



**SEARCH FOR SUPERINTENDENT OF  
BOSTON PUBLIC SCHOOLS**

REQUEST FOR PROPOSALS EV00010326

RESPONSE DEADLINE: 03/18/2022 at 12:00 PM EST

# TABLE OF CONTENTS

I. <a href="#">INTRODUCTION</a>	2
II. <a href="#">SCOPE OF WORK</a>	5
III. <a href="#">TECHNICAL PROPOSAL FORMAT</a>	6
IV. <a href="#">PRICING PROPOSAL</a>	9
V. <a href="#">SUBMISSION INSTRUCTIONS</a>	11
VI. <a href="#">HOW WE CHOOSE</a>	14
VII. <a href="#">TERMS AND CONDITIONS</a>	18
VIII. <a href="#">STANDARD CONTRACT AND FORMS</a>	20
IX. <a href="#">INSURANCE RECOMMENDATIONS</a>	21

# **I. INTRODUCTION**

## **1.1 WHAT WE ARE LOOKING FOR**

The Boston Public Schools hereby requests proposals from qualified firms or individual consultants to provide Executive Search Consultant Services for the position of Superintendent for the Boston Public Schools. The cost of this superintendent search, including the services of an executive search consultant will be funded by the Boston Public Schools in accordance with Massachusetts General Laws Chapter 30B. To ensure that the Search Committee obtains the most qualified firm or individual consultant that can most effectively deliver the required services, the Search Committee requests informal proposals as set forth below.

The term of this contract will run for six months.

This RFP is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses.

To support equality of opportunity for these businesses, we also encourage respondents to solicit the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at <https://www.boston.gov/certified-business-directory>.

## **1.2 RFP CONTACT**

With the release of this RFP, all communications must be directed in writing via email to the contact person below. No other BPS employee, consultant, or contractor is empowered to speak for the Boston Public Schools with respect to this RFP. Any oral communication is considered unofficial and non-binding to BPS.

After the proposal deadline, Vendors should not contact the RFP Coordinator or any other BPS official or employee, except to respond to a request by the RFP Coordinator.

The website for this RFP and related documents is the City of Boston Supplier Portal, which you can access via [boston.gov/procurement](https://www.boston.gov/procurement). All project correspondence will be posted on the Supplier Portal website. It is the responsibility of Vendors to check regularly for updates and any RFP addenda.

**The RFP contact is:**

Liz Sullivan  
Executive Secretary, Boston School Committee  
Bruce C. Bolling Municipal Building  
2300 Washington Street  
Roxbury, MA 02119  
Email: [superintendentsearch@bostonpublicschools.org](mailto:superintendentsearch@bostonpublicschools.org)  
Phone: 617.635.9014

**1.3 BACKGROUND**

The City of Boston is seeking a new Superintendent of Boston Public Schools to implement solutions to accelerate student achievement, engage families and the community in student success, and continue to address the challenges to learning presented by the globe pandemic. Boston Public Schools (BPS) educates more than 49,000 students in 121 schools working with more than 10,000 staff members. The City seeks an experienced educator who is familiar with our public schools, recent successes, and persistent challenges. The Superintendent must have a strong belief in the innate talent of every student and evidence of an unrelenting pursuit in the closing of opportunity and achievement gaps that exist between students. The successful candidate must be committed to uplifting student voice, bringing families into decision-making, and supporting teachers, educators, and all school staff in the success of our students. Boston seeks a candidate who has a strong foundation in instruction and how students learn as well as a belief that learning does not happen in a vacuum and is most effective when students feel supported and have access to services that prioritize their physical and mental health.

The Superintendent is the executive for the School Committee in all matters relating to the powers and duties of the School Committee. The Superintendent has the sole authority to make appointments and promotions for all school system positions.

The Boston Public School system is governed by a seven-member school committee appointed by the Mayor of Boston to four-year terms. Committee members are entitled to a stipend.

The School Committee is charged with hiring, supervising, evaluating, and paying the Superintendent. It also has the authority to develop educational, personnel, managerial and financial policies for the school system and to adopt balanced operating and capital budgets annually. Additionally, the Superintendent serves as a member of the cabinet of the Mayor of the City of Boston.

