sections:

1. Cover/Title Page
2. Cover Letter
3. Completed Price Forms
4. Completed Delegation of Authority, if applicable

##### ***COVER/TITLE PAGE***

The cover/title page must contain the name and RFP number for this Project which is: "Compensation Analysis and Study RFP 21604R". The cover/title page should state that it is the Price Proposal and identify the Proposer and any partnering entities by company name and main business location.

##### ***COVER LETTER***

The cover letter must be signed by an authorized representative of the Proposer's organization who is able to enter into contracts with the Town on the Proposer's behalf. At a minimum, the cover letter shall contain the following information:

- a. Full name of the Proposer (the entity proposing to enter into an agreement with the Town)

##### ***PRICE FORMS***

Completed with proposer's information and signed by authorized representative of the Proposer's organization. The Delegation of Authority is to be completed if the Proposer is not a corporation.

#### **I. SELECTION PROCESS**

The Town's chief procurement officer, or designee, shall not open the proposals publicly, but shall open them in the presence of one or more witnesses at the time specified in the RFP. Up to the date of completion of evaluations, the contents of the proposals shall remain confidential and shall not be disclosed to competing offerors. At the opening of proposals the chief procurement officer, or designee, shall prepare a register of proposals which shall include the name of each offeror and the number of modifications, if any, received. The

register of proposals shall be open for public inspection. The chief procurement officer, or designee, may open the price proposals at a later time, and shall open the price proposals so as to avoid disclosure to the individuals evaluating the technical proposals according to criteria other than price.

An evaluation team will be established by the Town to review and determine if the Technical Proposals meet the Minimum Quality Criteria set forth below, and the evaluation team shall then evaluate the proposals that meet such criteria according to the Comparative Evaluation Criteria in the RFP. Any proposal failing to meet the Minimum Quality Criteria will be eliminated from further review.

The evaluation team will review Technical Proposals that satisfy the Minimum Quality Criteria and, for each such proposal, shall create a written evaluation that shall specify:

- (1) for each comparative evaluation criterion, a rating of each proposal as highly advantageous, advantageous, not advantageous, or unacceptable, and the reasons for the rating; and
- (2) a composite rating for each proposal, and the reasons for the rating.

The three (3) top-ranked proposers will be given the opportunity to make oral presentations and be interviewed. The Town reserves the right to request or obtain additional information about any and all responses.

After evaluations have been completed, the Town Manager, as awarding authority, will award the contract to a responsive, responsible Proposer whose proposal is the most advantageous proposal taking into consideration price and the evaluation criteria set forth in the request for proposals within 30 days of receipt of proposals, which may be extended by agreement of the Town and highest ranked proposer.

## **J. EVALUATION CRITERIA**

All technical proposals that satisfy the Minimum Quality Criteria listed below shall proceed to evaluation according to the Comparative Evaluation Criteria listed below. Each Technical Proposal must address each of the points under the Minimum Quality Criteria and, for those proposals that satisfy such criterion and proceed to further evaluation, under the Comparative Evaluation Criteria. The three top-ranked proposers will be invited to for presentations/interviews. Any proposal failing to meet the Minimum Quality Criteria will be eliminated from further review.

### **1. MINIMUM QUALITY CRITERIA**

Each proposal must meet all the following criteria in order to be

considered for further evaluation:

- a. the Proposer shall have a minimum of three (3) years' experience in conducting a variety of compensation and classification studies for municipalities, developing and recommending salary structures, reviewing and rating positions, and recommending the placement of positions within salary structures;
- b. the Proposer shall have completed at least three (3) compensation studies of which such plans shall have been for a municipality. Submit samples of two completed for Massachusetts;
- c. the Proposer shall have demonstrated knowledge of determining like communities by submitting their methodology for such determinations.

## 2. COMPARATIVE EVALUATION CRITERIA

The following ratings will be used to measure the relative merits of each proposal which has met the Minimum Evaluation Criteria established above. Those proposals that do not meet the Minimum Criteria will be judged Unacceptable.

Highly Advantageous (HA) - Proposal excels on a specific criterion;

Advantageous (A) - Proposal fully meets the evaluation standard which has been specified;

Not Advantageous (NA) - Proposal does not fully meet the evaluation standard, is unclear and/or incomplete.

