

Fitchburg Retirement System

718 Main Street, Suite 310, Fitchburg, MA 01420

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PUBLIC NOTICE

REQUEST FOR PROPOSAL TO PROVIDE LEGAL SERVICES

The Fitchburg Retirement Board (hereinafter, “the Board”) is seeking an attorney or law firm with experience representing Massachusetts public retirement boards in all matters pertaining to the Massachusetts public employee retirement law, General Laws Chapter 32 and 840 Code of Massachusetts Regulations, as well as ancillary areas of law pertinent to public agencies, including the Massachusetts Public Records Law, the State Ethics Law, and the Massachusetts Open Meeting Law. This request for proposals is subject to and will be conducted in compliance with General Laws Chapter 32, § 23B.

The Board oversees the Fitchburg Retirement System (hereinafter, “the System”), a Massachusetts governmental unit which administers the public pensions of over 1,675 active and retired employees and their beneficiaries of the City of Fitchburg, the Fitchburg Housing Authority, and the Fitchburg Redevelopment Authority. The Board manages approximately \$211 million in System assets and employs a staff of two. The Fitchburg Retirement Office is located at City Hall, 718 Main Street, Suite 310, Fitchburg, MA 01420.

To be considered for selection, the attorney or law firm should possess knowledge and proficiency with General Laws Chapter 32 and 840 Code of Massachusetts Regulations, and with laws generally pertaining to public agencies and public employment. Attorneys should have experience with appeals filed with the Contributory Retirement Appeal Board and in all Massachusetts Courts.

The Request for Proposals will be available on Tuesday, January 20, 2026. **Proposals must be received no later than Tuesday, February 3, 2026, at 2:00 p.m. ET at the Fitchburg Retirement Office, located at 718 Main Street, Suite 310, Fitchburg, MA 01420. Late responses will not be accepted.** The Board reserves the right to cancel or reject in whole or in part any or all proposals in the best interest of the Retirement System.

Attorneys and law firms must submit a proposal to be considered. Requests for a copy of the RFP should be sent to:

Tina Schneider, Director
Fitchburg Retirement System
Email: retirement@fitchburgma.gov

~ Members of the Retirement Board ~

Jacquelyn M. Cronin
Ex-Officio

Anna M. Farrell
Elected

Thomas A. Dateo, Jr.
Elected, Chairman

Mary E. Cringan
Appointed

John Brown
Appointed

Tina M. Schneider
Board Director