The Superintendent has the obligation to implement the policies and budget of the school district. It is essential that the Superintendent demonstrate: a) educational leadership; b) administrative and leadership skills; and c) the ability to communicate and interface effectively with the Boston community and its institutions. A specific job description will be developed by the Search Committee.

Candidates must have demonstrated experience improving outcomes and closing opportunity gaps for students of color, English learners, students with disabilities, and students of low socio-economic status.

#### 1.4 TIMELINE

Please be advised that this search will go at an accelerated rate, with the goal of finalizing an appointment by July 1, 2022. Interested firms or individuals, therefore, must be willing to commit the necessary staff resources to accommodate that appointment timeline. The Search Committee reserves the right to reject or accept any proposal based on criteria established at its sole discretion.

The table below shows the preliminary RFP Schedule. Dates are subject to change. Any changes will be posted in an addendum that can be found on the RFP website.

	DATE
RFP released	02/23/2022 @ 12:00 PM
Deadline to submit questions regarding the RFP <i>Via email to <a href="mailto:superintendentsearch@bostonpublicschools.org">superintendentsearch@bostonpublicschools.org</a>, or phone at 617.635.9014</i>	03/09/2022 @ 5:00 PM EST
Consolidated Q&A posted by the City on the Supplier Portal	03/11/2022 @ 5:00 PM EST
<b>Deadline for proposals</b> <i>Submitted via the City's Supplier Portal or via hard copy; proposals must be <b>received</b> prior to the deadline and can't be submitted via email</i>	03/18/2022 @ 12:00 PM EST
Vendor interviews/demonstrations (if needed)	03/21-04/01
Contractor Selected	April 2022

\*Note: All proposals will be public record. **Do not submit confidential information in your Proposal.**

## II. SCOPE OF WORK

The Boston Public Schools is looking for Executive Search Consultant Services for the search for a Superintendent of the Boston Public Schools. The Search Committee intends to work with urgency to appoint a Superintendent by Summer 2022. We are looking for a partner that, within a quick time-frame, can deliver excellent services and attract strong, innovative candidates for the role.

Services expected from the partner include:

- 1) Assisting the Search Committee in conducting a search that generates a diverse pool of highly qualified candidates, including women and people of color.
- 2) Identifying, conducting background checks for, vetting, and soliciting applications from superior candidates locally and nationally.
- 3) Maintaining communication with candidates and responding to certain candidate inquiries and information requests.
- 4) Screening the initial applicant pool and providing a report on each applicant, using criteria developed in partnership with the Search Committee.
- 5) Sourcing and recommending candidates with whom the Search Committee will conduct interviews.
- 6) Conducting reference and background checks on all interviewees, as required, including more extensive reference checks on three to six finalists.
- 7) Providing advice and direct assistance to the Search Committee on the overall conduct of the search, including the interview process.
- 8) Assisting the Search Committee staff in coordinating candidate interviews and making necessary arrangements for candidate travel and accommodations.
- 9) Performing other related services in the conduct of the search.
- 10) In addition to delivering effective, transparent, and expert-level advice and assistance to the Search Committee, the ideal search partner will think creatively about candidate recruitment. A good candidate pool will provide opportunities for the Search Committee to truly assess a range of candidates who could lead the transformative agenda for the Boston Public Schools to improve student experiences, accelerate outcomes, close opportunity gaps, and increase instructional quality and rigor across the district.

### **III. TECHNICAL PROPOSAL FORMAT**

The “technical proposal” is every element of your response to this RFP, except for anything having to do with price. (The price proposal covers that section.)

For the technical proposal, we are looking for you to do six things:

- (3.1) provide an introduction;
- (3.2) propose your approach for this project;
- (3.3) share your background and qualifications;
- (3.4) describe your team;
- (3.5) provide three references; and
- (3.6) sign our standard contract forms.

#### **3.1 INTRODUCTION AND EXECUTIVE SUMMARY**

On the cover or first page of your proposal, please provide contact information, including name, title, address, email and phone number.

Please provide a brief introduction highlighting why you would be a good partner for the District on this project.

If you or any of your proposed subcontractors are a small, local, minority-owned, women-owned, and/or veteran-owned business, please let us know. This information helps us improve our outreach to all potential partners. This RFP is open to any vendor who would like to respond.

#### **3.2 APPROACH TO SCOPE OF WORK**

This section is where you tell us how your solution meets and/or exceeds our needs. Then, please describe how you would deliver the solution outlined in the Section 2 “Scope of Work.”