The criteria to be used for comparative purposes are the following:

### 1. Experience

**HIGHLY ADVANTAGEOUS** - ten (10) or more years' experience conducting wage and classification studies, developing and recommending salary structures, reviewing and developing position descriptions, and recommending placement of positions within the salary structure and have completed more than ten (10) such studies comparable to this project, of which seven (7) or more have been for municipalities in Massachusetts;

**ADVANTAGEOUS** - more than five (5) but less than ten (10) years of experience in conducting wage and classification studies, developing and recommending salary structures, reviewing and developing position descriptions, and recommending placement of positions within the salary structure and have completed more than seven (7) such studies comparable to this project, of which more than five (5) but less than seven (7) have been for municipalities in Massachusetts.

**NOT ADVANTAGEOUS** - more than three (3) but less than five (5) years of experience in conducting wage and classification studies, developing and recommending salary structures, reviewing and developing position descriptions, and recommending placement of positions within the salary structure and have completed more than five (5) such studies comparable to this project, of which at least three (3) have been for municipalities.

## 2. Staff

**HIGHLY ADVANTAGEOUS** - principal consultant assigned to this project who has participated in at least six (6) comparable studies for Massachusetts municipalities;

**ADVANTAGEOUS** - principal consultant assigned to this project who has participated in at least four (4) but less than six (6) comparable studies for Massachusetts municipalities;

**NOT ADVANTAGEOUS** - principal consultant assigned to this project who has participated in at least two (2) but less than four (4) comparable studies for Massachusetts municipalities.

## 3. Plan of Services

**ADVANTAGEOUS** - a well-defined and developed "Plan of Services" as set forth in the Town's Request for Proposals and clear, understandable and focused implementation strategy.

**ADVANTAGEOUS** - a sufficiently defined and developed "Plan of Services" as set forth in response to the Town's Request for Proposals and adequate, but not exceptional implementation strategy;

**NOT ADVANTAGEOUS** - inadequately defined and developed "Plan of Services" as set forth in response to Town's Request for Proposals and sketchy and undefined implementation strategy.

## 4. Timeline

**HIGHLY ADVANTAGEOUS** - a timeline that illustrates completion of the project within six (6) months of execution of a contract;

**ADVANTAGEOUS** - a timeline that illustrates completion of the project more than six (6) months but within nine (9) months of execution of a contract;

**NOT ADVANTAGEOUS** - a timeline that illustrates completion of the project after nine (9) months but within eleven (11) months of execution of a contract.

5. Presentation Skills/Interview

**HIGHLY ADVANTAGEOUS** - excellent demonstration of public speaking skills and ability to handle questions;

**ADVANTAGEOUS** - good demonstration of public speaking skills and ability to handle questions;

**NOT ADVANTAGEOUS** - poor demonstration of public speaking skills and ability to handle questions.

6. Sample Studies

**HIGHLY ADVANTAGEOUS** - professional, well organized, clear, comprehensive, and addresses all project objectives;

**ADVANTAGEOUS** - Generally professional, organized, understandable, and addresses all project objectives;

**NOT ADVANTAGEOUS** - Generally unprofessional

**K. MISCELLANEOUS ARTICLES**

1. Questions

All questions regarding the project or the specifications must be submitted in writing to Pamela D. Hagler, Procurement Officer, via email to phagler@townhall.plymouth.ma.us or faxed to 508-830-4133. At the discretion of the Town, questions will be answered by written addenda. Proposers are instructed not to contact staff with questions and may not rely upon oral responses to questions.

2. Withdrawal of Proposals

Except as hereinafter expressed provided, once a proposal is submitted and received by the town, the proposer agrees that he may not and will not withdraw it within thirty (30) calendar days after the actual date of the opening of proposals.

Upon proper written request and identification, proposals may be withdrawn only as follows:

a. at any time prior to the designated time for the opening of proposals;

b. provided the proposal has not been accepted by the town, at any time subsequent to thirty days following the actual date of proposal opening.

Unless a proposal is withdrawn as provided above, the proposer agrees that it shall be deemed open for acceptance until a contract has been executed by both sides or until the town notifies the proposer in

writing that his proposal is rejected or that the town does not intend to accept it, or returns his bid surety. Notice of acceptance of a proposal shall not constitute rejection of any other proposal.

3. Bid Status Information

**Addenda:** If you received bid documents from the Town and provided the Town with an accurate email address for delivery of addenda, the Town intends to deliver notification of each addendum to you at such address, but the Town shall not be responsible for any failure of a bidder to receive any addenda. Notwithstanding the foregoing, bidders are solely responsible to check for and confirm their receipt of any addenda in advance of the bid deadline. All addenda will be available on the Town's website at <http://www.plymouth-ma.gov/current-bids>.

**Bid results** will be available on the Town's website at <http://www.plymouth-ma.gov/current-bids/pages/bid-results> will not be provided over the phone.

