

**SOMERVILLE SCHOOL COMMITTEE
42 CROSS STREET
SOMERVILLE, MA 02143**

**RFP S2015-08
PROPOSAL INSTRUCTIONS**

Enclosed you will find an RFP for:

**QUALIFIED CONSULTANTS, CONSULTING FIRMS, OR EXECUTIVE
RECRUITERS TO PROVIDE EXECUTIVE SEARCH SERVICES FOR THE POSITION
OF SUPERINTENDENT OF SCHOOLS IN SOMERVILLE, MASSACHUSETTS.**

When submitting your proposal, please identify proposal clearly.

Proposal # “RFP S2015-08”, Time - “2:00 p.m.”, Date - “Thursday, May 8, 2014” and
“Proposer’s Name and Address” on the outside of your sealed proposal.

PROPOSAL SUBMITTED MUST BE AN ORIGINAL.

The completion of the following forms is necessary for consideration of a potential
contract/lease award.

**VERY IMPORTANT!
WHEN SUBMITTING PROPOSAL DOCUMENT, PLEASE RETAIN ORDER OF
DOCUMENTS AS ORIGINALLY PROVIDED.**

- Form RFP#1 – “Notice to Proposers” signed by authorized person.
- Form RFP#2 - “Signature Form” completed when submitting proposal.
- Form RFP#3 - “Non-Collusion Form and Tax Compliance Certification” signed by
authorized person.
- Form RFP#4 - “Somerville Living Wage Ordinance Form” signed by authorized
person.

Please review and return with your sealed proposal as sent. Also, insure that all forms are
completed and your proposal response is submitted as requested.

Your cooperation is greatly appreciated.