

**Foxborough Regional Charter School**  
131 Central Street, Foxborough, MA 02035  
508-543-2508

**ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

**THE FOXBOROUGH REGIONAL CHARTER SCHOOL IS SEEKING REQUESTS  
FOR PROPOSALS FOR A SEARCH FIRM TO ASSIST WITH EXECUTIVE  
DIRECTOR RECRUITMENT**

The Request for Proposals (RFP) will be available in the FRCS Business Office, 131 Central Street, Foxborough MA 02035, after 9:00 AM on May 16, 2023. The RFP is available via email by contacting Karen Calvert: kcalvert@foxboroughrcs.org

Inquiries involving procedural or technical matters related to the Request for Proposals shall be submitted via email and received no later than May 23, 2023. Proposals are due as stated in the advertisement no later than June 6, 2023, and must be directed via US Mail to Karen Calvert, Director of Finance, FRCS, 131 Central Street, Foxborough, MA 02035; email: kcalvert@foxboroughrcs.org

Proposals will be received until 3:00 PM (EST) on Monday, June 5, 2023.

E- MAILED AND FAXED PROPOSALS WILL NOT BE ACCEPTED. It is the proposer's sole responsibility to submit the proposal before the deadline, and the School is not responsible for delays in deliveries, deliveries attempted when the School is closed, mistakes in deliveries, or any other reason for a proposal that is not submitted prior to the deadline.

**PROPOSAL TIMELINE:**

Anticipated timeline for this RFP process is as follows.

Proposal posting May 15, 2023

Vendor questions due May 22, 2023

Answers to questions due May 26, 2023

Proposals due June 5, 2023

Selection of finalist June 16, 2023

Contract negotiations June 21, 2023

Project start July 10, 2023

The Board of Trustees reserves the right to change the above timeline at any time.

**FOXBOROUGH REGIONAL CHARTER SCHOOL**

**Board of Trustees  
131 Central Street  
Foxborough, MA 02035**

**REQUEST FOR PROPOSALS**

**SEARCH FIRM TO ASSIST WITH EXECUTIVE DIRECTOR RECRUITMENT**

**OVERVIEW**

The Foxborough Regional Charter School is seeking to recruit an Executive Director. The Executive Director reports to a Board of Trustees and is assisted in his/her work by a dedicated team of Senior Leaders (Directors) and employees. The School is also fortunate to be served by a volunteer Board of Trustees, who take an active role in the governance of the School. The School has a community of 226 employees and 1661 students, has an open Law Meeting form of government.

Following is the Scope of Services for the School to employ consultant or executive recruitment services for the recruitment of an Executive Director. It is important that the process includes public participation and input from a wide variety of stakeholders.

**SCHEDULE AND TIMELINE**

The Request for Proposals (RFP) will be available in the FRCS Business Office, 131 Central Street, Foxborough MA 02035, after 9:00 AM on May 16, 2023. The RFP is available via email by contacting Karen Calvert, Director of Finance: [kcalvert@foxboroughrcs.org](mailto:kcalvert@foxboroughrcs.org).

Inquiries involving procedural or technical matters related to the Request for Proposals shall be submitted in writing or emailed and received no later May 23, 2023 as stated in the advertisement, and must be directed:

Via US Mail:  
Karen Calvert  
Foxborough Regional Charter School  
Director of Finance  
131 Central Street  
Foxborough, MA 02035

Via Email: [kcalvert@foxboroughrcs.org](mailto:kcalvert@foxboroughrcs.org)

Interviews of qualified proposers will be held between June 7 – June 14, 2023. The award of this contract, if any, will be no later than sixty (60) days after the deadline for submission of proposals. In accordance with the provisions of M.G.L. c.30B, §9, the Foxborough Regional Charter School reserves the right to waive any informality in any or all proposals, or to reject any or all proposals, if it is in the public’s best interest to do so.

**SCOPE OF WORK**

The Foxborough Regional Charter School seeks proposals from executive search consultants experienced in recruiting municipal executives in Massachusetts to assist the School in recruiting highly qualified candidates for the School's next Superintendent/Executive Director.

The Consultant shall work with the Board of Trustees, and/or the designated committee(s) in defining the leadership needs of the School and in establishing selection criteria, actively source, recruit, evaluate suitability of, interview and refer qualified candidates to the Board of Trustees for the position of Superintendent/Executive Director. We require the Superintendent/Executive Director to be hired and in-place for the start of the 2023-2024 school year.