This section is a critical component of the proposal and should include a detailed description of your work plan and project organization. In addition to a comprehensive timeline and description of services provided, this section should include an initial outline of how the search firm/consultant would identify and recruit diverse, knowledgeable, and qualified candidates who are ready to tackle the ambitious goals set forth by the Boston School Committee in partnership with parents, educators, students, and members of the broader Boston community.

Please be concise. Feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

### **3.3 VENDOR BACKGROUND AND COMPANY QUALIFICATIONS**

Describe your organization's history, structure, strategy, and work. Focus on your ability to be a good partner on this project. Please list any relevant awards your team has received. BPS reserves the right to request a copy of your firm's audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or similar financial reports, in order to evaluate the financial strength of your company.

***Specifically, this should include:***

- 1) A summary of the firm's experience in conducting executive searches, highlighting executive searches for Superintendents of Schools for comparably sized school districts, or comparable leadership roles in municipal, county, or state government. It is preferred that applicant firms or consultants have recent experience in conducting a successful search (selection of a candidate and acceptance of a position, as facilitated by your firm) for a Superintendent of Schools for a comparably-sized urban K-12 school district with at least 40,000 students and which has authorized charter schools.
- 2) A detailed list of recent assignments in K-12 education, including the names of client institutions, titles of positions for which searches were conducted, and a brief description of the processes executed during the search process.
- 3) A clear list of the steps and actions the search firm has taken to make diversity, equity, and inclusion a part of their operation. BPS is looking for a firm that will center progressive, inclusive leadership in its decision-making processes and recruitment tactics. This should include evidence of commitment to and successful experience in recruiting outstanding leaders in Superintendent of Schools positions, or comparable roles, from culturally and racially diverse backgrounds.

Include documentation of your insurance coverage. The City's recommended levels of insurance are listed in Section 9; if you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Please note: If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact should be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you should indicate as such.



### **3.4 STAFFING AND KEY STAFF QUALIFICATIONS**

Describe the team that would work on this project. Include a list with each team member, a brief summary of relevant credentials and experience, and an indication of proposed time commitment for each staff member. Make the case for why they will be great partners on this project. Note if any staff will be located in or near Boston and their general availability to the School Committee and City staff on this project.

Please provide bios, resumes, or whatever you think best highlights the strength of the team that would be working on this project. Let us know how the team would be structured; if your team includes multiple firms, please let us know how long you have worked together. For legal purposes, we will need you to designate one firm as the prime contractor and all others as subcontractors (see Section 7 for more information). Regardless, please identify the lead staff person for the project and provide their contact information.

### **3.5 REFERENCES AND ADDITIONAL INFORMATION**

Please provide three (3) references, including their contact information and details on your history with them, who can comment on the firm's performance on recent searches during the last five years. Customer references should be preferably similar in size, scope and complexity to the Boston Public Schools. Note that incorrect contact information will be considered as a negative reference.

### **3.6 STANDARD CONTRACT AND FORMS**

You must submit a signed copy of all forms identified in Section 8.

## IV. PRICING PROPOSAL

List all costs associated with your proposed deliverable, using the template below. If your proposal includes other costs that don't fit in this template, please attach supplemental information describing those costs, the basis for your pricing, and any assumptions you made in filling out the template. Comprehensively lay out the intended pricing structure of services (percentage-based, retained search, contingency search, flat fee, etc.) and give thorough reasoning as to why this pricing strategy fits with the services provided.

Understanding the level of effort and cost for each deliverable will help us better understand the structure of the proposed work.

**Please note:**

- All prices are inclusive of travel. No additional charges, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses and other expenses, will be allowed.
- Any travel, accommodation, or other costs related to having applicants meet in person will be reimbursed to the search firm. These costs do not need to be included as part of the pricing proposal.
- Any taxes due will be assumed to be included in your price of services. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following the award.
- The total cost that is quoted in this Proposal will be considered a best and final offer.
- You will bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).
- The Price Proposal MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal.
- If applicable, as determined by the Massachusetts Department of Labor Standards, the Contractor shall comply with the Massachusetts Prevailing Wage Law (M.G.L. c. 149, s.26, -27H) for public works projects, which establishes minimum wage rates for workers on such projects.

