

Request for Proposals

SUPERINTENDENT SEARCH Fall 2022



SUPERINTENDENT SEARCH CONSULTANT

Attn: Mindy Potts, District Clerk
Ichabod Crane Central School District
2910 Route 9
Box 820
Valatie, NY 12184
(518) 758-7575 ext. 3001

RESPONSES DUE: Tuesday, November 22, 2022

I. Introduction:

Invitation to Submit Proposal

The Ichabod Crane Central School District (Official name: Kinderhook Central School) issues this Request for Proposal ("RFP") seeking a consultant to assist the Board of Education in selecting and retaining a Superintendent of Schools.

The current Superintendent of Schools has provided notice of retirement effective June 30, 2023. The Board of Education desires to appoint a permanent Superintendent as soon as reasonably possible, with an ideal candidate beginning work no later than July 1, 2023. Interested firms must be willing to commit the necessary staff resources to accommodate that appointment timeline.

Ichabod Crane is a rural district composed of 7 towns and villages located in Columbia County, NY. The District serves approximately 1,700 students K – 12.

RFP Schedule

- Thursday, November 3, 2022 RFP Issued
- Monday, November 14, 2022 Last Day for Respondents to Submit Questions
- Tuesday, November 22, 2022 1:00 PM RFP responses due
- November 29, 30 or December 1 Evening Shortlist interviews
- December 2022 Approval by the Board of Education (tentative)

Work to begin as soon as possible, but not later than December 14, 2022. We anticipate holding shortlist interviews the evenings on November 29, 30 and/or December 1. If that timeframe is impossible for your team, please indicate that in your cover letter.

II. Proposal Content

Proposals should provide a straightforward, complete and concise description of Respondent's capabilities to satisfy the requirements of this RFP. Proposals must include the following, in the order set forth below:

Cover Letter

Provide a cover letter on the Respondent's letterhead that is signed by an individual with authority to contractually bind the Respondent.

Include the full legal name, address and type of legal entity, and jurisdiction in which the entity is formed (if applicable), telephone number and e-mail address of the representative who is authorized to discuss and/or negotiate the proposal.

Indicate whether a Respondent is, or will partner or otherwise combine with, an MBE/WBE (Minority Business Enterprise or Women's Business Enterprise) as certified by New York State for any portion of the services requested.

Executive Summary

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

Statement of Methodology/Approach

Provide a detailed summary of the services you anticipate providing including, but not limited to, search planning and preparation, public involvement, candidate recruitment, candidate evaluation, candidate appointment and search closing processes.

Describe what you anticipate the major challenges will be to Ichabod Crane's successful superintendent search and how the project team would address them. Estimate a timeline that the project team will use to guide the search process and achieve the Board's goal of seating a new superintendent in time for a July 1, 2023 start. Include information about your ability to engage communities of color and non-English-proficient constituents as part of any stakeholder outreach. Clarify what information, services and assistance you will require from the School Board and district staff to enable you to conduct the search most advantageously.

Firm Qualifications, Experience, and References

Provide a description of the firm. Include a summary of the firm's experience in conducting executive searches, and evidence of your commitment to, and successful experience in recruiting outstanding candidates from diverse backgrounds. Provide a description of successful searches completed by your firm in the last three (3) years with a focus on searches for districts similar to Ichabod Crane – Rural K through 12 districts. For each successful search describe the specific role performed and the key individual(s) involved, any problem(s) encountered, how the problem(s) were dealt with, and provide the name of the client and the name of a client contact person who is able to provide a reference.

Staff Qualifications and Experience

Provide name(s), title(s) and resumes of specific personnel who will be assigned to this search, clearly indicating their relevant experience and specific areas of expertise. Limit each resume to two (2) pages and include education, professional credentials and employment history. Include the resumes of any MBE/WBE partner or sub consultant that will be involved in the provision of services, along with a description of how each such partner or sub consultant will work in connection with Respondent, distinguishing the roles, responsibilities and commitment of each team member.

Fee Proposal

Provide a specific breakdown of any and all fees and estimated expenses to be charged, including any optional services not included in the base contract fee. Specify the total proposed hours and fee per task; list reimbursable expenses proposed; and include hourly rates of staff that would work on this search. Actual billings will be based upon time worked. Please provide a total maximum cost amount your firm will charge that includes all of the items above.

III. Criteria for Selection

The criteria for selection will include the following without limitation:

- Consultant who best meet the District's needs to perform the superintendent search process as described in this RFP
- Cost of services
- Experience and success with similar school superintendent searches in districts of comparable characteristics
- Availability of appropriate staffing to conduct the search

IV. Submission Requirements

Interested firms or individuals (each a "Respondent") are required to follow the guidelines and instructions contained in this RFP. In the event it becomes necessary to revise any part of this RFP, revisions will be provided by addenda posted on the ICC website (www.ichabodcrane.org). It is the responsibility of Respondents to check the ICC website for clarifications, amendments, or addenda.

