

**INFORMAL REQUEST FOR PROPOSAL (IRFP)
Solicitation # 25-26/03**

**Executive Search and Recruitment Services for
Interim Superintendent of Schools**



**SPRINGFIELD
PUBLIC SCHOOLS**

Every Student, Every Day

Proposals due April 3, 2026, 4:00pm PST

Pre-Proposal Questions due by April 1, 2026, 4:00pm PST

Contact Information

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Springfield School District 19
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SPRINGFIELD SCHOOL DISTRICT NO 19
IRFP 25-26/03: INTERIM SUPERINTENDENT SEARCH FIRM

1. Introduction

The Board of Directors (“Board”) for Springfield School District No 19 (“District”) seeks written, informal proposals from experienced executive search firms or individuals to provide consulting services for a search for an interim superintendent.

The District is a public K–12 school district located in Springfield, Oregon, in Lane County, approximately five miles east of Eugene. The district serves the communities of Springfield and surrounding rural areas, including Goshen, Mohawk, Walterville, and portions of Marcola. Springfield School District operates 20 schools, including 12 elementary schools, 4 middle schools, and 4 high schools, and serves approximately 9,000 students in grades pre-kindergarten through 12. The District employs approximately 1,600 staff members, including licensed educators, administrators, and classified employees who support instructional programs and district operations. The District strives to ensure equitable access to high-quality, relevant teaching and learning in safe, welcoming, and inclusive schools and programs. The five-member Board of Directors is the policy-making body of the school district. The school board typically meets in regular public sessions on the second and fourth Monday of each month in the evening.

2. Timeline

The following schedule will be used for the implementation of this IRFP. The District reserves the right to alter the schedule as needed.

Date	Activity
March 26, 2026	IRFP distributed
April 1, 2026	Deadline for submission of questions about the IRFP
April 3, 2026	Responses to IRFP due at 4:00 p.m. local time
April 6 - 10, 2026	Review of proposals

3. Scope of Work

The District is beginning its search for a qualified candidate to become its interim superintendent of schools as of July 1, 2026. In order to ensure an orderly transition, the Board plans to finalize a selection for the new interim superintendent by the end of June 2026. An executive search firm or individual with experience in the recruitment of interim superintendents for large to mid-sized school districts will work with the Board in the search for the most qualified candidate.

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3.1. Contractor Deliverables

The Board will work with the selected firm or individual to design the process and timeline for the interim superintendent search. At a minimum, the scope of work will include the following:

1. Engage staff, students, and the community to inform the development of a candidate profile, for Board consideration and adoption, that reflects the District's goals and identifies the leadership characteristics necessary for success.
2. Demonstrate a candidate identification strategy that results in a diverse pool of experienced, highly qualified candidates, including individuals with experience in districts of similar size, demographics, and community context.
3. Advise the Board on a competitive compensation package designed to attract and secure a highly qualified interim superintendent.
4. Solicit applications from candidates serving in Oregon and regionally.
5. Develop, for board approval, hiring procedures to be used for the position.
6. Advise the Board regarding the identification and assessment of candidates.
 - a. Develop and distribute recruitment materials that will encourage qualified candidates to apply
 - b. Engage the current acting superintendent in the recruitment process (if not a candidate).
 - c. Conduct a search that will include advertising the position broadly in print media as well as through an effective web-based strategy
 - d. Conduct personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences
 - e. Collect all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed
 - f. Assist the Board with prescreening candidates based on clearly delineated criteria
 - g. Assist the Board in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews
 - h. Assist the Board with reference and related background checks
7. Assist with logistics of finalist interviews.
 - a. Assist the Board in determining the process (public, closed, or hybrid) that will secure the best pool of finalist candidates
 - b. Potentially, facilitate visits by the Board to the communities of the finalists
 - c. Potentially, facilitate community forums and interviews with the finalists
8. Ensure a satisfactory conclusion to the search.
 - a. Assist the Board in contract negotiations with the selected candidates

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Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

3.2. Contractor and Subcontractor Fingerprint-Based Criminal History Verification

The Contractors and individuals employed or contracted by Contractor, who will have direct, unsupervised contact with students, shall also be required to submit fingerprints and to undergo a state and nationwide fingerprinting and criminal history records check, in accordance with the provisions of ORS 326.603 and ORS 326.607. The Oregon Department of Education provides fingerprinting services for Contractors pursuant to ORS 326.603 and ORS 326.607. Individuals or the Contractor, and not the District, shall be responsible for the fees associated with fingerprinting and the criminal history records check, not to exceed the actual costs.

3.3. RFP Questions, Clarifications, and Changes

Changes, additions, deletions, or clarifications to this IRFP will be supplied by email.