**Please enter the total price for the full term of services in the price line if submitted electronically through the Supplier Portal.**

**More detailed instructions are available in Section 5 and at:**  
[boston.gov/departments/procurement/how-use-supplier-portal](http://boston.gov/departments/procurement/how-use-supplier-portal)

ITEM	TOTAL PRICE
Costs for Search firm services	
TOTAL PRICE - YEAR 1	

\*These numbers are estimates only and the actual quantities may be more or less.

## V. SUBMISSION INSTRUCTIONS

This section provides an overview of the process for submitting your proposal:

- A checklist is provided to make sure that your proposal is complete
- Directions are included for submitting your proposal online or via hard copy

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. **Please note that the City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.**

5.1 CHECKLIST FOR SUBMITTING PROPOSAL ( <i>for your use only; you do not need to submit this checklist</i> )	RFP SECTION	COMPLETE (✓)
A. REQUIRED ITEMS FOR TECHNICAL PROPOSAL		
Introduction and Executive Summary	3.1	
Response to Scope of Work	3.2	
Vendor Background & Company Qualification <i>including insurance documentation (see Section 9 for details)</i>	3.3	
Staffing Plan and Key Staff Qualifications	3.4	
References and Additional Information	3.5	
B. REQUIRED FORMS		
Form CM06 – Certificate of Authority	8.2	
Form CM-09 – Contractor Certification	8.3	
Form CM15A - CORI Compliance	8.7	
Form CM15B - CORI Standards	8.7	
Form LW2 - Living Wage Agreement	8.9	
Form LW8 - Living Wage Affidavit	8.10	
Form CM-16 – Wage Theft	8.11	
C. PRICE PROPOSAL COST FORM		
D. FINAL REVIEW		
	YES	NO
1. Did you submit the proposal before the deadline?		
2. Did you submit separate, sealed technical and price proposals, with <b>no</b> price information in the technical proposal?		
4. Did you review the Contract Terms and Conditions?		
5. Did you complete and submit all required forms?		

## 5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

The Supplier Portal provides vendors the ability to submit a proposal electronically, and is accessible from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link.

You'll need to register with us in order to submit your proposal electronically; doing so will also allow you to receive email updates regarding this RFP and other opportunities. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions to register.

Upon logging in under your account, look for EVENT ID: EV00010326, "Superintendent Search for Boston Public Schools". When responding, you will see specific places to upload your non-price Technical Proposal and other required forms. **The Price Proposal must be submitted separately from the Technical Proposal according to statute. This is critically important.** The evaluation team will complete its evaluation of the Technical Proposals prior to reviewing the Price Proposals.

Attachments containing price information, including the Price Proposal, should only be attached to the price line and not in the Event Header attachments section. By uploading your file to the price line, the information will remain sealed and separated from the technical proposals until that evaluation has been performed.

In the section labeled "Step 2: Enter Line Bid Responses," please enter the total bid amount under the line "RFP – Executive Search Consultant Services for Superintendent of Schools." Next, click the icon on the far right of the screen labeled "View/Add Question Comments and Attachments." There you will find the proper location to upload your Price Proposal. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions.

Submitting your proposal via the Supplier Portal can streamline the entire process, but please allow extra time to become familiar with the system. **Upload any applicable documents into the Supplier Portal and SUBMIT your submissions well before the deadline so that you have enough time to make a physical paper submission if you have any issues with the City's Supplier Portal.** We recommend submitting your proposal at least 24 hours prior to the deadline.

Please note that Supplier Portal file uploads are limited to a 59 character file name length.

### **5.3 SUBMITTING VIA MAIL/ DELIVERY**

Hard copies of the Technical and Price Proposals may be submitted by mail, delivery service, or in person. Vendors submitting a hard copy must submit a complete Technical Proposal in a sealed envelope along with one (1) digital copy (thumb drive), and a Price Proposal in a separate sealed envelope along with one (1) digital copy (thumb drive).

