

**REQUEST FOR QUALIFICATION FOR CONSULTING SERVICE TO PROVIDE AN EXECUTIVE
SEARCH FOR THE POSITION OF SUPERINTENDENT**

**Executive Firm for Superintendent Search
Marysville School District #25**

Introduction:

Marysville School District #25 requests proposals from qualified firms to provide Executive Search Consultant Services for the position of Superintendent of the District beginning no later than July 1, 2022. District contact for the consultant will be Gregg Kuehn, who is managing the search for the district.

Firms interested in undertaking this assignment must forward six copies of a detailed proposal to be received no later than 3:00 p.m. on October 20, 2021 to the following address:

Superintendent Search
Marysville School District #25
Attention: Gregg Kuehn
4220 80th Street NE
Marysville WA 98270

Process/Timeline

Based on its review of proposals received by October 20, 2021, the Board will invite a small number of selected firms to meet with the Board in the evening during the week of October 25 through October 29, 2021. A final determination/award will be made at the District's board meeting on November 3, 2021. Anticipated start date is November 4, 2021.

All questions concerning this request must be sent in writing prior to 2:00 p.m. on October 15, 2021 to Gregg Kuehn, Marysville School District #25 at purchasing@msvl.k12.wa.us

Selection Process

1. Approach

Describe how you would approach this project including:

- Suggested timeline of activities and major events in the search process.
- Responsibilities to be assumed by the Board of Directors and the Search Consultant(s) during each phase of the process.
- Recommended process for developing criteria that will be used for selecting the new superintendent.
- Community Engagement:
 1. Recommended process for obtaining staff and student input.

2. Recommended process for obtaining family and community input.
3. Include examples of different approaches for family and community engagement you have used in other searches, including engagement conducted in multiple languages.

b. Description of the process the consultant suggests for advertising and recruitment, including recruiting a diverse pool of competitive applicants.

c. Description of your process for screening, reference/background checks, interviews, and final selection

2. Qualifications of Team Members

Describe how you propose to organize your team to accomplish the work. Please identify the primary team member(s) who would lead this project and their qualifications. Please include a resume for each individual, including language skills.

3 Firms Experience with Comparable School District/Capabilities

Date of establishment and specialization of the firm

- a. Total size and breakdown of firm personnel by category.
- b. Description of other superintendent searches conducted in the past five years for comparable districts, including those of similar or larger size, as well as, demographic characteristics
- c. The shortest and longest tenure of superintendents appointed in other searches.

4. Awareness and Understanding of the Marysville School District

Please include your firm's and team's experience working in the Pacific Northwest, and describe your familiarity with the unique characteristics, culture, and opportunities of the Marysville School District and the partnership with the Tulalip Tribes Nation

5. References

Please provide the client name, address, telephone number, and email address of three Board members/client representatives that have recently worked with the proposed consultant(s) for this search. Please also include the firm's three most recent projects (with contact information) that most closely relate to the firm's qualifications for this project

6. Pricing

- Briefly discuss proposed pricing structure for the listed services, listing categories of individuals, hourly rates, type of reimbursement costs, etc.
- Please separate out anticipated expenses for each element of the search and outlining other anticipated expenses for the district.
- The district anticipates awarding a contract on a time and materials basis, by hourly rate, to a fixed contract amount.
- Please include costs for reimbursable and direct expenses, such as supplies, postage, etc. Please include any information about any planned use of technology and/or cost-saving measures (e.g., teleconferencing, virtual meetings). D
- Please note pricing should be based upon previous experience on projects completed and the services outlined in the RFP.

Only proposals received by the deadline will be considered.

- Proposals will be initially screened resulting in a short-list of one or more qualified firms that will be invited to make an oral presentation/interview on a date to be determined (anticipated October 25-29, 2021).
- The district reserves the right to seek clarifications about the proposals.
- The district may award the contract based solely on the written proposals. However, the district may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract for the district.
- The district reserves the right to request post-proposal modifications, including best and final offers and considerations.
- The final selection will be based on the evaluation criteria set forth in Section III. The district reserves the right to negotiate with the successful firm on pricing, scheduling and other factors.
- The district reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.
- The district reserves the right to modify the scope of services as a result of the written submittals and/or interviews.
- All costs incurred in the preparation of the request for the proposal process shall be borne by the proposing firm.
- Proposals submitted in response to this request for proposal shall become the property of the district and be considered public documents under applicable Washington State laws.
- The district reserves the right to terminate this contract at any time for any reason.
- All respondents will receive written notification of the decision.

Expectations of Consultant/Project Information

The consultant shall undertake, at a minimum, the following responsibilities, and any additional responsibilities reasonably necessary to complete this work. The scope of work may include some or all of the following tasks:

- Develop and conduct a thoughtful, timely process for gathering Board, staff, student, family, and community input to establish desired qualifications and characteristics of the new superintendent.
- Actively recruit and conduct a thorough search for qualified applicants and ultimately produce for the Board a diverse “pool” of highly qualified people who meet the criteria established. Ensure competitive applicants from a diverse background apply.
- Assist in the evaluation of applicants against the desired qualifications and characteristics established by the Board. Information provided should include but is not limited to, profiles of experience, skills assessment, and reference and background checks.
- Advise the Board on the salary/benefit package to offer.

- To complete other tasks necessary that result in the selection and employment of a superintendent (e.g., organize travel or interview arrangements for finalist candidates as needed)