The scope of work will include, but not be limited to, a process outlined below. We understand that each consultant may have their own recommended process, methods, and best practices. If you are proposing a different process, please provide detail and highlight any substantial differences to our defined scope.

**1. Timing:**

- a. The Executive Director/Superintendent must be hired and in place for the start of the 2023-2024 school year.

**2. Best Practices:**

- a. The Consultant shall work collaboratively to support actions taken by Board of Trustees and designated committees formed by FRCS and its representatives in hiring our next executive director.

**3. Candidate Selection Criteria:**

- a. Assist the Board of Trustees and/or the designated committee(s) in defining the leadership needs of the district and in establishing selection criteria for a new Executive Director/Superintendent by soliciting input from the Board of Trustees, parents, staff, administration and the community through focus groups, interviews, and an online survey.
- b. If requested by the Board of Trustees and/or the designated committees, review the current job description for the position of Executive Director/Superintendent of Schools, and recommend revisions. subject to Board of Trustees approval.
- c. Organize, publicize, and facilitate focus groups to gather input on the type of leadership to be sought from the next Executive Director/Superintendent from all stakeholders in the community, including, but not limited to, school department employees, (including educators), appointed officials, parents, students, community partners, and other interested residents of the FRCS community. Number of focus groups to be determined.
- d. Conduct small group interviews with individuals specifically identified by the Board of Trustees and/or the designated committees. Number of interviews to be determined.

- e. Conduct an online survey approved by the Board of Trustees and/or the designated committees to collect broad community input for those not able to attend or not invited to a specific focus group.

#### **4. Search Process Management:**

- a. The Consultant shall work together with the Board of Trustees and/or designated committees to ensure that FRCS obtains the best candidate to meet our community and district needs and consensus- formed priorities, both for today and in the future. This is to be a collaborative process, although the final decision lies with the Board of Trustees
- b. Timeline:
  - i. Develop the Executive Director/Superintendent search schedule and timeline
  - ii. Recommend method of advertising including publication, frequency and duration, and coordinate advertising. Advertising costs are not to be included in the proposal price.
  - iii. Develop application package including requirements, submission, and timelines.

#### **5. Communication**

- a. The Consultant shall work collaboratively with the Board of Trustees and/or designated committees throughout the process, and keep the Board of Trustees and/or designated committees informed about what is occurring at each stage of the search process
- b. The Consultant shall meet with the Board of Trustees designated committees several times throughout the search and provide written and scheduled progress reports.
- c. The Consultant will coordinate or provide the school district with an up-to-date and maintained website and, if requested by the Board of Trustees and/or the designated committees, through social media, for community information and updates about the search process. Include pricing for coordinating or providing FRCS with a community information website.
- d. Finalize for publication a written summary of the synthesis of communicated skills and experiences generated from focus group and community input. If requested by the Board of Trustees and/or the designated committees, such summary will be communicated to potential candidates.
- e. Use of social media should be explained by the consultant in terms of how it will be used during the selection process.

#### **6. Recruitment Process**

- a. Process:
  - i. The Consultant shall ensure that the search process is transparent, thorough, and will engage as many stakeholders as feasibly possible to best represent and engage our diverse professional, parent, educator and resident community.
  - ii. Present findings to the Board of Trustees of selection criteria recommendations from the data gathered.
- b. Document Development:
  - i. Assist the Board of Trustees and designated committees in developing descriptive documents for prospective applicants, including requirements, submissions, and timelines.

- c. Candidate Recruitment (minimum):
  - i. Conduct direct and indirect search recruitment activities via networking and advertising publications to generate a national pool of high-quality, diverse applicants.
  - ii. Determine method of direct recruiting, including professional networks.

#### **7. Candidate Screening:**

- a. Prescreen and verify submitted application materials for completeness and to ensure that all candidates meet all requirements.
- b. After reviewing submitted applications, determine with the Board of Trustees the number of initial screening candidates (those invited for interviews with the screening committee) and the number of semi-finalists (those invited for interviews with the full Board of Trustees).
- c. Search firm will verify credentials and conduct extensive reference checks of Finalists to be advanced to full committee.

