



Atlantic Provinces Special Education Authority

April 11, 2025

REQUEST FOR PROPOSALS (RFP) #2025-01

Executive Search for the Position of Superintendent of APSEA

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Introduction

The Atlantic Provinces Special Education Authority (APSEA) is an interprovincial co-operative agency established in 1975 by joint agreement among the Ministers of Education of New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island. APSEA provides educational services, programs, and opportunities for persons from birth to 21 years of age who are Deaf, deaf, hard of hearing (DHH), blind, and visually impaired (BVI) and who are residents of Atlantic Canada.

APSEA is governed by a Board of Directors of twelve persons, three from each province. A Deputy Minister of Education from each province is a permanent member of the Board. Reporting to the APSEA Board of Directors, the Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the operation of all APSEA programs.

APSEA's mission is to provide quality educational services in partnership with families, schools, and communities to support the individual success of learners. The Superintendent is a critical leadership role responsible for advancing this mission and ensuring APSEA remains a leader in inclusive education.

APSEA is looking for an inspiring and forward-thinking Superintendent to:

- lead strategic initiatives aligned with APSEA's long-term goals.
- foster partnerships with provincial education authorities and other key stakeholders.
- oversee program delivery and operational excellence.
- ensure continuous improvement in service provision and educational outcomes.

RFP Objective and Project Scope

This RFP is seeking proposals from experienced and qualified executive search firms or management consultants to conduct an executive search for the position of Superintendent. The position will be available October 26, 2025.

The successful firm will conduct a comprehensive candidate search, beginning upon appointment.

The APSEA Selection Committee anticipates being actively involved in the process, participating in the shortlisting of the candidates, conducting interviews, carrying out negotiations and presenting the offer of employment.

The scope of work includes, but is not limited to:

- **Recruitment Strategy:** Developing and implementing a strategic recruitment plan tailored to APSEA's needs.
- **Candidate Sourcing:** Sourcing candidates through various channels, including active and passive talent pools
- **Candidate Screening:** Screening and evaluating candidates based on established criteria and qualifications.
- **Interview Process:** Coordinating and facilitating the interview process in collaboration with the APSEA's Selection Committee, including scheduling, logistics, and candidate preparation.
- **Reference Checks:** Conducting comprehensive reference checks for shortlisted candidates
- **Managing responses:** corresponding with unsuccessful candidates.
- **Communication:** Providing regular status updates and reports to the APSEA's Selection Committee.

Qualifications and Experience

Interested agencies must demonstrate.

- A proven track record in executive recruitment, preferably within the education or public service sector.
- Experience in identifying and securing high-caliber leadership candidates.
- Knowledge of relevant market trends and competitive compensation structures.
- Strong references from similar engagements.

Proposal Requirements

Proposals must include the following information:

- **Executive Summary** – Short one- or two-page summary of the key features of the Proposal.
- **Company Profile** – Overview of the firm, including history, leadership team, and areas of specialization.
- **Approach & Methodology** – Description of how the firm will conduct the search, including recruitment strategies and evaluation methods.
- **Team Composition** – Names and bios of key personnel involved in the search.
- **Timeline** – Estimated timeline from search initiation to candidate placement.
- **Cost Proposal** – Detailed breakdown of fees and expenses, including any guarantees or refund policies.
- **Comparable Experience** – Outline the nature of any work that you have been involved with that you feel would be comparable to this executive search.
- **References** – Contact information for at least three organizations for which the firm has provided similar services in the past three years.
- **Subcontractors** – Attach a list of any subcontractors (name, address, services provided) who are proposed for work on this project. The absence of such a list will be taken to mean that only “own forces” will be used.
- **Additional Information** – Include any other information which you believe may assist in evaluating the Proposal.

Once the contract is awarded, a contact name will be provided to the consultant to provide assistance and any additional information required. The consultant will provide biweekly updates to the contact.

If interested, please provide a detailed response to this RFP. The consultant may be requested to make a presentation and discuss the details of their submission.

Proposal Evaluation Criteria

Comparative Analysis

APSEA reserves the right to do a comparative evaluation of all Proposals received and evaluate them based on considerations which, in APSEA’s sole opinion, would yield the best overall value/service.

