

LEGAL NOTICE FARMINGTON BOARD OF EDUCATION
Request for Proposals Superintendent Search Services

The Farmington Board of Education is soliciting proposals from qualified firms or individuals to provide consulting search and recruitment services for a Superintendent of Farmington Public Schools. A Request for Proposals (RFP) can be obtained by calling the Farmington Board of Education offices at 860-673-8270 or emailing a request to Andrea Sobinski at sobinskia@fpsct.org.

The RFP has also been posted on the Farmington Public Schools' website at <https://fpsct.org/SuperintendentSearch>.

Proposals must be submitted no later than 4:00 p.m. on February 19, 2025

Proposals must be submitted to:

Andrea Sobinski
Chair, Superintendent Search Committee
Farmington Board of Education
1 Monteith Drive
Farmington, Connecticut 06032

Proposals must be submitted in a sealed envelope labeled Proposal for Superintendent Search and Recruitment Services. Proposals must include ten (10) copies of all materials submitted. Oral, telephonic, emailed and faxed submissions will not be accepted or considered. The Farmington Board of Education reserves the right to: (1) waive technical defects in any proposal, (2) reject any and all proposals, in whole or in part, and/or (3) make such awards in whole or in part, if it is in the best interest of the Board, whether or not it is the lowest dollar-cost proposal. The Farmington Board of Education further reserves the right to re-advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Farmington Board of Education, in its sole discretion, deems to be in its best interest. The Farmington Board of Education is an Equal Opportunity Employer.

I. OVERVIEW

A. Purpose:

The Farmington Board of Education has issued this Request for Proposals (RFP) to solicit proposals from qualified firms or individuals to conduct search and recruitment services for a Superintendent of Farmington Public Schools. Firms and individuals responding to this RFP should propose all services and associated costs to conduct a full search to meet the district's needs.

B. Submission Requirements:

Proposals must be submitted no later than 4:00 p.m. on February 19, 2025. Any proposals received after said date and time will not be considered. Proposals must be submitted in a sealed envelope

labeled Proposal for Superintendent Search and Recruitment Services. Proposals must include ten (10) copies of all materials submitted. Oral, telephonic, emailed and faxed submissions will not be accepted or considered. Proposals must be submitted to:

Andrea Sobinski
Chair, Superintendent Search Committee
Farmington Board of Education
1 Monteith Drive
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This RFP has been posted on the Farmington Public Schools' website at <https://fpsct.org/SuperintendentSearch>.

Proposals must be consistent with all of the terms, conditions, and specifications identified in this RFP. Responses not consistent with the specifications and requirements may be considered only in the sole discretion of the Board of Education

C. Tentative Schedule

If the Board of Education receives quality proposals by the deadline established above, the Board intends to select a consultant on or about March 3, 2025. Following notification to the selected consultant, the Board intends to execute a formal contract within five (5) business days, after which the search process will immediately begin.

The Board aims to hire a new Superintendent and begin that individual's employment contract no later than July 1, 2025. However, the Board may decide, in its sole discretion, to extend or restart the search and selection process as deemed to be in the best interest of the Board.

D. Selection of Consultant

Proposals that are submitted according to the RFP's terms, conditions, and specifications by the deadline described above will be evaluated by the members of the Board of Education. Submission of a proposal indicates acceptance of the terms, conditions, and specifications contained in this RFP unless clearly and specifically noted otherwise. Proposers may be asked to make a presentation to the Board of Education following submission.

The Board will select a consultant based upon many factors, including the proposer's experience, competence, and financial stability; the responsiveness and quality of services proposed; the proposer's demonstrated ability to meet the scope of search criteria and implement the services proposed; the proposer's quality performance conducting similar searches; other projects currently under contract; costs involved; and other factors as the Board of Education deems appropriate.

In considering proposals, the Farmington Board of Education reserves the right to: (1) waive technical defects in any proposal, (2) reject any and all proposals, in whole or in part, and/or (3) make

such awards in whole or in part, if it is in the best interest of the Board, whether or not any proposal is the lowest dollar-cost proposal.

The Farmington Board of Education further reserves the right to re-advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Farmington Board of Education, in its sole discretion, deems to be in its best interest. In the event a proposal is selected, such selection will not be binding unless and until the Board and the proposer execute a contract for search and recruitment services that is satisfactory to the Farmington Board of Education.

E. Employment Discrimination by Contractor Prohibited

The successful proposer will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

The successful proposer agrees to post in a conspicuous place, available to all employees and applicants for employment, notices regarding its nondiscrimination policies. The successful proposer, in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

F. Inquiries

Questions regarding this Request for Proposals must be submitted in writing or via email no later than February 19, 2025 to:

Andrea Sobinski
Chair, Superintendent Search Committee
Farmington Board of Education
1 Monteith Drive
Farmington, Connecticut 06032

II. PROFILE AND MISSION OF FARMINGTON PUBLIC SCHOOLS

The Farmington Public Schools serve approximately 4,100 students in a suburban community in Hartford County. The Farmington Public Schools consist of four elementary schools (Pre-Kindergarten-Grade 4), one upper elementary school (Grades 5-6), one middle school (Grades 7-8), one new high school opened in August 2025 (Grades 9-12) and one transition academy (age 18-22). The Farmington Public Schools are driven by a mission to enable all students to achieve academic and personal excellence, exhibit persistent effort and live as resourceful, inquiring and contributing global citizens.