#### **8. Selection Process**

- a. Executive Director/Superintendent Search Committee:
  - i. Assist the Board of Trustees and/or designated committee's candidate screenings and first-tier interviews.
  - ii. Assist the Board of Trustees with the assembly of designated committees and community members involved in the selection process.
    - 1. Conduct an orientation and interview training of all persons participating in the selection process (to understand pertinent laws, regulations, and policies).
    - 2. Assist in recruiting a diverse body of community members to participate in the selection process to the extent determined by the Board of Trustees and/or the designated committees. Report of aggregate demographic characteristics and other data of applicant pool.
- b. The successful Proposer will be responsible for all scheduling related to the work of designated committees and will ensure that their work is completed in a timely manner.
- c. Support the Board of Trustees and designated committees. This will include reviewing candidate paperwork, assisting with the development of interview questions and a scoring rubric, conducting interviews, and identifying finalists who will be advanced during process.

#### **9. Final Candidate Selection Process:**

- a. Assist the Board of Trustees and/or the designated committees in the final selection process, including number of candidates and the number of semi-finalists, along with any additional interview committee that may be needed.
- b. Consultant to begin finalist interviews by date is mutually agreed by the Consultant and the Board of Trustees.
- c. Finalist determined by date that is mutually agreed by the Consultant and the Board of Trustees and/or designated committee.
- d. Schedule candidate site visits and FRCS community introductions for the finalists
- e. Manage interviews of finalists with the full Board of Trustees. This will include reviewing candidates' paperwork, assisting with the development of interview questions, and a scoring rubric, and conducting interviews.
- f. Search firm will manage reference checking and site visits to place of employment of finalists.

**10. Candidate Negotiations and Employment Offer:**

- a. Assist the Board of Trustees in managing the preferred candidate offer, negotiation, and development of employment contract.
- b. Provide recommendation for an appropriate compensation and benefit package based on market study, subject to Board of Trustees approval.
- c. Board of Trustees will develop and negotiate contract of employment.

**11. Candidate Retention:**

- a. After the selected Executive Director/Superintendent has the opportunity to become acclimated to his or her new position and if requested by the Board of Trustees and/or the designated committees, the search firm will provide a full day team building workshop (eight hours) with the Executive Director, administrative team, and Trustees. The goal of this workshop shall be to define roles and build the foundation for an effective approach to school governance at FRCS.

**12. Consultant Conditions:**

- a. Travel expenses are not included as a separate allowable expense. Travel is considered overhead to the consultant.
- b. Advertising expenses will be funded by the district after Board of Trustees approve of marketing plan.
- c. The search will be deemed complete upon a signed contract with a new Executive Director/Superintendent.
- d. Consultant shall provide sufficient notification to all candidates who applied but were not selected for initial interviews and, also for those interviewed but not offered the position.
- e. Consultant shall act at all times in an attentive, ethical, and responsible manner so as to represent the Foxborough Regional Charter School with the utmost concern for its interests, goals and image with candidates, other communities, and members of the general public.
- f. The Board of Trustees reserves the right to not hire any of the candidates provided by the consultant.
- g. The Board of Trustees reserves the right to hire a candidate not recommended or provided by the consultant.
- h. FRCS is an equal opportunity employer. We consider applicants for all positions without regard to race, color, gender, religion, creed, national origin or any other legally protected status.

## **PROPOSAL SUBMISSION REQUIREMENTS**

Failure to submit documents requested may result in the School's determination that a proposal is nonresponsive unless the School deems such a failure to be a minor informality.

There are two components to the Proposal:

- A) **Technical Proposal**, including information about the proposer, references, and the services to be provided; and
- B) **Price Proposal**, including a fixed price fee for services to be rendered under the terms of the contract.

### **A) TECHNICAL PROPOSAL**

The following documentation must be contained in the Technical Proposal to prove responsiveness to each required element. Technical Proposals received without the required documentation for each required element may be deemed unresponsive. Technical Proposals must be arranged in the order specified below, with responses and documentation separated by tabs or index dividers. Each page of the Technical Proposal must contain a footer with the page number.

Required Elements of the Technical Proposal:

- Table of Contents, showing where required information can be found by section and page.
- Letter of Interest, including the firm's history and the name of the principal or “lead consultant” who will be assigned to work directly with the School on this search. Proposers are directed to note that the contract will require that the same principal or “lead consultant” be assigned to this contract for the duration of the search process, through and including the hiring of a Superintendent/Executive Director for the Foxborough Regional Charter School.
- An Organizational Chart, if the Proposer is a firm or corporation, indicating the name and position of all consultants who will work with the School on this search. If the Proposer is not a firm or corporation, the Proposer should so state in this section.
- Current Resume(s), including summaries of credentials and number of years of experience providing executive municipal search services for the lead consultant assigned to FRCS and any additional consultants who will be assigned to work with the School on this search.

