

PIPER USD 203

3130 N. 122nd St. | Kansas City, KS 66109

p. 913.721.2088 | f. 913.721.3573 | www.piperschools.com



REQUEST FOR PROPOSALS

SUPERINTENDENT SEARCH CONSULTANT

Deadline for Receipt of Proposals: January 23, 2026 at 3:00 PM

Invitation

The purpose of this Request for Proposal ("RFP") is to invite proposals for the selection of a search firm or organization (collectively "search firm") to provide professional services to assist the Board of Education in the search process for a new Superintendent.

The Board of Education seeks proposals from experienced and qualified firms specializing in searches for senior administrators of educational organizations. The Board of Education will work collaboratively with the selected firm to design a comprehensive Superintendent search process and establish a clear timeline for all search activities. Duties and activities will include, but are not limited to, the development of a position description and desired qualifications, advisory services to the Board throughout the search, stakeholder engagement and communication support, recruitment and outreach to a diverse pool of qualified candidates, identification and assessment of applicants, reference and background verification, and assistance with logistics for finalist interviews and community engagement. The function of the search firm is to collaborate closely with the Board, provide professional guidance and recommendations regarding search procedures, and ensure a fair, confidential, and inclusive process. The search firm will act under the direction of the Board of Education.

Key Dates

The anticipated schedule (subject to revision) is as follows:

January 13, 2026	Request for Proposals Issued <ul style="list-style-type: none">RFP to be e-mailed to search firms and organizations known to provide such services in the area. [See attached list]RFP will simultaneously be published on the District's website for viewing and response by any search firm.
January 23, 2026	Deadline for receipt of proposals from search firms: 3 p.m. Central Time at Piper District Office 3130 N. 122nd Street, Kansas City Kansas 66109.
January 26- January 28	BOE Superintendent Search Committee reviews proposals and selects firms to recommend as finalists to present to the Board.

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January 28, 2026	Selected firms are notified of their time slot for the February 2 special Board meeting. Firms not advancing to the interview stage are notified of their status.
February 2, 2026	Special Board meeting - Presentations by search firm finalists and interview with the Board. Selection and vote made by BOE at conclusion of meeting.
February 9, 2026	The selected firm attends BOE workshop at the conclusion of the regular meeting to begin search plans with the BOE.

Further timelines to be developed in consultation with the search firm.

INFORMATION ABOUT PIPER USD 203

District Vision

Piper Unified School District 203 is building the future one child at a time.

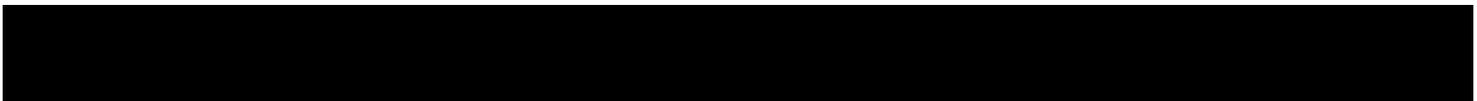
District Mission

The Mission of Piper Unified School District 203 is to provide each student with quality instruction, learning opportunities, and a safe educational environment which inspires academic success, personal excellence, and responsible citizenship.

Piper Unified School District, is an award-winning district located in the heart of Wyandotte County Kansas. We educate students in pre-kindergarten through 12th grade with enrollment of 2,848 students K-12 for the 2025-2026 school year. There is one high school (grades 9-12), one middle school (grades 6-8), one K-2 elementary school and one 3-5 elementary school. For the 2026-2027 school year, we will transition to two K-5 elementary schools.

Piper is a fast growing, high achieving school district located in the metro area of Kansas City with a rich history of supporting public education. The district opened its doors in 1919 serving the rural community of Piper in Wyandotte County, Kansas. Residents living in this area have consistently supported public education, most recently passing a \$64 million dollar bond issue to build a new high school and renovate existing buildings.

Piper students continue to receive a high quality education due to a strong teaching staff, excellent school leadership, and a Board of Education focused on providing high quality educational opportunities for all students.



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Piper has experienced steady enrollment growth, increasing from 2,051 students in the 2014–2015 school year to 2,848 students in 2025–2026, with projections indicating continued growth of approximately 150 students to a total enrollment of 3,000 by 2030.

