

Request for Proposals

Superintendent Search Process

Unified School District No. 250 - Pittsburg Community Schools

Section I: Purpose

The Board of Education of Unified School District Number 250, Pittsburg Community Schools, seeks proposals from experienced executive search firms or individuals to provide consulting services for a national search for a superintendent of schools.

Section II: Introduction

The Board of Education will conduct a search to identify a qualified candidate for superintendent of schools to begin duties on July 1, 2024. USD 250 is seeking to retain the services of an executive search firm with experience in the recruitment of superintendents to aid in the search for the most qualified candidate.

USD 250 (Pittsburg Community Schools)

The vision of USD 250 Pittsburg Community Schools is to provide diverse learning pathways to empower students academically and socially for success throughout life.

USD 250 is committed to achieving success by inspiring excellence in all. Students are at the center of everything we do. We value continuous improvement and a collaborative culture for students, staff, and families. It is our responsibility to provide diverse learning opportunities for all students that inspire them to achieve excellence, both academically and socially, in order to enjoy success in post-secondary education, the workforce, and life. As educators, we will build positive relationships through a caring environment and commitment to learning that empowers each child to experience positive growth and development. With our family partners, we are creating a better future for Pittsburg and its citizens.

District Fast Facts

USD 250 serves our students in four elementary schools, Pittsburg Community Middle School, Pittsburg High School, and an alternative education setting called PASS Academy. We are a growing district and have passed three bond referendums since 2017 to add additional classroom space, and storm shelters and renovate existing learning environments to provide up-to-date and safe learning environments for our students. In 2023, USD 250 remodeled Pittsburg Community Middle School with the overwhelming support of our community. With the completion of this project, USD 250 modernized while preserving one of our most historic facilities within the school district.

Unified School District 250 serves the city of Pittsburg, Kansas, and the immediate rural areas surrounding our community. We are the largest district in Southeast Kansas. More than 500 employees work daily to provide a first-class teaching and learning experience to more than 3,300 students spanning grades Pre-K through 1. Our staff is well-trained and experienced, with 56 percent of our teachers having a master's degree or higher. The average experience level of teachers in the district exceeds 10 years. We are fortunate to be located in the same hometown

as Pittsburg State University, which provides our students and staff access to excellent educational experiences, as well as the cultural and activity enrichment benefits of living near a university environment.

Section III: Scope of Work

The USD 250 Board of Education will work with the selected firm to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities shall include:

- The generation of a position description and qualifications;
- Advisory services to the Board;
- Identification and assessment of applicants;
- Assisting with logistics of interviews; and
- Ensuring a satisfactory conclusion to the search.

Recognizing that discretion is important to candidates who may apply, the search firm must maintain the confidentiality of all information collected as would be 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

- Develop 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 search that will include advertising the position broadly through a variety of appropriate media.
- Conduct personal outreach recruiting to ensure the applicant pool includes highly qualified candidates with diverse backgrounds and experiences.
- Collecting all relevant background information on potential candidates to assess the strengths and weaknesses of each applicant.
- Assisting the Board with prescreening candidates based on clearly delineated criteria.
- Assisting the Board 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 interviews with the finalists.
- Ensuring a satisfactory conclusion to the search process.
- Assisting the Board in contract negotiations with the selected candidate.

Section IV: Proposal Requirements

Proposals shall include a response to each of the items listed below to allow the Board of Education to fairly judge the merits of each proposal. 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 an understanding of the scope of services required by USD 250 and why the firm is best able to provide that scope of service.

Experience and Qualifications – Provide details on the following:

- Overview of Company – address, telephone, 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 e-mail addresses of the person(s) who will be authorized to represent the company.
- Specify the names, titles, addresses, telephone numbers, and e-mail addresses of the person(s) who will work directly with the Board on the superintendent search.
- Discuss the availability of each team member and the potential for conflicts that might interfere with the project's timeline.
- 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 three 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 to be used to communicate and work with the Board of Education.
- Methods to be used to identify prospective candidates and promote their interest to apply.
- The firm's experience in effective community engagement both in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria.
- Describe the major challenges to a successful superintendent search and how the project team will address those challenges.
- Estimate a reasonable timeline the project team will use to guide the search process.
- Information, services and assistance the firm will require from the Board of Education and district staff in order to conduct the search.

Cost –A budget should be provided that will cover all the work described in Section III: Scope of Work and Work Plan. 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 open position.
 - Any other expenses.
- The 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 USD 250) that have used the firm’s services for a superintendent search within the past three 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.

Litigation Record – Has the firm been involved in litigation with any of its 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 the firm’s philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

Additional Information – Provide any additional information that would help the Board of Education more properly evaluate the proposal. If the firm recommends modifications in the procedures specified herein, please address such matters under this heading.

Section V: Timeline

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

DATE RFP Activity
November 17, 2023 RFP mailed and/or emailed to prospective search firms; posted to district’s website.
December 4, 2023 Proposals DUE by 2:00 p.m. (Central Time).
December 5-6, 2023 Initial screening of proposals.
December 6, 2023 Selection of proposal finalists (if needed).
December 7-8, 2023 Interviews of firms (if desired by The USD 250 Board of Education).
December 12, 2023,* Selection and Board approval of the consultant.

*A special meeting of the USD 250 Board of Education may occur on a date other than December 12, 2023, for the selection and board approval of the consultant.

Section VI: Submission

All proposals must be received with by mail or email at the District's administrative offices.

Deadline: 2:00 p.m., Monday, December 4, 2023.

Proposals should be sent to:

USD 250 - Pittsburg Community Schools

Attn: Tom Stegman

510 Deill Street

Pittsburg, KS 66762

E-mail: tstegman@usd250.org

Phone: 620-235-3100

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 Tom Stegman in writing prior to 3:00 p.m., Thursday, November 30, 2023.

Section VII: General Conditions

USD 250 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 USD 250 Board of Education, in its sole discretion, deems to be in the best interests of USD 250. USD 250 may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. USD 250 shall not be bound to accept the lowest priced proposal but may accept such proposal, if any, as the USD 250 Board of Education determines to be in the best interests of the district.

Cover Page Response to Request for Proposals

This proposal is submitted on behalf of:

Company:

Address:

Telephone:

Email of Contact:

The above-listed consulting firm hereby submits its proposal and agrees to furnish services to USD 250 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 USD 250 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