

REQUEST FOR PROPOSALS
SUPERINTENDENT SEARCH
CONSULTANT

BERKELEY HEIGHTS PUBLIC SCHOOL
375 PLAINFIELD AVENUE
BERKELEY HEIGHTS, NJ 07922

The Berkeley Heights Board of Education (the “Board”) seeks the services of a consultant to conduct a full and comprehensive search for a new Superintendent of Schools. The Berkeley Heights Public School District is a high-performing district that serves approximately 2,700 students from pre-kindergarten through grade 12. It employs a staff of approximately 420 people.

I. SUBMISSION REQUIREMENT/DEADLINE

Proposals shall be addressed to and received at following:

Donna A. Felezzola
School Business Administrator/Board Secretary
345 Plainfield Avenue
Berkeley Heights, NJ 07922

Deadline for receipt of proposal is 4:00 PM, September 25, 2018.

II. INTRODUCTION

The Berkeley Heights Public Schools (BHPS) is beginning its search for a highly-qualified candidate for Superintendent of Schools to start work on July 1, 2019. To help in the search for the most qualified candidate, the School District is seeking to retain the services of a search firm with experience in the recruitment of superintendents for school districts similar in size and demographics to BHPS.

III, PURPOSE OF REQUEST FOR PROPOSAL

This Request for Proposal (RFP) seeks replies from experienced and qualified consultants specializing in regional or nationwide searches for administrators of educational organizations. The Board of Education will work with the selected firm to develop a Superintendent search process and a timeline for the search activities. Duties and activities will include the creation of a position description and qualifications, advisory services to the Board, identification and assessment of candidates, assistance with logistics for finalist interviews, and securing a satisfactory conclusion to the search. Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

The items below represent those activities where the Berkeley Heights Board of Education expects assistance/input from the selected consulting firm.

Scope of Work

- Work with District's Board-designated staff and others as directed by the Board
- Meet with Board to clarify and determine views regarding experience, and personal characteristics of candidates.
- Gather information from community and staff
- Identify and secure qualified candidates
- Process applications
- Schedule interviews
- Work with designated staff and the Board to recommend finalists.
- Work with Board and district to transition new Superintendent.

As the Board would like options in terms of which services the consultant will provide, please include at least two options (e.g. all services for 'X' dollars and an itemized list of services with their applicable costs).

IV. Selection/Interview Process

The Board will review all proposals and may invite selected respondents to participate in an interview process. Participants will present and discuss their proposal, and respond to questions.

The criteria for selection will be:

- Past, proven, positive experience in districts with similar expectations and demographics
- Inclusiveness of proposal
- Cost of services