**Notification of award of contract** will be mailed to all bidders.

4. Non-Discrimination

The Successful Proposer shall not discriminate against any person on the grounds of race, color, marital status, physical disability, age, sex, sexual orientation, religion, ancestry, or national origin in any manner prohibited by the laws of the United States, the Commonwealth, or the Town of Plymouth.

5. Insurance

The Successful Proposer shall maintain liability and property damage insurance, including medical liability insurance, sufficient to satisfy any and all claims arising out of the service rendered under this contract including but not limited to the following:

a. General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.

b. Automobile Liability of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".

c. Professional Liability of at least \$1,000,000/occurrence, \$3,000,000 aggregate. The Town should be named as an Additional Insured.

d. Workers' Compensation Insurance for all its employees in accordance with Massachusetts General Laws. Include Employers Liability Part b.

e. Umbrella Liability of at least \$2,000,000/occurrence,

\$2,000,000/aggregate. The Town should be named as an Additional Insured.

The Successful Proposer shall deposit with the Town evidence of such insurance upon signature of contract. All policies of insurance shall require a thirty (30) day notice of cancellation to the Town of Plymouth. The Town of Plymouth shall be an additional insured on all policies.

The Successful Proposer shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Plymouth, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his employees, agents, sub-contractors or material men. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of Plymouth for damage to its property caused by the Contractor, his employees, agents, sub-contractors or material men, including damages caused by his, it's or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Town of Plymouth's gross negligence or willful misconduct.

SAMPLE AGREEMENT

This Agreement made this the \_\_\_\_\_ day of May, 2016, by and between the Town of Plymouth, a municipal corporation having an office at 11 Lincoln Street, Plymouth, Plymouth County, Massachusetts, acting by and through its Town Manager, thereunto duly authorized, hereinafter referred to as TOWN, and (vendor), with an office at (address), hereinafter referred to as CONTRACTOR.

The parties to this Agreement, in consideration of the mutual covenants and stipulations set out herein agree as follows:

1. The CONTRACTOR shall provide consulting services for a comprehensive compensation analysis and study, in accordance with and upon the terms and prices outlined in the proposal submitted by the CONTRACTOR for Request for Proposal 21604R, incorporated by reference and specifically made a part of this Agreement.
2. The TOWN shall pay the CONTRACTOR (amount) for these services from the date of this Agreement through (date). The TOWN reserves the right to cancel this Agreement, with thirty (30) days' notice.
3. Nothing in this Agreement shall preclude the TOWN from purchasing said services from other vendors should the CONTRACTOR fail to provide the Town with the specified services herein.
4. This Agreement merges and supersedes all prior understandings, agreements, discussions and correspondence and sets forth the entire understanding of the parties. This Agreement is to be construed as a Massachusetts contract, and is to take effect as a sealed instrument. It shall be binding upon the respective heirs, devisees, executors, administrators, successors and assigns of the parties, and may be canceled, modified or amended only by a written instrument executed by both the CONTRACTOR and the TOWN. The CONTRACTOR may not assign this Agreement or any rights hereunder without the prior written consent of the TOWN and any such attempted assignment shall be void ab initio.
5. In no case shall the CONTRACTOR act, hold itself out as or permit anyone to consider it the employee of the TOWN. No agency shall be created between the CONTRACTOR and the TOWN as a result of the CONTRACTOR's performance of services hereunder and the relationship between the parties at all time shall be based on the CONTRACTOR being an independent contractor.
6. The CONTRACTOR acknowledges and agrees that it is responsible as an independent contractor for all operations under this Agreement and for all the acts of its agents and employees, and agrees that it will

indemnify and hold harmless the TOWN, its officers, boards, committees and employees from any and all loss, damage, cost, charge, expense and claim which may be made against it or them or to which it or they may be subject by reason of any alleged act, action, neglect, omission or default on the part of the CONTRACTOR or any of its agents or employees and will pay promptly on demand all reasonable costs and expenses of the investigation and defense thereof including attorney's fees and expenses. This indemnification is not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR under the Worker's Compensation Act, Disability Benefits Act or other employee benefit act.

IN WITNESS WHEREOF, the parties hereto have duly affixed their hands and seals on the day and year first above written.

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ATTACHMENT A

COMPARABLE COMMUNITIES AS IDENTIFIED IN MUNICIPAL YARDSTICK

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The communities listed below reflect Plymouth's Benchmark Peer Group, the twenty cities and towns that most closely match Plymouth's demographic profile.

- Billerica
- Middleborough
- Dartmouth
- Sandwich
- Tewksbury
- Bourne
- Boston
- Attleboro
- Haverhill
- Charlton
- Uxbridge
- Weymouth
- North Attleboro
- Norton
- Sturbridge
- Taunton
- Lakeville
- Waltham
- Milford
- Marlborough

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ATTACHMENT B

CURRENT EMPLOYEE POSITIONS

TOWN OF PLYMOUTH  
MUNICIPAL POSITIONS

Description	Job Class Desc
ADMIN ASST TWN MGR	ADMINISTRATIVE ASST
ADMIN ASST SELECTMEN	ADMIN ASST BOARD OF
SPC ASST TOWN MGR	SPECIAL ASST TO TOWN
ASSISTANT TOWN MNGR	ASSISTANT TOWN MANAG
TOWN MANAGER	TOWN MANAGER
<del>SELECTMEN CHAIRMAN</del>	<del>SELECTMEN CHAIRMAN</del>
<del>SELECTMEN OTHER</del>	<del>SELECTMEN OTHER BOAR</del>
FINANCE DIRECTOR	FINANCE DIRECTOR
ACCT ADMIN PAYABLES	B ACCT ADMIN PAYABLE
ACCT ADMIN PAYROLL	B ACCT ADMIN PAYROLL
ACCOUNTING OFFICER	A ACCOUNTING OFFICER
INTERNAL AUDITOR	B INTERNAL AUDITOR
BUDGET ANALYST	B BUDGET ANALYST
<del>MODERATOR</del>	<del>MODERATOR</del>
PROCUREMENT ASSISTANT	B PROCUREMENT ASSIST
PROCUREMENT OFFICER	A PROCUREMENT OFFICE
ADMIN ASST-PROCURMNT	ADMINISTRATIVE ASSIS
ASST ASSESSOR	B ASSISTANT ASSESSOR
DIRECTOR ASSESSING	A DIRECTOR OF ASSESS
LOCAL INSPECTOR B	B INSPECTOR LISTER
ASSESSOR ANALYST	B ASSESSOR ANALYST
ADMIN SEC-ASSESSING	ADMINISTRATIVE SECRE
ADMIN SEC-ASSESS-30H	ADMINISTRATIVE SECRE
ADMIN ASST ASSESSING	ADMINISTRATIVE ASSIS
SEASONAL OFFICE WORK	SEASONAL OFFICE WORK
CASH MANAGER	B CASH MANAGER
ASST TAX COLLECTOR	B ASST TAX COLLECTOR
ASST TREASURER	B ASST TREASURER
TREASURER/COLLECTOR	A TREASURER COLLECTO
ADMIN SEC-TREASURER	ADMINISTRATIVE SECRE
ADMIN SEC-COLLECTOR	ADMINISTRATIVE SECRE
ADMIN ASST HUMAN RES	ADMIN ASSISTANT HUMA
HR BENEFITS ADMIN	HR BENEFITS ADMINIST
HUMAN RESOURCE DIR	HUMAN RESOURCES DIRE
INFO TECH MANAGER	A INFO TECH MANAGER
GIS COORDINATOR	B GIS COORDINATOR
PC NETWORK TECH	B PC NETWORK TECHNIC
TOWN CLERK	A TOWN CLERK
ACCT CLERK PT	ACCOUNT CLERK PART T
ADMIN SEC-TOWN CLERK	ADMINISTRATIVE SECRE
ADMIN ASST TWN CLERK	ADMINISTRATIVE ASSIS
PLANNING&DEVEL DIR	PLANNING & DEVELOPME
TOWN PLANNER	A TOWN PLANNER
PLANNING CONSERV	AB PLANNING CONSERVA

