

North Warren Regional School District

Jennifer Kerr, Business Administrator

REQUEST FOR PROPOSALS:

Search and Recruitment Firm for Superintendent of Schools

Date: April 19, 2020

RFP Number: 2022-23-0104

RFP Title: Executive Search/Recruitment Services

Proposals will be received until: April 25, 2022, 12:00 p.m. Eastern Standard Time, at the Board of Education Office, 10 Noe Road, Blairstown, NJ 07825 Attn: Jennifer Kerr, Business Administrator

Services to be performed for: Board of Education

For additional information, please contact: Jennifer Kerr, Business Administrator

Overview

A. Purpose. It is the purpose of this Request for Proposals to solicit proposals from executive search firms to conduct a search for qualified candidates for the position of Superintendent of Schools, for the North Warren Regional School District.

Vendors responding to this document should propose all services and associated costs to deliver a comprehensive school superintendent search for the District

B. Schedule of Activities. The following activities outline the process to be used to solicit vendor responses and to evaluate each vendor proposal (interview and award dates are a goal and may vary):

April 19, 2022 Issue Request for Proposal

April 25, 2022 Proposals due

End of April/Beginning of May, Contact finalists and conduct interviews

Week of May 16, 2022, Award contract

C. Vendor Qualifications. Selection of the most suitable vendor and proposal is essential; therefore, proposals will only be accepted from vendors that demonstrate the following qualifications:

1. Vendor must have been engaged in the business of performing school superintendent search services for five (5) years or more, exceptions may be made.
2. Vendor must have experience in conducting a successful search (selection of a candidate and acceptance of a position, as facilitated by the vendor) for a Superintendent of Schools for a K-12 school district.
3. Vendor must have demonstrated capabilities to implement the recommended proposal.
4. Vendor must have resources available internally to provide the requested services within mandated time frames.
5. Vendor must have knowledge of New Jersey law and Code on Superintendent employment contracts.

D. Response to Questions. Questions which arise during the response preparation period regarding issues around this solicitation, purchasing and/or award should be directed to Jennifer Kerr, Business Administrator

E. Submission of Proposals. An original and three (3) copies of the proposal must be submitted in a sealed envelope with "RFP – Superintendent Search Firm" marked on the front of the envelope received no later than 12:00 pm, Eastern Standard Time, April 29, 2022.

F. Profile of the North Warren Regional School District.

The North Warren Regional Board of Education is a K-12 public school district, providing educational services to approximately 800 students. The District is comprised of a middle school and a high school encompassing a single geographic footprint and campus. The district board of education, with nine members, are responsible for setting policy, planning and appraisal for the operation of the district through its administration. As a Type II school district, the board's members are elected directly by voters to serve three-year terms of office on a staggered basis, with three seats up for election each year held as part of the November general election. The Board of Education Offices are located in the North Warren Regional High School building.

Superintendent of Schools is responsible to the Board of Education for carrying out district policy, administering the operation of the district and schools, supervising all district personnel, and advising the Board of Education on all personnel, curricular and educational matters for the welfare and interest of the students.

Section II Scope of Work

The district is now seeking an executive search firm to work with the Board to complete the following:

1. Conduct all aspects of the recruitment process as directed by the Board, including recommendations for assigning an interim
2. Meet with the Board and with individual Board members to assess Board priorities, goals and objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a Superintendent of Schools.
3. Confer with current Board and Administration for input and background.
4. Develop and implement a plan to provide and facilitate community input and engagement regarding desired superintendent skills, characteristics, and qualifications. Such a plan should include all school system stakeholders, including parents and parent organizations, students, employees, educational organizations, the community college, the business community, and key elected officials.
5. Develop an application process for the position.
6. Advise the Board on an appropriate compensation package for the superintendent within the New Jersey guidelines that facilitates a successful recruitment effort.
7. Advertise and recruit qualified candidates.
8. Screen all applications.
9. Conduct appropriate background checks and interviews of qualified applicants and include the results as part of the information provided to the Board for those recommended for consideration by Board.
10. Coordinate and facilitate the interview process.
11. Evaluate and rank the qualified applicants in accordance with appropriate criteria.
12. Maintain strict confidentiality through the search process as directed by the Board.
13. Prepare reports and recommendations to the Board, as requested.
14. Provide any other assistance to the Board as necessary to facilitate its final selection of a Superintendent.

