

**Pelham Union Free School District
Business Office
575 Colonial Avenue
Pelham, New York 10803
Phone 914-738-9140 Fax 914-738-2384**

REQUEST FOR PROPOSALS

The Board of Education of the Pelham Union Free School District hereby invites the submission of proposals for the following professional services:

Consulting Services - Executive Search Firm

Forms for proposal, certification, conditions, and specifications may be obtained at the Pelham UFSD website (www.pelhamschools.org) by selecting "District" from the drop-down menu and choosing "District Office Requests for Proposal (RFP)." Forms may also be obtained from the Pelham UFSD Business Office located at 575 Colonial Avenue, Pelham, New York 10803 or by calling the Business Office at 914-738-9140 x1142.

In all cases it must be understood that conditions and specifications of the Pelham Union Free School District shall apply. Sealed proposals must be clearly marked, "Consulting Services – Executive Search Firm", and will be received until 10:00 a.m. on Friday, August 10, 2018 at the Pelham UFSD Business Office located at the above address, at which time and place all proposal packages will be publicly opened and subsequently evaluated.

The Board of Education reserves the right to consider qualifications, experience, and reputation in the executive search industry, as well as the specific qualifications of a proposer set out herein, in considering proposals and awarding the contract. The Board of Education reserves all rights and may reject any or all proposals as it may deem appropriate to so do.

DATED: July 27, 2018

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REQUEST FOR PROPOSALS
CONSULTING SERVICES – EXECUTIVE SEARCH FIRM
Proposals accepted until August 10, 2018 at 10:00 a.m.

INTRODUCTION

Pelham Union Free School District (the District) is seeking consulting services from an experienced Executive Search firm to assist the District in identifying candidates for the position of Assistant Superintendent for Pupil Personnel Services (PPS).

The Pelham Union Free School District serves approximately 2,900 students in four neighborhood elementary schools, one middle school and one high school, and is located in the southernmost tip of Westchester County, just north of New York City. In a learning environment that fosters mutual and self-respect and in collaboration with a supportive community, the District has set high expectations for all administrators and students, faculty and staff and seeks to provide the resources for all constituencies to reach their full potential.

Candidate Qualities:

- Exemplary experience as a child-centered educational leader, respectful of social/emotional learning and wellness.
- Experience leading special education, pupil personnel, and guidance counseling areas.
- Keen understanding of federal laws, NYS regulations, grant writing, and counseling.
- Exceptional knowledge of instructional practices to deliver highly effective special education and academic intervention services.
- Practical knowledge of the implementation and compliance of IDEA and Section 504
- Lead programs and services for all students with disabilities to improve academic and post-secondary outcomes
- Ability to identify areas of need, collaboratively solve problems, and develop improvement plans
- Ability to foster collaborative relationships with all stakeholders
- Responsible for the evaluation system for special education and related services personnel Outstanding communication, interpersonal, and organizational skills
- Prior special education administrative experience
- Appropriate NYS SDA/SDL certification

SELECTION PROCESS

The School Board desires to have an Assistant Superintendent for Pupil Personnel Services selected as soon as possible but no later than May 2019.

The term of the contract is expected to be from September 2018 to June 2019. This RFP is being issued in anticipation of approval by the School Board to hire a search firm on or about August 28, 2018.

This Request for Proposal (RFP) describes the selection process and documentation required for submitting a Proposal. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

It is the intent of the District to award the project listed above to one firm.

The selection of the consultant for these services will proceed in the following manner:

- Pelham Union Free School District shall receive proposals no later than the due date and time specified in this RFP.
- An initial screening will follow, resulting in a short-list of one or more qualified firms that will be selected for interviews (if deemed necessary).
- The District may conduct interviews (if deemed necessary) with the selected firms, in accordance with a schedule to be determined by the Selection Committee in order to choose the best proposals, all factors considered.
- The District reserves the right to seek clarifications about the proposals.
- The District may award a contract based solely on the written proposals. However, the District may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract(s) for the District.
- The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- Please note that the District will select the successful firm/s based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.