Excellence and Innovation

Piper USD 203 is the second fastest-growing suburban public school district per capita, located in western Wyandotte County in Kansas City, Kansas. The district serves approximately 3,000 students across five campuses: an early childhood center, two elementary schools, a middle school, and a comprehensive high school. With a 32-square-mile footprint, Piper is uniquely positioned between a close-knit residential community and one of the fastest-developing commercial corridors in the Midwest, including the Kansas Speedway and Village West.

Demographically, Piper reflects increasing diversity, with nearly half of its student population identifying as students of color and a rising number of multilingual learners and students from economically disadvantaged backgrounds. Despite rapid enrollment growth, Piper maintains a culture of high expectations, personalized support, and strong community engagement. Academic performance consistently ranks in the top tier of Kansas districts, with graduation rates and postsecondary readiness outcomes exceeding state averages.

What distinguishes Piper is not only academic excellence but its innovation. The district has implemented a nationally recognized Wall-to-Wall Career Academy model at the high school level, providing all students with access to career-connected learning pathways, industry credentials, and college credit. Our Real World Learning Academy focus is embedded in our infrastructure beginning in early childhood and running through graduation. Strategic partnerships with regional economic and workforce development entities ensure Piper students are prepared to lead in a rapidly evolving economy.

Piper USD 203 exemplifies the power of systems-level leadership, community-rooted trust, and visionary programming to drive student opportunity and organizational excellence in the modern era of public education.

A District of Community

Community is the heart of District 203. Many of our parents are graduates of Piper Unified School District and return specifically to the school district so that their children can experience a similar educational experience in the Piper School District. An experience only found in a community that feels like family and where teachers and principals know their learners and understand their needs in ways not seen in other school districts. In recent years, many of our new students and their parents were drawn to the

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district by its reputation for excellence and innovation as well as by its small-town, close-knit feel. The District has highly active parent organizations at all schools, who benefit from the support and involvement of the Piper Educational Foundation and Piper Alumni Association.

The District is governed by a seven-member Board of Education. The members are elected for four-year terms.

PURPOSE OF THIS REQUEST FOR PROPOSALS

Under the direction of the Board of Education, assistance from a search firm is anticipated to include without limitation:

A. Scope of Services

- Provide an outline of recommendations for the search process and work with the Superintendent Search Committee and the Board to implement a search process;
- Meet with board members to clarify and determine views regarding desirable qualifications, experience, and characteristics of candidates;
- Identify qualified candidates;
- Conduct all aspects of advertising, solicitation of candidate applications, and screening of candidates;
- Facilitate input from and conversations with staff, students, parents, the community and stakeholders throughout the search process;
- Assist Superintendent Search Committee and Board as requested with assessment of pool of initial responses received from interested candidates; and
- Assist Board of Education as requested in further review and identification of highest qualified candidates and facilitate requests for information from candidates and references.

B. Specific Activities

- Engage the community, staff, students and other stakeholders to develop a profile of the desired qualities of the next Superintendent;
- Develop a plan and timeline for recruitment, selection, and communications;
- Identify potential qualified candidates, share with those candidates Piper's unique characteristics and the Board of Education's leadership profile, criteria for the new superintendent, and encourage qualified internal and external candidates to apply;
- Prepare and distribute physical and online written materials necessary to advertise in Kansas and neighboring states and nationally through a variety of means; and

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- Screen applicants and conduct a thorough validation of qualifications and background, including information reflective of the candidate's professional and personal reputation.

REQUIRED CONTENTS OF PROPOSALS

The proposal shall contain, at a minimum, the following information under the following sections organized in the order given below. Firms may use a format of their choosing within the sections. Any proposal not containing the required information may be eliminated from further consideration. Proposals should be submitted in three-ring binders to allow easy removal of pages for photocopying.

