



**COLUMBUS
CITY SCHOOLS**

Request for Services

Executive Search for Superintendent of Schools

January 17, 2023

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

The Columbus City Schools (CCS) Board of Education seeks proposals from experienced executive search firms or individuals to provide consulting services to continue our national search for the next Superintendent of Columbus City Schools.

The former superintendent retired in December 2022. The Board now desires to retain the services of an executive search firm or individual with experience in the recruitment of superintendents and/or business professionals who are otherwise qualified for large urban school districts.

The Board of Education expects to competitively select a vendor in February 2023.

The services sought will include, but will not be limited to:

- ◆ In cooperation with the outside legal counsel and the Board, develop a timeline that focuses on a desired start date for the new superintendent.
- ◆ Work with outside legal counsel to pre-screen candidates for qualifications and background information. Validate all qualifications and credentials of the finalists and provide a comprehensive review for the Board.
- ◆ In cooperation with the Board and outside legal counsel, develop and implement a candidate marketing and recruitment plan (which includes the printing and distribution of materials), conduct a national search for a Superintendent, and assist in negotiating an appropriate compensation package.
- ◆ Recruit a high-quality and diverse pool of candidates from both traditional and non-traditional backgrounds.
- ◆ Present to the Board a list of applicants and provide to the Board a process to interview qualified candidates.
- ◆ Work with outside independent legal counsel to ensure compliance with Ohio Sunshine Laws and public meeting requirements.
- ◆ Prepare any relevant reports as may be requested by outside independent legal counsel for the Board.
- ◆ Maintain complete documentation about the search and selection process. At the end of the process, such documentation shall be relinquished to and submitted to legal counsel.
- ◆ Provide any other necessary related services, including but not limited to support during the contract negotiations process relating to compensation and benefits. If any services, functions or responsibilities not specifically described above are necessary for the proper performance and provision of the work, they shall be deemed to be implied by and included within the scope of the services.

The Columbus City School District does not discriminate based upon sex, race, color, notional origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

Expected Timeline

January 17, 2023	Disseminate and post Request for Services on CCS website
February 6, 2023	Submission deadline from interested vendors
February 7, 2023	Vendors selected for presentation to Board of Education
February 21, 2023	Formal presentations from selected vendors; Board of Education selects vendor*
March 1, 2023	Search firm begins work with District
April/May 2023	Announce vacancy and begin recruiting
July/August 2023	Desired start date for the selected candidate.

**After the selection of a vendor, Local Economically Disadvantaged Enterprise (LEDE) participation will be reviewed for opportunities.*

Interested vendors should include answers to the following questions in their proposals.

Experience and Qualifications:

- a. Provide general information about your firm including the location of the principal office and/or significant branch offices, which office would be directly responsible for the contract, if awarded and number of years providing candidate search services.*
- b. Describe the availability and accessibility and staffing support provided for this search.*
- c. Describe executive searches the firm has performed in the past three (3) years and the methodology used to identify and attract candidates. Also describe the results and length of time for the search.*
- d. Describe superintendent searches the firm has performed in the past three (3) years and the methodology used to identify and attract qualified candidates for the positions. Indicate the name of each district, number of enrolled students (size of district), and the search timeframe. Also describe the results of the search process and length of time the successful candidate served as superintendent*
- e. Describe the strategy and methodology used in searches over the past three (3) years to identify and attract candidates from non-traditional sources — such as private firms, academia, non-profit organizations, military or other governmental agencies.*
- f. Describe your firm's experience in successfully conducting superintendent searches for urban school districts.*
- g. Provide a list of all current or pending contracts for similar executive search services for K-12 education systems. Include district name, location, student population, anticipated completion timeframe and contact name, title, and telephone number.*
- h. Describe your placement policies and non-compete clauses for search applicants.*
- i. Provide a list of any contracts that have been terminated unfavorably or that have been unsuccessful within the past five (5) years. Explain the reason for termination and include contact names, titles, and phone numbers.*
- j. Provide a statement of any litigation or regulatory action that has been filed against your firm(s) in the last three (3) years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file*

number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect.

- k. Detail specific tasks to be performed by your firm and the timeline within which each task shall be completed.*
- l. Describe your firm's recruitment strategy, how you identify a diverse pool of highly-qualified candidates and explain how this methodology will assure inclusion of the most qualified candidates available based on the Board's profile.*
- m. Describe in detail your candidate evaluation and screening process.*
- n. Describe your firm's policy regarding candidate confidentiality, particularly considering Ohio Sunshine Laws.*
- o. Provide a description of your firm's planned action to identify and recruit traditional and nontraditional candidates.*
- p. Describe the public participation/engagement program proposed and how it will enhance public contribution to the process.*
- q. Describe the methods you will employ to assure compliance with the Ohio Revised Code, concerning public records and public meetings requirements.*
- r. Outline the total cost of proposal, including all fees and estimated expenses.*

All vendors must adhere to the schedule of activities included above. Any questions should be sent via email to jpierce@taflaw.com and/or JMorris@taftlaw.com.

Please send responses to Request for Services via email to Abigail Thederahn, Esq. at athederahn@taftlaw.com.

Paper responses to Request for Services should be sent to:

Abigail Thederahn, Esq.
Taft Stettinius & Hollister LLP
41 S. High Street, Suite 1800
Columbus, Ohio 43215-6106

The Columbus Board of Education and Columbus City Schools are committed to assuring that all qualified vendors, subcontractors, and suppliers have an equal opportunity to participate.