

BOARD OF EDUCATION
School District of South Orange-Maplewood
525 Academy Street
Maplewood, New Jersey 07040

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Business Administrator/Board Secretary

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The district advertised to obtain the services for a superintendent search consult. The search consultant will provide the following list of services:

- Assisting and advising the Board in developing a profile of the skills and attributes to be required of the new superintendent;
- Assisting and advising the Board in the soliciting and gathering of input from school and community individuals and groups as to the skills and attributes which they desire in the new superintendent and the process of selection; including, at the discretion of the Board, conducting community input sessions, electronic solicitation of input via a written survey of community, staff and Board; and by conducting interviews with and soliciting 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.
- Advertising the position as well as recruiting quality applicants to apply; developing and distributing recruitment materials that will encourage qualified candidates to apply; conducting personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences;
- Receiving and thoroughly reviewing all applications; Assisting with the evaluation and interviewing of potential candidates; receipt and review of candidate credentials, followed by collection of relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed.
- Developing a process for the screening of candidates' applications, assisting with the selection of those candidates for further review and establishing a schedule and procedure for interviewing selected candidates; assisting the Board with prescreening candidates based on clearly delineated criteria. Assisting the Board in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews.
- Complete in-depth background investigations of candidates to be interviewed by the Board, including verification of appropriately conferred degree(s) and certification(s); Ensuring that there is compliance with applicable legal requirements.
- Scheduling and attending Board/candidate interviews as requested; Rank candidates with rationale for ranking; develop interview questions; screen resumes with Board's Search Committee.
- Facilitating visits by the Board to the communities of the finalist(s).

- Assist the Board with final interviews and employment of the new superintendent; Assisting the Board in determining a salary and fringe benefits package; assisting the Board in contract negotiations with the selected candidate.
- Performing other functions as determined through discussion with the Board or designated individual(s) following award of contract.

Three proposals were received. The respondents were Hazard, Young, Attea & Associates from Schaumburg Illinois, Ray and Associates from Cedar Rapids Iowa, and West Hudson Associates from Malden-On-Hudson New York.

The proposals were reviewed based upon technical, management and cost criteria. The following describes the information in each respective category.

Technical Criteria – 40 points

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey. (Success stories only). Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

Management Criteria – 40 points

Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address and other information of the Professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

Qualifications; Relevant Experience

Respondents shall submit documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of providing services as listed in the specifications to public/private school districts for a minimum of at least five (5) years;

- Five (5) letters of recommendation from public school districts, three (3) of which must be from New Jersey;
- Copies of all professional or educational licenses that are required to perform the services as listed in the specifications;
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years;
- Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process, and
- Availability of personnel, facilities, equipment and other resources to provide the services requested.

Cost Criteria – 20 points

Hourly Rate

All respondents are to provide hourly rate for services to be provided by the School Physician

Expenses: Travel and Meals

The selected consultant agrees that they are responsible for their expenses including travel and meals incurred in the rendering of services for this RFP.

Contract expenses

Respondents are to note the following as it pertains to expenses related to the contract:

Expenses: Related to Contract; Incidental

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.

Expenses Not Related to the Contract; District Procedures

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.

Extraordinary expenses

Extraordinary expenses to be incurred by the respondent in the performance of his duties may be brought to the board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

Total Cost

All respondents are to provide a maximum total cost of services for the superintendent search. Respondent agrees that total invoices will not exceed this amount.

The proposals were reviewed and ranked as follows:

1. West Hudson presented a proposal with a base cost of \$13,000. The proposal provided the credentials of the search consultant, the sequence of services to be provided, and all required documentation.
2. Ray and Associates presented a proposal with a base cost of \$23,000. The proposal provided the credentials of the search consultant, the sequence of services to be provided, and all required documentation.
3. Hazard and Young presented a proposal with a base cost of \$23,900, the highest of all proposals received. The proposal provided the credentials of the search consultant, the sequence of services to be provided, and all required documentation.

West Hudson was ranked highest based on their total score in all three categories. In addition to the best ranking on price they had the highest technical and managerial score and were ranked first overall.

West Hudson is being recommended to provide services for the superintendent search.