A. Firm Profile

- A description of search firm history and firm philosophy;
- Qualifications and experience relevant to this scope of work;
- What key attributes or differentiators make your firm the most qualified to conduct this search? What sets your search firm apart from others?
- Address each of the items listed in the Scope of Services. Describe the methodology used by the firm for this search process and the role of the search firm at each step in the process. Describe detailed activities that are to occur, a timeline, significant milestones, and anticipated deliverables;
- How the search firm will approach this work to meet the expectations of Piper Unified School District its vision, mission and core beliefs of the District;
- Timeline of search (with readiness to incorporate the District's timeline);
- Identify key personnel to be assigned to this search, including resumes;
- State whether your firm maintains a database or pool of candidates who have indicated they seek new positions; if so, describe what your firm does to find potential candidates who are not in your database or pool, and state how many placements you have made of candidates in the past 5 years who are not in your database or pool;
- Provide a list of Superintendent Searches conducted within the last five (5) years, including the name of the District, the name and previous position of the candidate selected through the search, and if the candidate is presently serving in the same position. If the candidate selected is no longer serving in the same position, state the length of time he or she remained in that position;
- If your firm maintains a database or pool of candidates who have indicated they seek new positions, state how many of the candidates listed in response to No. 8 above came from that database vs. how many were identified through other means outside that pool.
- Describe your process for background checks and screening of applicants;

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- Provide a list of references and contact information and at least three letters of reference from board member clients from three different school districts for whom you have provided services in the last five (5) years and agree that the Piper BOE may contact your references to discuss your past performance. Do not include superintendents who have been placed through your firm's services;
- State whether any school district has in the past five (5) years, terminated your services for cause. If so, please state the name of the school district that terminated your services and the reason for such termination;
- State whether any school district has in the past five (5) years, terminated your services without cause. If so, please state the name of the school district that terminated your services;
- Are there any current legal claims, whether yet filed in court or not, pending against your firm? Have there been any legal claims filed by a school district against your firm in the past 10 years? Has full or partial payment has been withheld by a school district within the last 10 years. If yes to any of these, provide a description of events;
- Is your firm, owners, and/or any personnel employed by or associated with your firm involved in any pending complaint or litigation regarding professional misconduct, bad faith, discrimination, or sexual or other unlawful harassment? If yes, provide details.

B. Proposed Search Plan

Provide the methodology you use to initiate and carry out a search. The narrative should address search activities, including:

- How you propose to communicate and work with a seven-member elected Board of Education;
- 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 desirable qualities of candidates;
- Examples of your community engagement materials, and a description of the "deliverables" for community engagement that the Board could choose to utilize;
- How you will collect information from stakeholders to develop the initial position qualification and evaluation criteria;
- What you see as the major challenges to a successful superintendent search and how you would address them;

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- What information, services and assistance you will require from the Board of Education and district staff to enable you to conduct the search; and
- Provide a proposed timeline for the search process from start to finish.

C. Fee Structure

Describe and itemize the anticipated fee structure of this search

- Detail the firm's fee structure proposed for this work. Include the manner that fees would be calculated and expense reimbursements that would be charged to the District.
- Describe the manner in which additional services requested by the District would be charged.
- Provide an estimate, based upon the firm's proposed fee structure, for the total cost to the District. This amount is an estimate only and will not be considered a bid or guarantee of the amount to be paid by the District. The amount to be charged will be subject to completed negotiations between the District and the successful firm and a signed contract.
- Describe the terms of any guarantee that you provide concerning selection, placement, and minimum period of retention of a Superintendent, including circumstances under which an additional search was conducted at no additional charge.

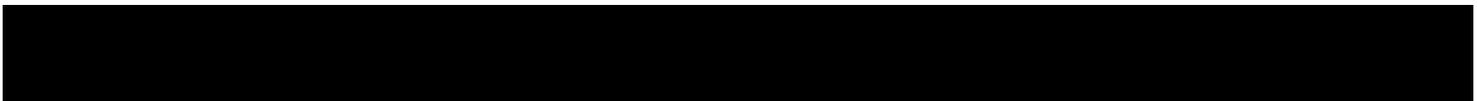
PROPOSAL SUBMISSION FORMAT AND INSTRUCTIONS

One original written proposal with 10 copies and one electronic version (downloaded on flash drive) must be delivered via mail delivery or hand delivery in a sealed and marked ("Response to RFP for Search Firm Services") to:

Superintendent Search Committee
Piper Unified School District 203
3130 N. 122nd Street
Kansas City, Kansas 66109

Any proposal may be withdrawn and may be re-submitted prior to the deadline for receipt of proposals. A proposal may not be modified, withdrawn or cancelled by any firm for ninety (90) days following the opening of proposals.