TOWN OF PLYMOUTH  
MUNICIPAL POSITIONS

CONSERVATION PLANNER	B CONSERVATION PLANN
PLANNING TECHNICIAN	B PLANNING TECHNICIA
SENIOR CLERK PT	SENIOR CLERK
ADMIN SEC-PLANNING	ADMINISTRATIVE SECRE
ADMIN ASST-PLAN/DEV	ADMINISTRATIVE ASSIS
ADMIN ASST-PLAN/CDEV	ADMINISTRATIVE ASSIS
CDBG COORD FISCAL MG	B CDBG COORD FISCAL
CDBG DIRECTOR	A CDBG DIRECTOR
LOCAL INSPECTOR B	B LOCAL INSPECTOR B
DISPATCHERS	DISPATCHERS
DISPATCHER-PT	DISPATCHERS
BLDG CUST POLICE	OM1 BUILDING CUSTODI
OM1 BLDG CUST POL PT	OM1 BUILDING CUSTODI
BUSINESS MGR POLICE	BUSINESS MANAGER POL
POLICE CAPTAIN	POLICE CAPTAIN
POLICE CHIEF	POLICE CHIEF
POLICE SYSTEM ADMIN	B SYSTEMS ADMIN POLI
PATROLMEN	POLICE PATROLMEN
PATROLMEN SCHL RES O	POLICE PATROLMEN
SENIOR CLERK	SENIOR CLERK
ADMIN SEC-POLICE	ADMINISTRATIVE SECRE
ADMIN ASST POLICE	ADMINISTRATIVE ASSIS
ADMIN SEC - POLICE	ADMINISTRATIVE ASSIS
POLICE SERGEANT	POLICE SERGEANT
POLICE LIEUTENANT	POLICE LIEUTENANT
FIREFIGHTER	FIREFIGHTER
FIRE LIEUTENANT	FIRE LIEUTENANT
FIRE CAPTAIN	FIRE CAPTAIN
BATALLION CHIEF	FIRE BATALLION CHIEF
FIRE DEPUTY CHIEF	FIRE DEPUTY CHIEF
FIRE CHIEF	FIRE CHIEF
FIRE BUSINESS MGR	B FIRE BUSINESS MANA
CHIEF MASTER MECH	B CHIEF MASTER MECHA
FIRE ALARM SUPER	B FIRE ALARM SUPERIN
FIRE APPARATUS MECH	B FIRE APPARATUS MEC
ADMIN ASST FIRE	ADMINISTRATIVE ASSIS
INSPECT SVCS DIR	INSPECTIONAL SERVICE
LOCAL INSPECTOR A	B LOCAL INSPECTOR A
INSPECTOR WIRES	B INSPECTOR OF WIRES
PLUMBING GAS INSPECT	B PLUMBING GAS INSPE
LOCAL INSPECTOR B	B LOCAL INSPECTOR B
SEALER WGTS MEASURES	B SEALER WEIGHTS MEA
ADMIN SEC-BUILDING	ADMINISTRATIVE SECRE
BUILDING PT ADMINSEC	ADMINISTRATIVE SECRE
ADMIN ASST BLDG	ADMINISTRATIVE ASSIS
EMERGENCY PREP DIR	A EMERGENCY PREPARE
ADMIN ASST EMG MGMT	ADMINISTRATIVE ASSIS

TOWN OF PLYMOUTH  
MUNICIPAL POSITIONS

METER/PARKING ENFORC	METER/PARKING ENFORC
HARBORMASTER	A HARBORMASTER
ASST HARBORMASTER	ASSISTANT HARBORMAST
ASST HARBOR ALLOCAT	ASSISTANT HARBORMAST
TOWN ENGINEER	A TOWN ENGINEER
TRANSPORT ENGINEER	A TRANSPORATION ENGI
WASTEWATER ENGINEER	A WASTEWATER ENGINEE
TOWN SURVEYOR GIS	A TOWN SURVEYOR GIS
CIVIL ENGINEFR	A CIVIL ENGINEER
CHIEF PRTY ENGINEER	B CHIEF OF PARTY ENG.
TRANSIT INSTR PERSON	B TRANSIT INSTRUMENT
ADMIN ASST ENGINEER	ADMINISTRATIVE ASSIS
MOTOR EQUIP OPER	OM1 MOTOR EQUIP OPER
MAINT WORKER HGWY	OM2 MAINTENANCE WOR
HVY MTR EQUIP OP HWY	OM3 HEAVY MOTOR EQUI
SPC HVY MTR OP HWY	OM4 SPECIAL HEAVY MO
SPC HVY MTR OP HWY	OM5 SPECIAL HVY MTR
CONST MAINT LEAD HWY	OM5 CONST MAINT LEAD
HIGHWAY FORMAN	OM6 HIGHWAY FORMAN
TRAFFIC SAFETY LEADM	OM6 TRAFFIC SAFETY L
HIGHWAY MANAGER	A HIGHWAY MANAGER
ADMIN ASST HIGHWAY	ADMINISTRATIVE ASSIS
ASST DPW DIRECTOR	A ASSISTANT PUBLIC W
DPW DIRECTOR	PUBLIC WORKS DIRECTO
DPW OFFICE MANAGER	B DPW BUSINESS MANAG
ADMIN ASST DPW ADMIN	ADMINISTRATIVE ASSIS
BLDG CUST MAINT	OM1 BUILDING CUSTODI
BUILD CRAFT APPREN	OM3 BUILDING CRAFT A
BUILDN MAINT CRAFTSM	OM7 BUILDING MAINT C
MAINT ADM SECR PT	ADMINISTRATIVE SECRE
ADMIN ASST MAINT	ADMINISTRATIVE ASSIS
MASTER MECHANIC SAT	OM6 MASTER MECHANIC
WRK SHP FORM MST MEC	OM7 WORK SHP FOREMAN
DIR MARINE & ENVIRON	DIRECTOR OF MARINE &
ENVIRON MANAGER	A ENVIRONMENTAL MANA
ENVIRONMENT TECH II	B ENVIRONMENTAL TECH
NATURAL RES WARDEN	A NATURAL RESOURCE W
ANIMAL CONTROL FT	B ANIMAL CONTROL OFF
ANIM CONTROL PT	B ANIMAL CONTROL OFF
ANIMAL CONTROL PT	B ANIMAL CONTROL PT
ENVIRO TECH I	B ENVIRONMENTAL TECH
ADMIN ASST MAR & ENV	ADMINISTRATIVE ASSIS
TRANS STATION OPER	OM1 TRANSFER STATION
TRANS STATION OPER	OM1 TRANSFER STATION
SPC HVY MTR OP SLWST	OM4 SPECIAL HEAVY MO
SOLID WASTE MAG RECY	A SOLID WASTE MANAGE
SOLID WASTE ADMIN AS	ADMINISTRATIVE ASSIS

