

SPRINGFIELD PUBLIC SCHOOLS NO 19

Superintendent Executive Search Services

Informal Request for Proposals (IRFP) | Questions and Answers

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Springfield Public Schools No 19 is providing the following responses to questions received regarding the Informal Request for Proposals (IRFP) for Superintendent Executive Search Services. This document is posted on OregonBuys and the district website to provide all prospective proposers with equal access to information.

Question 1: Has the District established a budget or not-to-exceed ceiling for these services?

District Response: No

Question 2: Do key personnel resumes count toward the 20-page limit, or may they be included as an appendix?

District Response: Key personnel resumes may be included as an appendix and will not count toward the 20-page proposal limit.

Question 3: Will finalist background checks be conducted by the District's Human Resources department through its own vendor, or should proposers include those costs in the not-to-exceed amount?

District Response: The selected proposer will be responsible for conducting background checks of finalists. Proposers should include the associated costs in their proposed fees.

Question 4: Does the District expect consultants to be on site for stakeholder engagement and finalist interviews, or is a hybrid model acceptable, with key sessions on site and others virtual?

District Response: A hybrid work model is acceptable.

Question 5: Should proposers budget for interpretation and translation services for community engagement, or will the District provide language access?

District Response: The District will provide language access for community engagement.

Question 6: For a firm whose staff do not use owned vehicles to perform the work, will the District accept hired and non-owned automobile liability coverage as satisfying Exhibit A, Section 9(c)?

District Response: Yes, this is satisfactory for the District, provided the coverage otherwise meets the requirements of that section.

Question 7: Has the District scheduled dates for proposer interviews with the Board?

District Response: The District has not scheduled dates for proposer interviews at this time.

Question 8: Section 4.4 requests three references from school districts served within the past three years. Will the District accept, for one or more of the three, references from superintendent or chief executive searches the proposer conducted for other public education systems, such as public charter school systems?

District Response: Yes, the District will accept references from comparable public education systems, including charter school systems.

Additional Information

- Responses in this document are available to all prospective proposers.
- Unless expressly modified through a formal addendum, all terms, conditions, submission requirements, and deadlines in the original IRFP remain unchanged.
- Any modification to the solicitation will be issued through a formal written addendum and posted on OregonBuys and the district website.
- Proposers are responsible for reviewing all posted solicitation documents, questions and answers, and addenda before submitting proposals.

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