The envelopes should be clearly marked as follows:

**Superintendent of Schools Search Consultant Services RFP**  
**RFP Number: RFP EV00010326**  
**TECHNICAL PROPOSAL**  
**Submitted by: [Name of Vendor]**  
**[Date Submitted]**

**Superintendent of Schools Search Consultant Services RFP**  
**RFP Number: RFP EV00010326**  
**PRICE PROPOSAL**  
**Submitted by: [Name of Vendor]**  
**[Date Submitted]**

**and delivered or mailed to:**

**Naveen Reddy**  
**Business Manager, Finance Department**  
**Boston Public Schools**  
**2300 Washington Street**  
**Boston, MA 02119**

## **VI. HOW WE CHOOSE**

### **6.1 MINIMUM EVALUATION CRITERIA**

All Proposals received by the City will first be reviewed to determine whether the Proposal meets all minimum criteria identified in the RFP. Minimum criteria are found in the Checklist for Submitting Proposal (Section 5.1).

For a proposal to meet all minimum criteria, a Vendor must unconditionally be able to check each item as 'Completed' for Sections A and B and 'Yes' for each item in Section D. Minimum evaluation criteria reflect those standards or attributes that the City considers essential to the performance of the contract. A Vendor that does not meet the minimum criteria will be rated "unacceptable".

### **6.2 COMPARATIVE EVALUATION CRITERIA**

Proposals that have met all minimum evaluation criteria will be evaluated according to the comparative evaluation criteria that follow in this section. The RFP evaluation team, which will include 1-2 members of the Search Committee as well as one or more BPS staff members, will prepare written evaluations for each proposal. The evaluators will assign a rating of "highly advantageous", "advantageous", or "not advantageous" to each criterion. The RFP evaluation team will use the comparative evaluation criteria to assist in their evaluation of each Vendor's overall qualifications.

The City reserves the right to invite Vendors for an interview/demonstration either by phone or in person. The City may choose to conduct reference checks and include information obtained from the interview/demonstration and reference checks in the evaluation. Vendors should not count on interviews/demonstrations and reference checks as an opportunity to provide additional information not contained in the proposal. All information that Vendors wish to be considered during the evaluation process should be included in the originally submitted Proposal.

Price proposals will be evaluated separately from the technical proposals. The RFP team will not see price proposals until after the technical evaluations are complete.

The RFP team will then identify the proposal that's the most advantageous overall from the pool of responsible and responsive vendors, taking into consideration both price and the comparative evaluation criteria. The RFP team will recommend selection of this most advantageous proposal to the full Search Committee. A final determination will be made by April 2022 and is subject to Boston School Committee approval.

## **A. Proposal Quality**

*Highly Advantageous:* The proposal is well-written in clear, concise language. Materials are organized and easy to navigate. As a whole, the proposal provides a complete response to this RFP and provides multiple relevant examples of past successes implementing similar solutions.

*Advantageous:* The proposal is clear and well-organized. It provides a complete response to this RFP and includes examples of past successes.

*Not Advantageous:* The proposal does not address all aspects of the RFP. It is poorly written and/or difficult to read. It does not provide adequate information to evaluate the vendor's ability to successfully meet the City's goals.

*Unacceptable:* The proposal is incomplete and does not provide enough information to make any reasonable evaluation of the proposal.

## **B. Response to Scope of Work**

*Highly Advantageous:* The proposal clearly lays out a plan to complete the work. It provides a clear description of deliverables and a comprehensive timeline for assessing and delivering candidates for the Search Committee. Additionally, the proposal provides an outstanding outline for how the search firm/consultant would identify and recruit diverse, knowledgeable, and qualified candidates who are ready to tackle ambitious goals in partnership with community stakeholders. The plan seems fully thought out and ready to implement.

*Advantageous:* The proposal is good, but not perfect. It addresses the majority of the major concerns but leaves a few open questions. The proposal's outline detailing how the search firm/consultant will identify and recruit diverse, knowledgeable, and qualified candidates is also good, but does not provide a clear and thorough understanding of how to accomplish said recruitment. The proposal could be workable, but would require some further clarification.

*Not advantageous:* Not Advantageous: The proposal addresses some of the goals of the scope of work, but leaves many open questions. The outline only tangentially addresses how the search firm/consultant would recruit diverse, knowledgeable, and qualified candidates. It is possible that it could be implemented, but would require a lot of work before it was ready to go.

*Unacceptable:* The proposal does not address the majority of the concerns and goals outlined in the scope of work. The proposal also does not include an outline on how to recruit diverse, knowledgeable, and qualified candidates. The ideas presented do not seem workable or relevant. Taking the proposal from where it is to something that could be implemented would require a fresh start.