The deadline for receipt is **3:00 PM Friday, January 23, 2026**. Proposals received after that time will not be opened and will be returned to the submitter.



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Neither the issuance of this Request for Proposals, nor the receipt and evaluation of any proposal, commits the Board to enter into any contract.

Public Record

After the closing date/time submissions in response to this RFP shall be public records, and shall not be considered proprietary and confidential. Your submission is not private after the deadline for bidding has passed and proposals have been opened.

OPENING OF PROPOSALS

All proposals will be opened immediately following the close of the time for submission of proposals. Proposals will be opened in public at the Piper District Offices, 3130 N. 122nd Street Kansas City Kansas 66109. No further action or review will be taken at that time.

REVIEW BY SEARCH COMMITTEE AND RECOMMENDATION OF FINALISTS TO BOARD

The Superintendent Search Committee will evaluate each applicant's qualifications, experience, resources, and references based on the proposals submitted and any other information that the committee may independently develop. The committee will develop a "short list" of firms to recommend as finalists to the Board of Education.

Evaluation Criteria

The Superintendent Search Committee will consider the following criteria, plus such other criteria as it deems relevant, to make its recommendation of finalists to the full Board.

- Relevant qualifications of the firm's personnel based on education and experience.
- Compliance with the requirements of this RFP and quality of responses.
- Experience and reputation of the firm and personnel in the performance of similar consulting services.
- The track-record of the firm in successful placement of candidates vs. unsuccessful placement (including Superintendents placed but not ultimately assuming duties, or leaving duties within two years of placement)
- The success of the firm in placing candidates with whom it has no agency representation and who are not within a firm placement database/pool.
- Availability of firm resources to meet the schedule and project requirements.
- Information supplied by references as well as information learned from persons not listed as references.

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- Fee structure and cost estimates for services and expenses, taking into consideration that pricing is not necessarily reflective of the overall value to the District nor will the proposal containing the lowest price necessarily serve the best interests of the District to select a qualified and responsible search firm.

PRESENTATIONS BY SEARCH FIRM FINALISTS TO THE BOARD AND SELECTION

Finalists approved by the Board will be invited to make a presentation to the Board. The Board will have the opportunity to ask questions of the presenters.

Any presentation materials that will be distributed or shown at the presentation must be submitted in advance to the Office of the Superintendent not later than 12:00 p.m. on the day of the presentation. Materials include any handouts for the Board of Education and PowerPoint files to be presented. Finalists must provide ten (10) copies for the Board of Education.

At a public board meeting thereafter, the selection of a search firm will be placed on the agenda and a vote will be taken by the Board to select the search firm that the Board determines is best suited to meet the needs of the District based on information provided at the interviews as well as the evaluation criteria listed in Part VI above.

CONTACT INFORMATION

Address questions relating to this RFP to Dr. Jessica Dain, Superintendent, Piper Unified School District 203, by e-mail to jessica.dain@piperschools.us

In order to maintain the highest ethical standards, after the issuance date of this RFP and prior to the deadline for submission of proposals, search firm representatives are not permitted to contact individual board members or any District staff member (other than identified above) to discuss questions about this RFP or to seek to gain additional information. Failure to adhere to this requirement may result in disqualification from further consideration of the search firm.

GENERAL REQUIREMENTS

The following terms and conditions will be part of any contract between the District and the selected search firm ultimately selected by the Board. By submitting a Proposal, search firm agrees that the contract between the parties shall contain, but not be limited to, these general provisions:



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A. Professionalism

Search firm shall provide qualified staff to the satisfaction of the Board of Education who shall perform their duties in a highly professional and timely manner in accordance with the requirements of the agreed-upon services schedule and with all applicable state laws and regulations.

B. Invoicing

Invoices will itemize charges and will provide reasonable details of the services that were performed. No separate charges shall be made to the District for routine expenses such as travel in the metropolitan area, cellular phone charges, photocopying charges, computer usage, equipment rental or postage.

C. Termination

The Board shall have the right to terminate the contract, without penalty, with search firm at any time and without cause. In that event, search firm will be paid only for services rendered, and out of pocket expenses incurred, to the date of termination. In such an event, a detailed (time and money) itemized final statement of work performed by the search firm up through the date of termination by the Board shall be provided by the search firm.

