

**MANSFIELD BOARD OF EDUCATION**  
**Request for Proposals**  
**Superintendent Search Services**

The Mansfield Board of Education is soliciting proposals from qualified firms or individuals to provide consulting search and recruitment services for a Superintendent of Mansfield Public Schools.

Bidders wishing to submit a proposal for this solicitation are requested to respond online through a secure E-Procurement portal. Responses can be submitted at the following link: [mansfieldct.bonfirehub.com](https://mansfieldct.bonfirehub.com) under the bid title "Superintendent Search Services". Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: [Vendor Registration](#). Due to the bid collection change to a secure online platform, multiple copies of your bid are no longer required. Please upload one (1) copy of all required bid documentation.

Proposals must be submitted no later than 3 p.m. on October 20, 2021. Late proposals will not be accepted under any circumstance.

The Board of Education 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 Board of Education may, notwithstanding the terms negotiated herein, negotiate the terms of any response to this RFP. The Board of Education 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 interest of the School District.

**Format Required for Statement of Qualifications**

In order to expedite the committee's review of a firm's statements of qualifications, please provide the following information in the order listed below:

1. A Letter of Transmittal signed by a principal of the lead firm, not to exceed two (2) pages, describing in a narrative form your firm or team and its qualifications, and why you believe yours is the best firm for this project.
2. Statement of Qualifications to include, but not necessarily limited to the following:
  - 2.1 Name and address of your firm. Also indicate who your contact will be for this project and provide a phone number, fax number and email address that the Committee may use to issue further information.
  - 2.2 A narrative description of your proposal including how your firm intends to approach the assignment and an overview of the principals to be involved in this

Proposal.

2.3 Similar searches that your firm has been involved with within the past five years.

2.4 List of three (3) references from similar searches.

2.5 Schedule of pricing services both standard and optional.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, gender identity or expression, veteran status or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), gender identity or expression, or veteran status.

### **Timeline for this RFP**

The following schedule is proposed for the implementation of this RFP. This schedule was constructed to meet the unique needs of our school district during this transition. If, in the experience of the firm, you believe that schedule listed here is unreasonable or undoable for the scope of the work enclosed, please indicate the reasons why and suggest an alternative schedule for the board's consideration.

#### **Date Activity**

October 6, 2021 Board appoints Superintendent Search Committee and approves RFP for search process

October 7, 2021 RFPs are sent out

October 20, 2021 Proposals due by 3 p.m.

October 25, 2021 Interviews with finalist firms conducted

November 1, 2021 Board approves selection of search firm

November 7, 2021 Search process begins

February 1, 2022 Candidate is selected

## **Introduction**

Mansfield is a vibrant, diverse, and caring community that offers unique cultural, recreational, and educational opportunities in rural northeastern Connecticut. Mansfield is home to the main campus of the University of Connecticut, and is a special place to live, learn, do business, work, play and visit. Known for excellent public schools providing rich learning experiences for its children, Mansfield is a member town of Region 19 which operates Edwin O. Smith High School. Mansfield Public Schools, with three Pre-K to Grade 4 elementary schools and a Grade 5-8 middle school, serves approximately 1,000 students. The three Pre-K to Grade 4 schools will be consolidated into a single school for school year 2022-23, the first net-zero energy elementary school in the state.

## **Mission Statement**

It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.

## **Scope of Services**

A request for Proposal is being issued for consultative services for Mansfield Public Schools' Superintendent Search. The selected firm must have experience conducting searches in Connecticut. The selected firm will be expected to:

- ~ Develop search criteria that incorporates the District's goals and the leadership characteristics the BOE and community consider requisite for success
- ~ Demonstrate a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context, reflecting a familiarity with our students' needs
- ~ Generate a position description with desired qualifications
- ~ Develop an application process for the position
- ~ Advise BOE regarding identification and assessments of candidates
- ~ Assist the BOE in preparing for and conducting interviews
- ~ Assist the BOE in negotiating a contract with the selected candidate

**Mode of Selection**

Selection will be based upon demonstrated ability to conform to scope of search criteria. The Mansfield Board of Education reserves the right to reject any consultant/firm offering services which, in its opinion, do not meet the standard or quality identified above.