

# **Kansas City Kansas Public Schools**

## ***REQUEST FOR INFORMATION / PROPOSAL***

**SUPERINTENDENT OF SCHOOLS BY EXECUTIVE SEARCH FIRM OR  
INDIVIDUALS**

**RFP NUMBER 20-020**

***Proposal Due Date: Tuesday, October 20, 2020 - 5:00PM CST***

*Kansas City Kansas Public Schools reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.*

# **REQUEST FOR INFORMATION/PROPOSAL FOR A SUPERINTENDENT OF SCHOOLS BY EXECUTIVE SEARCH FIRM OR INDIVIDUALS**

## **Section 1: Purpose**

The Board of Education of Unified School District No. 500, Wyandotte County, Kansas (c/k/a Kansas City Kansas Public Schools) seeks proposals from experienced executive search firms or individuals to provide consulting services for a search for a new Superintendent of Schools.

Solicitations from qualified minority and women owned businesses, firms and individuals are encouraged by Kansas City Kansas Public Schools. This encouragement does not infer preference and all solicitations will be evaluated equally.

## **Section 2: Introduction**

The Board of Education of Kansas City Kansas Public Schools is beginning its search for a qualified candidate for Superintendent of Schools with a goal of the candidate beginning work on July 1, 2021. To assist in the search for the most qualified candidate, the Board of Education of Kansas City Kansas Public Schools is seeking to retain the services of an executive search firm or individuals with proven experience in the recruitment of a Superintendent of Schools.

## **Section 3: Description of Kansas City Kansas Public Schools**

Kansas City Kansas Public Schools is the fifth largest school district in the State of Kansas located in Wyandotte County, Kansas. Kansas City Kansas Public Schools is a nationally recognized school district that serves approximately 22,230 students, with prekindergarten (pre-K) programs through grade 12. The district includes thirty (30) elementary schools, eight (8) middle schools, five (5) high schools, and four (4) early childhood education centers.

Kansas City Kansas Public Schools employs approximately 3,900 staff, including more than 1,920 teachers. The Board of Education has crafted Kansas City Kansas Public Schools' mission and vision.

### **Kansas City Kansas Public Schools Mission**

Inspiring Excellence: Every Grownup, Every Child, Every Day

### **Kansas City Kansas Public Schools Vision**

Striving to Become One of the Top 10 School Districts in the Nation

## Section 4: Scope of Work

The Board of Education of Kansas City Kansas Public Schools will work with the selected executive search firm or individuals to develop a Superintendent of Schools search process and a timeline for the search activities. At a minimum the requirements will include:

- 4.1 Advisory Services to the Board of Education; advising the Board of Education in any matters consistent with the search process;
- 4.2 Generation of Position Description and Qualifications; recommending any revisions to the current position description and qualifications;
- 4.3 Identification and Assessment of Candidates; working collaboratively with the Board of Education, staff and community in developing and weighting selection criteria consistent with district values and that will be utilized in selecting finalists;
- 4.4 Assisting the Board of Education with Prescreening Candidates; working with district staff in coordinating, constructive interactions and communications with the staff and community, before, during and after the selection process;
- 4.5 Assisting With Logistics of Finalist Interviews; and
- 4.6 Ensuring a Satisfactory Conclusion to the Search; completing the process of a Superintendent of Schools search that is satisfactory to the Board of Education.

Understanding that discretion is of utmost importance to Kansas City Kansas Public Schools as well as to the candidates, the search firm must maintain the confidentiality of all information collected as appropriate. In addition, all work products produced as part of a contract with Kansas City Kansas Public Schools will remain the property of the school district.

### 4.1 Advisory Services to the Board of Education

- Developing a search plan and timeline in consultation with the Board of Education Assisting with the evaluation and interviewing of potential candidates.
- Ensuring that there is compliance with applicable legal requirements.

### 4.2 Generation of Position Description and Qualifications

- The selected executive search firm or individuals will conduct interviews with and soliciting input from Board of Education members, school district staff, community leaders, and the general public to develop the qualifications and criteria that will be used to evaluate Superintendent of Schools candidates.

#### 4.3 Identification and Assessment of Candidates

- Developing and distributing recruitment materials that will encourage qualified candidates to apply.
- Creating strategies to encourage diversity in the application pool.
- Conducting a 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.

#### 4.4 Assisting the Board of Education with Prescreening Candidates

- Based on clearly delineated criteria, assist the Board of Education in evaluating the applicants against the qualifications and criteria developed to create a group of candidate for interviews.

#### 4.5 Assisting with Logistics of Finalist Interviews

- Facilitating visits by the Board of Education to the communities of the finalists.
- Facilitating community forums and interviews with the finalists.

