PROPOSAL SPECIFICATIONS AND GENERAL REQUIREMENTS FOR SCHOOL BOARD GOVERNANCE TRAINING CONSULTING SERVICES

NOTICE is hereby given that the Elizabeth Board of Education, Union County, New Jersey, is accepting sealed Proposals for a School Board Governance Training Consulting Services contract. Commencing on **December 8, 2025**, Request for Proposal (RFP) documents for the contract will be available between the hours of 8:30 a.m. and 4:30 p.m. on business days, at the Office of the School Business Administrator/Board Secretary Harold E. Kennedy, Jr., Elizabeth Board of Education, 500 North Broad Street, Elizabeth, New Jersey 07207. Please see the detailed request for proposal at **www.epsnj.org** or call 908-436-5112.

Proposals will be received by the School Business Administrator/Board Secretary Harold E. Kennedy, Jr. at the Board Offices, 500 North Broad Street, Elizabeth, New Jersey 07207, up until **10:00 a.m. prevailing time on December 18, 2025**. Proposals should be submitted on the required forms, in a sealed envelope labeled **School Board Governance Training Consulting Services Contract** and delivered to the Office of the School Business Administrator as provided above.

The Board of Education assumes no responsibility for Proposals that are improperly mailed, misdirected or which arrive late.

Upon release of this RFP, all communications concerning this information request must be received in writing no later than **4:00 p.m.** on **December 12, 2025,** and directed to the School Business Administrator/Board Secretary, who is the only authorized contact person for the RFP. Any oral communications will be considered unofficial and non-binding on the School District.

Name: **Harold E. Kennedy, Jr.**

Address: **500 North Broad Street**

Elizabeth, New Jersey 07207

E-mail: kennedha@epsnj.org

No Proposal may be withdrawn for a period of sixty (60) days after the date set for the opening thereof. The contract will be awarded to the most qualified and responsible Contractor. The Elizabeth Board of Education reserves the right to waive any and all guidelines and requirements herein and to reject any and all Proposals in accordance with the Public School Contracts Law. The RFP shall be in conformance with all applicable federal, state and municipal laws including the Public School Contracts Law of the State of New Jersey, N.J.S.A. 18A:18A-1 et seq. Contractors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

By Order of the Elizabeth Board of Education,

Union County, New Jersey

Harold E. Kennedy, Jr., School Business Administrator/Board Secretary

Request for Proposal (RFP) for School Board Governance Training Consulting Services

The Elizabeth Public Schools is seeking proposals from qualified consultants or firms to provide **School Board Governance Training Consulting Services**. This initiative aims to enhance the governance practices of our school board, ensuring effective leadership, strategic decision-making, and alignment with our mission to deliver high-quality education. The selected partner will play a critical role in equipping our board members with the knowledge, skills, and tools necessary to fulfill their responsibilities effectively and collaboratively.

Background

The Elizabeth Public Schools serves 27,268 students across 37 schools and is committed to fostering a culture of excellence in education. Effective governance is a cornerstone of our success, and we recognize the importance of continuous improvement in board practices. This RFP reflects our commitment to strengthening governance through professional training and support.

Scope of Services

The selected consultant/firm will be responsible for delivering a comprehensive suite of services, including but not limited to:

1. **Assessment of Current Governance Practices**:
    - Conduct a detailed review of the board's existing governance structure, policies, and practices.
    - Identify strengths, weaknesses, and areas for improvement.
    - Provide a written report summarizing findings and recommendations.
2. **Development of Customized Training Programs**:
    - Design training modules tailored to the specific needs of the board.
    - Focus on key areas such as:
        - Roles and responsibilities of board members.
        - Strategic planning and goal setting.

        - Effective communication and collaboration.
        - Ethical decision-making, compliance, and accountability.
        - Conflict resolution and consensus-building.
    - Incorporate best practices and case studies relevant to school board governance.
3. **Facilitation of Workshops and Retreats**:
    - Plan and facilitate interactive workshops or retreats to foster team-building and alignment on governance priorities.
    - Use engaging methods such as role-playing, group discussions, and scenario analysis.
    - Provide opportunities for board members to practice and apply new skills.
4. **Ongoing Support and Resources**:
    - Offer follow-up coaching and consultation to address emerging challenges.
    - Provide access to resources, templates, and tools to support sustainable governance improvements.
    - Conduct periodic check-ins to evaluate progress and adjust strategies as needed.
5. **Evaluation and Reporting**:
    - Measure the effectiveness of the training through surveys, feedback sessions, and performance metrics.
    - Deliver a final report summarizing outcomes, lessons learned, and recommendations for future development.

Proposal Requirements

To be considered, proposals must include the following:

1. **Company Profile**:
    - Overview of the firm, including history, mission, and areas of expertise.
    - Description of experience in providing governance training to school boards or similar organizations.
2. **Proposed Approach**:
    - Detailed methodology for delivering the services outlined in the scope.

- Explanation of how the approach will be customized to meet the unique needs of our board.

3. **Qualifications**:
    - Resumes of key personnel who will be involved in the project.
    - Certifications, credentials, or affiliations relevant to governance training.
4. **References**:
    - At least three references from organizations where similar services were provided.
    - Include contact information and a brief description of the projects.
5. **Cost Proposal**:
    - A detailed breakdown of fees, including hourly rates, travel expenses, and any additional costs.
    - Clear explanation of payment terms and conditions.
6. **Timeline**:
    - Proposed schedule for completing the project, including key milestones and deliverables.
7. **Additional Information**:
    - Any other relevant information that demonstrates the consultant/firm's ability to meet our needs.

Submission Details

Proposals will be received by the School Business Administrator/Board Secretary Harold E. Kennedy, Jr. at the Board Offices, 500 North Broad Street, Elizabeth, New Jersey 07207, up until **10:00 a.m. prevailing time on December 18, 2025**. Proposals should be submitted in a sealed envelope labeled **School Board Governance Training Consulting Services Contract** and delivered to the Office of the School Business Administrator as provided below:

Name: **Harold E. Kennedy, Jr.**

Address: **500 North Broad Street**

Elizabeth, New Jersey 07207

Terms and Conditions

The contract will be for a term of one year, with an option for three (3) one-year extensions at the district's discretion. The contract will commence on July 1, 2026, and continue until June 30, 2027, unless terminated sooner in accordance with the terms of the contract.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Relevant Experience and Expertise**:
    - Demonstrated success in providing governance training to school boards or similar organizations.
    - Depth of knowledge in governance best practices and education sector challenges.
2. **Quality and Customization of Proposed Approach**:
    - Alignment of the proposed methodology with our board's specific needs and goals.
    - Creativity and innovation in training design and delivery.
3. **Cost-Effectiveness**:
    - Reasonableness and transparency of the proposed fees.
    - Value offered relative to the scope of services.
4. **References and Past Performance**:
    - Positive feedback from previous clients.
    - Evidence of measurable outcomes achieved through past projects.