The Superintendent serves as the chief executive officer of the school district and is responsible for the administration of its policies and regulations, the day-to-day operation of schools, and the supervision of staff. All members of Farmington's learning organization hold themselves accountable to the district's

core beliefs which guide daily work. These **core beliefs** frame annual goals, program development, and support systems. The core beliefs focus instruction, curriculum, and assessment to ensure that all students achieve at high levels. Farmington communicates its rigorous expectations through its programs and core content standards. Farmington's **Vision of the Global Citizen (VoGC)** is the center of all School and Program Development Plans to ensure both coherence and emergence of innovation. Continuous improvement efforts are driven by a **Theory of Action** and Farmington's instructional model, the **Framework for Teaching and Learning**, with a particular focus on the **Equity Framework**. To view Farmington's most recent Program and School Development Plans, please click **here**.

Farmington students engage in learning opportunities that are student-centered, designed to promote all elements of our VoGC and focused upon the empowerment of students to use their voice, leadership and agency to solve complex problems to ultimately make an impact on their local, regional and world communities for a greater good. In all of Farmington's collaborative efforts, we want to ensure that students feel safe within our schools and valued for who they are. This can only be achieved by standing together in unity as a school district community when it comes to belonging, academic excellence and care for oneself and others.

The school district is pleased to have opened a new state-of-the-art exceptional high school facility in August, 2024 that reflects Farmington's core improvement documents and the future of education in Connecticut and beyond. The new facility reflects what was imagined many years ago when we first initiated the design process for a new high school facility:

- **Light** – open spaces, visibility, connection to the outdoors, and natural light;
- **Flexibility** – furniture and spaces that are multi-purpose, adaptable, moveable;
- **Independence** – space that fosters persistence, self-direction, choice and curiosity;
- **Collaboration** – places where students can interact and spontaneously work together, share ideas and work products
- **Reflection** – furniture and spaces that offer quiet places for contemplation and introspection;
- **Creativity** – a technology rich, imagination rich environment to foster a maker mindset;
- **Exhibition** – public places for work in progress and final products to be displayed and presented for feedback and critique; and.
- **Joyous** – a school that is safe, warm, welcoming and nurturing of all learners.

The new facility reflects all of these design features as a truly inspiring, future-oriented learning environment for all learners to thrive, imagine, belong and succeed as global citizens. We want to express our appreciation to the Farmington community for the support we have received through this exciting and historic building project that will benefit generations of Farmington students.

The current Superintendent of Farmington Public Schools will retire, effective July 1, 2025 after 16 years of service to the school district and community. In accordance with Board policy, the Board of Education will conduct an active search to find the individual who can most effectively translate into action the policies of the Board and the aspirations of the community. When choosing a consultant to assist in this process, the Board will focus on the ability of proposers to design a process to identify a new leader who supports the district's and the community's beliefs and priorities.

III. SCOPE OF SERVICES

The Board of Education seeks a consultant to work with the Board, staff, and the community to do the following:

- Solicit input from various stakeholders (e.g., Board of Education members, Farmington Public Schools administration and staff, and community members) to assess the district's needs, goals and priorities and identify important candidate qualifications and attributes
- Coordinate and implement a search process designed to identify a leader who supports the district's and community's vision and beliefs
- Develop recruitment materials that include information about the district and community, reflect the district's needs, goals and priorities; and outline candidate qualifications, attributes and selection criteria
- Advertise the position in the appropriate media (including websites) to recruit candidates from within Connecticut, regionally and nationally
- Create an internet-based portal to provide relevant information to potential candidates
- Create an internet-based portal to provide regular updates on the search process to the community
- Develop an application process
- Screen candidate applications and select candidates for further consideration
- Complete in-depth background investigations, including the validation of professional credentials, employment history, consumer credit, internet search, criminal history and all other requirements, of candidates selected for interview
 - Prepare written summaries of the qualifications and experience of candidates presented for interview
- Establish a schedule for interviewing selected candidates and making site visits
- Assist Board members in preparing for interviews of finalists by developing questions and evaluation forms
- Attend interviews, as requested
- Advise the Board regarding salary and benefit expectations
- Perform other tasks and responsibilities that may be determined by the Board
- Identify other services that the proposer may suggest for the Board's consideration and approval

All services not specifically mentioned in this RFP that are necessary to provide the functional capabilities described by the proposer shall be included in the scope of work performed.