#### 4.6 Ensuring a Satisfactory Conclusion to the Search

- Assisting the Board of Education in contract negotiations with the selected candidate.

### **Section 5: Proposal Requirements**

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

Any executive search firms or individuals submitting a proposal, who is in doubt as to the true meaning of any part of the proposal documents, or finds discrepancies in or omissions from the proposal documents, shall submit to Wanda Paige or Karen Brokesh, a written request via email for interpretation or correction thereof. Such request shall be submitted and received by the Kansas City Kansas Public Schools no later than Friday, October 16, 2020 to: [wanda.paige@kckps.org](mailto:wanda.paige@kckps.org); [kbrokeksh@mvplaw.com](mailto:kbrokeksh@mvplaw.com).

Any interpretation or correction of the proposal documents will be made in an addendum to all executive search firms or individuals on the Kansas City Kansas Public Schools website (<http://www.kckps.org>)

Any addenda generated as a result of questions will be posted on the district website (<http://www.kckps.org>) after October 16, 2020. It will be the responsibility of the firm or individual to review the addenda prior to submitting their final proposal.

### **5.1 Cover Sheet**

Include the completed cover sheet that is part of this Request for Proposal Signed by a person authorized to act on behalf of the executive search firm or individuals submitting the proposal.

### **5.2 Executive Summary**

Provide a short summary that demonstrates your understanding of the scope of services required by Kansas City Kansas Public Schools and why your executive search firm or individuals is best able to provide that scope of service.

### **5.3 Experience and Qualifications**

Provide details on the following:

Overview of executive search firm or individuals - address, telephone, fax, e-mail; whether company is local, regional, or national; if you're 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 of Schools search. Discuss the availability of each team member and potential for conflict 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. Please include any additional information you consider pertinent for Kansas City Kansas Public Schools to understand your commitment to diversity and inclusion. 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.

### **5.4 Work Plan**

Provide details on the following:

- a) The approach to be used to address each search activity listed in Section 4: Scope of Work.
- b) Methods you will use to communicate and work with a seven member elected Board of Education.
- c) Methods you will use to identify prospective candidates and promote their interest to apply.
- d) 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.
- e) Describe what the major challenges to a successful Superintendent of Schools search are and how the project team will address them.
- f) Estimate a reasonable timeline that the project team will use to guide the search process with the selection of a Superintendent of Schools by June 30, 2021.
- g) Information, services and assistance you will require from the Board of Education and district staff to enable you to conduct the search.
- h) Specific examples of how you or your firm have recently improved your internal processes resulting in higher client satisfaction.

## **5.5 Cost**

A budget should be provided that will cover all of the work described in Section 4: Scope of Work and the 5.4 Work Plan above. The budget should provide a breakdown of costs in the following areas:

- a) Estimated cost by each scope of work section
- b) Estimated hours spent by each member of the project team and their fees
- c) Estimated travel expenses
- d) Estimated publishing and advertising expenses
- e) Estimated postage and other costs to distribute information regarding the vacancy
- f) Other expenses
- g) Proposal must include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

h) Proposal must also include a warranty that should the new Superintendent of Schools resign or be released for cause within the first 12 months of commencing duties the search firm will conduct another search at no cost to the district except for travel, publishing and advertising and postage/distribution expenses.

### **5.6 Previous Experience**

Provide a list of all public school districts that have used your services for a Superintendent of Schools search within the last two years.

### **5.7 References**

Provide a minimum of three school districts (of similar size and academic quality to Kansas City Kansas Public Schools, if possible) that have used your services for a Superintendent of Schools 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.

### **5.8 Contract Form**

If you intend to propose a form of professional services contract between your executive search firm or individuals and Kansas City Kansas Public Schools, please provide a sample copy of such contract form. If you prefer that Kansas City Kansas Public Schools generate such contract, please so indicate.

### **5.9 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.

### **5.10 Ensuring Client Satisfaction**

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

### **5.11 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 6: Timeline for this Request For Proposal**

The following schedule will be used for the implementation of this Request for Proposal (RFP):

Monday, October 5, 2020 - RFP mailed and e-mailed to prospective search firms known to the Kansas City Kansas Public Schools; RFP posted on the district's web site.

Monday, October 5, 2020 - Friday, October 16, 2020 - RFP published in local newspaper.

Friday, October 16, 2020 - Last day for questions from companies at 5:00 PM CST local time.

Tuesday, October 20, 2020 - Responses to RFP due by 5:00 PM CST.

Wednesday, October 21, 2020 – Responses to RFP opened and presented to the Board of Education at 8:00AM CST in Open Session (Public Meeting).

