

REQUEST FOR PROPOSAL

SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT OAKLAND, NEW JERSEY

The Ramapo Indian Hills Regional High School Board of Education (the Board) seeks the services of a consultant to assist with the selection of a Superintendent of Schools. The Ramapo Indian Hills Regional High School District is a comprehensive Grade 9-12 District, consisting of two (2) high schools. It serves the communities of Franklin Lakes, Oakland and Wyckoff in Bergen County, New Jersey. The District's two (2) schools have an approximate enrollment of 2,000 students and a faculty/staff of 350. An Interim Superintendent was appointed in mid-November through June 30, 2024. Additional information about the District is available online at www.rih.org.

Submission Requirements/Deadline

Proposals should be sent to the attention of:

Ms. Dora E. Zeno
Interim School Business Administrator/Board Secretary
dzeno@RIH.org

Deadline for receipt of proposals is Friday, December 29, 2023

Purpose of Request for Proposal

This request for proposal (RFP) seeks replies from experienced and qualified consultants specializing in assisting with employment searches for administrators of educational organizations. Respondents to the RFP should, at a minimum, provide the following:

- A. Qualifications and examples of comparable experience
- B. A proposed search plan
- C. A proposed search schedule (with a Superintendent in place by July 1, 2024 or as soon thereafter as practicable)
- D. Background on the individuals who will be working with the Ramapo Indian Hills Regional High School District Board of Education and include a primary contact and references, to be available to communicate with the Board or other contacts as designated by the Board. The District's liaison with the search consultant shall be Ms. Dora E. Zeno
- E. A proposed budget, including fees and related expenses
- F. Pursuant to P.L. 2004 c.57, all proposals must be accompanied by a New Jersey Business Registration Certificate (BRC) issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to

comply with the requirements of Public Law 1975, Chapter 127, "Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 et.seq. and N.J.A.C. 17:27-1.1. Et. seq.

Scope of Services

- a. The proposed plan should describe the services to be provided and the manner in which the consultant intends to identify and recruit qualified applicants and assist in the screening of candidates as per the criteria to be developed by the Board.
- b. The services to be provided by the consultant shall include, but not be limited to:
 - i. Assisting and advising the Board in developing a profile of the skills and attributes to be required of the new superintendent;
 - ii. Assisting and advising the Board in the soliciting and gathering of input from school and community, individuals and groups as to the skills and attributes which they desire in the new superintendent and the process selection;
 - iii. Advertising the position as well as recruiting quality applicants to apply;
 - iv. Receiving and thoroughly reviewing all applications;
 - v. Developing a process for the screening of candidates' applications, including assistance in the development of a screening committee, if decided by the Board, the selection of those candidates for further reviewing and establishing a schedule and procedure for interviewing selected candidates;
 - vi. Complete in-depth background investigations of candidates to be interviewed by the Board;
 - vii. Scheduling and attending Board / candidate interviews as requested;
 - viii. Assisting the Board in determining a salary and fringe benefits package;
 - ix. Performing other functions as determined through discussion with the Board or designated individual(s) following award of the contract.

The timeline for the Superintendent Search in four (4) to six (6) months.

Selection/Interview Process

The Board will review all proposals and will invite selected respondent(s) to participate in an interview process to present and discuss their proposals, and respond to questions. The primary contact listed in the RFP response will be contacted in regard to the status of its proposal, including the interview. Interviews are currently planned to take place @mid-January.

The Board will select the proposal that it deems will best serve the interest of the Ramapo Indian Hills REgional High School District. The Board reserves the right to reject any and all submitted proposals.

Contractor General Conditions

The consultant's contractor agreement will be subject to final approval as to form by the District's general counsel and by a majority vote of the Board.