

LEGAL NOTICE

BRANFORD BOARD OF EDUCATION Request for Proposals Superintendent Search Services

Executive Search Consultants:

The Branford Board of Education through its Personnel Search Committee is soliciting proposals from qualified firms or individuals to provide consulting search and recruitment services for a Superintendent of Branford 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 September 19, 2022.

Proposals must be submitted to:

**Personnel Search Committee
c/o Donald A. Neel, Chief Operating Officer
Branford Public Schools, Central Office
185 Damascus Road
Branford, CT 06405**

Proposals should be emailed to: **dneel@Branfordschools.org with a copy to pberdon@Branfordschools.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 BRANFORD 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 BRANFORD 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 BRANFORD Board of Education, in its sole discretion, deems to be in its best interest.

The BRANFORD Board of Education is an Equal Opportunity Employer.

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I. OVERVIEW

A. Purpose

The Branford Board of Education Personnel Search Committee 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 Branford 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 September 19, 2022. Any proposals received after said date and time will not be considered.

Proposals should be emailed to: **dneel@Branfordetschools.org with a copy to pberdon@Branfordschools.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:

Personnel Search Committee
c/o Donald A. Neel, Chief Operating Officer
Branford Public Schools, Central Office
185 Damascus Road
Branford, CT 06405

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 Branford 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 October 19, 2022. Applicants should, at the discretion of the Board be available to make an in-person presentation and/or at participate in one or more interviews with the Board between September 21, 2022 and October 19, 2022, with a likely date being October 12, 2020. The Board reserves its right to offer interviews to less than all applicants based upon its review of the submitted materials. 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

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contract no later than July 1, 2023. The selection process should commence no later than November 1, 2022 with the successful candidate being identified, selected and contract negotiations concluded no later than March 31, 2023. 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 Personnel Search Committee. 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 and or submit to an interview to the Personnel Search Committee following submission.

The Personnel Search Committee will recommend a consultant to the Board based upon 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 Personnel Search Committee deems appropriate.

In considering proposals, the Branford 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 Branford 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 Branford 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 Branford 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.

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F. Inquiries

Questions regarding this Request for Proposals must be submitted in writing or via email no later than September 9, 2022 to: pberdon@branfordschools.org with a copy to dneel@branfordschools.org

II. PROFILE AND MISSION OF BRANFORD PUBLIC SCHOOLS

Branford is a medium sized coastal community on Long Island Sound. Its 28 square miles is home to 28,000 people and includes the scenic Thimble Islands. The Branford Public School District (the "District") operates as a pre-kindergarten through grade 12 district, serving approximately 2600 students in three school levels (PK-4; 5-8; 9-12). The district employees approximately 539 staff, consisting of 16 administrators, 268 teachers and 135 paraprofessionals. The district's budget for the fiscal year 22-23 is \$60,931,374.

MISSION STATEMENT AND VISION STATEMENT

We, the members of the Branford Public School community, are committed to developing life-long learners who are capable and confident, who contribute to their community, and who succeed in a changing global society.

INSTITUTIONAL PRIORITIES

In order to achieve this mission, the faculty and administration of the Branford Public Schools join with parents and members of the community,

- to foster continuous growth toward excellence in each student, class and school
- to enhance community understanding and appreciation of the schools
- to enhance the schools' effectiveness in responding to the increased demand to serve an expanded role in student and community life
- to increase management efficiency and effectiveness
- to promote growth opportunities for staff which will enable them to experience continuous improvement
- to develop and maintain facilities which meet growing and changing educational and community needs
- to broaden the use of advanced technologies which support continuous improvement of the educational process
- to develop in each student an understanding of, and ability to function in, a multi-cultural, interdependent world.

In the spring of 2022 the Branford Public Schools engaged EdAdvance to assist the district in completing a long-range plan. The strategic planning committee consisting of administration members, district staff, community members and Board of Education Members will commence its work in September of 2022 and is expected to complete its work by January

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2023. The selected consultant will be expected to assist the Board of Education in the evaluation of candidates' ability to carry out the strategic plan.

The Branford 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 Branford Public Schools is retiring from his position, effective June 30, 2023. 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.

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, Branford 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, regionally and nationally.
- 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, social media and criminal history, of candidates selected for interview
- Prepare written summaries of the qualifications and experience of candidates presented for interview

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- 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, included 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

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- 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

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specifications of the Request for Proposal; location of the main office of the vendor; accessibility of the vendor; and a determination by the Branford 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 Branford Board of Education as determined in the discretion of the Branford Board of Education, all factors considered

- Oral Presentations and Interview: Some bidders submitting proposals may be required to make an oral presentation of their proposal and to participate in one or more interviews upon request by the Personnel Search Committee.
- Narrowing Proposals: The Personnel Search Committee 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 Personnel Search Committee 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 Branford 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 Branford Board of Education may require modifications to the proposal preliminarily selected
- Post Proposal Assistance: The Branford 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 Branford 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 Branford Board of Education is not liable for any costs incurred by proposers prior to the issuance of a contract.

Neither a proposer nor the Branford Board of Education will issue any news releases regarding the services or project to which this RFP relates unless the proposer and Branford 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

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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 Branford 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 Branford Board of Education.

Compliance with Applicable Laws: The applicant 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.

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Appendix A

Cover Sheet

Date: August 17, 2022

Proposals will be received until: September 19, 2020 at 4:00 p.m. in the manner(s)
described in the Request for Proposals.

Services to be performed for: Branford Board of Education

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:

Authorized Representative's Name signature and date: _____

Printed Name, Title

Contact Person:

Title:

Phone:

Email:

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Appendix B

Affirmative Action Statement

By its submission of a proposal in response to this Request for Proposals, proposer agrees that it:

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; and

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 signature and date: _____

Printed Name:

Title: