**Allentown School District**

**REQUEST FOR QUOTATION FOR SUPERINTENDENT SEARCH SERVICES**

**Issued: Wednesday, April 14, 2021**

**ARTICLE BASIC INFORMATION**

**§ Statement of Work.** The Board of School Directors of the Allentown School District (“the School District”) is seeking quotations from qualified individuals or firms to provide superintendent search services as more particularly described herein.

**§ Description of School District.**

**§ Generally.** The School District, located in Lehigh County, Pennsylvania, is a second-class School District and one of the largest school districts in the state. The School District is governed by a board of nine (9) school directors who are citizens of the School District and who are elected to serve four-year terms on a staggered basis. The daily operations and management of the School District are performed by a central administrative staff which is led by the Superintendent who is appointed by the Board of School Directors. Additional information concerning the School District can be found on the District’s website [www.allentownsd.org](http://www.allentownsd.org).

**§ School Facilities.** The school plant operated by the School District consists of fourteen (14) elementary schools, four (4) middle schools and three (3) high schools.

**§ Enrollment.** Approximately 16,500 students are enrolled in the School District.

**§ Employee census.** The School District employees approximately 100 administrators, 1,300 professional staff, and 900 support staff. There are six (6) collective bargaining units represented by unions.

**ARTICLE**  **PROPOSAL PROCESS**

Interested parties should send proposals on business letterhead by e-mail or overnight delivery to:

Harry Aristakesian, Business Manager

Allentown School District

31 S. Penn Street

Allentown, PA 18102

(484)765 - 4011

[Aristakesiana@allentownsd.org](mailto:Aristakesiana@allentownsd.org)

to be received no later then the end of business April 30, 2021. Proposals should include as a minimun the following information:

1. Name of the organization or person responding.

2. Name or names of the persons who will be providing direct services to ASD together with their qualifcations and experience in conducting Superintendent searches.

3. The methodology that will be used in the search. The last three Superintedent searches completed together with the contact information for your contact at the District.

4. The fees to be charged and how expenses will be handled.

5. A statement of anticipated costs for the search or a proposal for a flat fee.

6. Listing of any recent searches in Pennsylvania

All such contacts are subject to the terms, conditions, and limitations of the Contract Documents.

**§2.1.1 Commencement of Search Services.** Successful candidates for search consultant shall be prepared to begin the search immediately upon acceptance of the proposal.

**§2.1.2 References**. Provide a list of at least five (5) entities, with location, point of contact and contact information, for whom you have performed a similar scope of work.

**§2.1.3 Interviews.** Candidates for search consultant should be available for interview in person or Zoom the week of May 3, 2021.