TOWN OF PLYMOUTH  
MUNICIPAL POSITIONS

MECHANIC MAINT WORK	OM5 MECHANIC MAINT W
PLANT OPERATOR WASTE	OM7 PLANT OPERATOR W
WASTEWATER SUPERINT	A WASTEWATER SUPERIN
ASST WASTEWATER MANG	B ASST WASTEWATER MA
LAB TECH PRE TREAT	B LAB TECH PRE TREAT
SEWER ADMIN SECRETAR	ADMINISTRATIVE SECRE
MAINT WORKER WTR	OM2 MAINTENANCE WOR
METER READER REPAIRM	OM2 METER READER REP
HVY MTR EQUIP OP WTR	OM3 HEAVY MOTOR EQUI
SPC HVY MTR OP WTR	OM4 SPECIAL HEAVY MO
CONST MAINT LEAD WTR	OM5 CONST MAINT LEAD
ASST PUMP STAT OP W	OM6 ASST PUMP STAT O
PUMP STATION OPR WTR	OM7 PUMP STATION OPR
WATER FORMAN	OM7 WATER FOREMAN
CROSS CON CTRL METER	OM7 CROSS CON CTRL M
WATER SUPERINTENDENT	A WATER SUPERINTENDE
WATER QLTY SVC MGR	A WATER QUALITY SERV
ADMIN SEC-WATER	ADMINISTRATIVE SECRE
ADMIN SEC-WATER 20H	ADMINISTRATIVE SECRE
ADMIN ASST WATER	ADMINISTRATIVE ASSIS
AIRPORT OPER PT	OM1 AIRPORT OPERATIO
OPERATIONS AIRPORT	OM3 OPERATIONS AIRPO
AIRPORT OM4 OPERATIO	OM4 OPER AIRPORT CB
FAC MAINT ASST OPR	OM5 FAC MAINT ASST O
OPER SUPERVISOR AIRP	OM7 OPER SUPERVISOR
AIRPORT OFFICE MGR	B AIRPORT OFFICE MAN
AIRPORT MANAGER	A AIRPORT MANAGER
AIRPORT COORDINATOR	B AIRPORT COORDINATO
CREMATIONIST	B CREMATIONIST
ASSISTANT CREMATIONI	B ASSISTANT CREMATIO
OM1 LABORER CEMETERY	OM1 LABORER
MOTOR EQUIP OPER	OM1 MOTOR EQUIP OPER
MAINT WORKER CEM	OM2 MAINTENANCE WOR
CEMETERY FOREMAN	OM5 CEMETERY FOREMAN
CEMETERY ADMIN ASST	B CEMETERY ADMN ASST
LABOR PARKS	OM1 LABORER
MAINT WORKER PARKS	OM2 MAINTENANCE WOR
TREE MAINT WORKER	OM2 MAINTENANCE WOR
TREE CLIMB AIR LIFT	OM4 TREE CLIMBER AER
SPEC REPR SMALL MTR	OM4 SPEC REPR SMALL
TREE CLIMB AER LIFT	OM5 TREE CLIMB AER
PARKS FOREMAN	OM6 PARKS FOREMAN
CEM PARKS REC SUPER	A CEM PARKS REC SUPE
ADMIN ASST PARK&FOR	ADMINISTRATIVE ASSIS
ANIMAL INSPECTOR	ANIMAL INSPECTOR
HEALTH DIRECTOR	A PUBLIC HEALTH DIRE
LOCAL INSPECTOR B	B LOCAL INSP B HEALT

