



## **Request for Qualifications Executive Search Firm for Superintendent Role**

***Issued: August 10, 2026***

### **Section I: Purpose**

The Board of Trustees of Texarkana Independent School District (TISD) seeks responses from Executive Search firms and individuals with significant education expertise to provide consulting services for a state/national search for a new District Superintendent.

### **Section II: Introduction**

TISD is beginning its search for a top-quality candidate to become its new superintendent and chief executive of the district. The expectation is that the district will identify and retain the new superintendent with ample time to ensure a seamless transition no later than January 1, 2027. To that end, the district will retain an industry-leading Executive Search firm to (1) lead the logistics and execution of the search process, (2) actively solicit and recruit the best candidates from across the nation and (3) ensure that TISD secures the candidate who best matches the targeted profile for educational and leadership experience, character, and integrity.

Additional information about the Texarkana Independent School District is available on the District's website at <https://www.txkisd.net> or you may contact the District's Communications Coordinator, Kelly Bixler at [kelly.bixler@txkisd.net](mailto:kelly.bixler@txkisd.net) or 903-794-3651 Extension 1013.

### **Section III: Scope of Work**

The TISD Board of Trustees will work with the selected firm or individual to develop an effective superintendent search process and timeline. At a minimum, the activities will include:

1. Conduct interviews with and solicit input from TISD Trustees, TISD staff, targeted community leaders and representatives of the public to develop the qualifications and attributes the district desires for its new superintendent.
2. Develop comprehensive search criteria that incorporates the district's strategic objectives, Trustee guidance and stakeholder feedback to effectively steer the search process and evaluation of potential candidates.
3. Build a robust critical attributes profile that clearly outlines all desired qualifications and requirements for success in the role.
4. Develop and execute a comprehensive application process and timeline for the position.
5. Develop and execute a candidate identification process that actively targets, recruits, and solicits top candidates from a national pool of experienced leaders who best match the role description.
  - Develop and distribute recruitment materials that will encourage qualified candidates to apply.
  - Conduct a national search that includes advertising the position broadly in print media as well as through an effective web-based strategy.
  - Conduct personal outreach recruiting to ensure the applicant pool includes the most highly qualified candidates with diverse backgrounds and experiences.
6. Recommend to the Trustees a compensation package strategy that enables successful recruitment of the quality of superintendent the district desires and requires.
7. Advise the Board regarding the identification, assessment, and selection of candidates.
8. Assist with interview logistics, candidate evaluations and identification and vetting of finalists.
  - Collect all relevant background information and references on potential candidates so that the strengths and weaknesses of each applicant can be assessed
  - Assist the Board with prescreening candidates based on defined criteria
  - Assist the Board in evaluating the applicants against the qualifications and criteria developed to create a group of finalists for interviews
9. Assist the Board in contract negotiations with the selected candidates to ensure a satisfactory conclusion to the search.

10. Throughout the process, noting that discretion is of utmost importance to TISD as well as to many candidates, the search firm will maintain the confidentiality of all information collected as appropriate.

#### **Section IV: Response Requirements**

To allow the TISD Trustees to fairly judge the merits of each response, responses to this RFQ shall include information regarding each of the items listed below. The Trustees reserve the right to reject responses that do not follow this format.

1. **Cover Sheet** – Include the completed cover sheet that is part of this RFQ signed by a person authorized to act on behalf of the entity submitting the response.
2. **Executive Summary** – Provide a one-page summary that clearly demonstrates your understanding of the scope of services required by TISD and why you believe your firm is best able to provide that scope of service.
3. **Experience and Qualifications** – Please provide details on the following:
  - **Overview of Search Firm** – address, telephone, fax, e-mail; whether firm is local, regional, or national; if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed by the firm.
  - **Project Team** – names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the firm. Specify the names, titles, addresses, telephone numbers and e-mails of the person(s) who will be directly working on our superintendent search. Discuss the specific availability of each team member and the potential for conflicts that might interfere with the project's timeline.
  - **Experience** – Please provide details on the following:
    - For each member of the proposed project team, please provide a detailed description of their experience and education, time with the firm, and how their experience suits their role on the team.
    - Specify the number of superintendent searches you have completed over the last five years, including school district, length of search, which team members participated and in what capacity.
    - Provide full details on all active superintendent search assignments you are currently leading.

- Describe the various profiles of superintendents placed (traditional, non-traditional, hybrid, etc.), how often you have placed each type and your observations/experience with each type of leader as well as success and failure rate.
  - 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 superintendents placed.
  - **Client Satisfaction** – provide information detailing your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.
4. **Work Plan** – Please provide details on the following:
- The approach to be used to address each search activity listed in Section III: Scope of Work.
  - Methods and frequency you will use to communicate and work with our Trustees.
  - Methods you will use to actively identify prospective candidates and promote their interest to apply.
  - Your experience in effective community/staff engagement and collection of information from key stakeholders to develop the initial position qualifications and evaluation criteria.
  - Describe what the major challenges to a successful superintendent search are and how the project team will address them. Specific examples of past success in overcoming these challenges will be helpful.
  - Estimate a reasonable timeline that the project team will use to guide the search process.
  - Describe the information, services, and assistance you will require from the Trustees and TISD staff to enable you to conduct the search.
5. **References** – Provide a minimum of five school districts of similar size and academic quality to TISD that have used your services for a superintendent search within the past six years. For each reference, please supply the school district name, contact person, title, telephone number and address. Describe the contract (scope, length, and dollar value) for each reference.
6. **Fee Structure.** Actual costs the district can expect to incur with your firm as well as incidentals if selected for the search.
7. **Contract Form** – If you intend to propose a form of professional services contract between you or your firm and TISD, please provide a sample copy of such contract form. If you prefer that TISD generate such contract, please indicate.
8. **Litigation Record** – Have you been involved in litigation with any of your clients within the last five (5) years? If so, please give the name, date, and jurisdiction of each such matter, a brief description of the nature of the dispute and the outcome.

