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The Board of Regents of the New York State Education Department (NYSED) is seeking proposals to procure the services of an **el sa in pibb fa**

Subcontracting will be limited to thirty percent (30%) of the total contract budget. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel. **Ep.ú< zj of subcontractors that are Affiliated with or perform other work for the Search Firm, must •Nf! &™!** ensure that they have no conflict of interest on such project and shall have clear and separate governance and oversight structures in place to prevent any conflict of interest or the appearance of a conflict of interest.

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2 Technical Proposal labeled

(USNY). USNY is one of the largest and most comprehensive educational systems in the world. Incorporated by the Legislature in 1784, the Board of Regents is the oldest continuous policy-making board of education in the nation. Under State Constitution, the Board of Regents heads the State Education Department and USNY, which oversee and assist more than 7,000 public and independent elementary and secondary schools; more than 250 public, independent and proprietary colleges and universities; 7,000 libraries; 900 museums; 25 public television and radio stations; 3,000 historical records repositories; records management for over 4,500 local governments; 400 proprietary schools; more than 50 professions encompassing more than 950,000 licensees plus 240,000 certified educators; and services for children and adults with disabilities.

Our goal is to find a Commissioner who is an accomplished education leader who will maintain and enhance New York's position as a national leader in education. We need a visionary leader to manage the State's educational resources to foster equity and excellence for all students and continue New York State's commitment to ensuring that all students succeed and thrive in school no matter who they are, where they live, where they go to school or where they come from.

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candidates and other best practice recruitment strategies utilized in the industry. We are interested in a diverse pool of candidates.

4. Assess the qualifications of interested candidates against those required in the job description.
5. Conduct initial screenings of potential candidates and forward approximately 10 to 12 qualified candidates to the Board's Search Committee for consideration for formal interviews. This screening will include verifying educational credentials, employment history and background checks.
6. Support the Board's Search Committee and full Board in engaging in a rigorous interview, reference-checking and hiring process to select the most qualified candidate by providing additional resources, consultation and professional expertise, as required to meet the needs of the search process and to support the goal of completing a successful search. Formal candidate interviews will take place in either Albany or New York City, as requested by NYSED. The Contractor will be responsible for candidates' travel costs, which will be reimbursed under this contract, separate from the flat fee. Any costs associated with the Contractor's travel should be included in the flat fee. NYSED will arrange and pay for space and meals for the interviews, as needed.

The search will be conducted in accordance with NYSED's guidelines, procedures, and relevant state and federal laws.



The Contractor will be paid a flat fee for all services performed under the contract. All costs, except for candidate travel costs, will be included in this fee. Candidate travel expenses will be paid by the Contractor and reimbursed by NYSED separately, up to \$12,000. Candidate travel will be reimbursed monthly, based on actual expenses incurred and costs must be in accordance with the approved New York State rates. New York State rates are available at: <http://www.gsa.gov/portal/category/21287>.

NYSED will pay the Contractor the

superseded, which requires that state agency web-based information, including documents, and applications are accessible to persons with disabilities. Documents, web-based information and applications must conform to NYSED-WEBACC-001 as determined by quality assurance testing. Such quality assurance testing will be conducted by NYSED employee or Contractor and the results of such testing must be satisfactory to NYSED before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

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Subcontracting will be limited to 30% of the total contract budget. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel.

For vendors using subcontractors, a Vendor Responsibility Questionnaire and a NYSED vendor responsibility review are required for a subcontractor when:

- the subcontractor is known at the time of the contract award;
- the subcontractor is not an entity that is exempt from reporting by OSC; and
- the subcontract will equal or exceed \$100,000 over the life of the contract.

For additional information about Vendor Responsibility, see the ~~10~~ section contained in ~~3~~ ~~10~~ of this RFP.

NYSED prior approval is required for any subcontracted services under any Contract entered into as a result of this RFP. Selected Contractor is responsible for the satisfactory performance and adequate oversight of their subcontractors. Subcontractors are required to meet the same requirements and be held to the same standards as the Contractor.

If the vendor proposes to change subcontractors during the contract period, NYSED must be notified prior to the change. NYSED reserves the right to reject any replacement subcontractors proposed by the vendor and reserves the right to approve all changes in subcontractors. The Subcontracting Form located in the Submission Documents must be completed and submitted with the proposal. The Subcontracting Form is located in the Submission Documents at the end of the RFP. The Subcontracting Form is located in the Submission Documents at the end of the RFP.

the evaluation of the technical proposal. Contractual terms, conditions and assumptions are inappropriate for inclusion in the proposal.

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The original plus ~~5~~ ~~(4)~~ copies of the completed Technical Proposal must be mailed in a separate envelope labeled ~~R#~~ ~~2 2 a-1~~ ~~-10~~ and must include the following:

- 1) ~~1.1~~

as a criterion, and the specific advertising formats, ensuring an emphasis on low cost advertising options (10 points)

- c) How the firm will assess the qualifications of interested candidates against those required in the job description. (5 points)
- d) The process the firm will use to conduct initial screenings of potential candidates, using factors known to identify the most qualified candidates, and forward the most qualified candidates to the Board's Search Committee for formal interviews. This screening will include verifying educational credentials, employment history and background checks. Detail how your organization will ensure the validity of the background checks including the firm's processes that are in place and describe how the findings of these screenings are shared with the Board's search committee. (10 points)



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The original plus one (1) copy of the completed Cost Proposal must be mailed in a separate envelope



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1. Statement of Firm Qualifications (35 points)
2. Staff Qualifications (10 points)
3. Approach (35 points)

Bidders who receive a notice of non-award or disqualification may protest the NYSED award decision subject to the following:

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For vendors using subcontractors, a Vendor Responsibility Questionnaire and a NYSED vendor responsibility review are required for a subcontractor where:

planned employment information ***prospectively from the start date of the contract through the end of the contract term.***

[Form A](#) is available on OSC's website.

~~Subject~~

~~applicant~~

STATE OF NEW YORK AGREEMENT

This AGREEMENT is hereby made by and between the People of the State of New York, acting through

employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except

APPENDIX A-1
AGENCY-SPECIFIC CLAUSES

Payment and Reporting

- A. In the event that Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an

under this agreement. The Contractor shall submit a copy of the inventory in a form identical to or essentially similar to, Exhibit A annexed hereto. The term "non-

based information and applications are accessible to persons with disabilities. All delivered documentation and applications must conform to NYSED-WEBACC--

APPENDIX R
DATA SECURITY AND PRIVACY PLAN

If individually identifiable data is provided to or stored by the Contractor pursuant to this agreement (the “Data”), the Contractor agrees that the data are sensitive requiring appropriate levels of security to prevent unauthorized disclosure or modification. Therefore, the Contractor shall be subject to the following requirements:

1. The Contractor shall take all reasonable measures to protect the confidentiality of the Data as required

5. If personally identifiable data of students, teachers or building principals will be disclosed to the Contractor by NYSED for purposes of the Contractor providing services to NYSED, the Contractor must comply with the following require

