

**LEGAL NOTICE**

**REGION 14 BOARD OF EDUCATION  
Request for Proposals  
Superintendent Search Services**

The Region 14 Board of Education is soliciting proposals from qualified firms or individuals to provide consulting search and recruitment services for a Superintendent of Region 14 Public Schools.

A Request for Proposals (RFP) can be obtained by calling the Region 14 Board of Education offices at (203) 263-4339 or emailing a request to Patricia Paige at [ppaige@ctreg14.org](mailto:ppaige@ctreg14.org).

The RFP has also been posted on the Region 14 Public Schools' website at [www.ctreg14.org/SuperintendentSearch](http://www.ctreg14.org/SuperintendentSearch). In addition, the RFP has been posted on the Connecticut Department of Administrative Services Procurement State Contracting Portal for Contracts at <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-State-Contracting-Portal-for-Contracts/How-To>.

Proposals must be submitted no later than 4:00 p.m. on December 3, 2021. Proposals must be submitted to:

**George Bauer  
Chairperson, Superintendent Search Committee  
Region 14 Board of Education  
Central Office  
5 Minortown Road  
Woodbury, CT 06798**

Proposals must be submitted in a sealed envelope labeled **Proposal for Superintendent Search and Recruitment Services**. Proposals must include ten (10) copies of all materials submitted. *Oral, telephonic, emailed and faxed submissions will not be accepted or considered.*

The Region 14 Board of Education reserves the right to: (1) waive technical defects in any proposal, (2) reject any and all proposals, in whole or in part, and/or (3) make such awards in whole or in part, if it is in the best interest of the Board, whether or not it is the lowest dollar-cost proposal. The Region 14 Board of Education further reserves the right to re-advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Region 14 Board of Education, in its sole discretion, deems to be in its best interest.

The Region 14 Board of Education is an Equal Opportunity Employer.

**REGION 14 BOARD OF EDUCATION**  
**Request for Proposals**  
**Superintendent Search and Recruitment Services**

**I. OVERVIEW**

A. Purpose

The Region 14 Board of Education has issued this Request for Proposals (**RFP**) to solicit proposals from qualified firms or individuals to conduct search and recruitment services for a Superintendent of Region 14 Public Schools. Firms and individuals responding to this **RFP** should propose all services and associated costs to conduct a full search to meet the district's needs.

B. Submission Requirements

Proposals must be submitted no later than 4:00 p.m. on December 3, 2021. Any proposals received after said date and time will not be considered.

Proposals must be submitted in a sealed envelope labeled **Proposal for Superintendent Search and Recruitment Services**. Proposals must include ten (10) copies of all materials submitted. *Oral, telephonic, emailed and faxed submissions will not be accepted or considered.* Proposals must be submitted to:

**George Bauer, Chairperson**  
**Superintendent Search Committee**  
**Region 14 Board of Education**  
**Central Office**  
**5 Minortown Rd**  
**Woodbury, CT 06798**

This RFP has been posted on the Region 14 Public Schools' website at [www.ctreg14.org/SuperintendentSearch](http://www.ctreg14.org/SuperintendentSearch) In addition, the RFP has been posted on the Connecticut Department of Administrative Services Procurement State Contracting Portal for Contracts at <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-State-Contracting-Portal-for-Contracts/How-To>.

Proposals must be consistent with all of the terms, conditions, and specifications identified in this RFP. Responses not consistent with the specifications and requirements may be considered only in the sole discretion of the Board of Education

C. Tentative Schedule

If the Board of Education receives quality proposals by the deadline established above, the Board intends to interview finalist firms and select a consultant on December 13, 2021. Following notification to the selected consultant, the Board intends to execute a formal contract within five (5) business days, after which the search process will immediately begin. The selected consultant will meet with the Board on December 20, 2021 to present proposed task descriptions for review.

