

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR THE NEWTON PUBLIC SCHOOL DEPARTMENT

REQUEST FOR PROPOSALS:

Consultant to Assist in the Search for a School Superintendent

RFP #22-106

Proposal Opening Date: July 14, 2022 at 10:30AM

JUNE 2022

Ruthanne Fuller, Mayor

**REQUEST FOR PROPOSALS #22-106
NEWTON PUBLIC SCHOOLS**

Consultant to Assist in the Search for a School Superintendent

TABLE OF CONTENTS

	Page No.
I. Timeline	4
Decision to Use a Request for Proposal	4
II. Introduction and Overview	4
III. Scope of Work	5
IV. Proposal Submission Requirements	8
Technical Proposal	8
V. Minimum Criteria	10
VI. Comparative Evaluation Criteria	12
Evaluation of Proposals	15
VII. Award of Contract	15
VIII. Term of Contract	15
Attachments:	
A. Price Proposal.	17
B. Technical Proposal Cover Sheet	18
C. Bidder’s References & Qualification	19
D. Certificate of Non-Collusion	22
E. Certification of Tax Compliance	23
F. Certificate of Foreign Corporation	24
G. Debarment Letter.	25
H. IRS W-9 Form	26
I. Business Category Information Form	27

**CITY OF NEWTON
PURCHASING DEPARTMENT**

REQUEST FOR PROPOSALS #22-106

The City of Newton (City) invites sealed proposals from Contractors for:

CONSULTANT TO ASSIST IN THE SEARCH FOR A SCHOOL SUPERINTENDENT

Proposals will be received until: **10:30 a.m., Thursday, July 14, 2022**
at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for proposals a list will be created of all proposers names received and will be posted to the City's website: www.newtonma.gov/bids .

Contract Documents will be available on line at www.newtonma.gov/bids .or for pickup at Newton City Hall, Room 108, Purchasing Department, 1000 Commonwealth Avenue, Newton Centre, MA 02459 after **10:00 a.m., June 23, 2022.**

There will be no charge for contract documents. Bid surety is not required with this bid.

Award will be made to the most advantageous proposer for services. Prices will be considered once all technical proposals have been considered and interviews with responsive proposers have been conducted.

All proposals are subject to the provisions of M.G.L. c.30B.

As this is a Request For Proposals (RFP), proposers shall submit (i) a Technical, or non-price Proposal, which includes everything responsive to this RFP except the proposed contract price, and (ii) a Price Proposal. There is no specific form for the Technical Proposal, although it should be responsive to all information requested in the RFP. The Price Proposals shall be submitted on the Price Proposal #22-106 form included in this RFP.

All proposals shall be submitted as follows: (i) **one (1) original, ten (10) paper copies, one (1) electronic version through a web link of the Technical Proposal and (ii) one (1) ORIGINAL COPY of the Price Proposal.**

All City bids are available on the City's web site at www.newtonma.gov/bids . It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening.

Addenda will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email to purchasing@newtonma.gov with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City will reject any and all bids in accordance with the above referenced General Laws. In addition, the City reserves the right to waive minor informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON



Nicholas Read
Chief Procurement Officer
June 23, 2022

REQUEST FOR PROPOSALS #22-106

NEWTON PUBLIC SCHOOLS

Consultant to Assist in the Search for a School Superintendent

I. RFP Timeline and Decision to Use a Request for Proposals

Timeline

Release date:	June 23, 2022
Questions must be received at the email address no later than	July 8, 2022 at noon Email: purchasing@newtonma.gov
Proposal submittal:	July 14, 2022 @ 10:30 a.m.

Decision to Use a Request for Proposals

The City of Newton is requesting proposals from qualified consultants or consulting firms to provide Executive Search Consultant Services for the position of Superintendent of the Newton Public Schools in accordance with the following proposal schedule and the attached specifications. The Chief Procurement Officer has determined that in order to select the most advantageous proposal to search and select a new School Superintendent, comparative judgments of technical factors in addition to price will be necessary.

The Newton School Committee's Evaluation Committee will evaluate each Proposer's experience, proposed methodology for the search process, action plans and timelines, ability to communicate effectively and past successes in meeting the needs of other district searches. After review of the Technical Proposals, the Evaluation Committee will schedule interviews with all Proposers who have been deemed "Advantageous" or higher. The successful Proposer will be expected to develop and implement a search plan in accordance with the proposal requirements as further described herein.

