

LEGAL NOTICE

**WESTBROOK BOARD OF EDUCATION
Request for Proposals
Superintendent Search Services**

Ladies and Gentlemen:

The Westbrook Board of Education is soliciting proposals from qualified firms or individuals to provide consulting search and recruitment services for a Superintendent of Westbrook Public Schools. Proposals must include the information requested in the attached document entitled: **Request for Proposals: Superintendent Search and Recruitment Services.**

Proposals must be submitted no later than 4:00 p.m. on May 19, 2020.

Proposals must be submitted to:

**Christine Kuehlewind
Chairperson, Superintendent Search Firm Subcommittee
ckuehlewind@westbrooketschools.org
Westbrook Board of Education
158 McVeagh Road
Westbrook, CT 06498**

Proposals should be emailed to: **ckuehlewind@westbrooketschools.org**

Optional: proposals can be mailed to the above address and must include ten (10) copies of all materials submitted. If proposals are mailed then they must be submitted in a sealed envelope labeled **Proposal for Superintendent Search and Recruitment Services.** *Oral, telephonic, and faxed submissions will not be accepted or considered.*

The Westbrook Board of Education reserves the right to: (1) waive technical defects in any proposal, (2) reject any and all proposals, in whole or in part, and/or (3) make such awards in whole or in part, if it is in the best interest of the Board, whether or not it is the lowest dollar-cost proposal. The Westbrook Board of Education further reserves the right to re-advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Westbrook Board of Education, in its sole discretion, deems to be in its best interest.

The Westbrook Board of Education is an Equal Opportunity Employer.

WESTBROOK BOARD OF EDUCATION
Request for Proposals
Superintendent Search and Recruitment Services

I. OVERVIEW

A. Purpose

The Westbrook Board of Education has issued this Request for Proposals (RFP) to solicit proposals from qualified firms or individuals to conduct search and recruitment services for a Superintendent of Westbrook Public Schools. Firms and individuals responding to this RFP should propose all services and associated costs to conduct a full search to meet the district's needs.

B. Submission Requirements

Proposals must be submitted no later than 4:00 p.m. on May 19, 2020. Any proposals received after said date and time will not be considered.

Proposals should be emailed to: **ckuehlewind@westbrookctschools.org**

Optional: proposals can be mailed to the above address and must include ten (10) copies of all materials submitted. If proposals are mailed then they must be submitted in a sealed envelope labeled **Proposal for Superintendent Search and Recruitment Services**. *Oral, telephonic, and faxed submissions will not be accepted or considered.*

Proposals must be submitted to:

Christine Kuehlewind
Chairperson, Superintendent Search Firm Subcommittee
ckuehlewind@westbrookctschools.org
Westbrook Board of Education
158 McVeagh Road
Westbrook, CT 06498

This RFP has been posted on the Westbrook Public Schools' website at www.westbrookctschools.org/superintendentsearch. In addition, the RFP has been posted on the Connecticut Department of Administrative Services Procurement State Contracting Portal for Contracts at <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-State-Contracting-Portal-for-Contracts/How-To>.

Proposals must be consistent with all of the terms, conditions, and specifications identified in this RFP. Responses not consistent with the specifications and requirements may be considered only in the sole discretion of the Westbrook Board of Education.

C. Tentative Schedule

If the Board of Education receives quality proposals by the deadline established above, the Board intends to select a consultant on or about May 29, 2020. Following notification to the selected consultant, the Board intends to execute a formal contract within five (5) business days, after which the search process will immediately begin.

The Board aims to hire a new Superintendent and begin that individual's employment contract no later than July 1, 2020. However, the Board may decide, in its sole discretion, to extend or restart the search and selection process as deemed to be in the best interest of the Board. The Board may ask the search firm for assistance with the appointment of an Interim Superintendent of Schools.

D. Selection of Consultant

Proposals that are submitted according to the RFP's terms, conditions, and specifications by the deadline described above will be evaluated by the members of the Board of Education. Submission of a proposal indicates acceptance of the terms, conditions, and specifications contained in this RFP unless clearly and specifically noted otherwise. Proposers may be asked to make a presentation to the Board of Education following submission.

