

**BOARD OF EDUCATION
EDGEMONT UNION FREE SCHOOL DISTRICT
300 WHITE OAK LANE
SCARSDALE, NEW YORK 10583**

REQUEST FOR PROPOSAL

CONSULTANT SERVICES IN CONNECTION WITH SUPERINTENDENT SEARCH

DEFINITIONS:

“District”	Edgemont Union Free School District.
“Board”	The Board of Education of the Edgemont Union Free School District.
“Proposal”	An offer to furnish services and materials in accordance with the requests for proposals, the general conditions, and specifications.
“Proposal Form”	The form on which the Interested Party submits his/her proposal.
“Interested Party”	Any individual, company, or corporation submitting a proposal.
“Successful Interested Party”	Any Interested Party to whom an award is made by the District. Such parties are also referred to as “Consultant.”
“Specifications”	The description of services requested.

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September 2026**

INTRODUCTION:

The Board of Education of the Edgemont Union Free School District wishes to engage the services of a qualified search consultant to assist the District in selecting and retaining a Superintendent of Schools. The Board wishes to begin the process of selecting a new Superintendent as soon as possible.

The current Superintendent of Schools is retiring effective June 30, 2027.

The Board anticipates the appointment of a successor Superintendent on or about July 1, 2027.

The Edgemont Union Free School District is located in Westchester County, New York and operates two (2) elementary schools with students in Kindergarten through Sixth Grade and one (1) Junior/Senior High School. The District serves approximately 1,840 students.

RESPONSES:

1. Any Interested Party is requested to notify the District Clerk, Jennifer Masci, in writing no later than September 30, 2026, of its desire to be considered for retention by the District.
2. All proposals must be submitted in writing and in accordance with instructions provided by the District. Proposals may be submitted via email.
3. Proposals received after the time stated in the Notice to Interested Parties may not be considered. The Interested Party assumes the risk of any delay in the mail, email, telefax, or in the handling of the mail or email by employees of the District. Whether sent by mail, email or by means of personal delivery, the Interested Party assumes responsibility for having its proposal deposited on time at the place specified.
4. The Board anticipates that it will conduct interviews with a number of Interested Parties.

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FORM OF RESPONSE:

An Interested Party should provide the following to the Board of Education in connection with its submission:

1. A description (or profile) of the Search Consultant's entity describing the services it provides and any other information or materials it feels would be helpful for the Board of Education to receive in connection with its submission.
2. A detailed summary of the services it seeks to provide in connection with the retention, including, but not limited to, search planning and preparation, solicitation of the views of various constituencies of the Edgemont Union Free School District's educational community, candidate recruitment, candidate evaluations, optional workshops, investigation of the candidate's performance in prior similar positions and of the candidate's professional reputation, candidate appointment and search closing processes.
3. A detailed summary of similar services the Search Consultant has provided to other school districts in the State of New York and other suburban districts elsewhere over the last three (3) years.
4. Professional resumes of the Consultant and any principal(s), partner(s) or associate(s) who will render services under the Retention Agreement with the Edgemont Union Free School District.
5. A description of any and all fees and estimated expenses to be charged under the Agreement, including a breakdown, if any, for any optional services not included in the contract fee.
6. A list of references, including names, addresses, telephone numbers and contact persons for the five (5) most recently completed school district searches.

EVALUATION OF RESPONSES; CONTRACT:

Each proposal is submitted with the understanding that it will be evaluated by the Board to determine which proposal best serves the District's interests, and that the Board will select a Consultant based on that evaluation. The Board will negotiate in good faith with the selected Interested Party to reach a definitive Agreement. It is understood that:

- The District reserves the right to reject any and all proposals, in its sole discretion;

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- The District reserves the right to cease negotiations with any Interested Party at any time, and to negotiate with more than one Interested Party after evaluation of the Proposals, if the District determines in its discretion that the public interest is best served thereby;
- Any agreement reached with a Consultant is subject to the review and approval of the Board of Education;
- The District reserves the right to waive or vary any of the specifications or other terms contained in this Request for Proposal as it determines in its sole discretion will best serve the District's interest.
- The award of a contract will be made as soon as practicable, in the best interest of the District.
- The Consultant shall require applicants to complete appropriate and legally compliant Disclosure and Consent forms.

At the Board's request, the Consultant will make recommendations concerning the salary and fringe benefits to be offered to the candidates.

The Consultant shall refrain from negotiation and/or determination of the salary, fringe benefits and the contract provisions to be offered to any candidate for the position of Superintendent of Schools and shall indicate to candidates that the Board retains the right to agree to final salary, fringe benefits and other contract provisions.

GUARANTEE BY THE SUCCESSFUL INTERESTED PARTY:

The successful Interested Party guarantees that it is financially solvent and that it is experienced in and competent to perform pursuant to the Agreement.

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SPECIFICATIONS:

The Board of Education seeks a qualified Search Consultant to assist it in the process of selection of a new Superintendent of Schools to be appointed to a minimum term of three (3) years, commencing on July 1, 2027. The Board of Education expects the Consultant to conduct a national search. The Consultant will assist the Board in the design of the search as well as with development of the characteristics, skills and education requirements to be possessed by the successful candidate.

1. **COMPENSATION:**

This Request for Proposal provides that any Interested Party specify, in its written response, the compensation it proposes to receive and to list any specific components.

2. **INDEMNIFICATION AND HOLD HARMLESS:**

The retained Consultant shall indemnify and hold harmless the District and its Board of Education, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, court costs, penalties, and whatsoever of any kind or nature, arising directly or indirectly from the negligence of the Consultant, its agents, servants, employees, persons or entities engaged as independent contractors by the Consultant.

3. **CONFLICT OF INTEREST:**

By submitting a proposal and by entering into the Agreement, the Interested Party represents and warrants that there is no officer or employee of the District forbidden by law to have an interest in the Proposed Retention agreement, either directly or indirectly, or who will benefit therefrom.

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4. INDEPENDENT CONTRACTORS:

The District and the selected Consultant are to be considered independent of one another and shall have no other relationship. Neither party shall have or hold itself out as having the right or authority to bind or create liability for the other by its intentional or negligent act or omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

5. GOVERNING LAW:

The Agreement shall be governed by and construed in accordance with the laws of the State of New York. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of New York with venue in Westchester County.

6. COMPLIANCE WITH DISTRICT REGULATIONS:

The Consultant shall cause all persons performing services to comply with all instructions pertaining to conduct and building regulations issued by the District.

7. CONFIDENTIAL INFORMATION:

The Consultant shall preserve and protect all confidential information of the District to which it may have access during the performance of the service specified herein.

8. ADDITIONAL INFORMATION:

Should an Interested Party require additional information with regard to the service requested in this proposal or the terms and conditions of same, he/she should contact:

Jennifer Masci
District Clerk, Edgemont Union Free School District
300 White Oak Lane, Scarsdale, NY 10583
jmasci@edgemont.org
(914) 472-7768

Any and all changes to this Request for Proposal are valid only if they are issued by the District in writing. The District will mail such changes to all Interested Parties which have requested a copy of the Request for Proposal.

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INSTRUCTIONS TO INTERESTED PARTIES:

All proposals must be received by September 30, 2026.

Proposals must be addressed to:

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300 White Oak Lane, Scarsdale, NY 10583
jmasci@edgemont.org
(914) 472-7768

The District reserves the right to reject any or all proposals.

Dated: September 8, 2026