### **C. Organization Profile & Past Projects**

*Highly Advantageous:* The team includes members with extensive backgrounds in executive search consulting services. Three (3) references from similar projects consistently rate services and results as “excellent”. The examples of past work you provide are highly relevant to this project and highlight your firm’s competency in handling searches for a Superintendent of Schools for a comparably-sized urban K-12 school district with at least 40,000 students and which has authorized charter schools. These examples demonstrate a proven track record of providing effective ongoing support. Examples highlight your firm’s competency in providing clients with a plan for recruiting diverse, knowledgeable, and qualified candidates who are ready to tackle ambitious goals in partnership with community stakeholders.

*Advantageous:* The team includes members with backgrounds in executive search consultant services. One or two references from similar projects rate services and results as “excellent”. The examples of past work you provide are somewhat relevant to this project and demonstrate your firm’s experience in handling searches for a Superintendent of Schools for a comparably-sized urban K-12 school district with at least 40,000 students and which has authorized charter schools.

*Not Advantageous:* The team includes members with limited experience in executive search consultant services. No references from similar projects rate services, results, and collaborative processes as “excellent”. The examples of past work you provide are not relevant to this project and do not demonstrate sufficient experience handling searches for a Superintendent of Schools for a comparably-sized urban K-12 school district.

*Unacceptable:* The team does not include any members with understanding of executive search consultant services. References are incomplete, and/or any references give services, results, and collaborative processes negative ratings. The proposal demonstrates no commitment to recruiting diverse, knowledgeable, and qualified candidates.

### **D. Diversity, Equity, and Inclusion (DEI) Plan**

*Highly Advantageous:* The proposal lays out a creative and comprehensive approach to DEI throughout the application. The proposal demonstrates a clear and comprehensive commitment to diversity and equity from prior search history, and provides a rigorous outline for how the firm will recruit diverse, knowledgeable, and qualified candidates. The training and experience of your staff is heavily focused on equity concerns and your plan demonstrates how you intend to leverage that experience. The proposal outlines detailed, specific, actionable, and effective plans for the above.

*Advantageous:* The proposal has a reasonable plan for DEI. The proposal demonstrates a commitment to diversity and equity from prior searches, and provides an outline for how the firm will recruit diverse, knowledgeable, and qualified candidates who are ready to tackle ambitious goals in partnership with community stakeholders. The staff performing the work has some experience or training with DEI concerns and theory and the plan touches on how this will be used to inform the work. The proposal has many specifics about the above, but several parts lack details about how exactly to incorporate DEI.

*Not Advantageous:* The proposal has some references to DEI considerations, but nothing comprehensive or creative. The proposal offers a semblance of a commitment to diversity and equity from prior searches, and provides an outline for recruiting diverse, knowledgeable, and qualified candidates, though the outline has clear flaws or does not demonstrate a clear understanding of equitable and diverse leadership. Staff involved have little to no experience with DEI considerations. There may be some specifics, but the majority of the proposal talks in generalities and buzzwords, rather than actionable plans.

*Unacceptable:* The proposal gives little-to-no consideration to DEI. There is no clear, demonstrated commitment to equity or diversity from prior searches, and the response to the scope of work offers no outline on how the firm will recruit diverse, knowledgeable, and qualified candidates. The staff involved have limited or no experience or training in DEI. The proposal uses DEI buzzwords, but there are no details about how to bring equity considerations to the work.

#### **E. Vendor Interview/Demonstration (if needed)**

*Highly Advantageous:* Presenters are well-organized and provide a clear, concise presentation. The presentation demonstrates strong insight into the School Committee's requirements, as described in the RFP. Technical staff are included in the demonstration, and all questions posed were specifically addressed.

*Advantageous:* Presenters are organized. Presentation demonstrates understanding of the School Committee's requirements, as described in the RFP.

*Not Advantageous:* Presenters are not organized and/or provide an unclear presentation. Presentation demonstrates little understanding of the School Committee's requirements, as described in the RFP.

*Unacceptable:* Presenters were woefully disorganized and the presentation did not demonstrate understanding of the School Committee's requirements, as described in the RFP.

