

Request for Proposals for Superintendent Search

**Request for Proposals
From Superintendent Search Firms**

Section I: Purpose

The _____ School District Board of Education seeks proposals from experienced executive search firms or individuals to provide consulting services for a national search for a superintendent.

Section II: Introduction

The School District is beginning its search for a qualified candidate for superintendent of schools to start work on July 1, 20___. To help in the search for the most qualified candidate the School District is seeking to retain the services of an executive search firm or individual with experience in the recruitment of superintendents for mid-sized school districts.

Description of the _____ School District

_____ School District is a high performing school district serving approximately __,500 students in the _____ of __ STATE __. The ethnic background of the student body is ___% Anglo, ___% Latino/Hispanic, ___% Native American, and ___% African American and Asian. About ___% of students qualify for free- and-reduced lunch and ___% qualify for special education services.

The District has ___ elementary schools serving students in preschool through fifth grades, one middle school for students in sixth through eighth grades, one four-year comprehensive high school, and an alternative high school. ___ of the elementary schools serve the district's rural and suburban populations, with the remaining ___ located within the city limits. All of the district's secondary schools are located in town.

Total estimated revenue for the District's general fund for the 20__/-- budget will be \$__,000,000. An additional \$__,000,000 will be used for debt service. Voters approved an \$__ million bond referendum in 20__ to renovate, modernize, and expand all district schools to meet expected growth and 21st century educational goals in the coming years. The construction program was completed in 2005. In 20__, voters approved a \$__ million override question. These funds are being used to enhance the district's salary schedules, maintain current class sizes, and to fund technology and innovative programs.

The School District is one of the largest employers in _____ County with approximately ___ employees. The City of _____'s population in 20__ was estimated at 16,000, with the population of _____ County estimated at 51,000. District population is estimated to be __,000. About __ percent of district households have school-aged children. Six smaller districts serve students in the County. In August 20__ it was announced that Policom, an independent economic research firm specializing in local and state economies, did an analysis that

ranked _____ No. 1 out of ___ micropolitan areas studied. A micropolitan area is defined as one with a population of less than 50,000 people.

The _____ School District is developing innovative educational pathways, which will provide our students opportunities to engage learning in meaningful and relevant ways. Currently the district has _____ elementary schools in the International Baccalaureate (IB) Programme. _____ and _____ elementary are applying for authorization in the Primary Years Programme (PYP) and _____ elementary is starting their first year in the IB Primary Years Programme.

Durango High School has developed three small learning communities (SLC) that will be implemented in 20__-__. The SLC's are structured so that every student is engaged and challenged in a meaningful, relevant and authentic learning experience. These SLCs are The International Baccalaureate Middle Years Programme School (MYP), Expeditionary Learning (EL), and the Creativity, Innovation and Artistic Learning.

Currently the middle school is exploring the possibility of implementing one of two innovative educational programs in 20__-__. They are International Baccalaureate Middle Years Programme or Expeditionary Learning.

A detailed Strategic Plan was developed and adopted by the Board of Education in 20__. This has focused the district to be committed to innovation and excellence in education.

The District's educational program is enhanced by its strong relationships with local partners including post-secondary institutions _____ College, a public four-year liberal arts college, and _____ Community College, the local branch of _____ Community College. In addition, a Second Chance partnership with the _____ Adult Education Center serves our students.

The Board of Education uses policy governance as its method of running the district. The superintendent is the board's primary employee, and it is the superintendent's role to evaluate and monitor the rest of the district's staff. The Board uses a detailed monitoring system to measure district and superintendent performance. Information about student performance, district goals, financial data, annual reports, etc., may be found on the district's web site at www._____.schools.org.

Section III: Scope of Work

The Board of Education will work with the selected firm or individual to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities will include the generation of a position description and qualifications, advisory services to the Board, identification and assessment of candidates, assisting with logistics of finalist interviews, and ensuring a satisfactory conclusion to the search. Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

Generation of position description and qualifications

Conducting interviews with and soliciting input from school board members, school district staff, community leaders and the general public to develop the qualifications and criteria that will be used to judge superintendent candidates.

Advisory Services to the Board of Education

Developing a search plan and timeline in consultation with the Board.

Assisting with the evaluation and interviewing of potential candidates.

Ensuring that there is compliance with applicable legal requirements.

Identification and Assessment of Candidates

Developing and distributing recruitment materials that will encourage qualified candidates to apply.

Conducting a national search that will include advertising the position broadly in print media as well as through an effective web-based strategy.

Conducting personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences.

Collecting all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed.

Assisting the Board with prescreening candidates based on clearly delineated criteria.

Assisting the Board (or possible advisory committee on the board's behalf) in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews.

Assisting with Logistics of Finalist Interviews

Facilitating visits by the Board to the communities of the finalists.