Evaluation Criteria

In assessing the merits of any Proposal, all matters set out in this RFP will be considered. However, Proponents are particularly advised that the following factors and concerns, though not necessarily exhaustive, and not listed in any particular order of priority or importance, are important in the assessment.

- **Experience and Qualifications:** Demonstrated experience and qualifications in conducting executive searches for educational institutions. (25%)
- **Approach and Methodology:** Effectiveness and comprehensiveness of the proposed approach and methodology. (25%)
- **Comprehensive Insight:** Understanding of APSEA's mission and the educational sector in the Atlantic Provinces (20%)
- **Cost Proposal:** Reasonableness and transparency of the cost proposal. (20%)
- **References:** Feedback from previous clients. (10%)

Submission Guidelines

Submissions in response to this RFP must be received by 4:00 pm (Atlantic) on Friday, May 9, 2025.

RFP for Superintendent Search
c/o Lianne Frizzell
102-7071 Bayer Road
Halifax, NS B3L 2C2
E- mail: lianne_frizzell@apsea.ca
Fax: 902-499-8290

The Proposal must be:

- clearly marked "RFP #2025-01" and returned to APSEA in a sealed envelope.
- typewritten, complete and received by the close day at the defined time.
- submitted with three (3) hard copies and one (1) electronic copy.

Terms and Conditions

Communication/Revisions during Bidding Period

Questions, clarification or information regarding the RFP process or the project scope **must** be in writing and directed exclusively by email to lianne_frizzell@apsea.ca.

Should APSEA determine in its sole discretion to revise any part of this RFP prior to the close date, the revisions will be provided in writing to all Proponents who indicate their intention to submit an RFP and posted on APSEA's website. APSEA may also, in its sole discretion, extend the close date to an alternate date of its choosing to allow all Proponents to consider and respond to a revision. It is the sole responsibility of the Proponent, prior to the close date, to ensure they have received all revisions pertaining to the RFP.

Preparation Costs

Any and all preparation costs incurred by the Proponent in developing Proposals or any other activity related to their response to this RFP are solely the responsibility of the Proponent.

Proposed Timeline

The timeline will be determined upon awarding the contract.

Confidentiality of Information

During the delivery of services, the consultant may have access to confidential information belonging to APSEA. Should this occur, the consultant must ensure that such information is not released to any third parties or unauthorized individuals.

Liability for Errors

While APSEA has endeavored to ensure an accurate representation of information in this RFP, the information is not guaranteed or warranted to be accurate by APSEA, nor is it necessarily comprehensive or exhaustive. APSEA shall not be held liable or accountable for any error or omission and the Proponent hereby releases APSEA and its Trustees, employees and agents from any such liability whatsoever. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions in respect of the matters addressed in this RFP.

Termination of Agreement

The agreement can be terminated at any time for service levels which are not acceptable to APSEA.

Award of Proposals

- a. The Proponent hereby acknowledges that APSEA shall have the right to reject any or all Proposals for any reason, or to accept any Proposal that APSEA in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any Proposal, will not necessarily be accepted and APSEA shall have the unrestricted right to:
 - i. accept any Proposal, and in the event it only receives informal, non-conforming or qualified Proposals with respect to this RFP, accept any such Proposal; or
 - ii. accept a Proposal that is not the lowest price; or
 - iii. reject a Proposal that is the lowest price even if it is the only Proposal received.
- b. All terms of each Proposal shall remain firm, irrevocable and binding upon the Proponent submitting the same, and open for acceptance until APSEA makes an award on this RFP, and pursuant thereto enters into an Agreement, or until APSEA cancels this RFP. APSEA will undertake to proceed with making an award on this RFP or cancellation in a reasonable period.
- c. APSEA may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to the Proponent. By submitting a Proposal, the Proponent acknowledges APSEA's rights under this Section and absolutely waives any right or cause of action against APSEA and its employees, agents or Trustees by reason of APSEA's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, tort including negligence or otherwise.
- d. In cases of dispute as to whether or not an item or service quoted or delivered meets Proposal requirements, the decision of APSEA shall be final and binding on all parties.