TOWN OF PLYMOUTH  
MUNICIPAL POSITIONS

HEALTH SNR CLERK PT	SENIOR CLERK
ADMIN ASST HEALTH	ADMINISTRATIVE ASSIS
BUILDING CUST COA	OM1 BUILDING CUSTODI
SOCIAL OUTREACH WORK	B SOCIAL OUTREACH WO
SOCIAL OUTREACH GRAN	B SOCIAL OUTREACH WO
COORD VOLUNTEERS	B COORDINATOR VOLUNT
COA ACTIVITES COORD	B COA ACTIVITIES COO
ELDER AFFAIRS DIR	A ELDER AFFAIRS DIRE
COORD SUPPORT SVCS	B COORDINATOR OF SUP
MEAL DISTRIB COORD	B MEAL DISTRIBUTION
RECEPTION CLERK COA	RECEPTION CLERK
ADMIN ASST COA	ADMINISTRATIVE ASSIS
VETERANS SVCS DIR	A VETERANS SERVICES
ADMIN ASST VETERANS	ADMINISTRATIVE ASSIS
BLDG CUST LIBRAR	OM1 BUILDING CUSTODI
LIBRARY TECHNICIAN	LIBRARY TECHNICIAN
LIBRARY SENIOR TECH	LIBRARY SENIOR TECHN
LIBRARY ASSOCIATE	LIBRARY ASSOCIATE
LIBRARY LIBARIAN	LIBRARY LIBRARIAN
ADULT BASIC ED INSTR	ADULT BASIC EDUCATIO
LIBRARY PAGE	LIBRARY PAGE
ADULT BASIC ED DATA	ADULT BASIC ED DATA
CMTY RESOURCE DIR	COMMUNITY RESOURCES
LITERACY COORDINATOR	B LITERACY COORDINAT
LIBRARY ACCT MANAGER	B LIBRARY ACCT MANAG
ASST LIBRARY DIR	A ASST LIBRARY DIREC
LIBRARY DIRECTOR	A LIBRARY DIRECTOR
LIFEGUARD COORDINATO	LIFEGUARD COORDINATO
REC PROG SUPER	B RECREATION PROG SU
RECREATION ASST	B RECREATION ASSISTA
FACILITY SPEC EVNT M	B FACILITY/SPECIAL E
RECREATION DIRECTOR	A RECREATION DIRECTO
ADMIN ASST RECREATIO	ADMINISTRATIVE ASSIS

TOWN OF PLYMOUTH  
MISC. D POSITIONS

Description

ADULT BASIC EDUCATION INSTRUCT  
ANIMAL INSPECTOR  
SPORTS OFFICIAL  
BASKETBALL PROGRAM DIRECTOR  
CARETAKER  
CENSUS TAKER  
ELECTION WARDEN  
ELECTION WORKER  
HARBORMASTER ASSISTANT  
HEAD LIFEGUARD  
INFORMATION AIDE 1749 CT HSE  
LIBRARY PAGE  
LIFEGUARD  
LIFEGUARD COORDINATOR  
MATRON  
MUSEUM DIRECTOR  
NATURAL RESOURCE OFFICER  
NATURAL RESOURCE TECH & ASST  
PARK RANGER  
POLICE MATRON  
RECREATION BEACH & POND ATTNDS  
RECREATION BEACH & POND NITE  
RECREATION INSTRUCTORS  
RECREATION SUPER BEACH POND  
SEASONAL LABORER  
SEASONAL REPAIRMAN  
SPORTS CLINIC DIRECTOR  
SPECIALTY SPORTS INSTRUCTOR  
SPORTS CLINIC ASSISTANT  
SURVEYING FIELD TECHNICIAN  
WATER SAFETY INSRTRUCTOR  
WATER SAFETY PROGRAM COORD  
YOUTH CENTER ATTENDANT  
REGISTRAR OTHER THAN CLERK  
ANADROMOUS FISH MONITOR  
ADULT BASIC ED DATA ENTRY  
TOWN MEETING TELLER  
SEASONAL OFFICE WORKER  
SENIOR TAX PROGRAM  
BUILDING DEPT SUBS  
~~SELECTMEN CHAIRMAN~~  
~~SELECTMEN OTHER BOARD MEMBERS~~  
~~MODERATOR~~  
RETIREMENT DIRECTOR