D. Indemnification

Search firm shall hold the District, its Board of Education, and its individual employees harmless, and shall fully indemnify and defend said persons and entity, from all losses, damages, claims for damages and/or judgments for personal injuries, including death, to any person, costs or expenses in law or equity arising out of or in any way resulting from or arising out of the provision of its services.

E. Civil Rights

Search firm agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the grounds of race, color of national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance from the department; and hereby gives assurance that all measures necessary to immediately effectuate this agreement will be taken. Search firm further agrees to comply with all

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applicable requirements of state and local laws, ordinances and regulations regarding non-discrimination in employment.

F. Insurance Requirements

At all times during the term of any agreement with the District, search firm shall purchase and maintain workers' compensation insurance for all of its employees as required by law, and shall be required to maintain employer's liability insurance, commercial general liability insurance, professional liability insurance, and automobile liability insurance as generally maintained by other search firms in the Kansas City, Kansas geographic area.

G. Force Majeure

The parties shall be excused from performance hereunder during the time and to the extent that they are prevented from performing in the customary manner if 1) nonperformance is due to extraordinary weather (not including any weather condition which is not severe enough to warrant the closing of District schools), fire, strike, loss of transportation facilities, lockout, unavailability or commandeering of materials, products, plants or facilities by the Government or rationing or limitation of use of materials or products; and 2) nonperformance is not due, in whole or in part, to the fault or neglect of the party not performing.

H. Savings Clause

Search firm and District shall agree that in the event any provisions specified in the contract are finally held or determined to be illegal or void as being in contravention of any applicable law, the remainder of the contract shall remain in full force and effect.

I. Exclusion Of Persons With Certain Criminal Records And Criminal Background Check

Search firm will be required to agree that it shall not assign any person to perform services to the District who has a criminal record of a serious nature, including but not limited to any of the following, regardless of the length of time since conviction: (a) any felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or any protected person; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness. Contractor shall be required to obtain any authorization or consent necessary from its employees to obtain background check information

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to assure compliance with this requirement and shall actively continue to adhere to this requirement throughout the contract period.

J. Assignment

The services contemplated by the District are deemed to be in the nature of personal services and the contract shall not be assigned in whole or in part by the search firm without the prior written consent of the District.

K. New Employee Work Eligibility Status

Search firm is required to assure that it shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Kansas. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

REVIEW OF PROPOSALS

Neither the issuance of this Request for Proposals, nor the receipt and evaluation of any proposal, commits the Board to enter into any contract. The Board reserves the right to reject all proposals received in response to this RFP.

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REQUIRED STATEMENT BY SUBMITTER

Please include a signed copy of this statement with your RFP response:

[Search Firm] has read and understands the conditions set forth in this RFP and agrees to them without exception.

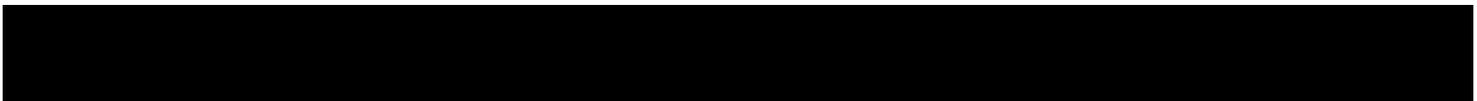
[Search Firm] understands that nothing in this RFP shall obligate the Board of Education to ultimately select any of the search firms submitting proposals nor to enter into any contract with any person or firm.

[Search Firm] agrees that if it is selected to provide professional services, the contract between the parties shall contain, but not be limited to, the provisions and requirements contained in this RFP.

Name _____

Company _____

Date _____



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SUPERINTENDENT SEARCH FIRMS

Ray & Associates

615 First Ave NE
Minneapolis, MN 55413

Hazard, Young & Attea

909 W Euclid Ave #926
Arlington Heights, IL 60006

Kansas Association of School Boards

6342 SW 21st St
Topeka, KS 66615

McPherson & Jacobson

11725 Arbor St, Suite 220
Omaha, NE 68144

School Exec Connect

805 W. Lake St #301
Oak Park, IL 60301