Any Proposer requiring clarification of the information provided in this solicitation must submit specific questions or comments in writing to the Procurement Contact shown on page 1 of this document. Email is the preferred form of written communication. The deadline for submitting such questions is shown on page 2 of this document.

If selected for award, a proposer will be expected to execute a contract with the material terms and conditions of the sample contract included with the solicitation documents. The material terms and conditions of the sample contract may be modified at the sole discretion of the District upon determination that the modification is in the best interest of the District.

If the proposer selected for award as a result of this IRFP fails to agree to a contract with the material terms and conditions of the sample contract attached, the District may terminate negotiations with the proposer and commence negotiations with the next highest ranked proposer.

4. Proposal Format, Content, and Submission

4.1. Proposal Format

District proposal standards:

- a) Proposal includes Attachment A, the Proposer Certifications and Representations Form, signed.
- b) Proposal addresses all evaluation criteria in 4.3.
- c) Proposal is complete and succinct; it does not include extraneous information.

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4.2. Proposal Content

Address all Evaluation Criteria listed in the section below and in the order provided; include reference and cost attachments if requested. Include a completed Attachment A: Proposer Certifications and Representations.

4.3. Proposal Sections and Evaluation Criteria

Criteria	Points
1. Executive Summary. Provide a short summary (350 words or less) that demonstrates your understanding of the scope of services required by the District and why your firm is best able to provide that scope of service, including the expertise and types of searches performed by your firm.	20
2. Experience. <ul style="list-style-type: none"> a) Describe the capacity of your firm to perform the scope of work provided in Section 2. Describe how many interim superintendent searches for comparable districts your firm has completed in the last six years, and how many were in Oregon. Provide the names of the districts you provided services to in Oregon. b) Share the practices and track record behind the firm’s diversity, equity, and inclusion efforts. c) List the key staff proposed to perform the work, if contracted. Describe the role of each key staff proposed and the percentage of their time allotted to the project. Note any staff or consultants connected to the region who would be serving a role in the search. d) For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team. Include experience of staff with recruitment for a position in Oregon. e) Specify the number of interim superintendent searches in which each member has participated and in what capacity. Note the longevity of superintendents hired by members of this team or firm over the past six years. Describe any particularly noteworthy accomplishments of the interim superintendents placed. f) Share any relevant or lived practical or cultural knowledge, beyond length or breadth of the organization’s experience, that makes your firm unique in its ability to serve the District. 	25
3. Work Plan. Provide details on the following: <ul style="list-style-type: none"> a) The search activities and approach. Describe how your firm would recruit for the Oregon region. Describe your understanding of what is unique or particular about education and school finance in Oregon. 	35

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<ul style="list-style-type: none"> b) Methods you will use to communicate and work with the Board. c) Methods you will use to recruit a diverse pool, to identify prospective candidates and promote their interest to apply. Include how you would ensure that the recruitment process is equitable and accessible, particularly to candidates from communities that have been historically marginalized. Describe how you address implicit bias in building and screening the applicant pool. d) Describe how you will assist the board in effectively engaging stakeholders (staff, students, families, and the broader community) both in terms of collecting information to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate, receive, and use their input in the evaluation of final candidates. Describe the firm’s philosophy about what role these stakeholders play in selecting an interim superintendent. Describe how your firm has adapted its practices, policies, and environment in light of changing notions of institutional bias and systemic oppression. e) Describe the major challenges to a successful interim superintendent search and how the project team will address them. f) Every board is unique and has unique goals. How have you in past searches recruited candidates whose experience and skill sets align with a board’s specific goals? g) Develop an ambitious and thoughtful DRAFT timeline that will ensure the District is well positioned to review an interview high quality candidates before they have accepted positions with other employers. h) Describe the Information, services and assistance you will require from the board, acting superintendent and district staff to enable you to conduct the search. 	
<p>4. Budget. Provide a clear budget with total not to exceed cost of services and payment terms. The budget should provide a breakdown of costs in the following areas:</p> <ul style="list-style-type: none"> a) Estimated cost by each scope of work section b) Estimated hours spent by each member of the project team and their fees c) Estimated travel expenses d) Estimated advertising and postage expenses required to distribute information regarding the vacancy e) Any other expenses f) For budget items that may vary based on the board’s preferred approach, please provide as much clarity as possible regarding variable costs. 	20
Total Points	100

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4.4. References

On Attachment B, list a minimum of three school districts (of similar size and academic quality to the District, if possible), preferably from Oregon, that have used your services for a superintendent or interim superintendent search within the past three years. References should be prepared to address the firm's ability to meet deadlines, accuracy of estimates, and quality of work. The District may independently reach out to former customers as well.

