

**Pocantico Hills Central School District  
Request for Proposals for Executive Search/Recruitment Services**

**REQUEST FOR PROPOSALS  
FOR  
EXECUTIVE SEARCH AND  
RECRUITMENT SERVICES FOR THE  
SUPERINTENDENT OF SCHOOLS**

RFP#SPT2018

Deadline for Proposals  
Thursday, September 6, 2018  
2:00 p.m.  
Pocantico Hills Central School District  
599 Bedford Road  
Sleepy Hollow, NY 10591

Marianne Heslin, Purchasing Agent  
mheslin@pocanticohills.org  
Phone (914) 631-2440 x 707

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PUBLIC NOTICE

The Board of Education of the Pocantico Hills Central School District invites proposals for

**EXECUTIVE SEARCH AND RECRUITMENT SERVICES  
FOR THE SUPERINTENDENT OF SCHOOLS**

The Request for Proposal guidelines may be obtained from the business office of the Pocantico Hills CSD, 599 Bedford Rd, Sleepy Hollow, NY 10591, upon request, or on our website at [www.pocanticohills.org](http://www.pocanticohills.org).

Sealed proposals are to be filed with Marianne Heslin, Purchasing Agent, Pocantico Hills CSD, 599 Bedford Road, Sleepy Hollow, NY, 10591.

Proposals will be accepted until 2:00 p.m., Thursday September 6, 2018.

The Pocantico Hills CSD Board of Education reserves the right to reject any or all proposals.

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Cover Sheet

PROPOSAL CERTIFICATION

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

It is understood that all information included in, attached to, or required by this RFP shall become public record upon delivery to the District. The undersigned certifies that the completion of the Proposal is a binding commitment to provide the services requested as proposed herein.

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Company Name

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Address

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City, State, Zip

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Print Name

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Signature

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Phone

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Email

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**Section I  
Overview**

**A. Purpose.** It is the purpose of this Request for Proposal to solicit proposals from executive search firms or individuals to conduct a nationwide search for qualified candidates for the position of Superintendent of Schools, Pocantico Hills Central School District.

Vendors responding to this document should propose all services and associated costs to deliver a fully operational recruitment to meet the district's needs.

**B. Schedule of Activities.** The following activities outline the process to be used to solicit vendor responses and to evaluate each vendor proposal (interview and award dates are a goal and may vary):

August 13, 2018	Issue Request for Proposal
September 6, 2018	Proposals due
September 13 through September 27, 2018	Conduct interviews
September 27, 2018	Award contract

**C. Vendor Qualifications.** Selection of the most suitable vendor and proposal is essential; therefore, proposals will only be accepted from vendors that demonstrate the following qualifications:

1. Vendor must have been engaged in the business of performing executive search services for a reasonable period of time.
2. Vendor must have demonstrated capabilities to implement the recommended proposal.
3. Vendor must have resources available internally to provide the requested services within mandated time frames.

**D. Response to Questions.** Questions which arise during the response preparation period regarding issues around this solicitation, purchasing and/or award should be directed, in writing, via fax, email or U.S. mail, to

Marianne Heslin, Purchasing Agent  
Pocantico Hills Central School  
599 Bedford Rd., Sleepy Hollow, New York 10591  
[mheslin@pocanticohills.org](mailto:mheslin@pocanticohills.org)  
914-631-2440 x 707

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**E. Submission of Proposals.** Proposals must be received no later than 2:00 p.m. Eastern Standard Time, Thursday, September 6, 2018.

## **F. Profile of the Pocantico Hills Central School District.**

The Pocantico Hills Central School District serves approximately 325 students in a suburban area with a population of about 4,600. The district is comprised of 1 school building. The school district employs about 80 full-time and 25 part-time employees, including 4 administrators in the central administration. The district covers approximately 5.5 square miles and shares boundaries with Briarcliff Manor Union Free School District, Chappaqua Central School District, Mount Pleasant Central School District, Pleasantville Central School District, and the Union Free School District of the Tarrytowns.

The district houses students in grades Pre-K through 8<sup>th</sup> grade. We send our high school aged students to one of three neighboring high schools; Briarcliff Manor High School, Pleasantville High School, or Sleepy Hollow High School.

The Pocantico Hills Central School District is governed by a five-member Board of Education. Members are publicly elected to three-year staggered terms. Board members are responsible for setting policy for operation of the district.

The Superintendent of Schools is responsible to the Board of Education for carrying out district policy, administering the operation of the district and schools, supervising all district personnel, and advising the Board of Education on all educational matters for the welfare and interest of the students.