II. Introduction and Overview

Newton, Massachusetts is a city of over 88,000 in population, located twelve miles west of downtown Boston. In FY23, the Newton Public School district (NPS) is projected to serve approximately 11,900 students in an integrated preschool, fifteen elementary schools, four middle schools, two high schools, and two alternative high school programs.

The NPS system is governed by a Superintendent as well as a School Committee of eight members elected at-large from the City's eight wards for two year terms. The City Mayor serves as the ninth voting member of the School Committee. The budget for FY23 is \$262,070,208, which accounts for approximately 55% of the City's budget.

The School Committee expects the consultant or consulting firm to assist in working with a Search Committee consisting of a wide variety of stakeholders to develop the overall approach and process for hiring an NPS School Superintendent. This process will allow voices in the staff and community to be heard on the most important issues facing education in Newton and what qualifications for a Superintendent candidate will be needed to lead our district.

The NPS district is a high performance urban/suburban system, dedicated to providing an excellent and equitable education to its residents through small class sizes, strong school-based systems and structures, and a variety of specialized staffing positions to bolster student academic and social emotional support. NPS believes that a diverse faculty and staff is essential in creating a sense of connectedness and belonging for all students and can encourage increased success among groups that have been traditionally underrepresented. Because of this the district is committed to advancing diversity, equity and inclusion and believes in attracting, retaining and advancing employees who will best serve and represent our community and reflect the wide diversity of our students and staff. NPS provides a workplace that ensures mutual respect, where each individual has the opportunity to grow and contribute at their greatest potential. The district is seeking a Superintendent who is committed to continuing with Newton's educational vision of excellence, equity, respect, and diversity to meet the needs of Newton's students.

III. Scope of Work

NPS seeks proposals from experienced executive search consultants to assist in recruiting applicants for the position of Superintendent of Schools, Newton, Massachusetts. The successful Proposer will work collaboratively with the School Committee/Superintendent Search Committee and any subcommittees to conduct a search for highly qualified candidates and assist in hiring our next public school superintendent for grades Pre-K through 12. The scope of work will include, but not be limited to, a process which identifies the following:

1. Review position requirements and assist the School Committee/Superintendent Search Committee in defining the leadership needs of the district and establishing selection criteria for a new Superintendent. The selected Consultant will do this through conducting interviews, surveys, and focus groups to solicit opinions from various stakeholders with committee members, staff, parents, other elected or appointed City officials, and members of the community to help the School Committee/Superintendent Search Committee define the leadership needs of the school system.
2. Organize, publicize, and facilitate at least four (4) and up to ten (10) focus groups to gather input on the type of leadership to be sought from the next Superintendent from all stakeholders in the community, including, but not limited to, school department employees, (including educators), elected and appointed town government officials, parents, students, community partners, and other interested residents of Newton. Each of these focus groups will consist of at least 20 individuals from the Newton community.

3. Conduct at least three (3) and up to ten (10) individual or small group interviews with individuals specifically identified by the School Committee/Superintendent Search Committee.
4. Conduct an online survey approved by the School Committee/Superintendent Search Committee to collect broad community input for those not able to attend or not invited to a specific focus group.
5. The Consultant will present its findings and recommendations in a written report to the School Committee. This will include the findings of selection criteria recommendations gathered from focus groups, individual and group interviews, and surveys. In addition to this search process and report, the Consultant will work with the School Committee and NPS central staff to develop descriptive documents for prospective applicants.
6. Develop the Superintendent search schedule and timeline as well as the application package, which will include the position's requirements, submission instructions, and all timelines. The Consultant will also recommend methods of advertising including publication, frequency and duration, and coordinate advertising. Advertising costs are not to be included in the proposal price. Advertising expenses will be paid by NPS after the School Committee approves of the marketing plan.
7. Conduct networking, advertising, and other search activities to generate a diverse pool of highly qualified prospective candidates, including candidates who may not have pursued a traditional Superintendent career track. The Consultant will prioritize its search to actively identify and recruit candidates of color, and members of other traditionally underrepresented groups. A racially and demographically diverse candidate pool is a requirement.
8. Ensure that the search process is transparent, thorough, and engages as many stakeholders as feasibly possible in order to best represent and engage our diverse professional, parent, educator, and resident community.
9. Communicate regularly with the School Committee/Superintendent Search Committee and inform all parties about what is occurring at each stage of the search process. The Consultant will also regularly provide written and scheduled progress reports.
10. Finalize for publication a written summary of the synthesis of communicated skills and experiences generated from focus group and community input. If requested by the School Committee/Superintendent Search Committee, such summary will be communicated to potential candidates.
11. Assist the School Committee/Superintendent Search Committee to screen applicants, verify credentials, and check references. In order to do this, the Consultant will:
 - o Prescreen and verify submitted application materials for completeness and to ensure that all candidates meet all requirements.

