



710 17th St. SW, Faribault, MN 55021

Office: 507-333-6000 | Fax: 507-333-6050

REQUEST FOR PROPOSALS

Executive Firm for Leadership Profile and Superintendent Search Faribault Public Schools – ISD 656

Introduction

Faribault Public Schools is beginning its search for a highly-qualified candidate for Superintendent of Schools to start work on July 1, 2022. Faribault Public Schools – ISD 656 (the District) requests proposals from qualified firms or consultants to provide Executive Consultant Services to create a Leadership Profile and/or to conduct a search for the position of Superintendent of the District as soon as available.

Firms interested in undertaking this assignment(s) must forward eight copies of a detailed proposal to be received no later than August 6, 2021 to the following address:

Superintendent Search
Faribault Public Schools - ISD 656
Attention: Nicole Yochum
710 17th Street SW
Faribault, MN 55021

All questions concerning this request must be sent via email prior to 12:00 p.m., July 30 to nyochum@faribault.k12.mn.us, with the subject line "Executive Consultant Services RFP Question."

Scope of Services

The responsibilities of the selected firm(s) will include the following:

1. Develop a comprehensive Leadership Profile and job description, with significant input from the school board, staff and Faribault community, outlining the skills needed to facilitate the implementation of the district Strategic Plan, Mission, Strategies and Core Values
2. Provide advice and assistance to the school board in the overall search, including the interview process



3. Assist the school board in conducting a search that generates a diversified pool of highly qualified candidates
4. Recommend a search process that includes input from all stakeholder groups – teachers, administrators, parents, students, Board of Education and community members
5. Assist the school board in developing an appropriate compensation package
6. Communicate with and manage candidates' expectations, while coordinating and facilitating the interview process
7. Conduct reference and background checks on all interviewees, as required, including extensive reference checks on the three to six finalists
8. As requested, prepare reports and recommendations to the school board, including information on the candidate pool
9. Assist the school board in developing a transition plan
10. Perform other related services in the conduct of the search, as needed

Submission Guidelines

Each proposal must include at least the following information:

1. A proposed fee structure, implementation summary and timeline to complete the Leadership Profile and job description according to number 1 in the "Scope of Services"
2. A proposed fee structure, implementation summary and timeline to complete a comprehensive executive search for the Superintendent of Schools
3. A proposed fee structure, implementation summary and timeline to complete both numbers 1 and 2 from this section
4. A summary of the firm's experience in developing a leadership profile
5. A summary of the firm's experience in conducting executive searches for Superintendent of Schools
6. A list of recent assignments in education and/or related fields, including the names of client institutions and the titles of positions for which pertinent executive consultations were conducted
7. The names, addresses, and telephone numbers of at least three individuals who may be contacted to comment on the firm's performance in recent projects



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8. Evidence of commitment to, and successful experience in, recruiting outstanding candidates from culturally diverse backgrounds
9. The name of each staff member who will be assigned to this search, a brief summary of his/her relevant credentials and experience, and an indication of the proposed time commitment to this project (Please identify the lead staff person who will be assigned to this contract for the duration of the search process and provide contact information)
10. Services your firm utilizes to assist school districts in identifying qualified candidates
11. Description of the unique expertise provided by your firm's staff
12. Description of how the school board, administration, teachers, and interested community members will have meaningful input into the selection process
13. A statement regarding the three most important reasons your firm should be selected for this search

Process/Timeline

Based on its review of proposals received by Aug. 6, 2021, the school board will invite up to four selected firms to meet at a date to be determined.

Schedule – Key Dates

1. Request Distributed – July 22, 2021
2. Vendor Questions Due by 12 PM – July 30, 2021
4. Responses Due by 4 PM – August 6, 2021
5. Preview by Board – At a date to be determined
6. Finalist selected – At a date to be determined

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any vendor. The school board reserves the right to reject any or all responses.

The school board may negotiate the terms of the contract with the selected vendor prior to entering into a contract.



