

ARLINGTON SUPERINTENDENT SEARCH - 2020 COST PROPOSAL

The total cost of the superintendent search consultancy includes three elements: the process that includes professional services, consultant expenses, postage and collateral material preparation, and advertising.

A. Search Process and Consulting Services

\$ 10,500 (includes all staff, labor and consulting services) for MASC Member Districts.

B. Expenses

1. Consultant's travel, telephone, and similar incidental expenses are absorbed by MASC and are not charged to the Committee.
2. Printing and postage are charged to the Committee at actual production and postage costs without markup. An accounting of expenses will be provided to the Committee.
3. The School Committee will reimburse MASC for the cost of advertising chosen at the discretion of the Committee. MASC will place the advertising and design the advertisement copy as part of its professional service (above) and bill the Committee directly for its exact costs, without any markup but including any agency discount. (See below.)
4. The School Committee will be responsible for reimbursing at its discretion candidates who are invited to the district for interviews or site visits and for its own travel to site visits of candidates' home districts.

C. Advertising

Since the cost of advertising can vary greatly depending on the publications that the Committee selects for its announcement of the vacancy, paid advertising is billed to the Committee at the actual cost of the ads. Ads in the Springfield Union, or in the Sunday Boston Globe or Education Week could cost approximately \$2,800 to \$4,000 depending on size. The Committee will be provided with copies of the bills and advertisements.