



New Milford Board of Education
50 East Street
New Milford, CT 06776

INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

RFP# E-2223-002 – Superintendent of Schools
Search Consultant



Scope of Services

New Milford Board of Education
50 East Street
New Milford, CT 06776

The New Milford Public Schools is seeking proposals for a Superintendent of Schools Search Consultant to perform the following services that include:

- Establishing search criteria with the Board of Education
- Soliciting input from school and community stakeholders regarding the attributes desired in the Superintendent
- Advertising the position nation-wide through a variety of formats
- Receiving all applications and developing a mutually agreed upon screening process for candidates
- Assisting the Board with the interview process for selected candidates and attending interviews as requested
- Performing in-depth background and reference checks
- Facilitating contract arrangements if requested and assisting with transition process

The search process should be timed in such a way as to enable the district to seat a new Superintendent by October 2022.

All bidders should include information they think would be pertinent for the Board to consider when selecting a search consultant such as a brief history of the organization, structure of search process, and total fee for services. The Board may request an in person presentations after reviewing the proposals received.

Proposals must be submitted by 12PM, on August 4, 2022. They will then be submitted to an Ad-Hoc committee of the Board of Education for evaluation and selection as they charged with retaining a search firm to move forward with the process.

Proposals can be mailed or emailed to the person(s) below:

Anthony J. Giovannone
Director of Fiscal Services and Operations
New Milford Public Schools
50 East Street New Milford, CT 06776
giovannoneA@newmilfordps.org

The New Milford Board of Education reserves the right to reject any and/or all quotes, waive technicalities, consider alternatives and make an award in the best interest of the New Milford Public Schools.

Key Dates

RFP Posted
RFP Due

Thursday 7/21/22 @ 12pm
Thursday 8/4/22 @ 12pm



Bidder Information Form

New Milford Board of Education
50 East Street
New Milford, CT 06776

Name of Bidder: _____

Business Address: _____

Telephone #: _____

Date of Bid: _____

The bidder listed above declares and certifies:

First: That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.

Third: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.

Fourth: That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

Fifth: Bid prices are set forth on the attached form(s).

(Person, Firm, or Corporation)

(Authorized Signature)

(Name-Typed or Printed)