- After reviewing submitted applications, determine with the School Committee/Superintendent Search Committee the number of initial screening candidates (those invited for interviews with the screening committee) and the number of semi-finalists (those invited for interviews with the full School Committee).
 - Verify credentials and conduct extensive reference checks of finalists to be advanced to the School Committee/Superintendent Search Committee.
12. Travel expenses are not included as a separate allowable expense. Travel is considered overhead to the Consultant.
 13. Assist the School Committee/Superintendent Search Committee during the interview process. This will include assisting to recruit a diverse body of community members to participate in the selection process to the extent determined by the School Committee/Superintendent Search Committee. The Consultant will report the aggregate demographic characteristics and other data of the applicant pool.
 14. Support the School Committee/Superintendent Search Committee during the selection process by reviewing candidate paperwork, assisting with the development of interview questions and a scoring rubric, conducting interviews, and identifying finalists who will be advanced to the full School Committee.
 15. Take responsibility for all scheduling related to the work of the School Committee/Superintendent Search Committee during the selection process and ensure that their work is completed in a timely manner.
 16. Assist the School Committee/Superintendent Search Committee in the final selection process, including number of candidates and the number of semi-finalists, along with any additional interview committee that may be needed.
 17. Schedule candidate site visits and Newton community introductions for the finalists.
 18. Begin finalist interviews no later than Wednesday, February 1, 2023, unless a different date is mutually agreed upon by the Consultant and the School Committee. The finalist will be selected by no later than March 1, 2023 unless otherwise agreed upon by both the Consultant and the School Committee.
 1. Assist the School Committee in managing the preferred candidate offer, negotiation, and development of the Superintendent employee contract. This will include providing a recommendation for appropriate compensation and benefit package based on market study. NPS and the School Committee/Superintendent Search Committee will make final decisions on the employment contract, as well as develop and negotiate the contract.
 2. Continue to work on this assignment through the hiring of a Superintendent. The search will be deemed complete upon a signed contract with a new Superintendent.

3. If, after due consideration, the School Committee determines that it does not wish to appoint any of the candidates who have applied for the position, the Consultant must be willing to provide any assistance and aforementioned services with conducting a reopened search for Superintendent or Interim Superintendent. Include an **Additional Alternate A Pricing** (see Price Proposal #22-106 at p. 17 below) in the instance that the School Committee wishes to reopen the search for a Superintendent.

IV. Proposal Submission Requirements

1. Proposals must be submitted in two separate sealed envelopes, one marked “Technical Proposal” the other marked “Price Proposal”. The Technical Proposal shall include all information responsive to this RFP **except** the proposer’s price, which shall be set forth in the Price Proposal. Price Proposals shall NOT be submitted with Technical Proposal. Any Technical Proposal containing any part of a Price Proposal may be deemed non-responsive.

One Original, ten (10) paper copies and one (1) digital copy copies of the **Technical Proposal**, must be submitted in a sealed envelope, plainly marked:

“Technical Proposal, RFP # 22-106- Consultant to Assist for School Superinendant Search”

along with your company name on the front of the envelope. The Technical Proposal shall be submitted with **Attachment B** Technical Proposal Cover Sheet (p. 18, below), and with all documents referenced therein attached.

Addenda must be acknowledged on the Technical Proposal form. Any proposal without an acknowledgement on the Technical Proposal form may be rejected as non-responsive.

One (1) copy of the Price Proposal must be submitted in a sealed envelope, plainly marked:

“Price Proposal, RFP # 22-106- Consultant to Assist for School Superinendant Search”

along with your company name on the front of the envelope. The Price Proposal shall be submitted on **Attachment A** Price Proposal (p. 17 below).

A proposer’s Price Proposal shall be inclusive of all costs. No separate start up fees or reimbursements for any supply or service, e.g., bonds, insurance, etc., shall be payable by the City.

