

REQUEST FOR PROPOSAL (RFP)

INDEPENDENT SPECIAL EDUCATION AND PRESCHOOL CONSULTANT SERVICES

1. Notice of Request

The Newton Public Schools Board of Education invites qualified independent educational consultants and consulting firms to submit proposals for **Independent Special Education and Preschool Consultant Services**.

Proposals must be submitted via email to **Jim Sekelsky, School Business Administrator**, at jsekelsky@newtonnj.org and **Dr. Joseph S. Piccirillo, Superintendent** at jpiccirillo@newtonnj.org

- **Submission Deadline:** Friday, September 18, 2026, by 4:00 p.m.
- **Email Subject Line:** "Response to RFP for Independent Special Education and Preschool Consultant Services"

All submitted proposals will receive a confirmation email upon receipt. If you do not receive a confirmation, contact the Board Office directly.

2. Background

Newton Public Schools serves elementary, middle, and high school students across the district. The district's Director of Special Education and Preschool is retiring, effective winter 2026. The district anticipates appointing an Interim Director of Special Education and Preschool to serve from January 1, 2027, through June 30, 2027.

To maintain continuous district operations, uphold regulatory compliance, and optimize student learning and fiscal efficiency, the district requires an independent consultant to conduct a comprehensive structural and operational review of its Special Education and Preschool programs. The findings and recommendations will directly inform the district's recruitment and restructuring process when posting for a permanent director position in March 2027.

3. Scope of Work

The selected consultant will provide services from November 2, 2026, through February 26, 2027. The project requires approximately 10 to 20 hours of work per month, for a total contract estimate of 40 to 80 hours.

Included Services:

- **Consultation and Coordination:** Work directly with the Superintendent of Schools, the outgoing Director of Special Education and Preschool, and the incoming Interim Director.

- **Schedule and Site Visits:** Establish a schedule of building observations and meetings with district staff in consultation with the Superintendent. Work will be conducted remotely and on-site at the Board Office.
- **Activity Tracking:** Maintain and submit a detailed, descriptive log of time worked and specific tasks completed for all billed hours.
- **Operational & Comparative Review:**
 - Analyze the scope and duties of the current Director of Special Education and Preschool position.
 - Evaluate best practices for comparable special education and preschool administrative roles across similar school districts in New Jersey.
- **Optimization Recommendations:** Identify actionable strategies to improve district Special Education and Preschool operations from four key perspectives:
 - Administrative and operational efficiency
 - Student learning outcomes and inclusive practices
 - Regulatory compliance with state and federal laws
 - Fiscal efficiency, grant management, and resource allocation
- **Shared Services Assessment:** Provide specific recommendations regarding potential shared services agreements with neighboring school districts (e.g., assessing bifurcated roles such as a Shared Special Education Director, a Shared Preschool Director, or an added Supervisor of Child Study Team).
- **Deliverables:**
 - **Executive Summary:** A comprehensive written report summarizing findings, analysis, and strategic recommendations, delivered directly to the Superintendent.
 - **Board Presentation:** A formal presentation delivered at a scheduled Board of Education meeting in February 2027.

Excluded Services:

- Direct provision of instruction, related services, or case management to students.
- Direct supervision, formal evaluation, or disciplinary management of district staff.
- Representation of the district in legal proceedings, due process hearings, or formal mediation.

4. Submission Requirements

Responding vendors must submit the following items in their proposal packet:

- **Contact Information:** Vendor name, primary contact person, business address, telephone number, and email address.
- **Technical Proposal:** A detailed narrative outlining the approach to the scope of work, project milestones, and a clear methodology for conducting the review and generating final deliverables.
- **Cost Proposal:** A clear fee schedule detailing the hourly billing rate and total estimated project cost based on 40 to 80 total hours.

- **NJ Business Registration Certificate (NJ BRC):** A copy of the vendor's valid New Jersey Business Registration Certificate.
- **Affirmative Action Certificate:** A copy of a valid New Jersey Affirmative Action Certificate or Employee Information Report.
- **Proof of Insurance:** Proof of general liability and workers' compensation coverage.
- **Sample Contract:** A sample service agreement for legal review. If a Conflict Resolution Statement is included, it must state that all legal issues will be settled in the State of New Jersey.
- **Exceptions Narrative:** An explicit narrative detailing any exceptions taken to the services requested in this RFP.