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The school board reserves the right to revise any part of this request. If the school board cancels or revises this request, all respondents will be notified by addenda. The school board also reserves the right to extend the date responses are due.

The school board will not provide compensation to responders for any expenses incurred by responders for response preparation or for any demonstration that may be made. Contractors submit responses at their own risk and expense.

The school board will review all proposals and will invite selected respondents to participate in an interview process. Participants will present and discuss their proposal, and respond to questions. The primary contact listed in the RFP response will be contacted in regard to the status of their proposal, including the interview. Interviews are currently scheduled to occur at a date to be determined at the Faribault Public Schools' District Office during a school board committee meeting, subject to change based on board member availability.

The school board will select the proposal that it deems will best serve the interest of the Faribault Public School District, taking into account a range of technical, managerial and cost-related criteria, including the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. Price being but one factor that will be considered. The Board reserves the right to reject any and all submitted proposals.

The consultant's contract agreement will be subject to final approval from the District's counsel and by majority vote of the school board.

General Information about the District

District 656 comprises the communities of Faribault, Warsaw, Cannon City, Shieldsville, Nerstand and the surrounding townships.

Faribault Public Schools features strong academic programs with wide-ranging extracurricular opportunities at all levels, from early-childhood to adult education. Three neighborhood elementary schools provide a solid academic base for the student-centered middle school, high school and area learning center settings. Faribault's



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early-childhood center and adult education center provide robust programming through their wide-ranging community education offerings.

Faribault Public Schools serves a multicultural population of approximately 3,400 students who speak more than 28 languages. As stated in its mission, the district is committed to providing a high-quality and equitable education that nurtures, inspires, challenges, and empowers all students to engage and grow as learners and citizens. A wide variety of programs support this mission, including special education programming, English Language Learner programs, ninth-grade academy, career pathways, gifted and talented, and service learning. These programs are led and supported by a highly-professional and dedicated staff of approximately 900 employees.

Faribault is a historic, diverse community of about 23,000 citizens located 30 miles south of the Twin Cities metropolitan area along Interstate 35. It is the county seat of Rice County. Located at the confluence of the Cannon and Straight Rivers, Faribault features an abundance of spaces for outdoor recreational activities, including a nature preserve and two nearby state parks. Faribault's economy is bolstered by major employers like Daikin Applied, Faribault Foods, Jennie-O, Met-Con, SAGE Electrochromics, and the Minnesota Correctional Facility –Faribault.

In addition to Faribault Public Schools, Faribault features a variety of educational institutions including South Central College, Minnesota State Academies, Shattuck St. Mary's, and other private schools.

Additional information about the District is available online at www.faribault.k12.mn.us.

District Strategic Plan

Mission Statement: *"Faribault Public Schools provides a high-quality and equitable education that nurtures, inspires, challenges and empowers all students to engage and grow as learners and citizens."*

The Faribault Public Schools Strategic Plan is a guiding document created by staff and community stakeholders to help the school district successfully serve the needs of our community. The Strategic Plan is reviewed and refined regularly to reflect on progress made and address changing needs.



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Strategies

- Student-Centered Learning: We will address individual student learning in innovative and challenging ways.
- Equity: We will commit to a high-quality education for every student.
- Mental Health and Safety: We will ensure our schools focus on the social and emotional well-being and safety of students and staff.
- School Climate: We will foster unity, respect, and connectedness within our schools.
- Family and Community Engagement: We will engage families and the community to help our students grow as learners and citizens.

Core Values

- Integrity: We align our actions and words with our mission.
- Respect: We value ourselves and each other across all differences.
- Excellence: We commit to continuous learning and improvement.
- Adaptability: We engage in flexible, continuous, and purposeful change based on data.
- Responsibility: We use our human, financial, and physical resources in support of our mission.
- Engagement: We act with values-driven purpose to achieve our mission.
- Collaboration: We leverage resources and talents among all stakeholders as a way to advance our mission.