



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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## ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

### BOARD OF TRUSTEES

**Request for Proposals and Qualifications (RFPQ) for  
Executive Search Firm**

**Superintendent of Schools Search**

**Date of RFPQ Issuance: April 5, 2024**

**Response and Proposal Deadline Date: 5:00 p.m. (California time), \_\_\_\_\_, 2024**

**Alum Rock Union Elementary School District  
Request for Proposals and Qualifications**

**Executive Search Firm for Superintendent of Schools Search**

The Alum Rock Union Elementary School District (the “District”) invites the submission of proposals and statement of qualifications from qualified consulting firms to provide Executive Search Consultant Services for the position of the District’s Superintendent of Schools. The District’s Board of Trustees (the “Board”) intends to engage the selected firm for the period of time necessary to select the best qualified candidate. The Board intends to conduct a thorough search and anticipates selecting the Superintendent with the intention that the selected Superintendent candidate beginning employment, under contract, by August 2024.

Consultants selected for interviews will be invited to present their proposal to the Board. The Board may elect to conduct interviews with selected Consultants on \_\_\_\_\_, 2024, at 6:00 p.m. (or such other date as may be determined by the Board) during an open and public Board meeting. The Consultant’s cost for preparation of the proposal and any interview expenses will be borne by the Consultant. The Board intends to select a Consultant on or about May \_\_, 2024. The Board expects that upon selection, the Consultant will commence work and services immediately.

**About the Alum Rock Union Elementary School District**

Alum Rock Union Elementary School District (ARUSD) is located in the eastern region of San Jose, California, and is made up of various neighborhood groups that make up the Alum Rock community, such as the Mayfair neighborhood, famed for its historical association with California civil right activist Cesar Chavez, and King & Story area, one of San Jose’s most notable and historical Mexican/American neighborhoods.

East San Jose is one of the city’s most diverse regions and home to landmarks such as Emma Prusch Farm Park, Lake Cunningham Park, the Mexican Heritage Plaza, and Alum Rock Park, the oldest municipal park in California.

Alum Rock Union Elementary School District serves students in grades TK-8<sup>th</sup> and was established in 1930. The District currently serves approximately 7,500 students with a variety of student programs such as the Visual and Performing Arts program, STEAM- program (Science, Technology, Engineering, Arts, and Mathematics), Technology Labs at four (4) middle schools, and Dual Language programs at three (3) schools.

The District’s mission is to provide its students with high-quality twenty-first-century learning that builds upon our culturally diverse community to prepare our students to be lifelong learners and compete for the careers of the future.

The District is governed by an elected 5-member Board of Trustees.

## Scope of Services

The Consultant selected will provide the following basic scope of services to the Board:

- A. Conduct all aspects of the Superintendent search and recruitment process, including handling the logistics within a reasonable timetable as directed and set by the Board;
- B. Meet with the Board and individual Board Members to review the position requirements and assess Board priorities, goals, and objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a Superintendent;
- C. Develop and maintain the District community's trust in the recruitment and selection process;
- D. Facilitate the process for Board Members, District staff, and various District stakeholder input and community engagement;
- E. Work with staff and the Board to develop a plan and timeline for the search;
- F. Assist the Board in advertising and conducting a search that generates a diversified pool of highly qualified candidates, including women and people of color, through a comprehensive state and national outreach;
- G. Prepare and distribute materials as necessary to advertise the Superintendent position;
- H. Coordinate and facilitate the interview process, with Consultant in attendance (if desired by the Board);
- I. Maintain communication with candidates, respond to candidate inquiries and requests for information, as appropriate, and assist the District in reviewing and preparing such responses;
- J. Meet with the Board as needed to ensure a high quality, diligent and fair search process;
- K. Assist the Board in narrowing a list of finalists by screening, evaluating, and ranking qualified applicants. Provide a report on each applicant using criteria established by the Board;
- L. Conduct reference and background checks on all interviewees, as required, including extensive reference checks on all finalists;
- M. Assist the Board in developing an appropriate compensation package for the Superintendent that facilitates a successful recruitment effort;
- N. Maintain strict confidentiality throughout the search process, including confidentiality of applicants as directed by the Board; and
- O. Perform other Superintendent search related assistance the Board may require.

## Proposal Content

1. The Proposal must include a description and profile of the Consultant, including a statement of qualifications, a description of the type of services the Consultant provides and any other information or materials the Consultant believes would be helpful to the Board in making its decision. Consultant must demonstrate its experience and capacity to manage and coordinate the types of activities to be conducted and to provide the search services in a timely and satisfactory manner.

2. A detailed summary of services the Consultant proposes to provide the District, including but not limited to: (a) search process planning, preparation, community and stakeholder engagement, timelines, and

implementation; (b) candidate recruitment; (c) candidate applications, screening, references, evaluations, and interviews; (d) candidate appointment; and (e) search closing process.

3. A proposed plan and timeline for the search; in preparing a proposed plan and timeline consultants should be mindful that the Board intends that the successful candidate for the Superintendent position will commence her/his employment with the District by August 2024.

4. Samples of related materials. (Advertising, brochures, survey forms, reports, etc.).

5. A summary of strategies to identify and engage parents and other community stakeholders.

6. A detailed summary of similar services that Consultant has provided to other school districts locally, statewide, and nationally (as applicable). Summary to include details such as time duration, number of candidates, and strategies.

7. Describe any contacts or relationships Consultant has, is seeking, or has had with any other school district in Santa Clara County. Also, describe any current or previous relationships with any District Board member or employee.