The Board aims to hire a new Superintendent and begin that individual's employment contract no later than April 1, 2022. However, the Board may decide, in its sole discretion, to extend or restart the search and selection process as deemed to be in the best interest of the Board.

D. Selection of Consultant

Proposals that are submitted according to the RFP's terms, conditions, and specifications by the deadline described above will be evaluated by the members of the Board of Education.

Submission of a proposal indicates acceptance of the terms, conditions, and specifications contained in this RFP unless clearly and specifically noted otherwise. Proposers may be asked to make a presentation to the Board of Education following submission.

The Board will select a consultant based upon many factors, including the proposer's experience, competence, and financial stability; the responsiveness and quality of services proposed; the proposer's demonstrated ability to meet the scope of search criteria and implement the services proposed; the proposer's quality performance conducting similar searches; other projects currently under contract; costs involved; and other factors as the Board of Education deems appropriate.

In considering proposals, the Region 14 Board of Education reserves the right to: (1) waive technical defects in any proposal, (2) reject any and all proposals, in whole or in part, and/or (3) make such awards in whole or in part, if it is in the best interest of the Board, whether or not any proposal is the lowest dollar-cost proposal. The Region 14 Board of Education further reserves the right to re-advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Region 14 Board of Education, in its sole discretion, deems to be in its best interest.

In the event a proposal is selected, such selection will not be binding unless and until the Board and the proposer execute a contract for search and recruitment services that is satisfactory to the Region 14 Board of Education.

E. Employment Discrimination by Contractor Prohibited

The successful proposer will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification. The successful proposer agrees to post in a conspicuous place, available to all employees and applicants for employment, notices regarding its nondiscrimination policies. The successful proposer, in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

F. Inquiries

Questions regarding this Request for Proposals must be submitted in writing or via email no later than December 1, 2021 to:

George Bauer  
Chairperson, Superintendent Search Committee  
Region 14 Board of Education  
Central Office  
5 Minortown Rd.  
Woodbury, CT 06798  
Email: [gbauer@ctreg14.org](mailto:gbauer@ctreg14.org)

## II. PROFILE AND MISSION OF REGION 14 PUBLIC SCHOOLS

The Region 14 Public Schools serve approximately 1,601 students in the rural communities of Bethlehem and Woodbury in Litchfield County. The Region 14 Public Schools consist of two elementary schools (Pre-Kindergarten-Grade 5), one middle school (Grades 6-8), and one comprehensive high school (Grades 9-12) also housing an Agricultural Science and Technology Education (ASTE) program. The ASTE program incorporates a hands-on, active curriculum that integrates subject area skills and knowledge, applied skills in the core subjects of mathematics, science, English/Language Arts while incorporating leadership skills and work-based learning experiences through the National FFA Organization and supervised agriculture experiences. As part of the approximately 1,601 students, 333 attending the ASTE program come from ten area sending towns.

### Region 14 Vision of a Learner

We want the students in our Region 14 communities to be future ready. To ensure that all of our learners are prepared for the opportunities and challenges of the 21st century, we have developed a common understanding of the skills and qualities that will help them to thrive in life. Our vision represents the core values that guide the work of our educators and students and aligns with the characteristics our community deemed necessary for our students to be positive contributors to society. Region 14's Vision of a Learner will provide coherence across our schools from Pre-K through 12th grade and serve as a guide for instruction and decision making.

### Region 14 students:

**THINK CRITICALLY AND CREATIVELY** – They evaluate an issue or problem and develop a solution or opinion using multi-disciplinary thinking, originality and imagination.

**COLLABORATE AND COMMUNICATE EFFECTIVELY** – They find effective ways to work together and express, listen to, and exchange ideas and information in many forms.

**DEMONSTRATE EMPATHY** – They understand and respect the ideas, beliefs, and values of others to foster an inclusive environment.

**TAKE INITIATIVE** – They take ownership of learning by inquiring, setting goals, taking action, and consistently reflecting.

