REQUEST FOR PROPOSALS FROM QUALIFIED INDIVIDUALS/FIRMS TO CONDUCT A SEARCH FOR A SUPERINTENDENT OF SCHOOLS FOR THE WESTBURY UNION FREE SCHOOL DISTRICT

1. PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

The Westbury Board of Education is beginning its search for a qualified candidate to become superintendent of schools of the Westbury Union Free School District (“District”) as of July 1, 2021. The Board of Education wants to finalize a selection for a superintendent by May 15, 2021. To help it conduct a national search for the most qualified candidate, the District is seeking to retain the services of an executive search firm or individual with experience in the recruitment of school district superintendents, especially one that has experience working with districts similar to Westbury.

This document describes the scope of work that we anticipate will be involved in this process. We invite you to submit a proposal should you believe that you are qualified and interested in assisting us.

2. SELECTED INFORMATION ABOUT THE WESTBURY SCHOOL DISTRICT

The Westbury Union Free School District is a middle-sized suburban school district serving a highly diverse population of approximately 5,249 students, prekindergarten through 12th grade, in Nassau County in the state of New York.

District Demographics as of the 2019 - 2020 School Year

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td></td>
</tr>
<tr>
<td>1 High School (Grades 9-12)</td>
<td></td>
</tr>
<tr>
<td>1 Middle School (Grades 6-8)</td>
<td></td>
</tr>
<tr>
<td>4 Elementary Schools (3: Grades 1-5; 1: Pre-K-KG)</td>
<td></td>
</tr>
<tr>
<td>Student Enrollment:</td>
<td>5,249 Students (Pre-K-12)</td>
</tr>
<tr>
<td>English Language Learners:</td>
<td>1,566 (30%)</td>
</tr>
<tr>
<td>Students with Disabilities:</td>
<td>488 (9%)</td>
</tr>
<tr>
<td>Female:</td>
<td>2,537 (48%)</td>
</tr>
<tr>
<td>Male:</td>
<td>2,712 (52%)</td>
</tr>
<tr>
<td>American Indian:</td>
<td>17 (&lt;1%)</td>
</tr>
<tr>
<td>Black:</td>
<td>1,155 (22%)</td>
</tr>
<tr>
<td>Hispanic:</td>
<td>3,891 (74%)</td>
</tr>
<tr>
<td>Asian/Pacific Islander:</td>
<td>60(1%)</td>
</tr>
<tr>
<td>White:</td>
<td>112 (2%)</td>
</tr>
<tr>
<td>Multiracial:</td>
<td>14 (&lt;1%)</td>
</tr>
<tr>
<td>Economically Disadvantaged:</td>
<td>4,282 (82%)</td>
</tr>
</tbody>
</table>
3. PROPOSAL SUBMISSION PROCESS AND DEADLINE
All proposals must be received at the Westbury Schools District Clerk’s Office by 4:00 p.m. on Thursday, January 28, 2021. The deadline applies both to print and electronic submissions. Print and electronic versions must be submitted. Seven copies of the print version should be delivered to the District Clerk, Westbury School District, 2 Hitchcock Lane, Old Westbury, NY 11568. The electronic version should be emailed to the DistrictClerk@westburyschools.org. The District Clerk can be contacted telephonically, if necessary, at (516) 874-1828.

4. TIMELINE FOR SELECTION OF A SEARCH FIRM AND SUPERINTENDENT
The schedule below will be followed for the selection of a search firm:

January 11       RFP will be distributed to prospective search firms known to the District
                 RFP will be posted on the District’s website
January 25       Questions or requests for clarification regarding the RFP should be submitted by email to BoardOfEducation@westburyschools.org by 4 p.m.
January 28       Proposals must be received by the District Clerk no later than 4 p.m. as prescribed in 2., above.
February 3       Board of Education completes screening of proposals and selects final candidates
February 8-10    Board interviews finalists
February 11      Board approves selection of search firm at its regular meeting
February 22      Board and search firm begin the search process
May 15           Board votes to hire superintendent effective July 1, 2021

5. SCOPE OF WORK
The Board of Education will work with the selected firm or individual to develop a superintendent search process and a timeline for the search activities. The search firm must maintain the confidentiality of all information collected as appropriate.

The activities to be performed will include the following:
- develop a search plan and timeline in consultation with the Board that concludes in a successful search by May 15;
- maintain appropriate confidentiality to protect the District and applicants;
- ensure that there is compliance with applicable legal requirements;

- advise the Board on a compensation package that facilitates successful recruitment of a superintendent who has demonstrated success in lifting student achievement;

- develop an application and process for filling the position;

- prepare and distribute recruitment materials that will encourage qualified candidates to apply;

- create a process for soliciting and receiving input from school board members, District staff, community leaders and the general public to develop the qualifications and criteria that will be used to judge superintendent candidates;

- collect all applications and review for compliance with established requirements (e.g., experience, certifications);

- employ a candidate identification process that identifies a diverse pool of highly qualified and experienced candidates who satisfy the established qualifications and criteria;

- initiate a national search that will include advertising the position broadly in print media as well as through an effective web-based strategy and personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences;

- collect all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed;

- support the Board with prescreening and evaluation of candidates based on the established criteria to identify candidates for further vetting and consideration for interviews with the Board;

- schedule interviews with selected candidates by the Board;

- advise the Board on the viability of a process and, if viable, develop process for receiving input from community leaders related to the finalists that maintains confidentiality to the district and the candidates;

- facilitating visits by the Board to the communities of the finalists in a confidential manner;

- assist with logistics of finalist interviews;
support the Board in contract negotiations with the selected candidate.

6. INFORMATION REQUIREMENTS
To allow the Board of Education to fairly judge the merits of each proposal, responses to this RFP shall include a response to each of the items listed below. The Board reserves the right to reject proposals that do not follow this format.

A. Cover Sheet
Include the completed cover sheet at the end of this RFP signed by a person authorized to act on behalf of the company submitting the proposal.

B. Executive Summary
Provide a short summary that demonstrates your understanding of the Scope of Work required by the District and why your firm is best able to provide that scope of service.

C. Firm/Principal's Experience and Qualifications
Provide the following information:
- address, telephone, fax, e-mail;
- whether company is local, regional, or national;
- if a multi-office firm, which office will provide the services;
- areas of expertise and types of searches performed by the company; and
- experience conducting superintendent searches for districts with a predominantly minority student body.

D. Project Team
Please provide the:
- names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the company;
- names, titles, addresses, telephone numbers and e-mails of the person(s) who will be directly working on our superintendent search;
- the availability of each team member and the potential for conflicts that might interfere with the project’s timeline;
- the longevity of superintendents hired by members of this team or firm over the past five years and any particularly noteworthy accomplishments of the superintendents placed;
districts that have engaged you for multiple searches including the years of the searches and

information about any searches that were not concluded satisfactorily.

E. Experience of Individual Members of the Project Team
For each member of the project team, please provide:
- a description of their experience and education, time with the company, and how their experience suits their role on the team; and
- the number of superintendent searches in which each member has participated and in what capacity.

F. Work Plan
Provide details on the following:
- The general approach to be used to address the activities listed in the Scope of Work;
- methods you will use to communicate and work with a seven-member elected Board of Education;
- methods you will use to identify prospective candidates and promote their interest to apply;
- describe any particular effort that will be taken to identify and solicit interest by minority applicants;
- your experience in effective community engagement both in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate and receive public input in the evaluation of final candidates;
- describe what the major challenges to a successful superintendent search are and how the project team will address them;
- provide a reasonable timeline that the project team will use to guide the search process; and
- describe the information, services and assistance you will require from the School Board and District’s staff to enable you to conduct the search.

G. Cost
The proposal should include the fee that will be charged to perform the services listed in the Scope of Work, above. In addition, it should include an estimate of:
- travel expenses to be incurred to complete the search;

- publishing and advertising expenses;

- postage and other costs to distribute information; and

- any other expenses that may be incurred.

Payment terms should be specified.

The District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the Board of Education determines to be in the best interests of the District.

H. References
Provide a minimum of three school districts of similar size that have used your services for a superintendent search within the past three years. For each reference supply the school district name, contact person, their title, telephone number and address.

I. Contract Form
If you intend to propose a form of professional services contract between you or your company and the school district, please provide a sample copy of such contract form. If you prefer that the school district generate such contract, please so indicate.

J. Litigation
Have you been involved in litigation with any of your clients within the last five years? If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

K. Ensuring Client Satisfaction
Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

L. Additional Information
Should you feel that additional information would help us more properly evaluate your proposal or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

7. GENERAL CONDITIONS
The District reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Board of Education, in its sole discretion, deems to be in the best interest of the District. The District may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the Board of Education determines to be in the best interests of the School District.
Response to Request for Proposals

This proposal is submitted on behalf of:

Individual/Firm Name:

Address:

Telephone:

E-mail:

The above listed individual/firm hereby submits its proposal and agrees to furnish services to the Westbury Union Free School District in accordance with this Request for Proposals and the response prepared by the individual/firm.

The individual/firm has carefully reviewed this Request for Proposals and the Consultant’s response and understands that the District will not be responsible for any errors or omissions on the part of the individual/firm.

Individual/Firm agrees that the District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrevocable offer and shall be valid for ninety days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the company submitting this response.

_________________________________  __________________________________
Date                                                                            Name of Consultant/Authorized Agent

_________________________________  __________________________________
Title of Consultant/Authorized Agent                                          Signature of Consultant/Authorized Agent