9. **Conflicts of Interest** – Do you have potential conflicts of interest that could impact your ability to conduct a comprehensive & successful superintendent search for TISD?
10. **Additional Information** – Should you feel that additional information would help us more properly evaluate your response or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

## **Section V: Evaluation & Selection Criteria**

The determination of those search firms who are qualified, interested, and available and the TISD Trustees' choice of the best qualified will be based on the following criteria:

1. Experience in successfully placing superintendents in school districts of similar size, demographics, and educational philosophy to include the relevant experience of the project team members specifically assigned to the TISD search. Consideration will include the following:
  - Superintendents placed but not ultimately assuming duties
  - Superintendents leaving less than three years after placement
  - Superintendents who stay with their districts three or more years
2. The search firm's proposed approach specifically to Section III: Scope of Work and Section IV: Response Requirements and how it meets the Trustees' needs.
3. Past performance as determined by relevant contracts provided, quality of references and other past performance inputs obtained from other sources known to the Trustees.
4. Geographic availability of project team members in the Northeast/Texas region.

After review of responses, a select number of potential search firms may be offered the opportunity to provide an oral presentation. Oral presentations will be requested at the sole discretion of the Trustees. However, TISD may choose to award a contract based solely on the submitted responses without any further discussion with the offerors. If oral presentations are required, they will be scheduled after the submission of responses and at the offeror's expense.

## **Section VI: Timeline for this RFQ**

The following schedule is proposed for the implementation of this RFQ. If, in the experience of the firm, you believe the schedule listed here is unreasonable or untenable for the scope of the work enclosed, please indicate the reasons why it is not conducive to a thorough and diligent search and suggest an alternative schedule for the Trustees' consideration.

### STAGE 1: BOARD INPUT AND PREPARATION

| Proposed Date   | Activities                                                                                                |
|-----------------|-----------------------------------------------------------------------------------------------------------|
| August 10, 2026 | RFQ issued                                                                                                |
| August 18, 2026 | Deadline for submission of questions about the RFQ by 3:00pm CDT                                          |
| August 19, 2026 | TISD response to specific RFQ questions provided by 5:00pm CDT                                            |
| August 21, 2026 | Final responses due by 3:00pm CDT                                                                         |
| August 25, 2026 | TISD Trustees approve selection of search firm & determine if optional oral interviews will be requested. |

### FUTURE TIMELINES TO BE DEVELOPED IN PARTNERSHIP WITH CONTRACTED SEARCH FIRM

STAGE 2: PROFILE DEVELOPMENT & PROCESS

STAGE 3: RECRUITING & CANDIDATE SCREENING

STAGE 4: CANDIDATE PRESENTATIONS

STAGE 5: SELECTION OF FINALIST & FUTURE PLANNING

### Section VII: Submission Details

All responses are to be submitted as a searchable Adobe PDF-Portable Document format (.pdf), either electronically via email or physically via USB flash drive to the address noted below.

Responses must be received at the Texarkana Independent School District administrative offices prior to 3:00pm CDT on Friday, August 21, 2026. The deadline noted above applies both to electronic submissions via email and physical submissions of a USB flash drive to the administrative offices. Late responses will not be accepted under any circumstance and any response so received shall be returned to the proposing firm unopened.

Any questions or requests for clarification regarding the preparation of responses for this RFQ should be directed in writing to the contact named below prior to 3:00pm CDT on Tuesday, August 18, 2026.

Responses must clearly show the phrase **“Request for Qualifications – Superintendent Search for Texarkana Independent School District”** in the subject line of electronic submissions

and clearly show the name of the candidate firm. Responses are to be sent electronically via email or physically delivered via USB flash drive prior to the deadline directly to:

**Ms. Gayle Hale**  
**Administrative Assistant to the Interim**  
**Superintendent**  
**Texarkana Independent School District**  
**4241 Summerhill Road**  
**Texarkana, TX 75503**  
**Email: [gayle.hale@txkisd.net](mailto:gayle.hale@txkisd.net)**

### **Section VIII: General Conditions**

Texarkana Independent School District reserves the right to waive, modify, or otherwise alter the conditions or requirements herein and may accept or reject all responses as the TISD Board of Trustees, in its sole discretion, deems to be in the best interest of the district as well as negotiate best and final offers.



## Cover Page

### Response to Request for Qualifications

This response is submitted on behalf of:

Search Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

The above listed consulting firm hereby submits its response and agrees to furnish services to Texarkana Independent School District (TISD) in accordance with this Request for Qualifications and the response prepared by the Search Firm.

The Search Firm has carefully reviewed this Request for Qualifications and the Search Firm's response and understands that TISD will not be responsible for any errors or omissions on the part of the Search Firm.

The Search Firm agrees that TISD reserves the right to accept or reject any or all responses and to waive any irregularity or informality in any response received.

The attached response shall be considered an irrevocable offer and shall be valid for ninety (90) days from the date the responses are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the firm submitting this response.

\_\_\_\_\_  
Name of Search Firm/Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date of Submission

***(Complete & sign this page and include as the cover of your response.)***