



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 4, 2015

To: Becky McFall, Superintendent
School Committee
From: Buck Creel

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

Background. The request for proposal (RFP) for lease of space in the Hartwell Building dated September 1, 2015 contains a single 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 September 10, 2015. The Administration recommended that the School Committee appoint a five-person Selection Committee consisting of two School Committee members, two Town citizens with no connections to any prospective proposer, and the Superintendent. The Committee approved this process, and directed me to solicit for interested Town citizens. At its meeting on September 25, 2015, the School Committee appointed Jennifer Glass and Peter Borden to serve as its members on the Selection Committee.

Recommendation. A Letter to the Editor seeking interested Town members appeared in the *Lincoln Journal* and in the *Lincoln Squirrel* on September 24, 2015. The Administration also solicited participation from Town members known to have participated in civic activities. Two Town members agreed to serve on the Selection Committee: Rosamond Delori and Susan Taylor.

I recommend the School Committee finalize the following committee appointments:

- Jennifer Glass
- Peter Borden
- Rosamond Delori
- Susan Taylor
- Rebecca McFall
- Buckner Creel as non-voting secretary.