



## ROSELLE SCHOOL DISTRICT 12

Administration Office  
100 East Walnut Street · Roselle, IL 60172  
Phone: (630) 529-2091 · Fax: (630) 529-2467  
[www.sd12.org](http://www.sd12.org)

Dr. Mary Henderson, Superintendent

Roselle Middle School  
500 South Park  
Roselle, IL 60172  
Phone: (630) 529-201

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Spring Hills Elementary  
560 Pinecroft  
Roselle, IL 60172  
Phone: (630) 529-1883

### RFQ Executive Search Firm for Superintendent Search

DATE: **May 12, 2026**

QUALIFICATIONS WILL BE RECEIVED UNTIL; **Thursday, June 4, 2026 AT 1:00 P.M. (CDST or CST)**

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RE: **Request for Qualifications Executive Search Firm for Superintendent Search.** The purpose of this Request for Qualifications is to solicit for executive search consulting services.

RFQ Opening: **Thursday, June 4, 2026 AT 1:00 P.M. (CDST or CST)**

**Late submissions will not be accepted.**

Copies of the RFQ documents are available by download from the District's Superintendent Search webpage at

Refer all questions relative to the RFQ, terms, conditions and specifications to Dr. Mary Henderson in writing via email at [mhenderson@sd12.org](mailto:mhenderson@sd12.org), verbal inquiries will not be accepted. During the time the request for qualifications is in the **open solicitation and unawarded phase**, respondents may not contact any District staff other than Dr. Henderson. Inquiries which result in a change to the RFQ will be included in an Addendum issued by the District and posted on the webpage above so please check periodically for updates.

**Communication with District representatives in a manner other than identified herein may result in disqualification.**

ROSELLE SCHOOL DISTRICT 12 BOARD OF EDUCATION

**ROSELLE SCHOOL DISTRICT 12 BOARD OF EDUCATION**  
**REQUEST FOR QUALIFICATIONS FOR EXECUTIVE SEARCH FIRM FOR ROSELLE SCHOOL DISTRICT 12**  
**ROSELLE, ILLINOIS**

**RFQ Executive Search Firm for Superintendent Search**

Date: **May 12, 2026**

QUALIFICATIONS WILL BE RECEIVED UNTIL: **1:00 PM (CDST) on June 4, 2026**

IF YOU DESIRE TO SUBMIT QUALIFICATIONS, PLEASE DO SO ON THE FORMS PROVIDED AND RETURN TO THIS OFFICE.

Addressed to: Roselle School District 12 Board of Education

**Attn: Superintendent**

100 E Walnut St., Roselle, IL 60172

**GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL QUALIFICATIONS**

The Board of Education (hereinafter occasionally referred to as Board or District as the context may require) reserves the right to reject any or all Qualifications submitted. One copy of this RFQ is enclosed for your convenience.

A. When submitting by mail or in person, please return a copy of the required forms AND an electronic PDF version of your Qualifications (including all required forms) on a flash drive in a SEALED envelope with the RFQ subject and your firm's name and address clearly indicated on the envelope. NOTE: FAXED and LATE Qualifications are not acceptable and will be rejected as non-responsive. **Use of the included RFQ Label is recommended.**

B. Qualifications to be addressed as follows: **Roselle SD12 Board of Education**

**Attn: Superintendent**

**100 E Walnut St.**

**Roselle, IL 60172**

"RFQ" refers to this advertised Request for Qualifications. Persons and entities responding to this RFQ with Qualifications are referred to as "Respondent". Submissions in response to this RFQ are referred to as "Qualifications". Once an RFQ is awarded and a contract formed in writing or otherwise, the Respondent is referred to as the Contractor.

The Board of Education reserves the right to cancel if service is not performed in accordance with the RFQ documents, at any time.

Qualifications may be awarded to the Respondent which submits Qualifications complying with these conditions and specifications and best meets the requirements of the District. All rights are reserved by the Board of Education to select the Qualifications that in its judgment is in the best interest of the District and meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Respondent's signature on the following page of this form will be construed as acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois including, without limitation, laws, rules and regulations relating to wages of laborers, and discrimination and

intimidation of employees. The qualifications and the resulting contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Respondent agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to the qualifications and to the performance of the contract in the event the Respondent is awarded the RFQ. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference as though fully set forth herein and became a part of this RFQ and specifications.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Respondent by submitting qualifications agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

No qualifications may be withdrawn after the official opening. All qualifications submitted must be valid for a minimum period of sixty (60) days after the date set for the opening. Please check the Terms and Conditions for any variation of this requirement.

The price submitted in the qualifications or the qualifications form is the total price to the District, including all costs and charges. Under no circumstances may prepaid charges be added to the invoice.

