



Mt. Lebanon School District

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Request for Proposal (RFP): Superintendent Search Consultant

Objective

The Mt. Lebanon School District, in Pennsylvania, is soliciting proposals from qualified firms to provide executive-level consulting services for a national search in order to assist in the hiring of a new superintendent to replace our retiring superintendent, Dr. Timothy J. Steinhauer, who intends to retire on June 30, 2023.

District Description

Mt. Lebanon School District is a nationally recognized and award-winning school district consistently ranked as one of the top districts in the region and state. The District is comprised of seven neighborhood elementary schools (grades K-5), two middle schools (grades 6-8), and one high school (grades 9-12). The combination of a highly trained staff with educated and committed families results in approximately 5,400 students who achieve local, state, and national honors in academic, athletic, and arts arenas. The District operates an annual budget of approximately \$110 million.

The community of Mt. Lebanon is coterminous with the school district. It is a Pittsburgh suburb with a national reputation for excellence. Located six miles from downtown Pittsburgh, it is easily accessible to all the city has to offer. This six-square-mile predominantly residential community is home to 32,000 residents who are highly educated and have a strong commitment to public education.

Proposal Submission Requirements

If your firm is interested in assisting our Board of School Directors in finding and hiring a superintendent, please send the following information to me as soon as possible. **The closing date for submissions is October 28, 2022.** I ask that you provide your responses and any other material you wish to send so that I may distribute them immediately to the entire Board.

Please forward the following information:

1. A letter of interest which includes the history and size of your firm, and the number of principals and associates. Also, please identify the individual(s) who would be responsible for this engagement and provide as much background information on this person as appropriate.
2. Description and number of superintendent searches that your firm has performed over the last 10 years, including the number of those which were in the Pittsburgh region, and any comparator Districts.
3. Three references from school districts that have engaged your firm over the recent years, including contact information to reach those references.

4. Identification of the process that your firm utilizes to search for a superintendent, including the groups and individuals that your firm would typically meet and a time line for accomplishing the tasks.
5. Estimate of the cost of your services if your firm is engaged.

I would appreciate any and all information that you believe would be of assistance in engaging your firm for our superintendent search.

Please forward all information to me at the address shown above on, or before, **October 28, 2022**.

Thank you in advance for your interest and information.

Sincerely,

A handwritten signature in black ink that reads "Kristen D. James". The signature is written in a cursive, flowing style.

Kristen D. James
Director of Communications, Mt. Lebanon School District

cc: Board of School Directors