- Description of the Proposer's Approach and Plan for performing services outlined in the Scope of Work (see above), including:
  - Description of how the Proposer will specifically identify and target the needs of the School in the search for a new Superintendent/Executive Director.
  - Description of the consultant's approach to ensuring community involvement and input.
  - Description of proposed candidate recruitment strategies.
  - Description of the consultant's proposed implementation plan.
  - Proposed timeline with specific milestones.
  - List of Recent Contracts, including name, address and telephone number, of all communities for which the firm has provided similar Superintendent/Executive Director search services during the past five (5) years and specific persons to contact.
  - References, for a minimum of three (3) comparable executive search projects completed in the past five (5) years.
  - Promotional Material, include advertisements, brochures and other recruitment materials used in School searches or promotional literature about the firm.
  - Signed Certificate of Non-Collusion (Included as Attachment A to this RFP);
  - Signed Certificate of Payment of Taxes (Included as Attachment B to this RFP)

**B) PRICE PROPOSAL**

- The Price Proposal form, included as Attachment C, must be completed, and included as the proposer's Price.
- Proposal to prove responsiveness to this requirement. The Price Proposal (one original copy) must be submitted without conditions or exceptions and must be submitted **under separate cover and in a sealed envelope**.
- Price Proposals shall remain in effect for a period of 60 (sixty) calendar days from the date of proposal submittal or until it is formally withdrawn, a contract is executed, or this Request for Proposal is canceled, whichever occurs first.
- Price Proposals submitted without the required form or including other conditions of pricing may be deemed unresponsive.



**PROPOSAL SUBMITTAL**

Technical and Price Proposals must be submitted in separate sealed envelopes and plainly marked as follows: “TECHNICAL PROPOSAL-FRCS Superintendent/Executive Director Search”, and

“PRICE PROPOSAL-FRCS Superintendent/Executive Director search” along with the name of the consultant, consulting firm or executive recruiter clearly marked on both envelopes.

IF PRICES ARE INCLUDED WITHIN THE TECHNICAL PROPOSAL, THE PROPOSAL WILL BE DISQUALIFIED.

- Technical Proposals should be sealed in a separate envelope with one (1) original, nine (9) hard copies, and one (1) CD or thumb drive.
- Price Proposals should be submitted in a sealed envelope of one (1) signed original.

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|---|
| <ul style="list-style-type: none"><li>• Both sealed proposals must be submitted together in one envelope or mailer and received in the FRCS Business office no later than 3:00 PM (EST), Monday, June 6, 2023 to:</li></ul> |
|---|

Karen Calvert  
Director of Finance  
131 Central Street  
Foxborough, MA 02035

E-MAILED AND FAXED PROPOSALS WILL NOT BE ACCEPTED. ANY PROPOSALS DELIVERED AFTER THE SUBMITTAL DEADLINE WILL NOT BE COSIDERED AND WILL BE RETURNED UNOPENED.

It is the proposer’s sole responsibility to submit the proposal before the deadline, and the School is not responsible for delays in deliveries, deliveries attempted when School offices are closed, mistakes in deliveries, or any other reason for a proposal that is not submitted prior to the deadline. There will be no public opening of proposals. The names and addresses of all parties submitting proposals will be recorded and the proposals will then be provided to the Board of Trustees and/or their designees selected to evaluate the proposals.

**EXAMINATION OF DOCUMENTS**

Each Proposer shall be satisfied as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The Proposer shall be familiar with all submittal and RFP requirements before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.

## **EVALUATION OF PROPOSALS**

Technical Proposals will be opened and evaluated by the Board of Trustees and/or its designees who will individually rate the proposals. Evaluation of Technical Proposals will be based on weighted, comparative criteria described in this section. The following scale will be used to evaluate each criterion, as well as to determine a composite rating for each proposal:

Highly Advantageous  
Advantageous  
Not Advantageous  
Unacceptable

### **Proposer's Networking Strategies**

**Highly Advantageous:** The Proposal provides more than three (3) examples of how the Proposer's established networks of professional municipal contacts will be used in the search process and recruitment process to attract a broad range of highly qualified candidates, including women and minorities.

**Advantageous:** The Proposal provides three (3) examples of how the Proposer's established networks of professional municipal contacts will be used in the search process and recruitment process to attract a broad range of highly qualified candidates, including women and minorities.