On the attached list, please complete the RFQ documents and the information that is requested. If there is insufficient room for your information, please present data on a separate sheet (one item to a sheet).

Vendor's signature on the qualifications form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the qualifications. Include in the qualifications all your terms and conditions; terms and conditions set forth in the RFQ are generally required of all District contracts and are accepted by respondent unless specifically identified as exceptions in the qualifications.

Please address all questions relative to any qualifications in writing to Board of Education, 100 E. Walnut St., Roselle, IL 60172 via email to [mhenderson@sd12.org](mailto:mhenderson@sd12.org). All requests for information must be submitted prior to the RFQ due date and time listed below. Responses to questions will be reviewed and if a response or clarification to the RFQ is issued it will be issued via addendum to the RFQ and published on the District website. Any request for information submitted after the deadline will not receive a response.

**Under no circumstances may any respondents or its representative(s) contact any employee or representative of Roselle SD12 regarding this RFQ prior to the closing date, other than in writing to the staff provided above. Any violation of this condition may result in a respondent being considered non-compliant and ineligible for award.**

**THIS SECTION BELOW MUST BE COMPLETED IN FULL AND  
SIGNED, FAILURE TO COMPLY MAY RESULT IN  
DISQUALIFICATION OF BID.**

The undersigned hereby certifies that he/she has read and understands the contents of this solicitation and agrees to furnish at the prices shown any or all of the items and/or services, subject to all instructions, terms and conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

**GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL RFQ FORMS:**

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Address

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Name of Firm

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City & State

Zip

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Signature of Authorized Representative

---

Area Code

Telephone Number

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Federal Employer Identification Or Social Security  
Number

**ROSELLE SCHOOL DISTRICT 12**  
**SEALED QUALIFICATIONS**

**RFQ**                      **Executive Search Firm for Superintendent Search**

**OPENING DATE:**    **Thursday, June 4, 2026**

**OPENING TIME:**    **1:00 PM (CDST or CST)**

**DESCRIPTION:**      **Executive Search Firm for Superintendent Search**

**ATTN:**                      **SUPERINTENDENT**

  

**NAME OF FIRM**  
**SUBMITTING BID:**

**DATED MATERIAL-DELIVER IMMEDIATELY**

**PLEASE CUT OUT AND AFFIX THIS LABEL TO THE OUTERMOST  
ENVELOPE OF YOUR QUALIFICATIONS (INCLUDING UPS/FEDEX  
ENVELOPES) TO HELP ENSURE PROPER DELIVERY**

**LATE OFFERS CANNOT AND WILL NOT BE ACCEPTED**

**General Request for Qualifications (RFQ) Specifications for Executive Search Consultant Services for Superintendent of Schools**

**1. PURPOSE**

- 1.1. The Board of Education of the Roselle SD 12, DuPage County, Illinois (the “District”) will receive sealed qualifications from qualified firms or individuals to provide Executive Search Consultant Services for the position of Superintendent of Schools of the District, with services commencing in accordance with the terms and conditions outlined in this document.

**2. INTENT**

- 2.1. These specifications are not intended to limit the products or services offered by the Consultant. The Consultant shall perform, as required, all services described herein and/or all other services offered by the Consultant in its qualifications and as accepted by the District.

**3. TIMELINE**

3.1. Distribution of RFQ	05/12/2026
3.2. Questions Due by 12:00 PM CST	05/21/2026
3.3. Final Addendum by 3:30 PM CST	05/28/2026
3.4. RFQ Due, 1:00 pm CST	06/04/2026
3.5. Round One Presentations	08/04/2026
3.6. Board of Education Approval (anticipated)	08/04/2026
3.7. Notice of Award (anticipated)	08/05/2026
3.8. Contract Start Date	08/06/2026

**4. SCOPE OF WORK**

- 4.1. This request for qualifications establishes the minimum requirements for executive search consultant services. The Consultant shall provide all materials, supplies, labor, delivery, licenses, insurance, technical assistance, and any other items necessary to accomplish the work specified herein.

4.2. Performance Specifications

The Board of Education will work with the selected Consultant to develop a Superintendent search process and timeline for the search activities. The responsibilities of the selected executive search firm will include the following:

- Provide advice and assistance to the Board of Education in the overall search, including the interview process.