4.5. Litigation Record

Include a statement of litigation record, indicating if, within the last five years, the firm has been involved in litigation with any clients. If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

4.6. Proposal Submission

All proposals must be received by email prior to 4:00 p.m. on April 3, 2026.

Submissions shall be prepared as standard 8-1/2 X 11 letter size and shall not exceed 20 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical, and each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submission information.

Email a signed proposal to the contact shown on the cover of this IRFP. Include the IRFP title and the name of the proposing firm in the subject line of the email. District will send any correspondence regarding this IRFP to the email address from which the proposal was received, unless otherwise indicated on Attachment A.

Proposals should be sent to:

Melissa Stalder, Director of Finance
Springfield School District No 19
640 A Street, Springfield OR 97477
Email: melissa.stalder@springfield.k12.or.us

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing firm or filed without review by the district. Any questions or requests for clarification regarding this RFP should be directed in writing to the contact named above before 4:00 p.m. on April 1, 2026.

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5. Proposal Evaluation and Award

5.1. Proposal Evaluation

An evaluator, or evaluation committee, will evaluate the proposals. Each evaluator will independently evaluate and score proposals in accordance with the Evaluation Criteria. The first evaluation will result in two or more firms selected to interview, based on the highest evaluation score from Section 4.3 Evaluation and Score. If the Board holds interviews, the interview scores will be added to the evaluation score. The Board will determine the selection of the successful firm based on the overall evaluation of the proposal and interview.

5.2. Negotiation

The District will commence serial negotiations with the highest-ranked eligible Proposer. At any time during negotiations, the District may terminate negotiations with the highest-ranked Proposer, or the eligible Proposer with whom it is currently negotiating, if the District believes that:

- a) The eligible Proposer is not negotiating in good faith; or
- b) Further negotiations or negotiations with the eligible Proposer will not result in the parties agreeing to the terms and conditions of the final Contract in a timely manner.

If the District terminates negotiations with an eligible Proposer, the District may then commence negotiations with the next highest-ranked eligible Proposer.

The District reserves the right to negotiate final contract terms with the selected Proposer(s) to the fullest extent allowed by law and as in the best interest of the District.

5.3. References

The District reserves the right to investigate references, including customers other than those listed in a Proposer's submission. This inquiry may include, without limitation, investigation of past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and its lawful payment of employees and subcontractors.

6. IRFP Terms and Conditions; Protest of Solicitation or Award

6.1. Proposer Cost of Response Preparation

Proposers will bear sole responsibility for all costs incurred in preparing and providing their proposals in response to this IRFP.

6.2. Submitted Materials are District Property

All materials submitted for any proportion of a Proposal in response to this IRFP, or during any tier of this solicitation, will become the property of the District and will not be returned to proposers.

6.3. Proposal Validity

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Proposals will remain valid for a period of 60 days following the Proposal submission deadline.

6.4. Solicitation Cancellation, Rejection of a Proposal or All Proposals

The District may cancel the Procurement or reject any or all Proposals in accordance with ORS 279B.100. The District is not liable to any Proposer for any loss or expense caused by or resulting from the cancellation of a solicitation or rejection of a Proposal.

6.5. Disputes

In case of any doubt or difference of opinion as to the items or service to be furnished under this IRFP, or the interpretation of the provisions of the IRFP, the decision of the District will be final and binding upon all parties.

6.6. Publicity

News releases relating to this IRFP will not be made without prior approval by, and in coordination with the District.

6.7. Confidentiality

- 6.7.1. The District is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.501, 192.502, or other applicable law. Examples of such exemptions are: trade secrets (ORS 192.501 (2)) and computer programs (ORS 192.501 (15)).
- 6.7.2. The District will not disclose records submitted by a proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:
 - a) The Proposer shall mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and shall segregate those pages in the following manner:
 - i. Such pages will be clearly marked "Confidential" on each page of the confidential document.
 - ii. Proposer will separate confidential pages from its other Proposal pages by providing the confidential pages to the District in a separate document.
 - iii. In its proposal, Proposer will cite the specific statutory exemption in Oregon Records Law exempting such pages from disclosure.
 - iv. Items above will prevail in the event these provisions conflict with formatting or response instructions elsewhere in this document.
 - v. Proposers may not mark an entire Proposal confidential. Should a proposal be submitted in this manner, the District will hold no portion of the

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proposal as confidential, unless such a portion is segregated as per this section and is determined exempt from Oregon Public Records Law.

6.7.3. Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the Lane County District Attorney or a court of competent jurisdiction.

6.7.4. Prior to disclosing such information, the District will make reasonable attempts to notify the proposer of the pending disclosure.

7. Contract Terms and Conditions

7.1. Contract Award and Term

The District intends to award a single contract as a result of this IRFP. The contract is expected to begin in April 2026 and conclude upon successful placement of an interim superintendent.

