

REQUEST FOR PROPOSAL

SEARCH CONSULTANT FOR

SUPERINTENDENT OF SCHOOLS

UPPER TOWNSHIP SCHOOL DISTRICT PETERSBURG, NEW JERSEY

The Upper Township School District seeks the services of a consultant to conduct a search and initial application review for a new Superintendent of Schools. The Upper Township School District is a comprehensive Pre-K-8 District. The District's schools have an enrollment of approximately 1,400 students and a faculty/staff of 200. Additional information about the District is available online at www.upperschools.org.

Proposal forms may be requested by contacting Laurie A. Ryan, School Business Administrator via email at ryan@upperschools.org or via telephone at 609-628-3500 ext. 2223.

Proposals shall be addressed to and received at the following:

Laurie A. Ryan, School Business Administrator/Board Secretary
525 Perry Road
Petersburg, NJ 08270
ryan@upperschools.org

Deadline for receipt of proposals is 10:00 AM, Wednesday, January 11, 2023.

Request for Proposals Superintendent Search Firm

Section I: Purpose

The Board of Education of the Upper Township School District (hereafter "UT SD" 01' "District") seeks proposals from experienced executive search firms or individuals to provide consulting services for a search for a superintendent.

Section II: Introduction

The District is beginning its search for a qualified candidate to become its new Superintendent of Schools on or about July 1, 2023. In order to ensure an orderly transition, the Board of Education wants to finalize a selection for the new superintendent by the end of March 2023. To help in the search for the most qualified candidate, the District is seeking to retain the services of an executive search firm or individual with experience in the recruitment of superintendents for school districts.

Description of UTSD

UTSD serves approximately 1,400 students in the communities of Upper Township and Corbin City in Southern New Jersey. The ethnic composition of the student body is African American — 24%, White ... 90.8%, Hispanic — 4.8%, Asian — 1.5%, other — 0.5%, and two or more races — 2.9%. About 10.37% of UTSD students qualify for free-and-reduced lunch, 17.1% qualify for special education services, and 1, 7% are English Learners.

UTSD has one primary school servicing students in Pre-Kindergarten through second grades, one elementary school for students in third through fifth grades, and one middle school for students in sixth through eighth grade. The primary and elementary schools are located in Marmora and the middle school is located 5.41 miles away in Petersburg.

Send — Receive Relationship

The District has a send-receive relationship with Ocean City (grades 9-12) and Corbin City (grades k-8).

School Choice Program

The District participates in the NJ Public School Choice program with choice enrollment of 44 students.

The District has a F Y 2022-2023 general fund budget totaling \$40M with the District's major funding sources being property tax receipts accounting for more than \$26M or 65% of the total and \$7M in state aid. There are no major construction projects being undertaken at this time.

The Board of Education uses policy governance as its method of running the District. The superintendent is the board's primary employee, and it is the superintendent's role to evaluate and monitor the rest of the District's staff. The Board of Education uses a monitoring system to measure district and superintendent performance. Information about student performance, district goals, financial data, annual reports, etc., may be found on the District's website (upperschools.org) and at the New Jersey State Board of Education's School Report Card website (nj.gov/education).

Section III: Scope of Work

The Board of Education will work with the selected firm or individual to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities will:

- Develop search criteria that incorporates the District's goals and the leadership characteristics that the BOE and community consider requisite for success
- Demonstrate a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context, reflecting a familiarity with our students' needs
- Advise the Board on a compensation package that facilitates successful recruitment of the type of superintendent that UTSD needs and desires
- Solicit applications
- Generate a position description with desired qualifications
- Develop an application process for the position
- Advise the Board regarding identification and assessment of candidates
- Assist with logistics of finalist interviews
- Ensure a satisfactory conclusion to the search

Understanding that discretion in the search process is of utmost importance to the District, as well as to many candidates, the search firm or individual must maintain the confidentiality of all information collected as appropriate.

Generation of position description and qualifications

Conduct interviews with and solicit input from school board members, school district staff, community leaders and the general public to develop the qualifications and criteria that will be used to judge superintendent candidates.

Advisory Services to the Board of Education

Developing a search plan and timeline in consultation the Board. Assisting with the evaluation and interviewing of potential candidates. Ensuring that there is compliance with applicable legal requirements.

Identification and Assessment of Candidates

- Develop and distribute recruitment materials that will encourage qualified candidates to apply ●
Conduct a search that will include advertising the position broadly in print media as well as through an effective web-based strategy
- Conduct personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences
- Collect all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed
- Assist the Board with prescreening candidates based on clearly delineated criteria
- Assist the Board in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews

Assist with Logistics of Finalist interviews

- Facilitate visits by the Board to the communities of the finalists
- Facilitate community forums and interviews with the finalists

Ensure a Satisfactory Conclusion to the Search

- Assist the Board in contract negotiations with the selected candidates

Section IV: Proposal Requirements

To allow the Board of Education to judge fairly the merits of each proposal, responses to this RFP shall include a response to each of the items listed below. The Board reserves the right to reject proposals that do not follow this format.