# Plymouth Public Schools

## Positions

2015-16

Superintendent
Assistant Superintendent
School Business Administrator
Director of Special Education
Asst Special Education Director
Educational Technology & Instructional Media Coordinator
Educational TV Director
Technology Systems Engineer
Accountability & Measurement Director
Facilities Services Director
Buildings & Grounds Supervisor
Food Services Director
Asst Food Services Director
Curriculum Coordinator
Student Health Services Director
Student Support Services Director
Visual & Performing Arts Coordinator
High School Principal
High School Asst Principal
Middle School Principal
Middle School Asst Principal
Elementary School Principal
Elementary School Asst Principal
Alternative Programs Director
Athletic Director
Classroom Teacher
Title 1 Teacher
Nurse
Technology Integration Specialist
Head Custodian
Custodian
Skilled Craftsmen
Cafeteria Worker
Educational Secretary
Benefits Coordinator
Payroll Clerk
Personnel Clerk
Accounting Clerk
Data Management Secretary
Receptionist
Instructional Support Paraprofessional
Building Support Paraprofessional
Specialized Support Paraprofessional
specialized Therapeutic Paraprofessional

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NAME OF BIDDER

Prices must be submitted on this form and submitted in a sealed envelope separate from the non-price (technical) proposal. Prices submitted on any other form will not be considered valid. Please return this form and the non-price proposal to:

Procurement Division  
ATTN: Procurement Officer  
Town Office Building  
11 Lincoln Street  
Plymouth, MA 02360

**Technical proposals and bid proposals must be received by 11:00 a.m., Friday, May 6, 2016.** Postmarks will not be considered. All offers are subject to Specifications 21604R. This contract may be extended for up to thirty (30) calendar days at the request of the Town of Plymouth.

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within thirty (30) business days from date of receipt of offers specified above, to furnish all such services described in the Specifications 21604R for the following prices.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES:

Proposer has carefully read and examined all the documents herein referred to and knows and understands the terms and provisions therein.

No person in the employ of the Town of Plymouth has any pecuniary interest in this proposal or in the contract for the work which is proposed.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES UNDER THE PAINS AND PENALTIES OF PERJURY THE FOLLOWING:

This proposal is in all respects is bonafide, fair, and made without collusion or fraud with any other person. As used in this paragraph, the word PERSON shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

It has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding

and remitting child support in accordance with MGL Chapter 62C,  
Section 49A.

It is not presently debarred from doing public construction work  
in the commonwealth under the provisions of section twenty-nine F  
of chapter twenty-nine, or any other applicable debarment  
provisions of any other chapter of the General Laws or any rule  
or regulation promulgated thereunder.

**COMPREHENSIVE COMPENSATION ANALYSIS AND STUDY, as specified**

Attendance at additional meetings \$ \_\_\_\_\_/ea  
Additional positions for review \$ \_\_\_\_\_/ea

Please note any exceptions on separate contractor letterhead.

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF ADDENDA # \_\_\_\_\_ \*  
\*To be filled in by bidder if addenda are issued.

OFFEROR \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
Printed Name and Title

COUNTY \_\_\_\_\_

PHONE \_\_\_\_\_

\_\_\_\_\_  
Date Offered

FAX \_\_\_\_\_

STATE OF INCORPORATION \_\_\_\_\_

TAX I.D. NUMBER \_\_\_\_\_

Town of Plymouth  
Request for Proposal 21604R  
Price Form – Page 3

TOWN OF PLYMOUTH  
REFERENCES OF BIDDER

By signing this page, the Proposer certifies that it meets the minimum qualifications specified in the MINIMUM QUALITY CRITERA.

Attach the requested reference information specified in MINIMUM QUALITY CRITERA.

Signed:

\_\_\_\_\_  
Name of Person Authorized to Sign for the Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**DELEGATION OF AUTHORITY**

At a meeting of the Board of Directors of the \_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_ duly called and held on \_\_\_\_\_  
(Date)

at which a quorum was present, and acting throughout, the following vote

was duly adopted: VOTED: That \_\_\_\_\_  
(Name of Individual)

the \_\_\_\_\_ of the Corporation, hereby is authorized  
(Title)

to affix the Corporate Seal, sign and deliver in the name and on behalf of the Corporation, bids, proposals, contracts, bills of sale, conditional sale agreements, chattel mortgages, leases, bonds, applications, affidavits, certificates, and any other similar documents required in connection with the sale of the Corporation's products to any purchaser, including assignments and satisfactions of any such documents.

Any and all applications, affidavits, statements, certificates, and similar documents required by law in connection with the licensing of the Corporation or its representatives for the sale, distribution, and servicing of its commercial products.

The authority is hereby delegated and shall be exercised by the aforesaid person in connection with the duties as

\_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Corporation)

and not otherwise.

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** This form must be completed if the contractor is a corporation.