The school year runs from July 1 to June 30, so the recruitment, selection and hiring of the Superintendent of Schools must be completed in a timeframe that allows for a start date by July 1, 2019.

## **Section II Scope of Work**

The district is now seeking an executive search firm to work with the Board and staff to complete the following:

- A. Assist the Board in reviewing its mission statement to assure clarity of goals to be pursued by the district and the chosen superintendent;
- B. Identify desired qualifications for applicants, including leadership attributes;

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- C. Develop an application process for the position;
- D. Solicit applications nationally;
- E. Develop and execute strategies for including the Board, staff, and the community in the search process;
- F. Participate in negotiating a contract and hiring the chosen candidate.

**Section III  
Proposal Preparation and Submission Requirements**

To enable the district to conduct a uniform review process of all responses to this solicitation, components of the proposal shall be submitted as set forth below. The district reserves the right to reject submittals that do not follow the requested format.

**A. Cover Sheet.** Submit the signed, completed cover sheet from this Request for Proposal.

**B. Management Summary (one page).** Include a management summary which 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. Vendors should emphasize why their proposal is best suited to meet the needs of the Pocantico Hills Central School District. This summary must be signed by an official authorized to make representations on behalf of the vendor.

**C. Vendor Profile** (three pages excluding financial statement). Provide a Vendor Profile, to include the following:

1. An overview of the company--address, telephone, and email addresses; whether company is a local, regional, or national firm; areas of specialization.
2. The length of time the vendor has been in business under the present name and structure, any other names under which the vendor has done business, dates it operated under each name, and the locations at which it operated under each name.

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3. An outline of the vendor's background and overall qualifications to conduct an executive search for the position of school district superintendent.
4. The personnel to be used to complete the contract, the name of the vendor's principal who will be responsible for supervising this project, as well as staff who will be assigned direct work on this project. Detail their qualifications, education, and work experience and provide a narrative description of the work responsibilities of each.
5. Evidence of financial stability
6. A list of executive searches vendor has successfully completed during the past five years for positions similar to school district superintendent. The list should include the position title, the name of the organization for which the search was conducted, and the date the search was completed. A contact person with the client organization must be identified.
7. A minimum of five client references, including complete addresses and telephone numbers of each as well as the name, title, and telephone number of a contact person. Describe the contract (the scope, length, and dollar value) for each reference.

### **D. Proposed Search Plan** (three pages)

1. Give a detailed, comprehensive presentation of the approach to be used by your firm to accomplish the tasks detailed in the Scope of Work of these Specifications.
2. Discuss the methods you use to communicate and work with a supervisory body such as a school board.
3. Include time-lines inherent in your search, pre-qualification, and final recommendation processes.
4. Provide particular proposals regarding your role in assisting the Board in establishing appropriate criteria for the selection of candidates.
5. Provide your recommendations for obtaining community participation in the evaluation of candidates.
6. Specify the information you will require from the Board and staff to enable you to conduct the search.

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7. Discuss methods used to identify prospective candidates and promote their interest in applying.

**E. Fee Structure** (one page)

1. Submit a firm fixed price proposal to perform the complete services requested in the Scope of Work.
2. Submit the hourly billing rates of all personnel to be assigned to the project. This information will be used to negotiate modifications to work contained in the Scope of Work.
3. Submit any other pricing/cost data necessary to carry out this project. Include justification for any data submitted.

**F. Delivery Instructions.** All proposals must be sent to the following address:

Mailing and Physical Address:

Purchasing Agent,  
Pocantico Hills Central School District,  
Business Office  
599 Bedford Road  
Sleepy Hollow, New York 10591

To be considered, one original, marked "Original" plus four (4) copies, marked "Copy", of the proposal must be received by the Purchasing Agent by 2:00 p.m. on Thursday September 6, 2018. The proposal shall be delivered in a sealed envelope, clearly marked with the name of the firm and the title of the proposal on the outside of the envelope. No faxed or emailed copy of the proposal will be accepted. The District reserves the right to reject any or all proposals submitted.

It is the Contractor's responsibility to ensure that their proposal is received by the Purchasing Department before the deadline, whether sent by mail or by means of personal delivery. All proposals received after the deadline stated in the RFP will not be considered and will be returned unopened to the firm. The Contractor assumes the risk of any delay in the mail or in the handling of the mail by employees of the District.

**G. General Information.** There is no expressed or implied obligation for the District to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.

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During the evaluation process, the District reserves the right, where it may serve its best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, Vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposals, unless any and all such exceptions are clearly and specifically noted in the proposal submitted.