The Board will select a consultant based upon many factors, including the proposer's experience, competence, and financial stability; the responsiveness and quality of services proposed; the proposer's demonstrated ability to meet the scope of search criteria and implement the services proposed; the proposer's quality performance conducting similar searches; other projects currently under contract; costs involved; and other factors as the Board of Education deems appropriate.

In considering proposals, the Westbrook Board of Education reserves the right to: (1) waive technical defects in any proposal, (2) reject any and all proposals, in whole or in part, and/or (3) make such awards in whole or in part, if it is in the best interest of the Board, whether or not any proposal is the lowest dollar-cost proposal. The Westbrook Board of Education further reserves the right to re-advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Westbrook Board of Education, in its sole discretion, deems to be in its best interest.

In the event a proposal is selected, such selection will not be binding unless and until the Board and the proposer execute a contract for search and recruitment services that is satisfactory to the Westbrook Board of Education.

E. Employment Discrimination by Consultant Prohibited

The successful proposer will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification. The successful proposer agrees to post in a conspicuous place, available to all employees

and applicants for employment, notices regarding its nondiscrimination policies. The successful proposer, in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

F. Inquiries

Questions regarding this Request for Proposals must be submitted in writing or via email no later than May 14, 2020 to:

Christine Kuehlewind
Chair, Superintendent Search Firm Subcommittee
Westbrook Board of Education
158 McVeagh Road
Westbrook, CT
Email: ckuehlewind@westbrookctschools.org

II. **PROFILE AND MISSION OF WESTBROOK PUBLIC SCHOOLS**

Westbrook is a small coastal community on Long Island Sound. Its 21.4 square miles includes 15.7 square miles of land and the balance water. The Westbrook Public School District (the “District”) operates as a pre-kindergarten through grade 12 district, serving 667 students in three school levels (PK-4; 5-8; 9-12).

The mission of the Westbrook Public Schools is to inspire students to succeed by assuring physically, emotionally and intellectually safe climates in which to learn. Teachers in professional learning communities analyze student data and apply instructional strategies that address individual student learning styles. There are short and long term plans to help all students reach their intellectual potential, while emphasizing their physical, emotional and social development needs.

Students in the Westbrook Public Schools achieve at high levels through a variety of authentic learning experiences that meet their individual needs. Authentic, relevant and research-based strategies and resources prepare them for the challenges of global citizenship. Each member of Westbrook’s learning community is encouraged to share ideas, collaborate, and reflect in an atmosphere where all feel valued. The Westbrook Board of Education believes that continuous and open collaboration creates an environment that promotes life-long learning.

The goals of the Westbrook Board of Education are to:

1. Promote high academic achievement.
2. Advocate effectively for education using a variety of communications tools to reach all constituents.
3. Recruit, develop, support, and retain outstanding personnel.
4. Educate students in the skills necessary for healthy, productive, and fulfilling lives.
5. Provide an appropriate learning environment that promotes life-long learning.

The Westbrook Public Schools are governed by a nine-member Board of Education, whose members are elected to six-year overlapping terms. The Board of Education works with the Superintendent and the community to develop a vision for the schools. The Board's primary responsibility is to establish policy regarding the governance of public elementary and secondary education in the community. The Superintendent serves as the chief executive officer of the Board and is responsible for the administration of its policies and regulations, the day-to-day operation of schools, and the supervision of staff.

The current Superintendent of Westbrook Public Schools has resigned from her position, effective July 1, 2020. The Board of Education wishes to conduct an active search to find the individual who can most effectively translate into action the policies of the Board and the aspirations of the community. As part of the search process, Board members expect to solicit a wide range of input from all stakeholders regarding the qualities sought for the next Superintendent. When choosing a consultant to assist in this process, the Board will focus on the ability of proposers to design a process to identify a new leader who supports the District's and the community's beliefs and priorities.

Please visit the Westbrook Public Schools website at <https://www.westbrooketschools.org/> for more information about the school district.

