



**Superintendent of Schools Search Consultant – Norwalk Board of Education
REQUEST FOR PROPOSAL**

Proposal Response Date: May 3, 2019

NORWALK PUBLIC SCHOOLS
125 East Avenue
Suite 335
Norwalk, CT 06852-6001

I. BACKGROUND INFORMATION

The Norwalk Public School District is the 6th largest in Connecticut. The city population is 87,190, and it is located in Fairfield County in the Southwestern part of the State on Long Island Sound. Norwalk covers 22 square miles and has a community which is diverse both ethnically and economically. The school district has approximately 11,500 students, and 20 schools.—twelve elementary schools, four middle schools, four high schools, and one pre-school.

Purpose: It is the purpose of the Request for Proposal to solicit responses from executive search firms or individuals to conduct a nationwide search for qualified candidates for the position of Superintendent of Schools for Norwalk Public Schools. Consultants responding to this document should propose all services and associated costs.

II. SCOPE

The search firm will be expected to:

1. Assist and advise the BOE in developing/updating a profile of skills and attributes to be required of the new superintendent;
2. Coordinate and facilitate a series of forums (focus groups) and community meetings to gather and aggregate feedback that will impact the desired characteristics and qualities for a viable superintendent;
3. Advertise the position as well as recruiting quality traditional and non-traditional applicants to apply;
4. Develop a process for the screening of candidates' applications, the selection of those candidates for further review, and establishing a schedule and procedure for interviewing selected candidates;
5. Develop and present a slate of qualified, diverse candidates;
6. Complete in-depth background investigation of candidates to be interviewed by the BOE;
7. Schedule, coordinate, and attend BOE/candidate interviews as requested or required;
8. Assist the BOE in determining a competitive salary and fringe benefits package;
9. Perform other functions, as determined through discussion with the BOE or designated individual(s), and Assist the BOE in developing the protocol for community and staff involvement in this search process.

Send all two sets of the application and supporting documents to:

**Mr. Michael Barbis
Chairman
Norwalk Board of Education
125 East Avenue
Suite 335
Norwalk, CT 06852-6001**

**Mr. Javier Padilla
Chief Talent Officer
Norwalk Board of Education
125 East Avenue
Suite 335
Norwalk, CT 06852-6001**

QUESTIONS FOR THE SUPERINTENDENT SEARCH CONSULTANT

<u>Question</u>	<u>Response</u>
1. How many superintendent searches has your firm successfully completed? Submit a list of executive searches that the consultant has successfully completed during the past five years for position similar to Superintendent of Schools. The list should include the position, title, the name of the organization/district for which the search was conducted, and the date the search was completed.	
2. How many searches is your firm presently conducting? How many searches specifically involve recruiting for a superintendent?	
3. What is the turnaround time that you could commit to as it relates to your process? Please include a timeline for the search process.	
4. In what geographic location has your firm successfully completed searches (Urban, Rural, CT, throughout the US)?	
5. List your key consultants and/or lead consultant (name, years of experience, industry knowledge, etc.) who will conduct the entire search process. Please provide resumes of team.	
6. Does your firm possess a complete understanding of CT statutes as they relates to the Superintendent qualifications? Provide particular proposals regarding your role in assisting the Board in establishing appropriate criteria for the selection of candidates.	
7. Describe strategies and techniques that will be developed and implemented to ensure a diverse slate of candidates is presented to the BOE. Discuss methods used to identify prospective candidates and promote interest in applying.	
8. Discuss the methods you will use to communicate and work with a supervisory body such as the Board of Education. Specify the information you will require from the Board and Norwalk Public Schools to facilitate the search.	
9. Is your firm prepared to handle the entire interview process? Who will be the lead consultant?	
10. How will you and/or your firm conduct reference checks? How will we be assured of the thoroughness of the reference and background checks?	
11. Describe any leadership assessment to be used in validating applicant compatibility with NPS culture? How have your assessment tools been validated? What were the results?	
12. Please provide an overview of why your firm should be chosen including strengths, weaknesses.	

13. Please provide a list of competitors in this industry. What services and resources do you provide that differentiate you from your competitors?	
14. Submit a minimum of five client references, including complete addresses and telephone numbers as well as the name, title and telephone number of a contact person. Describe the contract (scope, length and dollar value) for each reference.	
15. Submit evidence of financial stability.	
16. List all associated fees. Submit a firm fixed price proposed to perform the complete services requested in the Scope of Work; include hourly billing rates of all personnel to be assigned to the project. This information will be used to negotiate modifications to work contained in the Scope of Work. Submit any other pricing/cost data necessary to carry out the project. Include justification for any data submitted.	