



Cupertino Union School District

Request for Proposals and Qualifications Executive Search Firm for Superintendent Search

The Cupertino Union School District School District ("District") invites the submission of proposals from qualified consulting firms ("Consultants") to provide Executive Search Consultant Services for the position of Superintendent of Schools ("Superintendent"). The District Board of Education ("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 by July 2026, with the Superintendent beginning employment under contract by August/September 2026.

The Board may choose to conduct interviews with selected Consultants on May 12, 2026 at 6:00 pm. Consultants selected for interviews will be invited to present their proposal to the Board at an open public meeting. The Consultant's cost for preparation of the proposal and any interview expenses will be borne by the Consultant. The Board will select a Consultant on May 12, 2026 and expect that, upon selection, the Consultant will commence work immediately.

Scope of Services

The basic scope of services shall include the following:

- a. Conduct all aspects of the recruitment process, including handling the logistics as directed by the Board;
- b. Meet with the Board and with individual Board Members to review the position requirements and assess Board priorities, goals, objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a Superintendent;
- c. Facilitate the process for Board Members, District staff, and various District stakeholder input and engagement;
- d. Work with staff and the Board to develop a plan and timeline for the search;
- e. Assist the Board in advertising and conducting search that generates a diversified pool of highly qualified candidates, including women and people of color, through a comprehensive state and national outreach;
- f. Prepare and distribute materials as necessary to advertise the position;

- g. Coordinate and facilitate the interview process, with Consultant in attendance;
- h. Maintain communication with candidates and respond to candidate's inquiries and information requests, as appropriate.
- i. Meet with the Board as needed to ensure a high quality search process;
- j. Assist the Board in narrowing down the list of finalists by screening, evaluating, and ranking qualified applicants and provide a report on each applicant, using criteria established by the Board;
- k. Conduct reference and background checks on all interviewees, as required, including extensive reference checks on all finalists;
- l. Assist the Board in developing an appropriate compensation package for the Superintendent that facilitates a successful recruitment effort;
- m. Maintain strict confidentiality throughout the search process, including confidentiality of applicants as directed by the Board;
- n. Assist the Board in developing a transition plan for the new Superintendent;
- o. Perform other Superintendent search related assistance the Board may require; and
- p. Provide the Board, upon request and at any point in the search process, with access to the complete and unfiltered list of all applicants and their submitted materials, prior to or independent of any screening or ranking the Consultant performs.

Proposal Content

1. A description or profile of the Consultant, including a statement of qualifications, describing 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 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, timelines, and implementation; (b) candidate recruitment; (c) candidate applications, screening, references, evaluations, and interviews; (d) candidate appointment; and (e) search closing process.
3. Samples of related materials (advertising, brochures, survey forms, reports, etc.)

4. A summary of strategies to identify and engage community stakeholders.
5. A detailed summary of similar services that Consultant has provided to other school districts locally, statewide, and nationally (as applicable).
6. 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 relationship with any Cupertino Union School District employees.
7. Professional qualifications of Consultant's principals, employees, and consultants, if any, who will render services to the District.
8. A detailed description and breakdown of any and all fees and estimated expenses to be charged to the District, including a listing and breakdown of fees and expenses for any optional services.
9. A description of the guarantee provided by the Consultant for completion of a successful search.
10. A detailed description of Consultant's insurance coverage.
11. A sample consultant agreement for the Board to consider.
12. A list of references, including name, address, telephone number, email address, and contact person, for Consultant's five (5) most recent completed superintendent searches for districts of similar or larger size.
13. Detailed information regarding any unsuccessful searches during the last five (5) years.
14. Identify whether the Consultant has been terminated by any district, had any claims asserted against it, or been subject to litigation during the last five (5) years. If so, describe in detail.
15. Asking for disclosure of any existing coaching, mentoring, advisory, or personal relationship with any individual the Consultant anticipates recruiting or recommending for this position.
16. Disclosure of compensation of any kind from candidates or from candidates' current or former employers in connection with any superintendent search.
17. Disclosure of any past, or present, litigation the firm has been named a party of and any outcome of such litigation.

Qualifications

The selected firm must have 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 for a TK-8 school district with at least 5,000 students. 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.

Submittal Instructions

The statement of qualifications and proposal must be returned in a sealed and properly identified envelope or package to the address below. All Statements of Qualifications and Proposals must be received by **5:00 pm on May 8, 2026** at the following location or via email:

Cupertino Union School District Board of Education
Attn: Satheesh Madhathil, Board President
10301 Vista Drive, Cupertino, CA 95014

Submission Guidelines

The Consultant must submit their proposal in the same order as the Request for Proposals. One (1) original and five (5) copies, and one (1) digital version on a flash drive shall be sent by mail, courier or hand delivered and shall be bound or in binders with tabs identifying each section

Proposals must be received no later than **5:00 pm on May 8, 2026**. Proposals received after the dates and times indicated above will not be considered. No faxes of proposals will be accepted. Proposals must contain all required information to be considered responsive.

Evaluation of Proposals

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

The Cupertino Union School District observes federal, state, local laws, and regulations in regard to equity and equal opportunity.

Additional Information

Should a Consultant require additional information regarding the services requested in the Request for Proposals, the Consultant should contact

Satheesh Madahathil - President and Ava Chaio - Vice President
Cupertino Union School District
10301 Vista Drive, CA 95014
Email: madahathil_satheesh@cusdk8.org and chaio_ava@cusdk8.org

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any proposer.

The District reserves the right to reject any or all proposals. 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 request. If the District cancels or revises this request, 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 fide 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. Firms submit proposals at their own risk and expense.

Proposers are not to contact District staff or members of the Board about this document or the selection process unless provided in this document. Any proposers who violate this request will be disqualified from further consideration.

GENERAL INFORMATION ABOUT THE DISTRICT

The Cupertino Union School District is the largest elementary school district in northern California. The District is comprised of approximately 1,700 employees, including certificated (credentialed teaching), classified (non-teaching), and management, serving approximately 14,000 students in 18 elementary schools, one K-8 school, and five middle schools throughout the City of Cupertino and parts of the Cities of Sunnyvale, San Jose, Saratoga, Los Altos, and Santa Clara. The District's 2025-26 fiscal year General Fund budget anticipates expenditures of approximately \$257Million.

The District mission is to provide a child-centered environment that cultivates character, fosters academic excellence, and embraces diversity. District families, communities, and staff join as partners to develop creative, exemplary learners with the skills and enthusiasm to contribute to a constantly changing global society.

Dated: April 28, 2026