III. SCOPE OF SERVICES

The Board of Education seeks a consultant to work with the Personnel Search Committee, the Board, the staff, and the community to do the following:

- Solicit input from various stakeholders (*e.g.*, Board of Education members, Westbrook Public Schools administration and staff, and community members) to assess the District's needs, goals and priorities and identify important candidate qualifications and attributes; assist the Board in creating a profile of skills and attributes of an effective, efficient, and innovative Superintendent.
- Coordinate and implement a search process designed to identify a leader who supports the District's and community's vision and beliefs
- Develop recruitment materials that include information about the District and community, reflect the District's needs, goals and priorities; and outline candidate qualifications, attributes and selection criteria
- Advertise the position in the appropriate media (including websites) to recruit candidates from within Connecticut and regionally
- Provide the means and methods to keep the community abreast of the search process
- Develop and implement an application process
- Screen candidate applications and select candidates for further consideration
- Complete in-depth background investigations, including the validation of professional credentials, employment history, consumer credit, and criminal history, of candidates selected for interview
- Prepare written summaries of the qualifications and experience of candidates presented for interview
- Establish a schedule for interviewing selected candidates and making site visits

- Assist Board members in preparing for interviews of finalists by developing questions and evaluation forms
- Attend interviews, as requested
- Advise the Board regarding salary and benefit expectations
- Advise and assist the Board with the recruitment and selection of an Interim Superintendent, if needed as part of the process
- Perform other tasks and responsibilities that may be determined by the Board
- Identify other services that the proposer may suggest for the Board's consideration and approval
- Propose search schedule and plan with timeline

All services not specifically mentioned in this RFP that are necessary to provide the functional capabilities described by the proposer shall be included in the scope of work performed. In addition, given the current distancing restrictions presented by the COVID-19 public health emergency, the Board is particularly interested in the consultant's demonstrated ability to solicit input from stakeholders and conduct the search process with due regard for any in-person meeting restrictions currently in place.

IV. FORMAT FOR PROPOSAL

To enable the Board to evaluate and review all proposals in a uniform manner, all responses should include the following information:

A. Cover Sheet and Affirmative Action Statement

The firm or individual submitting a proposal must include a signed cover sheet, included in this Request for Proposal as Appendix A and an Affirmative Action Statement, including in this Request for Proposal as Appendix B.

B. Management Summary

Include a management summary that 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.

C. Firm or Individual Profile

The firm or individual submitting a proposal must include a profile containing the following information:

- Name, address and contact information of the proposer and the person(s) to be contacted for further information regarding the proposal
- Name, position, and contact information of the individual(s) who will be assigned to this project
- Relevant background, experience, and qualifications of the proposer to conduct a superintendent search

- Relevant background, education, experience, and qualifications of the individuals to be assigned to this project, including identification of the individual who will supervise the project and other individuals who will staff the project and their respective roles
- List of similar searches conducted within the past five years (including size of district and scope of services rendered)
- List of at least three references (including contact information) for work performed within the last five years, with a description of the project and scope of services rendered
- List of similar searches currently being conducted (including size of district, scope of services being rendered, and projected completion date)
- Evidence of financial stability

D. Proposed Approach and Plan

The firm or individual submitting a proposal must include a proposed approach and plan (not to exceed two pages) containing the following information:

- The proposer's approach to providing the services identified in Section III (Scope of Services) and any other proposed services
- A general timeline for completion, including phases, if any
- Proposed methods, activities and events designed to gather Board, administration and staff, and community input
- Proposed process to develop criteria for the selection of candidates
- Proposed means to conduct the search process for qualified candidates within and outside of Connecticut, identify interested candidates, and encourage their applications
- Proposed means to advertise the position and provide information to candidates and updates to the community
- Proposed means to evaluate candidates and recommend candidates for the Board's consideration
- Description of planned efforts to increase recruitment of members of underrepresented groups, including but not limited to women, minorities, and individuals with disabilities
- Methods of reporting progress and information and collaborating with the Board
- Tasks that could be performed by Board members or staff to reduce the cost of the search
- Statement as to why the vendor is the best qualified to meet the needs of the Board of Education