Proposers must submit a proposal in the same order as this RFP with a Table of Contents showing which page each section can be found on. Each page of the proposal must contain a footer with the page number. The proposal must contain a section each for all the items in paragraph IV. B. items 1-6, MINIMUM CRITERIA, EVALUATION CRITERIA, as well as Attachments A thru I. Be sure to include a Letter of Interest, Technical Proposal, examples of comparable projects, and resumes of key personnel including the project lead. Documentation must be contained in each section to prove responsiveness to each requirement. Proposals received without the required documentation for each section may be deemed unresponsive.

2. There will be no public opening of Proposals. The names and addresses of all parties submitting proposals will be recorded and the proposals will then be provided to the School Committee/Superintendent Search Committee members selected to evaluate them.
3. Questions: Inquiries involving procedural or technical matters shall be submitted in writing and received no later than Friday, July 8, 2022 at noon, and must be directed by email to purchasing@newtonma.gov.
4. Examination of Documents: Each Proposer shall be satisfied as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The Proposer shall be familiar with all RFP documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.
5. Price Proposals shall remain in effect for a period of 90 calendar days from the date of proposal submittal or until it is formally withdrawn, a contract is executed or this Request for Proposal is canceled, whichever occurs first.

B. Technical Proposal must include the following information, in addition to the Minimum & Evaluation Criteria:

1. A Letter of Interest including company history.
2. If the Proposer is a firm or a corporation, then the proposal should include an organizational chart indicating names and positions, current resumes, summaries of credentials and the number of years of experience providing executive search services for all consultants who will work with the School Committee/Superintendent Search Committee on this contract.
3. The Proposer should identify the name of the “Lead Consultant” who will be the person assigned to work

directly with the School Committee/Superintendent Search Committee. Note that the contract will require that the same “Lead Consultant” be assigned to this contract for the duration of the search process, through and including the hiring of a Superintendent.

4. The Technical Proposal (not to exceed twenty (20) pages) must include a description of the Proposer’s approach to performing services outlined in the Scope of Services, including a description of their proposed candidate recruitment strategies and a “search process plan” approach to assuring community involvement and input, and a timeline with milestones.
5. Submit a list of communities and supporting documentation for which your company provided similar executive Superintendent search services in communities as described in this Request for Proposal (RFP) during the past five (5) years.
6. A minimum of five (5) references of comparable executive search projects, including a one paragraph synopsis per reference, dates of service, client’s names, addresses, email addresses and telephone numbers. These references must include at least one (1) reference from a school district with a minimum of eight (8) schools and a minimum population of 5,000 attending students. The City or School Department reserves the right to use itself as a reference.

A proposal may be rejected on the basis of one or more references reporting less than excellent past performance by the bidder and/or that experience does not meet the Minimum and Comparative Criteria Requirements.

V. Minimum Criteria

All proposals must have a section in their proposal labeled MINIMUM CRITERIA and must provide all necessary documentation as evidence that they meet each of the following minimum criteria in order to be considered for further evaluation:

1. The Proposer has included a minimum of five (5) examples of direct experience in conducting successful executive searches for School Superintendents and/or secondary and higher education administrators (public and private sector) and/or other public sector executive positions within the last five (5) years. At least four (4) of these examples must involve the successful search and hiring of a School Superintendent for a school district with a minimum of 10 schools and 6,000 attending students.
2. The Proposer has demonstrated national experience recruiting Superintendents or other similar leaders for school districts as documented by a history of positions successfully recruited over the past five (5) years. Successful accomplishment of the aforementioned criteria must be documented here by the provision of a list of all school districts and/or organizations in either the public or private sector for which the positions in the system have been filled by recruited candidates.

3. The Proposer must be dedicated to attracting a wide pool of highly qualified racially and demographically diverse applicants. The proposer must present a detailed plan for how they plan to successfully draw a wide range of diverse candidates for recruitment.
4. The Proposer must be able to execute this contract in time for a final vote to the School Committee to hire no later than March 1, 2023 unless a different date is mutually agreed upon by both the School Committee and the Consultant.
5. The Proposer has provided evidence that they have a record of having managed a successful community involvement component of a School Superintendent search process in four (4) client school districts.
6. The Proposer has demonstrated the capacity to generate the necessary advertisements, brochures, and other forms of candidate outreach as evidenced by documented past experience and samples of advertisements, brochures, and recruitment strategies with this proposal.
7. The Proposer has provided documentation and a track record of assigning a Lead Consultant who continues throughout the entire project until a successful desired end result has been achieved as verified by providing a minimum of 5 past executive search references confirming this.