8. Identify the Consultant's key staff and subconsultants (if any) who will assist the District in the search process, including a statement of the professional qualifications of Consultant's principals, employees, and subconsultants, if any, who will render the services to the District.

9. A detailed description and breakdown of any and all fees (and hourly rates, if applicable) and estimated expenses to be charged the District, including a listing and breakdown of fees and expenses for any optional services.

10. A description of the guarantee provided by the Consultant for completion of a successful search.

11. A detailed description of Consultant's insurance coverage including a current certificate of insurance detailing insurance carriers, types of coverage and coverage limits.

12. A sample consultant agreement for the Board to consider.

13. A list of references, which must include the name, address, telephone number, email address, and contact person for Consultant's five most recently completed Superintendent searches for Districts of similar or larger size.

14. Detailed information regarding any unsuccessful searches during the last five years.

15. Identify whether the Consultant or any of its Principals has been terminated by any district, had any claims asserted against it, or been subject to litigation during the last five years. If so, describe in detail.

## **Qualifications**

The selected firm must have demonstrable experience in conducting a successful search (selection of a candidate and acceptance of a position, as facilitated by your firm) for a Superintendent of Schools. If a firm does not have such experience or does not submit information in the proposal regarding this qualification, the proposal may be deemed non-responsive and may be eliminated from further consideration.

The consulting firm shall comply with the District's Board policies regarding non-discrimination, including but not limited to Board Policy 4030, in its hiring and employment and business practices.

## Submittal Instructions and Guidelines

The Statement of Qualifications and Proposal must be returned in a sealed and properly identified envelope or package and must be actually received by the District, and time stamped no later than 5:00 p.m. (California time) on \_\_\_\_\_, 2024, at:

Alum Rock Union Elementary School District -  
Office of the Interim Superintendent  
Attn: Corina Herrera-Loera, Board President  
2930 Gay Ave  
San Jose, CA 95127

The Consultant's Statement of Qualifications and Proposal may include an introductory letter and must address each of the 15 items in the "Proposal Content" section above. The proposal must include a section index (table of contents) with tabs identifying each section. The consultant's submittal must include one (1) original signed paper hard copy proposal, eight (8) paper copies of the proposal, and one (1) digital version on a flash drive which must be delivered by regular U.S. mail, courier or hand delivered, and shall be bound or in binders. All proposals submitted must be in sealed envelopes bearing on the outside of the envelope/package the name and address of the proposing consulting firm and must include in at least 20-point bold font the following statement: **"FOR IMMEDIATE ATTENTION: PROPOSAL AND QUALIFICATIONS FOR EXECUTIVE SEARCH FIRM - SUPERINTENDENT OF SCHOOLS SEARCH"**. It is the sole responsibility of each consulting firm to see that the proposal is received by the District in proper time and at the appointed location above. **Proposals delivered via electronic mail or facsimile will not be accepted.** Proposals received after the date and time indicated above will be rejected and will not be considered. Proposals must contain all required information to be considered responsive.

The signature of all persons signing shall be in longhand and executed by the person duly authorized to make contracts on behalf of the proposer. The firm's legal name shall be fully stated. **All fees and pricing stated in the proposal shall remain valid for 90 days.**

## Requests for Additional Information

Should a Consultant require additional information with regard to the services requested in this RFPQ, the Consultant should contact Corina Herrera-Loera, Board President, Alum Rock Union Elementary School District. All requests for additional information must be submitted in writing via electronic mail to Ms. Herrera-Loera no later than \_\_\_\_\_, 2024, at 5:00 p.m. (California time) to the following e-mail address:

[corina.herrera-loera@arUSD.org](mailto:corina.herrera-loera@arUSD.org)

## Evaluation of Proposals

Each proposal shall be submitted with the understanding that it will be evaluated by the Board to determine which proposal and consultant best serves the needs and interests of the District, and the Board will select a

consultant upon that evaluation. The Board reserves the right to reject any or all proposals, the right to reject all proposals and reissue this RFPQ, and the right to waive any informality in any proposal or the proposal process. This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any proposer or to negotiate a contract for services. The Board presently intends that the consultant selection process will adhere to the following timeline:

<b>TIMELINE FOR SELECTION OF CONSULTANT</b>	
<b>ITEM</b>	<b>DATE</b>
RFPQ Issuance	April __, 2024
Last day to submit requests for additional information	April __, 2024
RFPQ Responses and Proposals Due to District	_____, 2024, no later than 5:00 p.m. (California time)
Board Interview of Proposer(s) (if necessary)	_____, 2024
Consultant Contract Award	_____, 2024
Notice of Award and Consultant Contract Start Date	_____, 2024

**Additional Information**

The Alum Rock Union Elementary School District prohibits discrimination in employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Alum Rock Union Elementary School District observes federal, state, and local laws as well as regulations in regard to equity and equal opportunity.

The District may negotiate the terms of the contract with the selected firm prior to entering into a contract.

The District reserves the right to revise this RFPQ. If the District cancels or revises this RFPQ then all respondents will be notified by addenda. The District also reserves the right to extend the date proposals are due.

Proposals and any other information submitted in response to this document shall become the property of the District. Notwithstanding any indication by responder of confidential contents, and with the exception of bona

in the absence of confidential information, contents of proposals are public documents subject to disclosure under the California Public Records Act after award.

The District will not provide compensation for any expenses incurred for any proposal preparation or for any demonstration that may be made by any firm. Firms submit proposals at their own risk and expense.

Except for Requests for Additional Information as provided above, proposers shall not contact District staff or members of the Board of Trustees about this document, any proposal or any contemplated proposal. Any proposers who violate this requirement will be disqualified from further consideration.

Dated: April \_\_, 2024