



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Services

**TOWN OF SIMSBURY
REQUEST FOR PROPOSAL
ANALYSIS OF IMPACT OF POTENTIAL DELEGATION OF
FIRST SELECTMAN'S PERSONNEL FUNCTION**

Project Summary

The Charter of the Town of Simsbury was recently amended to permit the First Selectman to delegate personnel functions to another Town officer with the consent of the Board of Selectmen. The Town is seeking a consultant to advise the First Selectman and the Board of Selectmen as to whether such a delegation is recommended and, if so, how the delegation of personnel functions should be implemented.

Project Background

The duties of the First Selectman are set forth in the Charter of the Town of Simsbury. Section 501 of the Charter provides that "[t]he First Selectman shall be the full-time chief executive and chief administrative officer of the Town and shall receive such compensation as shall be recommended by the Board of Selectmen and approved in the annual budget." Section 502 enumerates the duties of the First Selectman and includes the following provision:

The First Selectman shall be the Personnel Director for the Town, and shall have the responsibility for developing job descriptions for all administrative officers, subject to the approval of the Board of Selectmen; and all advertising for, hiring, and dismissal of Town employees, except for Board of Education employees, shall be under the First Selectman's direct control, subject to the approval of the Board of Selectmen, provided, however, that appointment and removal of officers and employees of the Police Department shall be governed by the provisions of Section 707 of this Charter.

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An Equal Opportunity Employer

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8:30 – 7:00 Monday

8:30 ~ 4:30 Tuesday through Friday

Effective January 1, 2013 the following provision was added to Section 502, immediately after the description of duties set forth above:

Notwithstanding the foregoing, the First Selectman may, with the consent of the Board of Selectmen, appoint another Town officer to the position of Personnel Director. Upon such appointment, the appointed Town officer shall perform the duties of the personnel director as described in this section.

As part of the personnel duties described above, the First Selectman is also responsible for negotiating collective bargaining agreements with the Town's six bargaining units; administering the collective bargaining agreements (including the grievance and arbitration procedure); day-to-day administration of the Town's health, retirement and other benefits; administration of Town human resources policies (including affirmative action, EEO and other Personnel Rules and Regulations); and all other human resources duties for the Town of Simsbury. While the above provision permits the delegation of these duties, the First Selectman remains the chief executive and chief administrative officer of the Town.

Project Description and Scope

On August 12, 2013 the Board of Selectmen and its Personnel Sub-Committee authorized a study to determine, in the context of the Charter changes whether a delegation of the personnel functions of the First Selectman is advisable and, if so, how such a delegation should be implemented.

The study will require a thorough review of the duties performed by the First Selectman and the Administrative Services and Human Resources functions. Recognizing that the appropriate structure of top-level administrative functions is unique to each Town, the study will necessarily include a review of comparable Towns and their administrative structures. Based on the information compiled, the study should provide a recommendation with respect to whether the personnel functions should be delegated and, if so, how they should be delegated.

Project Process and Timelines

The study will be overseen by the Board of Selectmen's Personnel Sub-Committee. The study is subject to the following deadlines:

- Presentation of a draft study to the Personnel Sub-Committee on or before November 13, 2013.
- Presentation of a final study on or before November 25, 2013 to the Personnel Sub-Committee and to the full Board of Selectmen.

Requirements for Proposal Submissions

Respondents must have significant experience working with or for municipal governments. Respondents to this RFP are asked to submit a proposal containing:

- A description of your business, including your qualifications to provide the services described above;
- A description of how you propose to conduct the study;
- A description of similar work provided for other municipalities;
- Two (2) references for similar work performed for other municipalities; and
- The proposed cost for conducting the study.

Time is of the essence for this project and the Town is hoping to have a service provider selected by October 16, 2013. Six (6) copies of the Proposal must be submitted to Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, Simsbury, CT 06070 before the close of business on Friday, October 9, 2013. Please direct any questions to Mr. Cooke at (860) 658-3264 or tcooke@simsbury-ct.gov.