Section III Proposal Preparation and Submission Requirements

To enable the district to conduct a uniform review process of all responses to this solicitation, components of the proposal shall be submitted as set forth below. The District reserves the right to reject submittals that do not follow the requested format.

A. Cover Sheet. Submit the signed, completed cover sheet from this Request for Proposal.

B. Management Summary Include a management summary which provides a statement of the vendor's understanding of the services required by the District and an overview of how the vendor would provide these services to the district. Vendors should emphasize why their proposal is best suited to meet the needs of the District. This summary must be signed by an official authorized to make representations on behalf of the vendor.

C. Vendor Profile

Provide a Vendor Profile, to include the following:

1. An overview of the company--address, telephone, and fax numbers; whether company is a local, regional, or national firm; areas of specialization.
2. The length of time the vendor has been in business under the present name and structure, any other names under which the vendor has done business, dates it operated under each name, and the locations at which it operated under each name.
3. An outline of the vendor's background and overall qualifications to conduct an executive search for the position of Superintendent of Schools.
4. The personnel to be used to complete the contract, the name of the vendor's principal who will be responsible for supervising this project, as well as staff who will be assigned direct work on this project. Detail their qualifications, education, and work experience and provide a narrative description of the work responsibilities of each.
5. Evidence of financial stability
6. A list of school superintendent searches vendor has successfully completed during the past 3 to 5 years. A contact person with the client organization must be identified.
7. A minimum of five client references, including complete addresses and telephone numbers of each as well as the name, title, and telephone number of a contact person. Describe the contract (the scope, length, and dollar value) for each reference. Three of the references should be for searches conducted in the past twenty-four (24) months. References should include Board Presidents and Superintendents.

D. Proposed Search Plan

1. Give a detailed, comprehensive presentation of the approach to be used by your firm to accomplish the tasks detailed in the Scope of Work of these Specifications.
2. Discuss the methods you use to communicate and work with the school board.
3. Include time-lines inherent in your search, pre-qualification, and final recommendation processes.
4. Provide particular proposals regarding your role in assisting the Board in establishing appropriate criteria for the selection of candidates.
6. Specify the information you will require from the Board and Administration to enable you to conduct the search.
7. Discuss methods used to identify prospective candidates, including potential internal candidates and promote their interest in applying.

#### E. Fee Structure

1. Submit a firm fixed price proposal to perform the complete services requested in the Scope of Work.
2. Submit the hourly billing rates of all personnel to be assigned to the project. This information will be used to negotiate modifications to work contained in the Scope of Work.
3. Submit any other pricing/cost data necessary to carry out this project. Include justification for any data submitted.

#### F. Evaluation Criteria

1. The search firm's proposed approach to the work, the instructions, and how it will meet the Board's needs.
2. Qualifications and experience relevant to the scope of work including specific experiences recruiting and placing superintendents of school districts of similar size and district factor group. This includes the personnel that will be assigned to the search.
4. Schedule: Readiness to conform to the Board's timeline.
5. References: Feedback from references provided.

6. Past Performance as determined by recent and relevant contracts. Evaluation will be based on information obtained from references provided by the firm as well as other relevant past performance information obtained from other sources known to the Board.

7. Knowledge of the New Jersey school laws and regulations affecting School Superintendent employment and contractual requirements.

8. Price and other factors considered. However, because this is not a formal bid, the Board is not bound to select the lowest cost proposal, but will select the proposal that best suits its needs based upon the type and depth of search that it wishes to conduct.

Contact Information

Jennifer Kerr

[jkerr@northwarren.org](mailto:jkerr@northwarren.org)