IV. FORMAT FOR PROPOSAL

To enable the Board to evaluate and review all proposals in a uniform manner, all responses should include the following information:

A. Cover Sheet and Affirmative Action Statement

The firm or individual submitting a proposal must include a signed cover sheet, included in this Request for Proposal as Appendix A and an Affirmative Action Statement, including in this Request for Proposal as Appendix B.

B. Firm or Individual Profile

The firm or individual submitting a proposal must include a profile containing the following information:

- Name, address and contact information of the proposer and the person(s) to be contacted for further information regarding the proposal
- Name, position, and contact information of the individual(s) who will be assigned to this project
- Relevant background, experience, and qualifications of the proposer to conduct a superintendent search
- Relevant background, education, experience, and qualifications of the individuals to be assigned to this project, including identification of the individual who will supervise the project and other individuals who will staff the project and their respective roles
 - List of similar searches conducted within the past five years (including size of district and scope of services rendered) (including contact information) for work performed within the last five years, with a description of the project and scope of services rendered
 - List of similar searches currently being conducted (including size of district, scope of services being rendered, and projected completion date)
 - Evidence of financial stability

C. Proposed Approach and Plan

The firm or individual submitting a proposal must include a proposed approach and plan (not to exceed two pages) containing the following information:

- The proposer's approach to providing the services identified in Section III (Scope of Services) and any other proposed services
 - A general timeline for completion, including phases, if any
 - Proposed methods, activities and events designed to gather Board, administration and staff, and community input
 - Proposed process to develop criteria for the selection of candidates
 - Proposed means to conduct the search process for qualified candidates within and outside of Connecticut, identify interested candidates, and encourage their applications
 - Proposed means to advertise the position and provide information to candidates and updates to the community
 - Proposed means to evaluate candidates and recommend candidates for the Board's consideration
- Description of planned efforts to increase recruitment of members of underrepresented groups, including but not limited to women, minorities, and individuals with disabilities
- Methods of reporting progress and information and collaborating with the Board
- Tasks that could be performed by Board members or staff to reduce the cost of the search
- Statement as to why the vendor is the best qualified to meet the needs of the Board of Education

D. Fee Proposal

The firm or individual submitting a proposal must include a proposed fee structure, including

- Costs for the entire project and for each service
- A statement of standard costs and optional costs
- Method of computing costs (e.g., lump sum, percentage, hourly rates)

V. TERMS AND CONDITIONS

A. General Terms and Conditions Proposals must remain firm and binding for a period of sixty (60) days following their submission. Proposers will not accrue any rights by submitting a proposal. The Farmington Board of Education is not liable for any costs incurred by proposers prior to the issuance of a contract.

Neither a proposer nor the Farmington Board of Education will issue any news releases regarding the services or project to which this RFP relates unless the proposer and Farmington Board of Education agree to and coordinate the release of such information.

B. Terms and Conditions to be Included in the Contract with the Successful Proposer Payment: Monthly payments will be made in accordance with the contract terms within thirty (30) days of receipt of invoice. No more than fifty percent (50%) of the contract shall be paid until a new Superintendent is hired.

Guarantee: The proposer will guarantee and provide quality assurance to the Farmington Board of Education for all work performed for the duration of the contract.

Insurance: The successful proposer shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Farmington Board of Education.

Compliance with Applicable Laws: The contractor must comply with the Civil Rights Act of 1964, the Equal Employment Act of 1972, Connecticut Fair Employment Practices, and all other applicable federal and state laws and regulations and town ordinances.

Appendix A
FARMINGTON BOARD OF EDUCATION

Request for Proposals Superintendent Search and Recruitment Services Cover Sheet Date: February 19, 2025

Proposals will be received until: February 19, 2025 at 4:00 p.m. Farmington Board of Education 1 Monteith Drive, Farmington, Connecticut

Services to be performed for: Farmington Board of Education

For additional information, please contact:

Andrea Sobinski
Chair, Superintendent Search Committee
Farmington Board of Education
1 Monteith Drive
Farmington, Connecticut 06032

I, the undersigned, hereby affirm that:

- 1) I am a duly authorized agent of the proposer;
- 2) I have read all of the terms, conditions, and specifications made available regarding this Request for Proposal and fully understand and accept them unless specifically indicated otherwise in the offer;
- 3) the offer is being submitted in accordance with the terms, conditions, and specifications set forth in the Request for Proposal, and
- 4) the proposer will accept any awards made to it as a result of the offer submitted for a minimum of sixty (60) days following the date of submission.

Name of Firm or Company:

Address:

City/State:

Zip Code:

Contact Person:

Title:

Phone:

Email:

Authorized Representative's Name:

Printed Name:

Title:

Phone:

Date:

Appendix B
FARMINGTON BOARD OF EDUCATION

Request for Proposals Superintendent Search and Recruitment Services Affirmative Action Statement will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification. will post in a conspicuous place, available to all employees and applicants for employment, notices regarding its nondiscrimination policies , in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

Name of Firm or Company:

Authorized Representative's Name:

Phone:

Printed Name:

Title:

Date: