

AFRICAN MEETING HOUSE INVESTIGATION PROCUREMENT WORKGROUP

APRIL 23, 2025, 5:30 PM

131 PLEASANT STREET

AND REMOTE PARTICIPATION VIA ZOOM

NANTUCKET, MASSACHUSETTS

African Meeting House Investigation Procurement Workgroup Minutes

Minutes of the Meeting of April 23, 2025. The hybrid meeting took place in person at 131 Pleasant Street; and, via remote participation using Zoom. Members present were Dr. Malcolm MacNab, Clifford Williams and Luke Thornewill; attending via Zoom were members Dr. Noelle Trent and Rocky Fox and Director of Finance, Brian Turbitt.

I. CALL TO ORDER

Chair MacNab called the meeting to order at 5:30 PM. Attendance was taken by roll call, Clifford Williams, aye; Luke Thornewill, aye; Dr. Noelle Trent, aye; Rocky Fox, aye and Malcolm MacNab, aye.

II. Approval of Minutes from April 17, 2025

Minutes were not available for approval.

III. Discussion of Procurement Process and Requirements with Director of Municipal Finance, Mr. Brian Turbitt

Mr. Turbitt explained the Request for Proposal (RFP) process, emphasizing its advantages over an Invitation for Bid. He clarified that the RFP allows for a more in-depth evaluation of proposals, enabling the selection of the most suitable firm, rather than just the lowest bidder. Mr. Turbitt also mentioned that the RFP process is conducted under Chapter 30B, Section 6 and 7, ensuring that proposals remain confidential until the contract is awarded. He suggested that the committee could seek expert input in developing the scope and evaluative criteria. The committee discussed the typical window for responding to an RFP, usually between 30 to 45 days, and the process of evaluating proposals, which involves individual justifications for each ranking.

OpenGov for Procurement Process Discussion

Mr. Turbitt discussed the use of the online platform OpenGov for procurement processes, with Cindy Hsu as the Assistant Procurement Officer. He explained that members of the committee or public can submit names of firms they believe are interested, which can then be invited to register with OpenGov. Mr. Turbitt clarified that all procurement solicitations are done online through OpenGov. He also offered to have Ms. Hsu attend the next meeting to help build the solicitation framework. Maureen proposed sending the current information to Mr. Turbitt for review and asked if Cindy could attend their next meeting. Mr. Turbitt agreed to check Cindy's availability and suggested she could log in remotely. In addition to the draft scope of services, include the other two points discussed last week. (A public presentation of findings and the flexibility to expand the investigation if needed.)

Project Criteria and Advertising Strategy

Mr. Turbitt suggested setting a minimum experience requirement for firms to ensure they have prior experience. It was agreed and mentioned the need for firms to have previous exposure to Nantucket administration. Mr. Turbitt offered to help organize the criteria and develop a framework for the project.

Maureen Coleman expressed the committee's eagerness to get started and Mr. Turbitt agreed to do his best to help. They also discussed advertising the project to a broader audience, beyond the local newspaper.

Procurement Process and Conflict of Interest

The committee discussed the procurement process for a new organization, focusing on the importance of independence and transparency. The committee considered the need for a declaration of potential conflict of interest and the possibility of asking for such disclosures in the procurement process. Mr. Turbitt suggested that a question could be included in the procurement process to disclose any work done in the town of Nantucket and any relationships with town officials. The committee also discussed the need for a non collusion form and the possibility of creating a standard language for Conflict of Interest disclosures. The committee agreed to continue working on the procurement process and to consider the need for a declaration of potential conflict of interest.

VI. ADJOURNMENT

Mr. Williams moved adjournment at 6:00 PM; seconded by Mr. Fox; all in favor, so voted.

Approved April 28, 2025