

**Newburgh Enlarged City School District  
Orange County, New York**

**REQUEST FOR PROPOSAL  
FOR  
SUPERINTENDENT SEARCH CONSULTANT SERVICES**

The Newburgh Enlarged City School District located in Orange County, New York, is issuing this Request for Proposal (“RFP”) to provide superintendent search consultant services to assist the District’s Board of Education in planning its outreach activities to the candidate field and its school community in the process of seeking candidates for the position of Superintendent of Schools of the District.

The Newburgh Enlarged City School District is located approximately 60 miles north of New York City in the scenic and historic Mid-Hudson Valley. The District serves the educational needs of students most of whom reside in the City of Newburgh, Town of Newburgh and Town of New Windsor. The District has seven Elementary Schools, two K-8 Schools, two Middle Schools and a High School with three campuses.

**A. Scope of Services to include:**

1. Assessing the District’s particular needs and priorities through meetings with the Board.
2. Facilitating communication between the Board, staff members and the community in initial stages of the search process.
3. Conducting meetings with the Board throughout the search process on candidate qualifications, requirements, the search timetable, interview process, potential involvement of constituencies, and evaluation of candidates.
4. Developing a brochure and coordinating advertisements and mailings.
5. Recruiting qualified and appropriate candidates.
6. Conducting interviews, as necessary and appropriate, along with Board members.
7. Conducting extensive and detailed evaluation of references and credentials of each finalist.
8. Providing evaluation rating forms, sources and procedures for the Board for follow-up with references of finalists.
9. Establishing guidelines for the candidate to, participate in focus groups and conduct site visits.

10. Assembling folders for each Board member of materials about the candidates, the selection process and interview questions.
11. Assisting the Board in developing the process and questions for interviewing finalists.

**B. Responses:**

1. All proposals must be submitted in writing and in accordance with instructions provided by the District.
2. The Board anticipates conducting interviews with a number of search consultants that submit proposals (the “Proposers”) during the months of January and February.

**C. Form of Response:**

A Proposer should provide the Board with the following in its proposal:

1. A description (or profile) of the Proposer’s entity describing the services it provides and any other information or materials it feels would be helpful for the Board to receive in connection with its submission.
2. A detailed summary of the services it seeks to provide in connection with the engagement, including, but not limited to, search planning and preparation, candidate recruitment, candidate evaluations, optional workshops, candidate appointment and search closing processes. A timeline to ensure a candidate is in place by July 1, 2022.
3. A detailed summary of similar services it has provided to other school districts in the State of New York and elsewhere over the last three (3) years, with specific interest in the Hudson Valley region.
4. Professional resumes of the Proposer and any principal(s), partner(s) or associate(s) who will render services under the agreement with the District including any outside consultants hired for the process.
5. A description of any and all compensation, fees and estimated expenses to be charged under the agreement, including a breakdown, if any, for any optional services not included in the contract fee.
6. A list of references, including names, addresses and telephone numbers, including contact persons, for the three (3) most recently completed school district superintendent searches.

**D. Evaluation of Responses; Contract:**

Each proposal is submitted with the understanding that it will be evaluated by the Board to determine which proposal best serves the District's interest, and that the Board will select a Proposer based on that evaluation; the Board will negotiate in good faith with the selected Proposer to reach a definitive Agreement.

**E. Instructions to Interested Parties:**

Any and all changes to this Request for Proposal are valid only if they are issued by the District in writing. The District will mail such changes to all parties which have requested a copy of the RFP.

Should a Proposer require additional information with regard to the services requested in this proposal or the terms and conditions of same, he/she/they should contact the District Clerk.

All proposals must be received by the District by 2:00 p.m. on January 26, 2022. Proposals must be addressed to:

Newburgh Enlarged City School District  
124 Grand Street  
Newburgh, New York 12550  
Attn. District Clerk Matthew McCoy  
Email: [mmccoy@necsd.net](mailto:mmccoy@necsd.net)  
Telephone: (845) 563-3503

Date: January 13, 2022