**Not Advantageous:** The Proposal provides fewer than three (3) examples of how the Proposer's established networks of professional municipal contacts will be used in the search process and recruitment process to attract a broad range of highly qualified candidates, including women and minorities.

**Unacceptable:** The Proposal does not include specific examples of networks the Proposer will use in the search and recruitment process.

### **Proposer's Experience/Key Personnel**

**Highly Advantageous:** The Proposer has five (5) or more years' experience in conducting successful executive searches with municipalities and other government or non-profit organizations, and during that period has concluded at least three (3) successful searches for a Superintendent or Executive Director in Massachusetts, one of which must have been for a municipality of similar size and demographics to FRCS. The Proposer's lead consultant has more than five (5) years' experience conducting Superintendent or Executive Director searches in Massachusetts.

**Advantageous:** The Proposer has at least three (3) years' experience in conducting successful executive searches with municipalities, government and other non-profit organizations, and during that period has concluded at least two (2) successful executive searches for a Superintendent or Executive Director in Massachusetts. The Proposer's lead consultant has at least three (3) years' experience conducting Superintendent or Executive Director searches in Massachusetts.

**Not Advantageous:** The Proposer has fewer than three (3) years' experience in successful executive searches with municipalities, government and other non-profit organizations, and during that period has concluded only one successful executive search for a Superintendent in Massachusetts. The Proposer's lead consultant has fewer than three (3) years' experience conducting Superintendent/Executive Director searches in Massachusetts.

**Unacceptable:** The Proposer has fewer than three (3) years' experience in executive search and hiring processes and has not concluded any successful executive searches for a Superintendent/Executive Director. The Proposer's lead consultant has no experience conducting a Superintendent/Executive Director search in Massachusetts.

#### Proposer's Approach to Ensuring Community Involvement

**Highly Advantageous:** The Proposal provides more than three (3) project examples where the proposed Lead Consultant for FRCS search has organized, trained, and facilitated working groups as part of an executive search process, with one (1) of these examples leading to the hiring of a Superintendent/Executive Director

**Advantageous:** The Proposal provides three (3) project examples where the proposer Lead Consultant for the FRCS search has organized, trained, and facilitated working groups as part of an executive search process, with one (1) of these examples leading to the hiring of a Superintendent/Executive Director.

**Not Advantageous:** The Proposal provides fewer than three (3) project examples where the proposer Lead Consultant for FRCS Superintendent/Executive Director search has organized, trained, and facilitated working groups as part of an executive search process, with one (1) of these examples leading to the hiring of a Superintendent/Executive Director.

**Unacceptable:** The Proposal provides fewer than three (3) project examples where the proposed Lead Consultant has organized, trained and facilitated working groups as part of an executive search process, none of which has led to the hiring of a Superintendent/Executive Director.

#### Proposer's Implementation Plan and Schedule

**Highly Advantageous:** The Proposal includes a detailed description and examples of previously successful recruitment strategies and includes a clearly delineated timeline with specific milestones for FRCS Superintendent/Executive Director search.

**Advantageous:** The Proposal includes an outline of some candidate recruitment strategies and an implementation plan that includes some milestones for FRCS Superintendent/Executive Director search.

**Not Advantageous:** The Proposal lacks specific candidate recruitment strategies or specific milestones for FRCS Superintendent/Executive Director search.

**Unacceptable:** The Proposal does not include any information about a proposed

implementation plan and schedule.

### Proposer's References

**Highly Advantageous:** All five (5) references were satisfied with the Proposer's work and stated that all executive search tasks were completed within the time frame required.

**Advantageous:** All five (5) references were satisfied with the Proposer's work and stated that all executive search tasks were completed but not within the time frame(s) required.

**Not Advantageous:** Fewer than five (5) references were satisfied with the end results.

**Unacceptable:** The preponderance of references were dissatisfied with the end results.

### Proposer's Recruitment Materials

**Highly Advantageous:** The Proposer includes samples of advertisements, brochures, and other forms of candidate outreach from at least five (5) different Superintendent/Executive Director searches with the proposal, at least one (1) of which involves a Superintendent/Executive Director search in Massachusetts.

**Advantageous:** The Proposer includes samples of advertisements, brochures, and other forms of candidate outreach from at least three (3) different executive searches with the proposal, at least one (1) of which involves a Superintendent/Executive Director search in Massachusetts.