E. Selection Process

- Selection Criteria: Price alone will not be the only factor in the award of the bid. Other factors to be considered are the accuracy and responsiveness of the proposal; the experience, competence, and financial condition of the vendor; labor force adequate to perform the work; the nature of the vendor's organization; quality of

performance on similar projects performed and completed by the vendor in the past in Connecticut, and/or regionally; other projects and services currently under contract; conformity with specifications of the Request for Proposal; location of the main office of the vendor; accessibility of the vendor; and a determination by the Westbrook Board of Education that the vendor has the ability to perform successfully. The contract that will be entered into will be the one most advantageous to the Westbrook Board of Education as determined in the discretion of the Westbrook Board of Education, all factors considered

- Oral Presentations: Some bidders submitting proposals may be required to make an oral presentation of their proposal upon request by the Westbrook Board of Education
- Narrowing Proposals: The Westbrook Board of Education may, at its sole discretion, eliminate one or more proposals from consideration. Remaining bidders may be requested to provide additional information or revised proposals to the Westbrook Board of Education for further consideration
- Preliminary Selection and Negotiations: In the event that a proposal is selected, such selection will be preliminary and not binding unless and until execution of a contract for recruiting services is satisfactory to the Westbrook Board of Education. Negotiations may be undertaken with any bidder whose proposal shows it to be qualified, reasonable, and capable of performing the work and the Westbrook Board of Education may require modifications to the proposal preliminarily selected
- Post Proposal Assistance: The Westbrook Board of Education will make available to the successful bidder appropriate public records or information, as well as appropriate staff, to answer questions on behalf of the Westbrook Board of Education as may be authorized by the Board

F. Fee Proposal

The firm or individual submitting a proposal must include a proposed fee structure, including

- Costs for the entire project and for each service
- A statement of standard costs and optional costs
- Method of computing costs (*e.g.*, lump sum, percentage, hourly rates)

V. **TERMS AND CONDITIONS**

A. General Terms and Conditions

Proposals must remain firm and binding for a period of sixty (60) days following their submission. Proposers will not accrue any rights by submitting a proposal. The Westbrook Board of Education is not liable for any costs incurred by proposers prior to the issuance of a contract.

Neither a proposer nor the Westbrook Board of Education will issue any news releases regarding the services or project to which this RFP relates unless the proposer and Westbrook Board of Education agree to and coordinate the release of such information.

B. Terms and Conditions to be Included in the Contract with the Successful Proposer

Payment: Monthly payments will be made in accordance with the contract terms within thirty (30) days of receipt of invoice. No more than fifty percent (50%) of the contract shall be paid until a new Superintendent is hired.

Guarantee: The proposer will guarantee and provide quality assurance to the Westbrook Board of Education for all work performed for the duration of the contract.

Insurance: The successful proposer shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Westbrook Board of Education.

Compliance with Applicable Laws: The contractor must comply with the Civil Rights Act of 1964, the Equal Employment Act of 1972, Connecticut Fair Employment Practices, and all other applicable federal and state laws and regulations and town ordinances.

Appendix A

**WESTBROOK BOARD OF EDUCATION
Request for Proposals
Superintendent Search and Recruitment Services**

Cover Sheet

Date: May 5, 2020

Proposals will be received until: May 19, 2020 at 4:00 p.m.
Westbrook Board of Education
158 McVeagh Road
Westbrook, CT 06498

Services to be performed for: Westbrook Board of Education

For additional information, please contact: Christine Kuehlewind
Chair,
Superintendent Search Firm Subcommittee
ckuehlewind@westbrookctschools.org

I, the undersigned, hereby affirm that: 1) I am a duly authorized agent of the proposer; 2) I have read all of the terms, conditions, and specifications made available regarding this Request for Proposal and fully understand and accept them unless specifically indicated otherwise in the offer; 3) the offer is being submitted in accordance with the terms, conditions, and specifications set forth in the Request for Proposal, and 4) the proposer will accept any awards made to it as a result of the offer submitted for a minimum of sixty (60) days following the date of submission.

Name of Firm or Company: _____

Address: _____ City/State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Authorized Representative's Name: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____

Appendix B

**WESTBROOK BOARD OF EDUCATION
Request for Proposals
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Affirmative Action Statement

_____ will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

_____ will post in a conspicuous place, available to all employees and applicants for employment, notices regarding its nondiscrimination policies.

_____, in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

Name of Firm or Company: _____

Authorized Representative's Name: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____