Cover Sheet Include the completed cover sheet that is part of this RFP signed by a person authorized to act on behalf of the company submitting the proposal.

Executive Summary Provide a short summary that demonstrates your understanding of the scope of services required by the School District and why your firm is best able to provide that scope of service.

Experience and Qualifications Provide details on the following:

Overview of Company — address: telephone, fax, e-mail; whether company is local, regional, or national, if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed by the company.

Project Team — Provide names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the company. Specify the names, titles, addresses, telephone numbers and emails of the person(s) who will be directly working on our superintendent search. Discuss the

availability of each team member and the potential for conflicts that might interfere with the project's timeline.

Experience For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team. Specify the number of superintendent searches in which each member has participated and in what capacity. Note the longevity of superintendents hired by members of this team or firm over the past six years. Describe any particularly noteworthy accomplishments of the superintendents placed.

Work Plan Provide details on the following:

- The approach to be used to address each search activity listed in Section III: Scope of Work
- Methods you will use to communicate and work with a seven-member elected Board of Education
- Methods you will use to identify prospective candidates and promote their interest to apply • Your experience in effective community engagement both in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate and receive public input in the evaluation of final candidates
- Describe what the major challenges to a successful superintendent search are and how the project team will address them
- Estimate a reasonable timeline that the project team will use to guide the search process • Describe the information, services, and assistance you will require from the School Board and district staff to enable you to conduct the search

Cost — A budget should be provided that will cover all of the work described in Section III: Scope of Work and the Work Plan above. The budget should provide a breakdown of costs in the following areas:

- Estimated cost by each scope of work section
- Estimated hours spent by each member of the project team and their fees, along with estimated travel expenses
- Estimated publishing and advertising expenses
- Estimated postage and other costs to distribute information regarding the vacancy
- Any other expenses

Proposal must also include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

References — Provide a minimum of three school districts (of similar size and academic quality to the District, if possible) that have used your services for a superintendent search within the past six years. For each reference, supply the school district name, contact person, their title, telephone number and address. Describe the contract (scope, length, and dollar value) for each reference.

Contract Form — If you intend to propose a form of professional services contract between you or your company and the District, please provide a sample copy of such contract form. If you prefer that the District generate such contract, please so indicate.

Litigation Record — Have you been involved in litigation with any of your clients within the last five (5) years? If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

Ensuring Client Satisfaction — Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

Additional Information Should you feel that additional information would help us more properly evaluate your proposal or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

Section V: Timeline for this RFP

The following tentative schedule will be used for the implementation of this RFP:

Date	Activity
12/3/2022	Classified ad appears in local newspapers
12/19/2022	Board approves RFP for the search process
12/21/2022	RFP posted on the district's website
1/6/2023	4:00pm deadline for submission of questions about the RFP
1/1 1/2023	Responses to RFP due at 10:00am local time
1/12/2023	Initial screening of proposals and selection of firms to be interviewed
January/February 2023	Interviews with finalist firms conducted
February 2023	Board approves the selection of the search firm
February - April 2023	Search firm begins the search process
April — June, 2023	Selected candidate begins to ensure an orderly transition
Jul 1, 2023	Selected candidate become Superintendent

Section VI: Submission Details

All proposals must be received at the District's administrative offices prior to 10:00 p.m. on January 11, 2023.

Proposals must be enclosed in a sealed envelope and the package must clearly show the phrase "Request for Proposals — Superintendent Search for Upper Township School District" and the name of the candidate firm.

Submissions should be prepared as standard 8-1/2 X 11-letter size and shall not exceed 30 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical and each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submission information.

Proposals must be submitted in print (5 copies) and electronic (PDF) formats. The electronic file can be submitted via email to the address below or delivered with the printed copies of the proposal. The deadline noted above applies both to print and electronic submissions.

Proposals should be sent to:

Laurie A. Ryan
School Business Administrator

Upper Township School District
525 Perry Road
Petersburg, New Jersey 08270
ryan@upperschools.org

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing firm unopened. Any questions or requests for clarification regarding this RFP should be directed in writing to the contact named above prior to 4:00 p.m. on January 6, 2023.

Section VII: General Conditions

The District reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Board of Education, in its sole discretion, deems to be in the best interest of the District. Notwithstanding the terms herein, The District may negotiate the terms of any response to this RFP, The District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the Board of Education determines to be in the best interests of the School, The organization will be required to submit all required paperwork and registrations where applicable including (1) State ofNJ Affirmative Action documents, (2) Business Registration Certificate (BRC), and Chapter 271 Political Disclosure documentation, if required.