DECISION CRITERIA

Firm's experience with comparable school districts, capabilities, and availability and capacity	20%
Qualifications of team members	20%
Approach	15%
Awareness and understanding of Pelham Union Free School Districts strengths and challenges	15%
References	10%
Price of Services	20%

SCHEDULE

Schedule of Activities for Request for Proposal for Executive Search Firm for Assistant Superintendent for Pupil Personnel Services:

Advertisement for Request for Proposal published – July 27, 2018

Proposal due – August 10, 2018 by 10:00 am

Initial screening - August 13-August 15, 2018

Interviews – Week of August 20, 2018

Anticipated Board approval and approximate start date – August 28, 2018

QUESTIONS AND COMMUNICATION

All communication and/or questions/clarifications needed regarding this Request for Proposal shall be directed to James Hricay at jhricay@pelhamschools.org. We will respond via e-mail to all proposers who provide email contact information.

PROJECT INFORMATION

The Consultant shall undertake, at a minimum, the following responsibilities, and any additional responsibilities reasonably necessary to complete this work. The scope of work may include some or all of the following tasks:

- At the direction of the Superintendent, conduct interviews with Board members, community leaders, and other members of the public and solicit input from these people to establish minimum qualifications and desired characteristics of the Assistant Superintendent for Pupil Personnel Services;
- Based on direction from the District, assist with the development of recommendations for position requirements, applicant qualifications, selection criteria, and the selection process;
- Advertise locally and regionally as directed;
- Targeted recruiting for applicants who can function effectively in the District's and area's culture and environment;
- Ensure that competitive applicants from diverse backgrounds apply;
- Assist in evaluation of candidates against the qualifications and desired characteristics approved by the Board to select a non-prioritized group of superior candidates for the Board to review. Information provided to the Board should include profiles of experiences, skills assessment, and professional and personal reference and background checks;
- Organize travel arrangements and itinerary for finalists as needed;
- Advise the Superintendent and Board on salary/benefit package to offer;
- Assist Board office staff in arrangements for interviews of finalist candidates; and
- Debrief and evaluate process with Superintendent and Board.

PROPOSALS

Submitted proposals should include:

1. Table of contents (maximum 1 page).
2. Separate section with a tab: Executive Summary (maximum one page).
 - a. Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Proposal.
3. Separate section with a tab: Company Profile and Qualifications of Team Members.
 - a. Identification of firm including address, telephone number, email address and date firm(s) were established.
 - b. Areas of specialization of the firm.
 - c. Briefly discuss how you propose to organize your team to accomplish the work. Please identify the primary team members who would lead this project and their qualifications. Identify each of the key players and define their roles and responsibilities. Describe each of the individual key team members' relevant professional experience, certification and education in resume form. Identify projects, date, position and firm with which individual was employed at the time services were performed.
4. Separate section with a tab: Awareness and Understanding of the Pelham Union Free School District and the Westchester County, NY area.
 - a. Please include your firm's and team's experience and describe your familiarity with the unique characteristics, culture, and opportunities of the Westchester County, NY area
5. Separate section with a tab: Project Approach.
 - a. Describe how you would approach this project, including a timetable. Include examples of different approaches and amounts/levels of community engagement you have used in other searches and your recommendation for our search. Please also explain how you handle/conduct background checks.
6. Separate section with a tab: Experience, Capabilities, and Availability & Capacity.
 - a. Include your firm's experience working for comparable urban districts (and specifically districts of comparable size), your firm's capabilities, and your availability and capacity to complete this project.
7. Separate section with a tab: References. a. Provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent projects that most closely relate to the firm's qualifications for this project.
8. Separate section with a tab: Pricing.
 - a. Briefly discuss proposed pricing structure for the listed services, listing categories of individuals, present hourly rates, type of reimbursable costs, etc. The submittal must include information for hourly pricing.
 - b. Please also include costs for reimbursable and direct expenses, such as supplies, postage, couriers, etc. Please include information about any planned use of technology and/or cost-saving measures (e.g. teleconferencing).