

LEGAL NOTICE



**TOWN OF WILMINGTON,
MASSACHUSETTS**

REQUEST FOR PROPOSALS

**SEARCH FIRM TO ASSIST
WITH TOWN MANAGER
RECRUITMENT**

The Town of Wilmington seeks proposals from executive search consultants experienced in recruiting municipal executives in Massachusetts to assist the Town in recruiting highly qualified candidates to serve as Wilmington's next Town Manager.

The Consultant shall work with the Select Board and the appointed Town Manager Screening Committee (the "Screening Committee" – a nine-person committee as appointed by the Select Board) to actively source, recruit, evaluate the suitability of, interview, and refer qualified candidates to the Town of Wilmington for the position of Town Manager.

Specifications for the Invitation for Bids (IFB) will be available electronically by visiting the Town of Wilmington website (<http://www.wilmingtonma.gov/purchasing-department>).

Separate price and non-price proposals shall be received in the Town Manager's Office, 121 Glen Road, Wilmington, MA 01887 until **11:00 a.m. on Wednesday, October 25, 2023**. Firms shall submit nine (9) sealed copies of the non-price proposal and one (1) sealed price proposal marked with the Consultant's name, business address, and "SEARCH FIRM TO ASSIST WITH TOWN MANAGER RECRUITMENT".

The Town shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, delays related to the processing of mail requests for specs and plans, etc., or any reason whatsoever. Postmarks will not be considered.

The Town reserves the right to reject any proposal, or any part thereof deemed not to be in the best interest of the Town of Wilmington. Award of a contract for SEARCH FIRM TO ASSIST WITH TOWN MANAGER RECRUITMENT as described in the RFP is subject to the availability of funds.

Jeffrey M. Hull
Town Manager