## **VII. TERMS AND CONDITIONS**

### **7.1 CANCELLATION, REJECTION, AND WAIVER**

The City is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all Proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

### **7.2 WITHDRAWAL OR MODIFICATION OF PROPOSAL**

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

### **7.3 PROPOSAL VALIDITY PERIOD**

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

### **7.4 PROPOSAL COSTS**

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the RFP process are ineligible for reimbursement by the City.

### **7.5 TAXES**

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, unless otherwise specified in this RFP, the Vendor shall include and be responsible for paying all taxes that are applicable.

### **7.6 SUBCONTRACTORS**

The City will contract with one Contractor who will be solely responsible for contractual performance and who shall be the sole point of contact for the City with regard to Contract matters. In the event the Contractor utilizes one or more Subcontractors, the Contractor will assume all responsibility for performance of services by the Subcontractor(s).

The City must be named as a third party beneficiary in all subcontracts. A list of all Subcontractors proposed to take part in the performance of the Contract shall be provided to the City for approval prior to Contract execution.

## **7.7 USE OF CITY NAME**

The Contractor and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior approval of the City.

## **7.8 AWARD AND CONTRACT**

If a Contract is awarded, the Contract will be awarded to that responsive and responsible Vendor whose Proposal is deemed most advantageous to the City taking into consideration the evaluation criteria and Proposal Pricing. The City will contract with the selected Vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder.

An award letter or award notification is not a communication of acceptance of a Vendor's proposal. No final award has been made until final execution of a Contract by the Vendor and the City of Boston (by its Awarding Authority/Official and the City Auditor), and the approval of the final Contract by the Mayor of Boston, as well as Contractor receipt of a City issued Purchase Order. Until such time, the City may reject any or all proposals or elect not to proceed with this RFP. The Vendor shall not furnish any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

## **7.9 CONTRACT**

In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this RFP, the Contract will include, without limitation, City required forms and certifications, including the City's CORI Compliance Certification, Living Wage form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. The submitted Proposal, along with the RFP, will also be part of the Contract between the City and the Contractor. The Contract is subject to the availability and appropriation of funds and may be canceled by the City without penalty in any year in which an appropriation is not made.

## **7.10 TERM OF CONTRACT**

The term of the contract will be for 3-6 months.

## **7.11 PUBLIC RECORDS**

Proposals shall be confidential until the completion of evaluations, or until the time for acceptance specified in the RFP, whichever is earlier. Thereafter, proposals will be public record. Do not submit confidential information in your Proposal.

## **VIII. STANDARD CONTRACT AND FORMS**

### **8.1 OVERVIEW**

You must submit a signed copy of the forms indicated below. Additionally, please review the Terms and Conditions in the CM11 and the associated supplement; they will be incorporated at contract award without revision.

### **8.2 FORM CM06 – CERTIFICATE OF AUTHORITY: SIGNED COPY REQUIRED FOR CORPORATIONS**

### **8.3 FORM CM09 – CONTRACTOR CERTIFICATION: SIGNED COPY REQUIRED**

### **8.4 FORM CM10 – STANDARD CONTRACT DOCUMENT**

### **8.5 FORM CM11 – STANDARD CONTRACT GENERAL CONDITIONS**

### **8.6 SUPPLEMENTAL INFORMATION TECHNOLOGY TERMS AND CONDITIONS TO FORM CM11**

### **8.7 CM FORMS 15A/B – CORI COMPLIANCE, STANDARDS: SIGNED COPY REQUIRED**

### **8.8 FORM LW1 – REQUIREMENTS OF THE BOSTON JOBS AND LIVING WAGE ORDINANCE**

### **8.9 FORM LW2 – LIVING WAGE AGREEMENT: SIGNED COPY REQUIRED**

### **8.10 FORM LW8 – VENDORS LIVING WAGE AFFIDAVIT: SIGNED COPY REQUIRED**

### **8.11 FORM CM16 – WAGE THEFT: SIGNED COPY REQUIRED**

[ATTACH FORMS TO FINAL RFP]

## **IX. INSURANCE RECOMMENDATIONS**

The City recommends the following levels of insurance; if you have a different level of coverage, please explain why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

### **Insurance Recommendations:**

**9.1 Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.

**9.2 Commercial General Liability** with coverage no less than ISO CGL Form, CG00 01 0413, for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.

**9.3 Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.

### **9.4 General Conditions:**

- City of Boston will be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.

- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.