**PERSEVERE** – They persist through challenges to achieve goals and build resilience.

**ADAPT AND ADJUST** – They remain flexible and open to new ideas, and they adjust to new situations.

The Region 14 Public Schools are governed by an eight-member Board of Education, whose members are elected to three-year overlapping terms. The Board of Education works with the Superintendent and the community to develop a vision for the schools. The Board's primary responsibility is to establish policy regarding the governance of public elementary and secondary education in the community. The Superintendent serves as the chief executive officer of the Board and is responsible for the administration of its policies and regulations, the day-to-day operation of schools, and the supervision of staff.

The former Superintendent of Region 14 Public Schools was officially terminated from his position, effective September 23, 2021. An Acting Superintendent has served since February 19, 2021 and is not a candidate for the position. In accordance with Board policy, the Board of Education will conduct an active search to find the individual who can most effectively translate into action the policies of the Board and the aspirations of the community. As part of the search process, Board members expect to solicit a wide range of input from all stakeholders regarding the qualities sought for the next Superintendent. When choosing a consultant to assist in this process, the Board will focus on the ability of proposers to design a process to identify a new leader who supports the District's and the community's beliefs and priorities.

### **III. SCOPE OF SERVICES**

The Board of Education seeks a consultant to work with the Board, staff, and the community to do the following:

- Solicit input from various stakeholders (*e.g.*, Board of Education members, Region 14 Public Schools administration and staff, and community members) to assess the district's needs, goals and priorities and identify important candidate qualifications and attributes
- Coordinate and implement a search process designed to identify a leader who supports the district's and community's vision and beliefs
- Develop recruitment materials that include information about the district and community, reflect the district's needs, goals and priorities; and outline candidate qualifications, attributes and selection criteria
- Advertise the position in the appropriate media (including websites) to recruit candidates from within Connecticut and regionally
- Create an internet-based portal to provide relevant information to potential candidates
- Create an internet-based portal to provide regular updates on the search process to the community
- Develop an application process
- Screen candidate applications and select candidates for further consideration
- Complete in-depth background investigations, including the validation of professional credentials, employment history, consumer credit, and criminal history, of candidates selected for interview
- Prepare written summaries of the qualifications and experience of candidates presented for interview
- Establish a schedule for interviewing selected candidates and making site visits
- Assist Board members in preparing for interviews of finalists by developing questions and evaluation forms
- Attend interviews, as requested
- Advise the Board regarding salary and benefit expectations
- Perform other tasks and responsibilities that may be determined by the Board
- Identify other services that the proposer may suggest for the Board's consideration and approval

All services not specifically mentioned in this RFP that are necessary to provide the functional capabilities described by the proposer shall be included in the scope of work performed. In addition, given the current distancing restrictions presented by the COVID-19 public health emergency, the Board is particularly interested in the consultant's demonstrated ability to solicit input from stakeholders and conduct the search process with due regard for any in-person meeting restrictions currently in place.

#### IV. **FORMAT FOR PROPOSAL**

To enable the Board to evaluate and review all proposals in a uniform manner, all responses should include the following information:

a. Cover Sheet and Affirmative Action Statement

The firm or individual submitting a proposal must include a signed cover sheet, included in this Request for Proposal as Appendix A and an Affirmative Action Statement, including in this Request for Proposal as Appendix B.

b. Firm or Individual Profile

The firm or individual submitting a proposal must include a profile containing the following information:

- Name, address and contact information of the proposer and the person(s) to be contacted for further information regarding the proposal
- Name, position, and contact information of the individual(s) who will be assigned to this project
- Relevant background, experience, and qualifications of the proposer to conduct a Superintendent search
- Relevant background, education, experience, and qualifications of the individuals to be assigned to this project, including identification of the individual who will supervise the project and other individuals who will staff the project and their respective roles
- List of similar searches conducted within the past five years (including size of district and scope of services rendered)
- List of at least three references (including contact information) for work performed within the last five years, with a description of the project and scope of services rendered
- List of similar searches currently being conducted (including size of district, scope of services being rendered, and projected completion date)
- Evidence of financial stability

c. Proposed Approach and Plan

The firm or individual submitting a proposal must include a proposed approach and plan (not to exceed two pages) containing the following information:

- The proposer's approach to providing the services identified in Section III (Scope of Services) and any other proposed services
- A general timeline for completion, including phases, if any
- Proposed methods, activities and events designed to gather Board, administration and staff, and community input
- Proposed process to develop criteria for the selection of candidates
- Proposed means to conduct the search process for qualified candidates within and outside of Connecticut, identify interested candidates, and encourage their applications
- Proposed means to advertise the position and provide information to candidates and updates to the community
- Proposed means to evaluate candidates and recommend candidates for the Board's consideration

- Description of planned efforts to increase recruitment of members of underrepresented groups, including but not limited to women, minorities, and individuals with disabilities
- Methods of reporting progress and information and collaborating with the Board
- Tasks that could be performed by Board members or staff to reduce the cost of the search
- Statement as to why the vendor is the best qualified to meet the needs of the Board of Education

d. Fee Proposal

The firm or individual submitting a proposal must include a proposed fee structure, including

- Costs for the entire project and for each service
- A statement of standard costs and optional costs
- Method of computing costs (*e. g.*, lump sum, percentage, hourly rates)

V. **TERMS AND CONDITIONS**

a. General Terms and Conditions

Proposals must remain firm and binding for a period of sixty (60) days following their submission. Proposers will not accrue any rights by submitting a proposal. The Region 14 Board of Education is not liable for any costs incurred by proposers prior to the issuance of a contract.

Neither a proposer nor the Region 14 Board of Education will issue any news releases regarding the services or project to which this RFP relates unless the proposer and the Region 14 Board of Education agree to and coordinate the release of such information.

b. Terms and Conditions to be Included in the Contract with the Successful Proposer

*Payment:* Monthly payments will be made in accordance with the contract terms within thirty (30) days of receipt of invoice. No more than fifty percent (50%) of the contract shall be paid until a new Superintendent is hired.

*Guarantee:* The proposer will guarantee and provide quality assurance to the Region 14 Board of Education for all work performed for the duration of the contract.

*Insurance:* The successful proposer shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Region 14 Board of Education.

*Compliance with Applicable Laws:* The contractor must comply with the Civil Rights Act of 1964, the Equal Employment Act of 1972, Connecticut Fair Employment Practices, and all other applicable federal and state laws and regulations and town ordinances.

**Appendix A**

**REGION 14 BOARD OF EDUCATION  
Request for Proposals  
Superintendent Search and Recruitment Services**

**Cover Sheet**

Date: November 10, 2021

Proposals will be received until: December 3, 2021 at 4:00 p.m.  
Region 14 Board of Education  
5 Minortown Rd.  
Woodbury, CT 06798

Services to be performed for: Region 14 Board of Education

For additional information, please contact: George Bauer  
Chairperson, Superintendent Search Committee  
[gbauer@ctreg14.org](mailto:gbauer@ctreg14.org)

I, the undersigned, hereby affirm that: 1) I am a duly authorized agent of the proposer; 2) I have read all of the terms, conditions, and specifications made available regarding this Request for Proposal and fully understand and accept them unless specifically indicated otherwise in the offer; 3) The offer is being submitted in accordance with the terms, conditions, and specifications set forth in the Request for Proposal, and; 4) the proposer will accept any awards made to it as a result of the offer submitted for a minimum of sixty (60) days following the date of submission.

Name of Firm or Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix B**

**REGION 14 BOARD OF EDUCATION  
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**Affirmative Action Statement**

\_\_\_\_\_ will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

\_\_\_\_\_ will post in a conspicuous place, available to all employees and applicants for employment, notices regarding its nondiscrimination policies.

\_\_\_\_\_, in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

Name of Firm or Company: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_