Facilitating community forums and interviews with the finalists.

Ensuring a Satisfactory Conclusion to the Search

Assisting the Board in contract negotiations with the selected candidate.

Section IV: Proposal Requirements

To allow the Board of Education to fairly judge the merits of each proposal, responses to this RFP shall include a response to each of the items listed below. The Board reserves the right to reject proposals that do not follow this format.

Cover Sheet – Include the completed cover sheet that is part of this RFP signed by a person authorized to act on behalf of the company submitting the proposal.

Executive Summary – Provide a short summary that demonstrates your understanding of the scope of services required by the School District and why your firm is best able to provide that scope of service.

Experience and Qualifications – Provide details on the following:

Overview of Company – address, telephone, fax, e-mail; whether company is local, regional, or national; if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed by the company.

Project Team – Provide names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the company. Specify the names, titles, addresses, telephone numbers and e-mails of the person(s) who will be directly working on our superintendent search. Discuss the availability of each team member and the potential for conflicts that might interfere with the project's timeline.

Experience – For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team. Specify the number of superintendent searches in which each member has participated and in what capacity. Note the longevity of superintendents hired by members of this team or firm over the past six years. Describe any particularly noteworthy accomplishments of the superintendents placed.

Work Plan – Provide details on the following:

The approach to be used to address each search activity listed in Section III: Scope of Work.

Methods you will use to communicate and work with a seven member elected Board of Education.

Methods you will use to identify prospective candidates and promote their interest to apply.

Your experience in effective community engagement both in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate and receive public input in the evaluation of final candidates.

Describe what the major challenges to a successful superintendent search are and how the project team will address them.

Estimate a reasonable timeline that the project team will use to guide the search process.

Information, services and assistance you will require from the School Board and district staff to enable you to conduct the search.

Cost – A budget should be provided that will cover all of the work described in Section III: Scope of Work and the Work Plan above. The budget should provide a breakdown of costs in the following areas:

Estimated cost by each scope of work section

Estimated hours spent by each member of the project team and their fees

Estimated travel expenses

Estimated publishing and advertising expenses

Estimated postage and other costs to distribute information regarding the vacancy

Any other expenses

Proposal must also include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

References – Provide a minimum of three school districts (of similar size and academic quality to the School District, if possible) that have used your services for a superintendent search within the past six years. For each reference supply the school district name, contact person, their title, telephone number and address. Describe the contract (scope, length, and dollar value) for each reference.

Contract Form – If you intend to propose a form of professional services contract between you or your company and the school district, please provide a sample copy of such contract form. If you prefer that the school district generate such contract, please so indicate.

Litigation Record – Have you been involved in litigation with any of your clients within the last five (5) years? If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

Ensuring Client Satisfaction – Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

Additional Information – Should you feel that additional information would help us more properly evaluate your proposal or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

Section V: Timeline for this RFP

The following schedule will be used for the implementation of this RFP

<u>Date</u>	<u>RFP Activity</u>
October 1, 2011	RFP mailed and e-mailed to prospective search firms known to the district. RFP posted on the district's web site.
November 30, 2011	Last day for questions from companies at 3:00 p.m. local time.
December 1, 2011	Responses to RFP due at 3:00 p.m. local time.
December 7-10	Initial screening of proposals.
December 13	Selection of finalists; Notification of selected finalists sent.
Early January 2012	Optional interviews conducted.
January 17, 2012	Selection and board approval of consultant.

Section VI: Submission Details

All proposals must be received at the District's administrative offices prior to 3:00 p.m. on Friday, December 1, 20__.

Proposals should be sent to:

_____, Board Clerk

_____ Street
_____, _____

Fax: ____ - ____ - _____

E-mail: _____@_____.k12.____.us

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing firm unopened. Any questions or requests for clarification regarding this RFP should be directed to the district in writing prior to 3:00 p.m. on November 30, 20__.

Section VII: General Conditions

The School District reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Board of Education, in its sole discretion, deems to be in the best interest of the School District. The School District may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The School District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the Board of Education determines to be in the best interests of the School

Cover Page

Response to Request for Proposals

This proposal is submitted on behalf of:

Company: _____

Address: _____

Telephone: _____

E-mail: _____

The above listed consulting firm hereby submits its proposal and agrees to furnish services to the _____ School District in accordance with this Request for Proposals and the response prepared by the consultant.

The Consultant has carefully reviewed this Request for Proposals and the Consultant's response and understands that the District will not be responsible for any errors or omissions on the part of the Consultant.

Consultant agrees that the School District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrevocable offer and shall be valid for ninety days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the company submitting this response.

Date

Name of Consultant/Authorized Agent

Title of Consultant/Authorized Agent

Signature of Consultant/Authorized Agent

(Fill this page in and include as the cover of your response.)