7.2. Sample Contract

Proposers are advised to thoroughly review and familiarize themselves with the District sample standard contract incorporated as Attachment C. The successful proposer will be invited to enter into a contract in substantially the form attached hereto as Attachment C. Any contract resulting from this IRFP shall be based on the IRFP documents and in compliance with Springfield School District Public Contracting Rules and the Public Contracting Code.

7.3. Insurance

Proposers are advised to carefully review the insurance requirements contained in the sample standard contract. Contractor will promptly provide Certificates of Insurance at the District's request.

7.4. File Review

After an Intent to Award has been issued, all Offerors are welcome to view the solicitation and evaluation file at District offices. However, a debrief and/or copies of documents in the solicitation file will not be available until after a contract has been fully executed.

ATTACHMENT A: PROPOSER CERTIFICATIONS AND REPRESENTATIONS

FAILURE TO SIGN AND SUBMIT THIS FORM MAY BE CAUSE FOR PROPOSAL REJECTION

**SPRINGFIELD SCHOOL DISTRICT NO 19
INFORMAL REQUEST FOR PROPOSAL (IRFP)
Solicitation # 25-26/03 Interim Superintendent Search Firm**

The undersigned hereby certifies that Proposer:

1. Has the authority to submit a proposal and to represent the organization in all phases of this IRFP process.
2. Has submitted information that is true and accurate to the best of their knowledge and understands that any false statement may disqualify this proposal from further consideration or be cause for contract termination.
3. Is one of the following, as defined in ORS 279A.120, of the State of Oregon.
 - Y Resident bidder: a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120 (b))
 - Y Non-resident bidder: a bidder who does not meet the definition above. (ORS 279A.120 (a))

ORS 279A.120 (2) states for the purposes of awarding a public contract, a contracting agency shall: give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal; and add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides.
4. Has not discriminated and will not discriminate, in violation of subsection (1) of ORS 279A.110, against a disadvantaged business enterprise, a minority-owned business, a women-owned business, a business that a service-disabled veteran owns, or an emerging small business in obtaining any required subcontracts.
5. Attests in writing that they have complied with the tax laws of this state and of any political subdivision of this state for no fewer than six years preceding the date of the solicitation closing. Applicable tax laws include, but are not limited to, ORS 305.620, ORS Chapters 316, 317, and 318, any tax provisions imposed by a political subdivision that apply to the Proposer or to the performance of the Contract, and any rules and regulations that implement or enforce those tax laws.
6. Certifies to the best of its knowledge and belief that neither it nor any of its principals:
 - 6.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from submitting bids or proposals by any federal, state, or local entity, department, or agency;

ATTACHMENT A: PROPOSER CERTIFICATIONS AND REPRESENTATIONS

- 6.2. Have, within five years preceding the date of this certification, been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 6.3. Are presently indicted for or otherwise criminally charged with the commission of any of the offenses enumerated in paragraph 6.2. of this certification;
- 6.4. Have, within five years preceding the date of this certification, had a judgment entered against the proposer or its principals arising out of the performance of a public or private contract;
- 6.5. Have pending in any state or federal court any litigation in which there is a claim against the proposer or any of its principals arising out of the performance of a public or private contract; and
- 6.6. Have, within five years preceding the date of this certification, had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

7. Acknowledges Receipt of Addenda No's. _____ through _____ inclusive.

Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude the Proposer from award of a contract under this procurement.

Signature

Date

Printed Name and Title

Federal Tax Identification Number

Company Name

Street Address

City, State, Zip

Phone

Email

ATTACHMENT B: PROPOSER REFERENCE SHEET

**SPRINGFIELD SCHOOL DISTRICT NO 19
INFORMAL REQUEST FOR PROPOSAL (IRFP)
Solicitation #25-26/03
Interim Superintendent Search Firm**

The District will attempt to contact references via phone, email, or both. If the District is unsuccessful in contacting any of your references or if it does not receive a response from any reference after three (3) attempts, your proposal may receive a lower score or be rejected. You are encouraged to notify your references that they may be contacted by the District.

The number of references required by this solicitation is 3.

REFERENCE 1

Name of Company

Contact Name and Title

Phone

Email

Contract Start & End Date

Contract Amount

Description of Services or Items Provided:

REFERENCE 2

Name of Company

Contact Name and Title

Phone

Email

Contract Start & End Date

Contract Amount

Description of Services or Items Provided:

ATTACHMENT B: PROPOSER REFERENCE SHEET

REFERENCE 3

Name of Company

Contact Name and Title

Phone

Email

Contract Start & End Date

Contract Amount

Description of Services or Items Provided: