

STERLING MANAGEMENT CONTRACT

Request for Proposals

The Town of Natick Board of Selectmen through the then Town Administrator issued a Request for Proposals for Golf Course Management Services specific to Sassamon Trace.

The RFP was issued in accordance with Chapter 30b of Mass. General Laws.

The RFP required all submissions be submitted no later than 2:00 P.M., August 8, 2000.

A pre-proposal conference was included in the RFP on July 18, 2000 at 10:00 A.M.

The proposal under Section I - 11 clearly required a proposer to submit separate sealed envelopes for Part I "NON-COMPENSATION TECHNICAL PROPOSAL FOR OPERATION OF THE NATICK MUNICIPAL GOLF COURSE" and Part II "PRICE PROPOSAL FOR THE OPERATION OF THE NATICK MUNICIPAL GOLF COURSE".

The RFP issue was quite extensive and under Part Four Criteria for Selection covered in detail the evaluation process.

Management Firm Selection

As required in the RFP, all technical proposals were reviewed and interviews conducted by the Town of Natick Golf Course Oversight Committee and the then Acting Town Administrator Paul Cohen.

The Town received five proposals and based upon interviews conducted in August, the Golf Course Oversight Committee voted to recommend Sterling Management. Reference September 25, 2000 document Memo to Board of Selectmen.

Also attached is a Memo from Paul Cohen to the Board of Selectmen dated September 22, 2000, seeking approval to enter into negotiations with Sterling Management.

The Golf Review Committee during it's interview with Paul Cohen questioned Mr. Cohen on the RFP process and if the fee proposals were opened prior to the selection process.

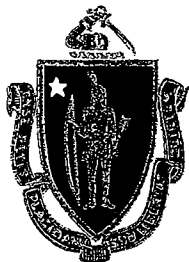
Mr. Cohen responded the Management Firm was selected solely on the basis of meeting the RFP criteria.

Mr. Cohen negotiated any issues relative to fees and stated the Town accepted Sterling's fee proposals as they were within the project budget for such services.

Mr. Cohen also indicated during the interview that the Town of Natick was responsible for the Monitoring and Golf Cart Lease.

As a followup to the Citizen's Report of April 7, 2003, the Town's Administrator Phil Lemnios requested an opinion from the Comm. of Mass. Office of Inspector General concerning the RFP Process and selection of Sterling Management.

A letter was issued on May 1, 2003 from the Office of the Inspector General stating the process does not invalidate the Contract.



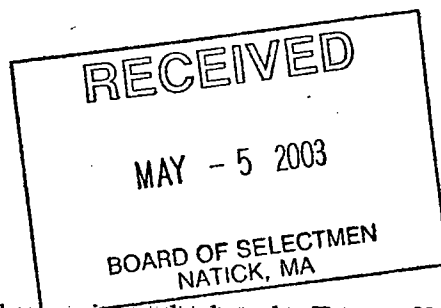
The Commonwealth of Massachusetts
Office of the Inspector General

GREGORY W. SULLIVAN
INSPECTOR GENERAL

JOHN W. MCCORMACK
STATE OFFICE BUILDING
ONE ASHBURTON PLACE
ROOM 1311
BOSTON, MA 02108
TEL: (617) 727-9140
FAX: (617) 723-2334

May 1, 2003

Phillip E. Lemnios
Town Administrator
13 East Central Street
Natick, MA 01760



Dear Mr. Lemnios:

As you know, this Office has been asked to review whether the Town of Natick properly evaluated proposals received by the Town in response to a request for proposals (RFP) for the operation and management of the Natick Municipal Golf Course and whether the Town properly completed a written rationale for the contract award. This Office requested documents relating to the request for proposals (RFP) process conducted between July and September 2000 for management of the Natick Municipal Golf Course. This Office has received full cooperation from the Town in conducting our review.

Based upon review of these documents, it appears that the Town received five proposals in response to its RFP issued in July 2000. The Town determined that the proposal submitted by Sterling Golf Management, Inc. was the only proposal that met all of the minimum evaluation criteria set forth in the RFP. The Town also determined that Sterling Golf Management, Inc. met all of the comparative evaluation criteria for a highly advantageous proposal. Since the Town only received one proposal that met the minimum evaluation criteria, the Town's failure to complete the comparative evaluation phase of the RFP process does not invalidate the contract. M.G.L. c. 30B requires that only proposals which meet the minimum evaluation criteria be evaluated using the comparative evaluation criteria.

In addition, a memorandum to the Board of Selectmen from the Acting Town Administrator, dated September 22, 2000, explains in writing the rationale for the contract award to Sterling Golf Management, Inc. as required by M.G.L. c. 30B, §6(h).

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth M. Hayward". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Elizabeth M. Hayward

Chapter 30B Counsel