Friday, October 23, 2020 at 4:00PM CST – Review responses to RFP and select Firm(s) or Individual(s) to be interviewed in a Board of Education Open Session (Public Meeting)

Friday, October 30, 2020 - Interviews with selected Firm(s) or Individual(s) in a Board of Education Open Session (Public Meeting).

Friday, November 6, 2020 - RFP will be reviewed and potentially awarded by the Board of Education at its Special Session (Public Meeting).

Monday, November 9, 2020 - Notices sent to all executive search firms and individuals on outcome of proposal and award.

## **Section 7: Submission Details**

An original, seven copies, and an electronic version of the proposal formatted as a single Adobe PDF file (on a USB drive) of each proposal shall be submitted in a sealed envelope delivered to Kansas City Kansas Public Schools, District Office at any time prior to Tuesday, October 20, 2020 by 5:00PM CST. Responses received by facsimile or email will not be accepted. Proposals must be sent to:

Gregory P. Goheen  
General Counsel  
McAnany Van Cleave & Phillips, PA  
10 E. Cambridge Circle Drive, Suite 300  
Kansas City, Kansas 66103

Late proposals will not be accepted under any circumstance, and any proposal so received will be rejected. The District is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt.



Any questions or requests for clarification regarding this RFP should be directed to Kansas City Kansas Public Schools in writing prior to Friday, October 16, 2020 at 5:00 PM CST. Any addenda generated as a result of questions will be posted on the district website (<http://www.kckps.org>) after October 16, 2020. It will be the responsibility of the firm or individual to review the addenda prior to submitting their final proposal.

## **Section 8: General Conditions**

### **8.1 Qualifications of Executive Search Firms or Individuals**

The Board of Education reserves the right to make such investigation as it deems necessary to determine the ability of the executive search firm or individuals to deliver the services and the executive search firm or individuals shall furnish all such information and data for this purpose as requested. The Board of Education also reserves the right to reject any proposal if the evidence submitted, or the investigation of such executive search firm or individuals fails to satisfy that such executive search firm or individuals is properly qualified to carry out their obligation.

### **8.2 Method of Award**

The Board of Education reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any or all proposals as the Board of Education, in its sole discretion, deems to be in the best interest of the Kansas City Kansas Public Schools. The Board of Education may, notwithstanding the terms herein, negotiate the terms of any response to this Request for Information/Proposal. Kansas City Kansas Public Schools 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 the best interest of the Kansas City Kansas Public Schools.

### **8.3 Kansas Open Records Act**

Pursuant to the Kansas Open Records Act (K.S.A. 45-215, *et seq.*), all proposals received become a public record once award of the contract or agreement has been approved by Kansas City Kansas Public Schools. Proposers should not expect Kansas City Kansas Public Schools to seek confidentiality protection for any claimed privileged or proprietary information in the written proposal just because the material is marked “confidential” or “proprietary”. For any essential information that the proposer reasonably believes can be defended as being exempt from disclosure under the Act, the information must be capable of being separated or redacted from the balance of the proposal and should be clearly and specifically marked as confidential or proprietary. For any material so designated, Kansas City Kansas Public Schools will seek to claim confidentiality if the justification for such confidentiality is readily apparent or if the proposer requests that Kansas City Kansas Public Schools contact the proposer for guidance before making the material public. However, Kansas City Kansas Public Schools cannot guarantee the confidentiality of claimed material.

***COVER PAGE***

**Response to Request for Proposals**

This proposal is submitted on behalf of:

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Business Classification Type\*(please check mark if applicable):**

**Minority Business Enterprise (MBE)** \_\_\_\_\_

**Women Owned Business Enterprise (WBE)** \_\_\_\_\_

**Small Business Enterprise (SBE)** \_\_\_\_\_

**Veteran Business Enterprise (VBE)** \_\_\_\_\_

**Disadvantaged Business Enterprise (DBE)** \_\_\_\_\_

**List any certifications (e.g., MWBE, certification number) or affiliations (e.g., NAMWOLF) that validated that the firm is a minority- and/or female owned business enterprise:**

\_\_\_\_\_

The above listed executive search firm or individuals hereby submits its proposal and agrees to furnish services to the Board of Education of Kansas City Kansas Public Schools in accordance with this Request for Proposal/Information and the response prepared by the executive search firm or individuals.

The executive search firm or individuals has carefully reviewed this Request for Proposal/Information and the executive search firm or individuals understand that Kansas City Kansas Public Schools will not be responsible for any errors or omissions on the part of the executive search firm or individuals.

The executive search firm or individuals agrees that Kansas City Kansas Public Schools 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 (90) days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the executive search firm or individuals submitting this response.

\_\_\_\_\_  
Name of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Signature of Authorized Agent

*Business Classification Type is used for tracking purposes, not as criteria for award.*