

Request for Proposals From Superintendent Search Firms

Section I: Purpose

The South Kingstown School District School Committee 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 or before July 1, 2024. To help in the search for the most qualified candidate the 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 South Kingstown School District

South Kingstown School District is a proud Professional Learning Community built upon collaborative leadership and 21st-century deep learning competencies while developing a culture of equity, openness, and sharing of ideas. Working together, the South Kingstown School District provides the foundation for an exceptional educational experience. We are committed to working in partnership with families and the entire community to educate ALL of our children. Few school districts can offer what South Kingstown School District can. The excellence and variety of programs offered by our schools, along with the quality of life in South Kingstown, make our community of South Kingstown a wonderful place to learn, work, and live.

South Kingstown Public Schools, the School Community, the administration, teachers, and staff reject all forms of racism, discrimination, bullying, and harassment. These actions are destructive to the District's mission, vision, values, and goals. Join us as we strive to eliminate these divisive actions to ensure our district is an inclusive, equitable, and welcoming learning community.

The District serves approximately 2600 students with 225 teachers and 170 support staff. The District's annual budget is approximately \$67,000,000 which funds one high school, one middle school, and three elementary schools.

Section III: Scope of Work

The School Committee 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 Committee, 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 Committee 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 School Committee

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

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, SchoolSpring, the Massachusetts, Connecticut, and Rhode Island superintendents' associations 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 Committee with pre-screening candidates based on clearly delineated criteria.

Assisting the Committee (or possible advisory committee on the Committee'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 Committee to the communities of the finalists if requested.

Facilitating community forums and interviews with the finalists.

Ensuring a Satisfactory Conclusion to the Search

Assisting the Committee in contract negotiations with the selected candidate.

Section IV: Proposal Requirements

To allow the School Committee to fairly judge the merits of each proposal, responses to this RFP shall include a response to each of the items listed below. The Committee 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 the 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 emails of the person(s) who will be authorized to represent the company. Specify the names, titles, addresses, telephone numbers, and emails 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 is listed in Section III: Scope of Work.

Methods you will use to communicate and work with a seven-member elected School Committee.

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 Committee 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.

Budget is to be provided in a **separate envelope** within the envelope containing the proposal. The envelope is to be clearly marked "Proposed Budget."

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 31, 2023 | RFP mailed and e-mailed to prospective search firms known to the District RFP posted on the district's website. |
| November 14 | Last day for questions from companies at 3:00 p.m. local time. |
| November 23 | Responses to RFP are due at 3:00 p.m. local time. |
| November 24 - 27 | Initial screening of proposals. |
| November 30 | Selection and Committee approval of consultant. |

Section VI: Submission Details

All proposals must be received at the District's administrative offices prior to 3:00 p.m. Thursday, November 23. Proposals should be sent to:

Terrie Marchesseault, Committee Secretary
South Kingstown School District
307 Curtis Corner Road
South Kingstown, RI 02879-2106

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 tmarchesseault@sksd-ri.net prior to 3:00 p.m. on November 14, 2023. Responses to questions will be sent to each organization requesting application materials.

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 at its sole discretion deemed 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 School Committee determines to be in the best interests of the School District.

