OAKDALE JOINT UNIFIED SCHOOL DISTRICT
168 South Third Avenue
Oakdale, CA 95361

Oakdale Joint Unified School District
Request for Qualification
Professional Services Search Firm for Superintendent
for the
Oakdale Joint Unified School District
OCTOBER 13, 2026

I. Introduction

The Oakdale Joint Unified School District Board of Trustees ("Board") is seeking a highly qualified and experienced firm to conduct a search for the next Superintendent in the Oakdale Joint Unified School District.

II. Description of the Role

The basic scope of services shall include the following:

a) Conduct all aspects of the recruitment process as directed by the Board.
b) Meet with the Board and with individual Board members to assess Board priorities, goals, and objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a Superintendent.
c) Work with the Board to develop the specific strategy for a search.
d) Prepare and distribute materials (e.g. leadership profile, job description, survey results) as necessary to advertise the position.
e) Run a state-wide search by advertising broadly in California through a variety of means to identify potential qualified candidates; discuss with those candidates the District's characteristics, the leadership profile and any other criteria for the new Superintendent; and encourage all qualified candidates to apply.
f) Prepare and present applications to be screened by the Board.
g) Conduct a thorough validation of each candidate's qualifications and background including information that might harm the Oakdale Joint Unified School District or the candidate's professional reputation. Include the results as part of the information provided to the Board for those recommended for consideration by the Board.
h) Coordinate and facilitate the interview process.
i) Maintain strict confidentiality throughout the search process as directed by the Board.
j) Prepare reports to the Board, as requested at intervals established by the Board.
k) Provide any other assistance to the Board as necessary to facilitate its final selection of a Superintendent for a term to begin on July 1, 2027.
l) Provide technical assistance in negotiating the terms of the selected candidate's employment contract.
m) Provide regular (bi-weekly or weekly) status reports/updates.

III. Planned Timeline for Initial Tasks

November - December, 2026

a. Work with the Board to develop a plan and timeline for recruitment, selection, and communications.
b. Through a variety of meetings and forums in November and December, meet with individual School Board members to clarify and determine views regarding desirable skills, characteristics, and qualifications of candidates.
c. Using the information acquired during the Board member interviews, develop a Leadership Profile and Job Description for the new Superintendent. The final job description should be ready on or before December 9, 2026 so that it can be included in the agenda packet for the December 14, 2026 Board meeting.

IV. Submittal Requirements for RFQ Responses

One electronic copy of the proposal shall be sent to Jamie Rodrigues, Administrative Assistant to the Superintendent and the OJUSD Board of Trustees via email at Jrodrigues@ojusd.org, **no later than 5:00 PM, October 23, 2026**. The electronic copy can be either a Microsoft Word file or a PDF file and transmitted via e-mail. The District reserves the right to reject any or all proposals, whether or not minimum qualifications are met and to modify, postpone or cancel the RFQ without liability, obligation, or commitment to any party, firm, or organization. In addition, the District reserves the right to request and obtain additional information from any firm submitting a proposal. A proposal risks being rejected for any of the following reasons:

a. Proposal is received after designated time / date;
b. Proposal does not contain the required elements, exhibits, or is not organized in the required format;
c. Proposal that is not fully responsive to the RFQ;
d. Proposal that contains excess or extraneous material not called for in the RFQ.

A. Required Elements and Format for RFQ Responses

1. Transmittal Letter
    i. Addressed to Clayton Schemper, Board President; and,
    ii. Signed by the search firm representative submitting the proposal.

2. All Information Identified in Section V below

V. Evaluation of Search Firms

A. The Board would like responses from potential search firms for each point below, in the order listed:
1. A letter of interest including company history background.
2. A response to the stated scope of work including how the search firm will carry out the general and specific activities.
3. A description of how the consultant will approach this work to meet the Oakdale Joint Unified School District's unique needs.
4. A proposed timeline of search (with readiness to incorporate the District's timeline).
5. Complete disclosure of the search firm's fees including an analysis of itemized options.
6. A list of the key personnel to be assigned to this search, including résumés.
7. A description of the qualifications and experience relevant to this scope of work, including:
    i. Experience placing Superintendents in similar school districts.
    ii. Track record of searching for public school Superintendents.

iii. Data on past Superintendent searches and the longevity of those selected.
iv. Flexibility to adjust Superintendent search following Board preferences.

8. The demographic profile of all Superintendents placed by the firm in the last three years.
9. A list of references, including at least three school-board related references, giving name, school district, address, telephone number, and relationship, comparable to the Oakdale Joint Unified School District.
10. Optionally, any other information related to consultant's expertise and performance, including any additional experience that would help the Board understand the firm's background in these matters.

B. Respondent's proposed search plan. Indicate the methodology the respondent will employ to initiate and carry out a search. The Respondent's narrative should address the search activities, including:
   1. How you propose to communicate and work with the Board.
   2. How you will identify prospective candidates and encourage them to apply.
   3. What you see as the major challenges to a successful Superintendent search and how you will address them.
   4. What information, services and assistance you will require from the School Board and to enable you to conduct the search.

C. Proposed Time Commitment and Overall Cost of Services
   Describe the amount of time expected for the search and provide a proposal for compensation with a rationale to explain compensation requested.

VI. Interview of Short-Listed Search Firms (If Necessary):

1. The Board will review all proposals and reserves the right to invite selected respondents to participate in an interview process. If elected, participants will present and discuss their proposal, then respond to questions. The primary contact listed in the RFP response will be the primary source of information in regard to the status of their proposal, including any interview. If such interviews are to occur, it is presently anticipated that the interviews will be conducted in Open Session, prior to Closed Session, at the November 9, 2026 Board meeting.

2. The interviews, if conducted, will be limited to 30 minutes for the firm's presentation and a question-and-answer period. Firms should be prepared to discuss at the interview their specific experience providing Superintendent searches similar to those described in the RFQ, project approach, available resources, and other pertinent areas that would distinguish their firm from the others.

VII. Selection Process

1. The School Board will select the responding firm that it deems will best serve the interest of the Oakdale Joint Unified School District. These include the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. Price is one of the factors but not the only factor that will be considered. The School Board reserves the right to reject any and all submitted proposals.

2. The firm selected will be invited to participate in contract negotiations with the District and Board President. Should the District and the selected firm not be able to reach an agreement as to contract terms by November 13, 2026, the Board President may terminate the negotiations and begin negotiations with an alternatively acceptable firm as ranked by the Board during the selection process.

3. The contract amount (including reimbursable expenses) shall be a not-to-exceed amount, to be established based upon a mutually agreeable Scope of Services and Fee Schedule.

VIII. Contract Award

Upon successful completion of the negotiations, the Board President will authorize the award of the contract to the selected firm.

IX. Questions / Additional Information

Questions regarding the RFQ as well requests for additional information may be made to Jamie Rodrigues, Administrative Assistant to the Superintendent and OJUSD Board of Trustees at: Jrodrigues@ojusd.org.