- Assist the District in obtaining extensive community feedback to develop a selection profile and leadership criteria that matches the priorities of the community served by the District. Consultant will:
  - develop an interview format and conduct (and/or assist the District in conducting) interviews with community leaders and community members;
  - create (with input from the District) and conduct online surveys in multiple languages based on the population of the District, collate the results and provide those results to the District;
  - Include input/data from the stakeholder groups as well as internal student achievement data and the District's survey data analyses; and
  - plan, organize and conduct (through an in-person facilitator) focus groups of administration, staff, parents, students, community members, local elected officials and business leaders.
- Develop a posting based upon the candidate profile and selection criteria approved by the District's Board.
- Prepare and distribute materials and advertise nationally and statewide for the position.
- Identify and solicit applications from superior candidates nationwide. For each potentially viable candidate identified by Consultant, Consultant will conduct an initial screening that includes at least the following:
  - Speaking (or otherwise communicating) with each reference listed by an applicant on the applicant's application to determine whether such reference positively recommends the applicant for the position of superintendent of the District and, if so, the reasons for that positive recommendation;
  - Conducting basic reviews of the applicant's publicly visible social media accounts;
  - Conducting basic reviews of published local media in each of the school districts in which the applicant was previously employed to review any articles, columns, letters, or other publications that discuss the applicant; and
  - Contacting each school district in which the applicant was previously employed to ask about the applicant's employment by that school district, to include telephonic interviews with at least one high-ranking administrator and at least one school board member.
- Communicate with and manage candidates' expectations, coordinate and facilitate the interview process and arrange any site visits.
- As requested, prepare reports and recommendations to the Board, including information on the candidate pool.
- Evaluate and rank qualified applicants in accordance with the criteria developed and encourage qualified internal and external candidates to apply while still providing the Board of Education access to review all candidate profiles.
- Arrange and manage initial interviews with the Board and, subsequently, additional rounds as necessary.

- Facilitate and support the Board’s interviews.
- Conduct extensive reference checks of the identified finalists.
- Plan, organize and conduct (through an in-person facilitator) group interviews with any semi-finalists identified by the District’s Board. The group interviews would include, at minimum, members of District’s staff, leaders of those unions that represent District employees, and community members (including without limitation business leaders, local elected officials, and other community leaders)
- Assist the Board in developing an appropriate compensation package and negotiating an individual contract.
- Assist the Board in developing a transition plan.
- Notify unsuccessful candidates appropriately.
- Maintain strict confidentiality throughout the process.
- Perform other services in the conduct of the search, as needed.

#### 4.3. Deliverables Expected

The following deliverables are expected:

- Recruitment Timeline
- Assistance in Developing Superintendent Candidate Profile and Selection Criteria
- Advertising Campaign and Recruitment Materials
- Recruitment of Candidates
- Screening Candidates/Interviewing Candidates
- Conducting Candidate Reference Checks
- Detailed Written Ranking Report of all Candidates
- Conducting Background Checks
- Soliciting Stakeholder Input with Finalists
- Identification of Additional Miscellaneous Tasks

## 5. PRICING

- 5.1. Any and all pricing submitted on the RFP Offer Form shall be held firm through June 30, 2027.
- 5.2. For any subsequent twelve (12) month period thereafter, and upon a minimum of sixty (60) days advance written notice to the District, Consultant may increase the price no more than the percentage change in the U.S. Department of Labor Consumer Price Index for All Urban Consumers, All Items (CPI-U), in effect during the previous twelve (12) month period or three (3) percent, whichever figure is less.
- 5.3. If no price changes are submitted, the District will assume current prices are firm for the second twelve-month period (if needed).

## 6. SUBMITTAL REQUIREMENTS

- 6.1.1. Submitted qualifications must include all of the following information. Failure to include all of the required information may result in disqualification.

- 6.1.1.1. Cover letter/letter of interest
- 6.1.1.2. Experience and Qualifications: Include the company's experience and qualifications to meet the requirements of the District as outlined herein. Include a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the company's chief officers, and where you do business.
- 6.1.1.3. Proposed Team Members: Identify proposed staff members who would be involved in providing the products/services requested herein and submit statements or resumes detailing their qualifications and accreditations. If assigning a primary staff member who will be the District's dedicated contact, please identify that member of your staff. Your request for qualifications should include detailed descriptions of staff involvement with projects of similar or identical scope.
- 6.1.1.4. Scope Experience and Submission Guidelines: Detail your company's experience in providing the products/services requested herein for public school districts of similar size, with dates of performance and/or completion, and for each public school district identified, provide the district's name, a contact person at the district, and a telephone number(s). Specifically identify the following:

1. A summary of your company's experience in conducting executive searches for superintendent of public school districts. Please include a description of your company's typical process for completing a superintendent search including recommended timelines. Describe how your company will address the Scope of Services identified above. Be specific about your expectations regarding the role of the Board of Education and District staff in assisting your firm with the search.
2. A list of recent searches in education and/or related fields including:
  - a. The names of client institutions and the titles of positions for which searches were conducted;
  - b. The location of the previous searches (City and State);
  - c. The amount of time taken to fill the position (from firm engagement through offer accepted); and
  - d. The duration the selected successful candidate remained (or has remained) in the position.
3. The geographic range of your searches.
4. Evidence of commitment to, and successful experience in, recruiting outstanding candidates from culturally diverse backgrounds.
5. Services your company uses to assist school districts in identifying qualified candidates.
6. Description of the unique expertise provided by your firm's staff.
7. Description of how the Board, administration, staff, students, parents and interested community members could have

meaningful input in the selection process.

