



Normandy Schools Collaborative

Request for Proposals (RFP): Superintendent Search Firm Services
Proposal Deadline: June 26, 2026, at 4 pm CST

1. Introduction

The Normandy Schools Collaborative (NSC) Board of Education invites proposals from qualified executive search firms to assist in the recruitment and selection for the Superintendent of School position. If selected, the firm will work closely with the Board of Education to conduct a transparent, inclusive and efficient search process that results in the selection of a highly qualified and visionary leader.

2. Background

NSC seeks a search partner who understands the complexities of public education leadership and can identify candidates who align with the district's mission and values.

The NSC is a comprehensive public school system located in North St. Louis County, Missouri that educates approximately 3,000 students at eight separate school sites (1 Early Education Center, 4 elementary schools, 1 middle school, 1 high school and 1 alternative education center). The NSC employs approximately 400 staff members, composed of approximately 266 certificated personnel, in addition to administrators, and support staff.

The NSC has a rich history and has provided educational services to its community for over 100 years. The school system is a political subdivision of the state of Missouri and serves 23 respective municipalities.

3. Scope of Services

The selected firm is expected to provide services that include, but are not limited to:

- Consultation with the Board to establish search criteria and timeline.
- Community/stakeholder engagement (as desired) to include opportunities for online surveys, in-person and online community forums, staff and administration forums.
- Facilitation of community forums.

- Development of a position profile and marketing strategy.
- Advertising and outreach to attract a diverse candidate pool.
- Screening and vetting of applicants.
- Facilitation of interviews including preparation for interviews, candidate coordination, question and work project development.
- Assistance with contract negotiations and transition planning.

4. Proposal Requirements

Please include the following:

- Company profile and background.
- Experience conducting superintendent searches in public education.
- Description of the search process and timeline.
- Sample deliverables (community survey, candidate profile etc.).
- Description of engagement strategies with boards, staff and community.
- References from at least two similar school districts with completed searches in the past two years.
- Cost proposal includes all fees, costs for the search, and any supplemental services after the search.

5. Evaluation Criteria

- Demonstrated experience in successful superintendent searches in Missouri
- Understanding of public education and community engagement
- Quality and clarity of search methodology
- Supports provided to board of education throughout the search
- Supports provided to board of education and new superintendent, post-search
- Responsiveness to the district's needs and timeline
- Cost-effectiveness and transparency of pricing
- References and past client satisfaction

6. Submission Instructions

All proposals to be submitted electronically in PDF format to:

NSC Executive Board Secretary, Cecelia Rigsby

crigsby@normandysc.org

Proposals are due no later than June 26, 2026, at 4 pm CST

7. Timeline

- Proposals Due: June 26, at 4 pm CST
- Board Review of Proposals: Tuesday, July 7, 2026
- Interviews with Finalists: To Be Determined

- Firm Selected: To Be Determined

8. Contract Terms and Legal Requirements

The selected firm will be required to enter into a formal agreement with the NSC and comply with all applicable federal, state and local laws, regulations and board policies. The board reserves the right to reject any or all proposals. The submission of a proposal does not guarantee selection.

9. Contact Information

For questions regarding this RFP, please contact:
NSC Executive Board Secretary, Cecelia Rigsby
crigsby@normandysc.org