**Not Advantageous:** The Proposer includes three (3) or fewer samples of advertisements, brochures, and other forms of candidate outreach with the proposal, none of which involve a Superintendent/Executive Director search.

**Unacceptable:** The Proposer does not include samples of advertisements, brochures, or other forms of candidate outreach.

All Technical Proposals will be given a cumulative ranking based on individual rankings of the following weighted elements, using a scoring sheet included as Attachment D: Proposer's Networking Strategies, Proposer's Experience/Key Personnel, Proposer's Approach to Ensuring Community Involvement, Proposer's Implementation Plan and Schedule, Proposer's Recruitment Materials, and Proposer's References.

The Foxborough Regional Charter School's Board of Trustees and/or their designees will invite all Proposers to be interviewed who submitted the most advantageous Technical Proposals, taking into consideration all of the Technical Proposal criteria, and have most advantageous overall evaluation ratings. Interviews will be ranked as follows:

**Highly Advantageous:** The Lead Consultant for this project was present, clearly stated a plan of action, demonstrated excellent communications skills, presented other personnel with experience and skills who will be assigned for the duration of this project, and successfully responded to all questions.

**Advantageous:** The Lead Consultant for this project was present, outlined a plan of action, demonstrated excellent communication skills, presented other personnel with experience and skills who will be assigned for the duration of this project, and successfully responded to most of the questions.

**Not Advantageous:** The Lead Consultant for this project was present but did not present a clear plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on this project and/or who would not be assigned for the duration of this project or did not successfully respond to questions.

**Unacceptable:** The Lead Consultant for this project was not present at the interview or was unable to communicate effectively and did not successfully respond to questions.

At the conclusion of the interviews, a composite rating will be assigned to each Proposal. After review of the composite ranking of the Technical Proposal and interviews, the Price Proposals will be opened and evaluated by the Treasurer and Finance Director for the Foxborough Regional Charter School.

### **CONTRACT AWARD**

The contract will be awarded to that Proposer deemed by the Board of Trustees and/or its designees to have submitted the most advantageous proposal taking into consideration all the Technical Proposal criteria and Proposers' interviews in addition to the Price Proposals. In accordance with the provisions of G.L. c. 30B, sec. 9, the Foxborough Regional Charter School reserves the right to waive any informalities in any or all proposals, or to reject any or all proposals, if it be in the public's best interest to do so.

### **TERM OF THE CONTRACT**

It is anticipated that work under this contract shall begin approximately July 11, 2023 and shall be completed on or before November 30, 2023 when it is anticipated the new Executive Director will begin employment with the Foxborough Regional Charter School. If the selected candidate begins work in Foxborough, and for any reason leaves the position within the first 12 months of employment, the consultant will conduct another search under the terms of this contract for an amount equal to out-of-pocket expenses only.

ATTACHMENT A  
(To be submitted with the TECHNICAL PROPOSAL)

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, or other organization, entity, or group or individuals.

Name of person signing bid or proposal: \_\_\_\_\_

Name of Business Entity (if any): \_\_\_\_\_

ATTACHMENT B  
(To be submitted with the TECHNICAL PROPOSAL)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
\*\*Signature of Individual

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number (Voluntary) or Corporate Contractor (Mandatory) or Federal Identification Number

By: Date: \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer (Mandatory, if applicable)

\*\* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.



ATTACHMENT C

Price Proposal (To be submitted in a **separate sealed envelope** from the Technical Proposal)

The price proposal (one original copy) must be submitted without “conditions or exceptions” and must be submitted under separate cover and in a sealed envelope.

The price proposal set forth in this proposal shall constitute full and complete compensation for the services to be provided by the Consultant’s Firm. There shall be no reimbursement for out-of-pocket or other expenses incurred by the Consultant in connection with the performance of the services without the approval of the Interim Town Manager. Any exceptions may result in the rejection of the proposal.

Price Proposal for The Foxborough Regional Charter School Executive Director search:

\$ \_\_\_\_\_ Total Fixed Fee Contract Price

Total Fixed Fee Contract Price in words: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: Title: \_\_\_\_\_

Company: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City:

\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email \_\_\_\_\_

ATTACHMENT D

Technical Proposal Rating Sheet

Each element of the Technical Proposal must be rated using the following scale:  
Highly Advantageous -3 Advantageous -2 Not Advantageous -1 Unacceptable -0

Name of Proposer \_\_\_\_\_