

Request for Proposals

From Superintendent Search Firms

Section I: Purpose

The Board of Education of Morgan Hill Unified School District “District” seeks proposals from education executive search firms or individuals to provide consulting services for a national search for a superintendent.

Section II: Introduction

The District is beginning its search for a qualified candidate to become its new superintendent of schools as of July 1, 2021. In order to ensure an orderly transition, the Board of Education wants to finalize a selection for the new superintendent by the 14th of May, 2021. To help in the search for the most qualified candidate the School District is seeking to retain the services of an executive search firm or individual with experience in the recruitment of superintendents for mid-sized school districts.

Description Morgan Hill Unified School District

The Morgan Hill Unified School District (MHUSD) encompasses nearly 300 square miles and serves the ethnically diverse population of Morgan Hill, San Martin, and a small portion of South San Jose.

The District serves approximately 8,500 students and is composed of six elementary schools (TK-5), two elementary/middle schools (K-8), one Dual Immersion magnet program (K-8), two middle schools (6-8), two comprehensive high schools (9-12), one continuation high school and a community adult school. We not only offer our students an exceptional education in the classroom, but we also offer an array of extracurricular opportunities as well. The District is the largest employer in the City of Morgan Hill with approximately 800 total employees of which about 400 are teachers.

MHUSD’s Board of Education is committed to equal opportunity for all individuals in education. Our programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board actively promotes programs that ensure that discriminatory practices are eliminated in all District activities.

Additional information about the District is available on the District’s website:

<https://www.mhusd.org/about> or you may contact the District’s Communication’s Coordinator, Lanae Bays at baysl@mhusd.org.

Section III: Scope of Work

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

- Develop search criteria that incorporates the District's goals and the leadership characteristics that the BOE and community consider requisite for success
- Demonstrate a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context, reflecting a familiarity with our students' needs
- Advise the Board on a compensation package that facilitates successful recruitment of the type

of Superintendent that Morgan Hill Unified School District needs and desires

- Solicit applications nationally
- Generate a position description with desired qualifications
- Develop an application process for the position
- Advise the Board regarding identification and assessment of candidates
- Assist with logistics of finalist interviews
- Ensure a satisfactory conclusion to the search including a provision of specified retained employment guarantee

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

Conduct interviews with and solicit 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

- Develop and distribute recruitment materials that will encourage qualified candidates to apply
- Conduct a national search that will include advertising the position broadly in print media as well as through an effective web-based strategy
- Conduct personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences
- Collect all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed
- Assist the Board with prescreening candidates based on clearly delineated criteria
- Assist the Board (or possible advisory committee on the board's behalf) in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews

Assist with Logistics of Finalist Interviews

- Facilitate visits by the Board to the communities of the finalist(s)
- If in-person visits are not doable, the search firm will propose an alternative affirmation process
- Facilitate community forums and interviews with the finalist

Ensure a Satisfactory Conclusion to the Search

- Assist the Board in contract negotiations with the selected candidates

Section IV: Proposal Requirements

To allow the 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 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, fax, 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.

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. 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.

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 a seven-member elected 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 and in providing a meaningful way to generate and receive public input in the evaluation of final candidates
- 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
- Describe the Information, services and assistance you will require from the 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 District, if possible) that have used your services for a superintendent 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.

Contract Form – If you intend to propose a form of professional services contract between you or your company and the school district, please provide a sample copy of such contract form. If you prefer that the school district generate such contract, please so indicate.

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 for this RFP

The following schedule is proposed for the implementation of this RFP. If, in the experience of the firm, you believe that the schedule listed here is unreasonable or undoable for the scope of the work enclosed, please indicate the reasons why it is not conducive to a thorough and diligent search and suggest an alternative schedule for the board’s consideration.

| Date | Activity |
|-------------------|---|
| December 15, 2020 | Board approves RFP for the search process |
| December 19, 2020 | RFP mailed/e-mailed to prospective search firms known to the district |
| December 20, 2020 | RFP posted on the district’s web site |
| January 14, 2021 | Deadline for submission of questions about the RFP by 5:00pm PST |
| January 19, 2021 | Responses to RFP questions provided by 4:00pm PST |
| January 21, 2021 | Proposals due at 12 noon local time. Screening of proposals and selection of 2-4 firms to be interviewed. |
| January 28, 2021 | Interviews with finalist firms conducted (Special Board Meeting) |
| January 28, 2021 | Board approves selection of search firm |
| January 29, 2021 | Search firm begins the search process |
| May 14, 2021 | Candidate is selected |
| June 1, 2021 | Selected candidate begins working with current Superintendent to ensure an orderly transition |
| July 1, 2021 | Selected candidate becomes Superintendent |

Section VI: Submission Details

All proposals must be received at the District’s administrative offices prior to 12:00 noon PST on Friday, January 21, 2021.

Proposals must be enclosed in a sealed envelope and the package must clearly show the phrase “Request for Proposals – Superintendent Search for Morgan Hill Unified School District” and the name of the candidate firm.

Submissions should be prepared as standard 8-1/2 X 11 letter size and shall not exceed 30 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical and each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submission information.

Proposals must be submitted in print (3 copies) and electronic (PDF) formats. The electronic file can be submitted via email to the address below or via a thumb drive that is delivered with the printed copies of the proposal. The deadline noted above applies both to print and electronic submissions.

Proposals must be sent to:

Kelly Schriefer

Executive Secretary
Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA 95037
schrieferk@mhusd.org

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 in writing to the contact named above prior to 5:00pm PST on Wednesday, January 14, 2021.

Section VII: General Conditions

The 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 Board of Education, in its sole discretion, deems to be in the best interest of the District. The District may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The District 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 in the best interests of the School

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 Morgan Hill Unified 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 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

(Fill this page in and include as the cover of your response.)