



September 11, 2019

Request for Qualifications: Superintendent Search Consultant

Proposal Due Date: October 4, 2019 @ 4:00 PM PDT

The Richland School District is requesting qualifications from search consultants with the capability, experience, and interest to lead a search process for the District to select a Superintendent. The Superintendent will begin work on or before July 1, 2020. Interested vendors should submit a qualifications package as defined herein no later than **4:00 PM**, Pacific Daylight Time, on **Friday, October 4, 2019**, to Tony Howard, Assistant Superintendent of Human Resources, 615 Snow Avenue, Richland, Washington 99352. Documents received after the designated time and date will not be considered.

The District encompasses the communities of Richland and West Richland, Washington. Ten elementary schools, four middle schools, two comprehensive high schools, a high school alternative program, and a home partnership program serve nearly 14,000 students in grades K-12. The District is also a partner in a regional STEM high school housed in nearby Pasco, Washington. The most recent operating levy in February, 2018 was approved at over a 72% “yes” rate. The District is engaged in capital projects funded by a \$99 million dollar construction bond approved by our supportive community in 2017. The District is beginning work toward a new bond proposal to address continued capital needs for community vote in February, 2021.

The District’s current Superintendent, Dr. Richard Schulte, has been in his position since 2013. The Board of Directors has determined that a Superintendent be hired. It is the Board’s intent that the successful candidate for the Superintendent will succeed Dr. Schulte when he retires from the District, as of June 30, 2020.

The Superintendent position will have a competitive salary. A robust benefits package accompanies this position.

The scope of duties for a search consultant is as follows:

1. Engage Board members and the Superintendent in a methodical and synergistic process.
2. Meet with the Board and Superintendent as needed to ensure a high quality search process.
3. Obtain staff and community input and ensure that all stakeholders are represented.
4. Develop and maintain the community’s trust in the search process.
5. Meet with the Board and Superintendent to refine a profile of the Superintendent position.
6. Update, and revise as necessary, the existing leadership profile based on community input.
7. Develop a position description and strategies to recruit ideal candidates.
8. Actively recruit candidates who meet the desired leadership profile.
9. Conduct preliminary interviews and/or reference checks as appropriate.
10. Develop objective, measurable tools to help the Board and Superintendent in the search process.
11. Coordinate selection activities for finalist(s) for the position, including but not limited to:
 - a. On-site interviewing with the Board, Superintendent, and/or a selected team of stakeholders.
 - b. Reference checking of applicant(s) to be shared with the Board and Superintendent.

- c. Recommending applicant(s) to the Board and Superintendent who fit the desired leadership profile.
 - d. Arrangement of site visit(s) to current finalist(s) work sites at the Board and Superintendent's discretion.
 - e. Comprehensive background check of final candidate(s).
12. Other duties as mutually agreed between the Consultant, Board, and Superintendent.

In order to be considered, interested firms should submit five (5) paper copies of their qualifications statement, addressing the following requirements:

- 1. Letter of introduction that includes a strategy to meet the scope of duties described in this RFQ.
- 2. Firm background and qualifications.
- 3. Examples of completed projects of a similar nature.
- 4. Public school references with names and phone numbers of contacts.
- 5. Resumes of key individuals providing service, including project specific information.
- 6. Capability and availability to immediately commence work.

The qualifications package may not exceed thirty (30) 8.5" x 11" pages, and will only be accepted organized in the format described above with font not less than eleven (11) point. Packages not conforming to RFQ requirements will be disqualified.

The District will review all submittals and may select a successful vendor based solely on the written qualifications statement at the discretion of the Board and Superintendent. Finalist vendor(s) may be asked to participate in an individual, on-site interview with the Board of Directors and/or Superintendent. The District reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of a contract.

The tentative timeline for this RFQ is as follows:

- 1. September 11, 2019: Issuance of RFQ
- 2. October 4, 2019: Question and Answer Period (see below)
- 3. October 4, 2019: Proposals due
- 4. October 7-October 18, 2019: District to evaluate proposals
- 5. October 21-October 25, 2019: Finalist interview(s) with Board and/or Superintendent if desired
- 6. October 28-November 1, 2019: Negotiate contract with successful consultant
- 7. November 4, 2019: Begin contract work

The District reserves the right to adjust this timeline at their discretion. **Questions may be directed to the following District administrators between September 12th and October 4th:**

<p><u>Questions about the facilitation of the RFQ proposal process:</u></p> <p>Tony Howard, Asst. Superintendent of Human Resources tony.howard@rsd.edu (509) 967-6006</p>	<p><u>Questions about the desired qualifications of the Superintendent:</u></p> <p>Dr. Richard Schulte, Superintendent rick.schulte@rsd.edu (509) 967-6001</p>
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