8. A detailed proposed fee structure for this search. Indicate whether your firm charges any candidate fees for inclusion on a proposed selection list. If so, describe how the fees are structured.
  9. A statement regarding the three most important reasons your company should be selected for this search.
  10. A list of formal and informal partnerships/relationships/ contracts/ services with educational vendors or vendors providing services to educational agencies. Ongoing relationships should be listed first, followed by prior relationships held (within the last 5 years) and reason why those partnerships were terminated.
  11. A list of formal and informal partnerships/contracts/services with Roselle SD 12 including but not limited to individual Board members, superintendent, or individual administrators.
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- 6.1.1.5. Licensed to Business in Illinois: Please submit necessary paperwork to confirm that your company is licensed to do business in Illinois.
  - 6.1.1.6. Arbitration and Litigation: Is your company currently involved in arbitration and/or litigation for any reason? If so, please elaborate. Has your company ever not completed any work awarded to you? If so, please explain.
  - 6.1.1.7. Bankruptcy: Has your company, or any of your proposed subconsultants, ever filed for reorganization or bankruptcy? If so, please provide dates and resolution.
  - 6.1.1.8. Subcontracting: Identify any of the work that you intend to subcontract to others and identify the proposed subconsultants including names, specific assignments, and the qualifications of the subcontracting company and its key personnel.
  - 6.1.1.9. Additional Relevant Information: In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your company that may be related or helpful to the services requested herein.
  - 6.1.1.10. Proposed approach to scope of work including, but not limited to the following:
    - Methods used to communicate and work with the Board of Education, staff and community
    - Methods used to identify and screen prospective candidates
    - Timeline for the search process, with a goal of completion by mid- December 2026
  - 6.1.1.11. RFP Offer Form
  - 6.1.1.12. References as requested in Section 9

## **7. EVALUATION CRITERIA**

7.1. Qualifications will be reviewed and evaluated on the following criteria by a selection committee, and firms may be asked to present their qualifications in person for one or two rounds of evaluation.

7.1.1. Firm qualifications

7.1.2. Experience in successfully placing superintendents in school districts of comparable size and demographics (including Superintendents placed but not ultimately assuming duties, or leaving duties less than three years after placement) and track record in placing superintendents who stay with the district three or more years.

7.1.3. Project team accessibility

7.1.4. Proposed approach to scope of work

7.1.5. References

7.1.6. Other relevant criteria

7.2. These criteria will be weighted and totaled to determine the best fit for the District.

## **8. TERM OF CONTRACT**

8.1. The initial contract term shall be for one (1) year effective on the contract award date through June 30, 2027. The District will have an option to renew the contract for one additional year on the terms provided herein (if necessary).

## **9. REFERENCES**

9.1. Please provide three (3) references of public school districts that are comparable to the District in size and demographic diversity with which you have had superintendent search contracts within the last five (5) years. Please list the name of the district, person to contact, telephone number, email address, and the nature and size of the contract, for each such district.

## **10. DISCUSSION WITH OFFERORS**

10.1 After review of qualifications, the highest rated vendors may be offered the opportunity to provide an oral presentation. Oral presentations will be requested at the sole discretion of the Board of Education. However, the District may award a contract based on the initial qualifications received without discussion with offerors. If oral presentations are required, they will be scheduled after the submission of qualifications. Oral presentations will be made at the offeror's expense.

**RFQ OFFER FORM**

**RFQ Executive Search Firm for Superintendent Search**

**Request for Qualifications SUBMITTED BY:**

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**Company  
(required)**

**Signature of Company Officer**

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**Address  
Title**

**Typed Name &**

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**City, State & Zip Code**

**Date**

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**Phone No.**

**Fax No.**

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**E-mail**

**FEIN**

**REFERENCES:**

Offeror to provide three references of similar type work that would qualify your firm for this project:

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Company Name/Contact Person	Phone	Email
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Nature and Size of Contract

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Company Name/Contact Person	Phone	Email
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Nature and Size of Contract

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Company Name/Contact Person	Phone	Email
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Nature and Size of Contract