

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY
UNSPECIFIABLE SERVICE**

TO: Members of the Governing Body

FROM: Office of Talent

DATE: January 16, 2018

SUBJECT: This is a contract for Superintendent Search

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Hazard, Young, Attea & Associates

Cost: \$66,700

Duration: One year contract term

Purpose: To search, recruit and hire a new district superintendent for the Newark Public Schools, the largest school district in the state of New Jersey with specific requirements.

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

1. Provide a clear description of the nature of the work to be done.

To assist the district in the successful and highly specialized recruitment, interviewing and hiring of a new district superintendent who will be effective in delivering services to the school district.

2. Describe in detail why the contract meets the provisions of the statute and rules:

The services to be provided as well as the employment of the successful candidate must meet the specific needs and unique institutional requirements of the Newark Public Schools which require a specialized individual as a superintendent, who will be effective in a large, urban district. The vendor that provides these services need to have a proven track record of successfully placing similar high ranking officials in urban school districts of similar size and demographics as that of the Newark Public Schools so as to avoid the needless expenditure of limited, valuable district resources on candidates who will not have a likelihood of success in this environment

3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:

The services are qualitative in nature because there are several, various unique methods and strategies that can be used by vendors to successfully recruit and staff a school superintendent. These unique services have to be provided by a vendor who has past experience with helping similar districts with recruitment and successful staffing, including the recruitment of a candidate who can effectively and successfully manage and service a large urban school district like the Newark Public Schools.

4. Describe the informal solicitation of quotations:

While the District solicited proposals utilizing public advertising, it became clear that additional criteria were necessary to determine which vendor would be effective in providing these services.

5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.

Respectfully,

Name Laura J. Seng

(Signature)

Title 01/09/2018