



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

March 30, 2010

To: Mickey Brandmeyer, Superintendent
School Committee
From: Buck Creel

Subject: Hartwell Space Request for Proposal (RFP) – Evaluation and Selection Committees

Background. The request for proposal (RFP) for lease of space in the Hartwell Building dated March 1, 2010 contains a two-step proposal evaluation process. The details of the process are outlined in the RFP specifications, and were presented to the School Committee at its meeting on March 11, 2010. The process includes evaluations by a Preliminary Evaluation Committee and a Final Selection Committee, each of which has different responsibilities. At your last meeting, you gave me some specific guidance on forming these two committees.

Preliminary Evaluation Committee. The Preliminary Evaluation Committee will review all proposals, determine responsiveness and responsibility of the proposals and prepare a preliminary ranking for the Final Selection Committee. I recommended that the School Committee appoint a three-person committee consisting of two Committee members familiar with the terms of the RFP, and the Administrator for Business and Finance as secretary and voting member. You tentatively decided that the Preliminary Evaluation Committee would consist of Jennifer Glass, Tom Sander and Buckner Creel.

Final Selection Committee. The Final Selection Committee will review all proposals passed to them from the Preliminary Evaluation Committee, rank them using a different set of comparative criteria and make a recommendation for award to the Lincoln School Committee. I recommended that the School Committee appoint a five-person committee consisting of two Committee members, two Town citizens with no connections to any prospective proposer, and the Superintendent. The School Committee tentatively appointed Al Schmertzler, Jennifer Glass and Mickey Brandmeyer to the Final Selection Committee, and directed me to solicit for interested Town citizens in the *Lincoln Journal*.

Recommendation. A Letter to the Editor seeking interested Town members appeared in the *Lincoln Journal* on March 18, 2010. Two Town members responded to the School Committee's call for volunteers: Sarah Cannon Holden and Paul Giese.

I recommend the School Committee finalize the following committee appointments:

- Preliminary Evaluation Committee -- Jennifer Glass, Tom Sander and Buckner Creel.
- Final Selection Committee -- Al Schmertzler, Jennifer Glass, Mickey Brandmeyer, Sarah Cannon Holden and Paul Giese, with Buckner Creel to serve as a non-voting secretary to assist the committee with its work.