5. Mandatory Qualifications

To qualify for consideration, the vendor must demonstrate the following mandatory qualifications:

- **Administrative Experience:** Active or prior experience as a certified New Jersey Education Administrator (e.g., Director, Supervisor, or Superintendent).
- **Regulatory Expertise:** Thorough, demonstrated knowledge of New Jersey special education regulations (N.J.A.C. 6A:14), federal special education law (IDEA), and relevant state/federal compliance standards.
- **Grant Management:** Direct experience managing Individuals with Disabilities Education Act (IDEA) basic and preschool grants, as well as Preschool Education Aid (PEA) grants.
- **Shared Services Experience:** Demonstrated experience analyzing, establishing, or managing shared services agreements across public school districts in New Jersey.

Automatic Disqualifiers:

- Failure to submit a valid NJ Business Registration Certificate (NJ BRC) prior to contract award.
- Failure to meet all mandatory background and administrative experience requirements.
- Proposals submitted after the established deadline of September 18, 2026.

6. Evaluation Criteria

Proposals will be evaluated by district administration based on the following weighted criteria:

Evaluation Category	Criteria Description	Weight

Technical Approach	Clarity, thoroughness, and effectiveness of the proposed methodology, work plan, timeline, and reporting structure.	40%
Experience & Qualifications	Demonstrated experience in NJ Special Education administration, IDEA/PEA grant management, NJ compliance, and shared services implementation.	30%
Price / Cost-Effectiveness	Total estimated project cost and reasonableness of the hourly billing rate.	30%

7. Timeline

The procurement and project implementation schedule is set as follows:

- **RFP Release Date:** August 20, 2026
- **Proposal Submission Due Date:** Friday, September 18, 2026, by 4:00 p.m.
- **Contract Award Announcement:** October 2026
- **Contract Start Date:** November 2, 2026
- **Consultation Window:** November 2, 2026 – February 26, 2027 (10–20 hours/month)
- **Executive Summary & Board Presentation:** February 2027 Board of Education Meeting
- **Contract End Date:** February 26, 2027

8. Insurance and Bonding

The awarded vendor must maintain the following insurance coverage throughout the duration of the contract:

- **Commercial General Liability Insurance:** Proof of general liability coverage protecting against claims for bodily injury and property damage.
- **Workers' Compensation Insurance:** Statutory workers' compensation insurance in accordance with New Jersey state law.
- **Proof of Coverage:** The vendor must provide current certificates of insurance with the proposal submission.
- **Bonding:** Performance and payment bonds are **not** required for this professional service contract.

9. Contract Terms

- **Governing Law:** The resulting contract is governed by and construed under the laws of the State of New Jersey. Any legal disputes must be settled within the State of New Jersey.
- **Interview Right:** School administrators reserve the right to interview proposed individual consultants prior to the awarding and signing of the contract.
- **Billing and Payment:** Payment will be issued based on actual hours worked (not to exceed 80 total hours without prior written Board approval). Invoices must be accompanied by detailed time logs outlining date, duration, and completed tasks.
- **Contract Modification:** Any changes to the scope of work or contract value require a formal written addendum approved by the Board of Education.

10. Submission Instructions

Respondents must submit all required materials electronically.

- Send proposals to **Jim Sekelsky, School Business Administrator**, via email at jsekelsky@newtonnj.org.
- The email subject line must state: **"Response to RFP for Independent Special Education and Preschool Consultant Services"**.
- Complete packets must be received no later than **Friday, September 18, 2026, at 4:00 p.m.**
- Confirmation of receipt will be issued by email. If you do not receive a confirmation email by the business day following submission, contact the district office immediately.

11. Contact Information

Direct all inquiries regarding this Request for Proposal in writing via email to ensure district responses can be provided to all potential vendors:

Jim Sekelsky

School Business Administrator

Newton Public Schools

Email: jsekelsky@newtonnj.org