Proposer's must also provide the following documentation copies of which are attached hereto, completed and duly executed. If the proposer has placed its documentation elsewhere in this Technical Proposal, the proposer shall indicate the page number where that documentation can be found within the Technical Proposal. If documentation or identification of page number is not clearly evident for each criterion, the proposal may be deemed unresponsive.

- Technical Proposal Cover Sheet (Attachment B)
- Bidder's Qualifications & Reference Form (Attachment C), 3 pages
- Certificate of Non-Collusion (Attachment D), 1 page
- Certification of Tax Compliance (Attachment E), 1 page
- Certificate of Foreign Corporation (if applicable) (Attachment F), 1 page
- Debarment Letter (Attachment G), 1 page
- IRS Form W-9 (Attachment H), 1 page
- Business Category Information Form (Attachment I), 1 page

All Proposals that satisfy the Minimum Evaluation Criteria will be given an overall ranking based on individual

rankings of the following criteria: Experience, Knowledge, Networking, Executive Search Project and Action Plans, Recruitment Materials, Approach to Ensuring Community Involvement, Success in Preparing and Presenting, Success in Organizing and Facilitating References, and Interviews. The Newton School Committee and/or their designees may invite any Proposers to be interviewed.

VI. Comparative Criteria

All proposals must have a section in their proposal labeled COMPARATIVE CRITERIA and must provide all necessary documentation as evidence that they meet each of the following criteria. The evaluation of the Technical Proposals will be based on the “comparative criteria” described in this section. In accordance with applicable Massachusetts law, the following scale will be used to rate each evaluation criteria, as well as to determine a composite rating for each proposal:

“highly advantageous”

“advantageous”

“not advantageous”

1. Experience

Highly Advantageous: The Proposer must have a minimum of five (5) years experience in successful executive search and hiring processes and provide more than five (5) examples of successful executive search experience with public school systems, other educational institutions, and other non-profit organizations of similar size and demographics as Newton.

Advantageous: The Proposer must have a minimum of five (5) years experience in successful executive search and hiring processes and provide five (5) examples of successful executive search experience with public school systems, other educational institutions, and other non-profit organizations.

Not Advantageous: The Proposer must have a minimum of five (5) years experience in successful executive search and hiring processes and provide fewer than five (5) examples of successful executive search experience with public school systems, other educational institutions, and other non-profit organizations.

2. Knowledge

Highly Advantageous: Provide more than three (3) examples of understanding how Massachusetts laws impact the role of the Superintendent, School Administrators and the community at large.

Advantageous: Provide three (3) examples of understanding how Massachusetts laws impact the role of the Superintendent and School Administrators and the community at large.

Not Advantageous: Provide fewer than three (3) examples of understanding how Massachusetts laws impact the role of the Superintendent and School Administrators and the community at large.

3. Networking

Highly Advantageous: Provide more than five (5) examples of how utilizing established networks of professional education contacts will be used in the search process and recruitment process to attract a broad and diverse range of highly qualified candidates.

Advantageous: Provide five (5) examples of how utilizing established networks of professional education contacts will be used in the search process and recruitment process to attract a broad and diverse range of highly qualified candidates.

Not Advantageous: Provide fewer than five (5) examples of how utilizing established networks of professional education contacts will be used in the search process and recruitment process to attract a broad and diverse range of highly qualified candidates.

4. Executive Search Process and Action Plans

Highly Advantageous: Provide more than five (5) examples of executive search and recruitment work showing how each planning model specifically met the needs of the particular entity with whom they were working with at least four (4) of these examples leading to the hiring of a School Superintendent.

Advantageous: Provide five (5) examples of executive search and recruitment work showing how each planning model specifically met the needs of the particular entity with whom they were working with at least four (4) of these examples leading to the hiring of a School Superintendent.

Not Advantageous: Provide fewer than five (5) examples of executive search and recruitment work showing how each planning model specifically met the needs of the particular entity with whom they were working with at least four (4) of these examples leading to the hiring of a School Superintendent.

5. Recruitment Materials

Highly Advantageous: The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least five (5) different executive searches with the proposal, at least one (1) of which involves a Superintendent search in Massachusetts.

Advantageous: The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least three (3) different executive searches with the proposal, at least one (1) of which involves a Superintendent search.