- a) Proposals are due and must be received no later than 1:00PM Tuesday, November 22, 2022.
- b) Proposals received after the indicated date and hour and/or at a different location will not be considered. It is the sole responsibility of each Respondent to ensure that its proposal is received before the submission deadline. Respondents shall bear the risk associated with delays in mail, courier services or hand delivery.
- c) The envelope containing the proposal and subject of electronic submission should state "Superintendent Search Consultant"
- d) Sealed proposals, including nine (9) copies must be delivered in hard copy by hand, regular mail or express mail to:
 1. Superintendent Search Proposal
Attn: Ms. Mindy Potts, District Clerk
Ichabod Crane Central School District
Box 820
2910 Route 9
Valatie, NY 12184
- e) The proposal in pdf format must also be e-mailed to Mindy Potts:
mpotts@ichabodcrane.org

All questions, comments, requests for clarification, and other communications regarding this RFP must be directed via e-mail to Mindy Potts: mpotts@ichabodcrane.org no later than the date indicated above. All questions and requests for clarification will be responded to in

writing and disseminated to all persons and organizations having expressed an interest in this solicitation. Addenda to this RFP, including responses to any questions submitted in writing, will be posted on the ICC website.

V. RFP TERMS AND CONDITIONS

- a) The issuance of this RFP request constitutes only an invitation to submit a response to the District. If the school District chooses to award the RFP to a selected vendor, the vendor must complete a contract with the District. The form and content of the contract will be determined by the District.
- b) This Proposal request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Respondents shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this Proposal request or otherwise.
- c) All proposals and accompanying documentation become the property of the Ihabod Crane Central School District. The District shall not divulge any information presented to anyone outside the District, unless required by law, without the written approval of the individual or organization. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP request, whether or not the submission is accepted. Submitted proposals may be reviewed and evaluated by any person or outside consultant retained by the District, other than one associated with a competing applicant, as designated by the District. If a vendor believes that any information in its proposal constitutes a trade secret and wishes such information not be disclosed if requested by a member of the public pursuant to the State Freedom of Information Law, Article 6 of the Public Officers Law, the vendor shall submit with its proposal a letter specifically identifying the page number, line or other appropriate designation, that information which it deems to constitute a trade secret and explain in detail why such information is a trade secret. Failure by a vendor to submit such a letter with its proposal identifying trade secrets shall constitute a waiver by the applicant of any rights it may have under Section 89 (Subdivision 5) of the Public Officers Law relating to protection of trade secrets.
- d) The District neither makes nor assumes any contractual obligation by issuing this RFP request, receiving and evaluating responses, or making preliminary Respondent selections. Providing a response as provided herein shall neither obligate nor entitle a Respondent to enter into a contract with the District.
- e) The District reserves the right to determine in its sole and absolute discretion whether any aspect of the vendor's submission satisfactorily meets the criteria established in this RFP request, the right to seek clarification from any Respondent(s), and the right to cancel and or amend, in part or entirely, the RFP request, at any time prior to a written contract.

- f) It is understood that any submission received and evaluated by the Ichabod Crane Central School District will be used as the basis for the cost and terms of a contract between the District and the particular Respondent. In submitting a response, it is understood by the Respondent that the District reserves the right to accept any submission, to reject any and all submissions and to waive any irregularities or informalities that the District deems is in its best interest.
- g) The District is not obligated to respond to any submission nor is it legally bound in any manner whatsoever by the submission of a response.
- h) Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP request. The District has the option of requesting the Respondent to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the proposal. A proposal may be disqualified for lack of response to such a request.
- i) Responses submitted to the District must be valid for a period of at least 120 days from the deadline for receipt of proposal responses as defined in the time frame section of this document.
- j) The selected vendor's proposal will become part of any resulting legal contract, should contracts be awarded. The term of the resultant contract shall commence upon award and shall remain in effect until completion, inspection, and final acceptance of specified project(s) unless terminated, canceled, or extended as otherwise provided herein.
- k) Each proposal must include the appropriate corporate officer's approval signature.
- l) It is a requirement that Respondents indicate specifically in the response any sub-contract, alliance, partner, franchise, or other "non-employee" relationship with any resource(s) they will utilize if they are chosen as the selected proposal. Note: The District reserves the right to approve and designate sub-contractors to be used in any of the services being proposed.
- m) The Ichabod Crane Central School District reserves the right to introduce additional factors not contained in this RFP request in order to obtain the most suitable solution. After submitting a proposal, each respondent must be prepared to have the operational aspects of their proposal reviewed in detail by District representatives.
- n) Proposals shall be opened publicly at the District's Central Office location, or other duly designated location, on the "received by" date and time indicated on the cover page. The name of each Respondent shall be read publicly and recorded. Unless disclosure of

final proposal pricing would constitute an impairment of negotiations, the proposed bid, cost, or sum of each proposer will be read publicly as well. The content of proposals shall not be subject to public inspection until after contract award. Subsequent to contract award, proposals may be reviewed unless they, in total or in part, contain information which is exempt from disclosure pursuant to the Freedom of Information Law (e.g. a trade secret).

- o) At any time prior to the specified proposal due time and date, a Respondent (or designated representative) may withdraw their proposal.
- p) The District reserves the right to award contracts for individual projects or for any combination of projects deemed to be most advantageous to the District. Notwithstanding any other provision of the RFP, the District expressly reserves the right to:
 - Waive any immaterial defect or informality; or
 - Reject any or all proposals, or portions thereof; or
 - Reissue an invitation for proposal.
- q) The District Board of Education reserves the right to award a contract in the best interest of the District. The Board of Education's decision will be final.
- r) Respondents Default – Failure of the Respondents to comply with any of these provisions may be considered reason for rejection of the Proposal.