

## **Request for Proposals From Superintendent Search Firms**

### **Section I: Purpose**

The Kearney 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 Kearney School District is beginning its search for a qualified candidate for superintendent of schools to start work on July 1, 2022. To help in the search for the most qualified candidate the Kearney School District is seeking to retain the services of an executive search firm with experience in the recruitment of superintendents.

#### **Kearney R-1 School District**

In Kearney School District, we pursue excellence that enables each student to become a productive, contributing member of a diverse society. Students are the center of everything we do. This important work happens every day, in every classroom, no matter what. We value continuous growth and a collaborative culture for students and staff. We believe diversity is a strength.

Team KSD has approximately 550 employees who serve about 3,500 students in nine schools. Our boundaries cover 100 square miles (92 in Clay County and 8 in Clinton County). District expenditures were \$44 million for SY21. We reliably meet or exceed our goal of having a 20 percent operating fund balance.

We are located in a vibrant, supportive and growing suburban community in the Kansas City, MO, metropolitan area. Many of our parents/guardians work in professional and trade careers in the region. They are productively active and engaged in the education of their children. Our greatest sources of diversity are in socio-economic status (about 14 percent of our students qualify for free or reduced-price school meals) and students with individualized educational needs (about 10 percent of our students receive special education services and 5 percent are designated as gifted).

#### **Points of Pride:**

- Average ACT Score for KSD Students: 23.2 (top among peer districts)
- High School Graduation Rate: 97.4%
- Project Lead the Way Distinguished Program
- KHS ranked in Top 4% of Schools in Missouri by *U.S. News & World Report*
- KHS Graduates who Enter A 4-Year, 2-Year or Technical College: 80%
- 17:1 Student-to-Staff Ratio (tied for lowest among peer districts)
- Professional Staff Average Experience: 15 Years
- KSD Staff with Advanced Degrees: 76%

### **Section III: Scope of Work**

The Kearney School District 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 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 search that will include advertising the position broadly in print media as well as through effective web-based and social media platforms.
- 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 pre screening 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**

To allow the Kearney School 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 Kearney 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, 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.
- 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 you will use to communicate and work with the Kearney School District 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.
- 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 Kearney 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 Kearney School District) that have used your 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 –** 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

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

<u>Date</u>	<u>RFP Activity</u>
September 23, 2021	RFP mailed and e-mailed to prospective search firms known to the district. RFP posted on the district's website.
October 8, 2021	Responses to RFP due at 2:00 p.m. local time.
October 11-14, 2021	Initial screening of proposals.
October 15, 2021	Selection of finalists.
October 18-19, 2021	Interviews conducted.
October 20, 2021*	Selection and board approval of the consultant.

\*A special meeting of the Kearney School District Board of Education may occur after October 20, 2021 for the selection and board approval of the consultant.

## Section VI: Submission

All proposals must be received at the District's administrative offices prior to 2:00 p.m. on Friday, October 8, 2021.

Proposals should be sent to:  
Becky Burkemper, Board Secretary  
Kearney School District  
150 W. State Route 92  
Kearney, MO 64060  
E-mail: burkemperb@ksdr1.net

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 October 7, 2021.

## Section VII: General Conditions

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

**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 Kearney 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 Kearney 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