Not Advantageous: The Proposer includes three (3) or fewer samples of advertisements, brochures, and other forms of candidate outreach with the proposal, none of which involve a Superintendent search.

6. Approach to Ensuring Community Involvement

Highly Advantageous: The Proposal provides more than three (3) project examples where Proposer organized, trained, and facilitated community engagement activities as part of an executive search process, with at least one (1) of these examples being in connection with an executive search process that lead to the hiring of a School Superintendent.

Advantageous: The Proposal provides three (3) project examples where the Proposer organized, trained, and

facilitated community engagement activities as part of an executive search process, with at least one (1) of these examples being in connection with an executive search process that lead to the hiring of a School Superintendent.

Not Advantageous: The Proposal provides fewer than three (3) project examples where the Proposer organized, trained, and facilitated community engagement activities as part of an executive search process, with one (1) of these examples being in connection with an executive search process that lead to the hiring of a School Superintendent.

7. Success in Preparing and Presenting

Highly Advantageous: More than three (3) examples of comparable projects showing a variety of formats, meeting the needs of the particular entity with whom they were working, in clear, coherent, comprehensible and attractive formats, including narrative and visual formats (narrative reports, graphics, computer presentations) for various stakeholder audiences.

Advantageous: Three (3) examples of comparable projects are presented in a clear, coherent, comprehensible and attractive format, including narrative and visual formats (narrative reports, graphics, computer presentations) for various stakeholder audiences.

Not Advantageous: Fewer than three (3) examples of comparable projects are presented in a clear, coherent, comprehensible and attractive format, including narrative and visual formats (narrative reports, graphics, computer presentations) for various stakeholder audiences.

8. Success In Organizing and Facilitating

Highly Advantageous: Provide more than three (3) project examples where the proposed Lead Consultant/Key Personnel, for this Newton School Superintendent Search, organized, trained, facilitated and communicated among members of working groups as part of an executive search process experiencing successful results with one (1) of these examples leading to the hiring of a School Superintendent.

Advantageous: Provide three (3) project examples where the proposer Lead Consultant/Key Personnel, for this Newton School Superintendent Search, organized, trained, facilitated and communicated among members of working groups as part of an executive search process experiencing successful results with one (1) of these examples leading to the hiring of a School Superintendent.

Not Advantageous: Provide fewer than three (3) project examples where the proposer Lead Consultant/Key Personnel, for this Newton School Superintendent Search, organized, trained, facilitated and communicated among members of working groups as part of an executive search process experiencing successful results with one (1) of these examples leading to the hiring of a School Superintendent.

9. References*

Highly Advantageous: All five (5) references were satisfied and stated that all tasks were completed within the time frame required.

Advantageous: All five (5) references were satisfied and stated that all tasks were completed but not within the

time frames required.

Not Advantageous: All five (5) references were satisfied with the end results, but the project was not completed in a timely manner or references were not satisfied with the end results, but the project was completed on time.

*One member of the Evaluation Committee will check references of all Proposers who are ranked advantageous or higher and will be asking the same questions of each reference. The Committee member who checks the references will prepare a report for the remaining evaluators.

10. Interviews*

Highly Advantageous: Lead Consultant for this project was present, clearly stated a plan of action, demonstrated excellent communications skills, presented other personnel with experience and skills who will be assigned for the duration of this project and successfully responded to all questions from the Evaluation Committee.

Advantageous: Lead Consultant for this project was present, outlined a plan of action, demonstrated excellent communication skills, presented other personnel with experience and skills who will be assigned for the duration of this project and successfully responded to most of the questions from the Evaluation Committee.

Not Advantageous: Lead Consultant for this project was present but did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on this project and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Evaluation Committee.

*The Evaluation Committee will schedule interviews with all Proposers who have an evaluation rating of Advantageous or higher.

Evaluation of Proposals

Technical Proposals will be opened and evaluated by the School Committee's Evaluation Committee who will rate the proposals. All proposals ranked advantageous or higher will be finalists to be interviewed. The interviews will be conducted by a sub committee comprised of Newton Public School Central Staff and School Committee members. Upon review and approval of Technical evaluations the Price Proposals will be opened by the City's Chief Procurement Officer.

