

REQUEST FOR QUOTATION

SEARCH CONSULTANT FOR ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES POSITION TEANECK PUBLIC SCHOOL DISTRICT TEANECK, NEW JERSEY

The Teaneck Public School District (the "District") seeks the services of a consultant to conduct a nationwide search and initial application review for a new Assistant Superintendent of Educational Services. The Teaneck School District is a comprehensive Pre-K-12 District consisting of one (1) high school, two (2) middle schools and (6) elementary schools. The District's schools have an enrollment of approximately 3,700 students and a faculty/staff of over 500. The present Assistant Superintendent of Educational Services shall be leaving the District on September 1, 2021, and it is expected that a new Assistant Superintendent of Educational Services will be appointed by the Teaneck Board of Education in June, 2021 and will assume the role in a mid-July through mid-August, 2021 timeframe. Additional information about the District is available online at www.teaneckschools.org.

A. SUBMISSION REQUIREMENTS/DEADLINE

Quotes shall be addressed to and received at the following:

Melissa Simmons
School Business Administrator/
Board Secretary
651 Teaneck Road
Teaneck, New Jersey 07666
msimmons@teaneckschools.org

Deadline for receipt of quotes is 3:00 PM, Monday, March 22, 2021.

B. INTRODUCTION

The School District is beginning its search for a highly-qualified candidate for Assistant Superintendent of Educational Services to start work between July 15, 2021 and August 15, 2021. 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 assistant superintendents for school districts similar to Teaneck.

The Assistant Superintendent of Educational Services assumes the major duties of organizing, coordinating and directing the development, implementation and coordination of all Special Education services, Nursing Services, Homeless Issues, Title I, guidance and counseling services, and is responsible for assuming the second-in-command responsibilities pursuant to the Job Description of the Superintendent of Schools in the absence of the Superintendent of Schools.

C. PURPOSE OF REQUEST FOR QUOTE

This Request for Quote (“RFQ”) seeks replies from experienced and qualified consultants specializing in assisting with employment searches for administrators of educational organizations. 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.

Respondents to this RFQ should, at a minimum, provide the following:

1. A letter of interest including company history.
2. Qualifications and examples of comparable experience;
 - a. The Teaneck Public School District requires evidence from each respondent that the respondent has conducted and coordinated all of the activities for a successful Assistant Superintendent appointment from a minimum of three (3) public school districts. Each public-school district must have a student population of 2,000 or more at the time of the search. Two (2) of the three (3) school districts shall be New Jersey public school districts. At least two of the districts must be high achieving, multicultural, and socio-economically diverse (these districts do not have to be in New Jersey). The successful appointments must have occurred within the last five (5) years of the date of this request for quote.
 - b. Letters of recommendation from three (3) school districts in which the respondents(s) has provided successful assistant superintendent or superintendent searches. Two (2) or more of the letters must be from school districts in New Jersey with a school population of at least 2,000 students.
 - c. The names and contact information for at least five references who can be contacted by the District or by other individuals designated by the District. In addition to these references, testimonials from other individuals may be useful to the District. Respondents may provide contact information for individuals who can provide testimonials.
 - d. New Jersey state experience required; national experience beneficial.
3. A proposed search plan
 - a. Indicate the methodology you employ to initiate and carry out a search. Your narrative should address the search activities, including:
 - How you propose to communicate and work with the district.
 - How will you identify prospective candidates and promote their interest to apply.
 - What you see as the major challenges to a successful assistant superintendent search and how you project would address them.

4. Background on the individuals who will be working with the Teaneck Public School District and include a primary contact and references, to be available to communicate with the District or other contacts as designated by the District.
5. A proposed budget, including all fees and related expenses, including, but not limited to, advertising and any out-of-pocket costs related to the completion of the search, as described herein.
6. Pursuant to P.L. 2004 c. 57, all quotes must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of Public Law 1975, Chapter 127, "Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.

Statement of Corporate Ownership required – N.J.S.A. 18A:18A-4.4d

D. SCOPE OF SERVICES

1. The proposed plan should describe the services to be provided and the manner in which the consultant intends to identify and recruit qualified applicants and assist in the screening of candidates as per the criteria to be developed by the District.
2. The services to be provided by the consultant shall include, but not be limited to:
 - a. 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;
 - b. Receiving and thoroughly reviewing all applications; 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.

E. SELECTION/INTERVIEW PROCESS

The District will review all proposed quotes and will invite selected respondents to participate in an interview process to present and discuss their proposal, and respond to questions. The primary contact listed in the RFQ response will be contacted in regard to the status of their proposed quote, including the interview.

The District will select the proposal that it deems will best serve the interest of the Teaneck School District, considering a range of technical, managerial and cost-related criteria, including the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. Price being but one factor that will be considered. The District reserves the right to reject any and all proposed quotes.

The consultant's contractor agreement will be subject to final approval as to form by the District's counsel.