VII. Award of Contract

The contract will be awarded to that Proposer deemed by the Evaluation Committee and the Chief Procurement Officer to have submitted the most advantageous proposal taking into consideration all of the listed minimum and comparative criteria in addition to the Price Proposals. In accordance with the provisions of G.L. c. 30B, sec. 9, The City of Newton reserves the right to waive any informalities in any or all proposals, or to reject any or all proposals, if it be in the public interest to do so. All proposals shall remain firm for ninety (90) calendar days after the proposal opening.

VIII. Term of the Contract

It is anticipated that work under this contract shall begin approximately August 15th, 2022 and shall be completed by June 30, 2023.

END OF SECTION

ATTACHMENT A
PRICE PROPOSAL

(To be submitted in a separate sealed envelope marked as below)

City of Newton
Purchasing Department
RFP # 22-106

Consultant to Assist in the Search for a School Superintendent

"The price proposal (one original copy) must be submitted without "conditions or exceptions" and must be submitted under separate cover and in a sealed envelope.

The price proposal set forth in this proposal shall constitute full and complete compensation for the services to be provided by the Consultant/Firm. There shall be no reimbursement for out-of-pocket or other expenses incurred by the Consultant in connection with the performance of the services. Any exceptions may result in proposal rejection.

Price proposal for School Superintendent Search:

\$ _____ per hour x _____ hrs. = \$ _____ Total Fixed Fee

Total Contract Price in words: _____

Additional Price Alternate A: Price of reopening the search for a Superintendent: \$ _____

If, after due consideration, the School Committee determines that it does not wish to appoint any of the candidates who have applied for the position, the Consultant must be willing to provide any assistance and aforementioned services with conducting a reopened search for Superintendent or Interim Superintendent.

Signature: _____ Title: _____

Company: _____ Tel: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____ Email _____

ATTACHMENT B
TECHNICAL PROPOSAL COVER SHEET

This form and accompanying materials must be completed and placed in a **separate** sealed envelope marked as follows:

City of Newton
Purchasing Department
RFP # 22-106
Consultant to Assist in the Search for a School Superintendent

This proposal acknowledges the following Addendum _____, _____, _____, _____

Additional Technical Proposal Submission Documents:

- City of Newton Technical Proposal Cover Sheet (Attachment B)
- City of Newton Bidder's Qualifications and References Form (Attachment C)
- Certificate of Non-Collusion (Attachment D)
- Certification of Tax Compliance (Attachment E)
- Certificate of Foreign Corporation, if applicable (Attachment F)
- Debarment Letter (Attachment G)
- IRS Form W-9 (Attachment H)
- Business Category Information Form (Attachment I)

COMPANY NAME _____

Date _____

(Name of Proposer)

BY: _____

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

_____/_____
(Telephone)

(FAX)

(E-mail Address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION

ATTACHMENT C

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3. INCORPORATED? _____ YES _____ NO DATE AND STATE OF INCORPORATION: _____

4. IS YOUR BUSINESS A **MBE**? _____ YES _____ NO **WBE**? _____ YES _____ NO or **MWBE**? _____ YES _____ NO

*5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

*6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU? _____ YES _____ NO

IF YES, WHERE AND WHY?

*7. HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO

IF YES, PROVIDE DETAILS.

*8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

*9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? _____ YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: (____) _____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? _____ YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: (____) _____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? _____ YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: (____) _____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? _____ YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: (____) _____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

ATTACHMENT D

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

ATTACHMENT F

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

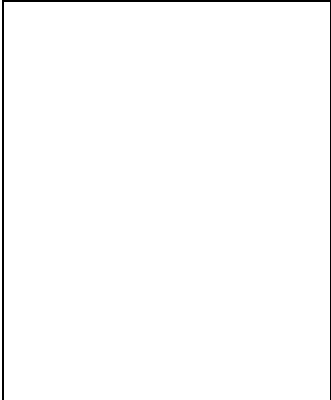
The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here



ATTACHMENT G

DEBARMENT LETTER

City of Newton



Mayor
Ruthanne Fuller

Purchasing Department
Nicholas Read *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Date

Vendor

Re: Debarment Letter for Invitation For Bid # _____

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

PHONE _____ FAX _____
EMAIL _____

(Name)

(Company)

(Address)

(Address)

Signature

Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

ATTACHMENT H

IRS FORM W-9

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
--	--	--

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	
	<input checked="" type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

ATTACHMENT I

Business Category Information Form*

IFB No. 22-106

Consultant to Assist in the Search for a School Superintendent

Business Type Categories*	Select All That Apply
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

By: _____

Date: _____