

Request for Proposals (RFP)

Purpose

The Board of Education for Beecher Community Unit School District 200U (hereafter “District”) seeks proposals from experienced executive search firms or individuals to provide consulting services for a national search for a superintendent.

Introduction

The District is beginning its search for a qualified candidate to become its new superintendent of schools as of July 1, 2021. In order to ensure an orderly transition, the Beecher Board of Education (hereafter “Board”) wants to finalize a selection for the new superintendent by the end of December 2020. To assist in the search for the most qualified candidate, the District is seeking to retain the services of an executive search firm or an individual with experience in the recruitment of superintendents for small school districts.

Description of Beecher Community Unit School District 200U

Beecher Community Unit School District 200U is located in Will County and serves approximately 1,100 students. The District has a high school which serves students in grades 9-12, a junior high school which serves students in grades 6-8 and an elementary school which serves students in grades PK-5. The District's educational program is enhanced by its strong relationships with the Kankakee Area Career Center, Prairie State College and Kankakee Community College.

The District is governed by a Board of Education consisting of seven members. The Board of Education uses policy governance as its method of governing the district. The superintendent is the board's primary employee and will be evaluated and monitored on a standardized system to measure district and superintendent performance; it is the superintendent's role to evaluate and monitor the rest of the district's staff. Information about Beecher Community Unit School District 200U may be found on the District's web site (<https://www.beecher200u.org/>) and at the Illinois State Board of Education's School Report Card website (illinoisreportcard.com).

Scope of the Work

The Board of Education will work with the selected firm or individual to develop a superintendent search process. At a minimum, the activities will include:

- Conduct interviews with and solicit input from the Board, school district staff, community leaders and the general public to develop qualifications and criteria for successful superintendent candidates.
- Develop search criteria for candidates who incorporate those qualifications and criteria identified by the Board and community as essential for success.
- Generate a position description with desired qualifications.
- Advise the Board on a compensation package which will facilitate successful recruitment of a superintendent that Beecher Community Unit School District 200U needs and desires.
- Develop and push out recruitment materials.
- Conduct a national candidate search process advertising the position using effective web-based platforms which identifies a diverse pool of highly qualified and competent candidates.
- Develop an application process for the position.
- Advise the Board regarding identification and assessment of candidates, noting their strengths and weaknesses.

- Ensure compliance with certification and applicable legal requirements.
- Assist with logistics for finalist interviews with the Board.
- Ensure a satisfactory conclusion to the search.
- Assist the Board in contract negotiations with the selected candidates.

Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected.

Proposal Requirements:

To allow the Board of Education to fairly judge the merits of each proposal, responses to this RFP must follow the format and must include responses to the queries below. The Board reserves the right to reject any and all proposals which do not follow this format.

Cover Sheet – The cover sheet provided in this RFP must be signed by a person authorized to act on behalf of the submitting company.

Executive Summary – Provide a short summary of why your firm is best able to provide the scope of services required by the Beecher Community Unit School District 200U.

Overview of Company – Address, telephone, fax, e-mail; whether company 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 company.

Project Team – Provide names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the company. 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 availability of each team member and the potential for conflicts that might interfere with the project’s timeline.

Experience – For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team.

Specify the number of superintendent searches in which each member has participated and in what capacity. 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.

Work Plan – Provide details on the following:

- Describe how you will address each search activity listed in Scope of the Work
- Designate methods you will use to communicate and work with the Board Members
- Describe how you will identify prospective candidates and promote their interest to apply
- Relate your experience in effective community engagement in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria
- Describe the major challenges to a successful superintendent search and how the project team will address them
- 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 School Board and district staff to enable you to conduct the search

Cost – Provide a budget for the superintendent search process which includes costs related to the scope of the work, including:

- Estimated hours spent by each member of the project team and their fees
- Estimated travel expenses
- Estimated publishing and advertising expenses
- Estimated postage and other costs to distribute information regarding the vacancy
- Additional expenses

Proposals must also include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

References – Provide a minimum of three (3) school districts (of similar size and academic quality to the District, if possible) which have used your services for a superintendent search. For each reference supply the school district name, contact person, their title, telephone number and address. Describe the contract (scope, length, and dollar value) for each reference.

Contract Form – The school district will provide a contract for the search process.

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, and a brief description of the nature of the dispute and the outcome.

Ensuring Client Satisfaction – Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

Timeline for this RFP

All time zones are Chicago time, and all dates are tentative

Date	Activity
July 13, 2020	Board approves RFP for superintendent search process
July 14, 2020	RFP pushed out to prospective search firms known to the district
July 14, 2020	RFP posted on District website and published in
July 22, 2020	3:00 PM deadline for submission of questions regarding the RFP
July 28, 2020	3:00 PM deadline for responses to RFP
August 3 rd to 5, 2020	Initial screening of proposals and selection of firms to be interviewed
August 10, 2020	Interviews with finalist search firms
September 14, 2020	Board approves selection of search firm
September 15-18, 2020	Board meets to discuss qualifications and flyer for the position
September 18	Search firm posts all applicable documents according to law and custom
September 19 -Oct 19	Superintendent candidates complete and submit application
October 20-27	Search firm reviews applications
October 28	Search firm shares all applications and summary to Board for review
November 2, 2020	Search firm brings final recommendations to the Board for review
November 9, 2020	Board selects final candidates for interviews
November 16-20, 2020	Board interviews superintendent final candidates
December 14, 2020	Board hires the superintendent
January -June 30, 2021	Selected candidate begins transition pending Board appointment
July 1, 2021	New Superintendent pending Board appointment

Proposal Submission:

- All written and electronic proposals must be received at the District’s administrative offices prior to 3:00 p.m. on Tuesday, July 28, 2020.
- Proposals must be enclosed in a sealed envelope and must clearly show the phrase “Request for Proposals – Beecher Community Unit School District 200U ” and the name of the candidate firm.
- Ten (10) copies of each proposal must be submitted in print and in electronic (PDF) formats.
- Proposals must be prepared on single-side standard 8 ½ x 11 paper.
- Each page should be numbered at the bottom right hand side of the page.
- Proposals shall not exceed 30 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical and each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submission information.
- The electronic file can be submitted via email to the address below or via a thumb drive enclosed with printed copies of the proposal.

Qualification:

The issuance of this RFP does not guarantee the issuance of a contract for a consulting contract to a single or multiple vendor(s). All deadlines and dates in this document may be amended or enlarged. Any such award under this agreement may be made in whole or in part to one or more applicants and at such times deemed in the best interest of the District.

Proposals should be directed to:

Elizabeth Dousias
Board Secretary
Beecher Community Unit School District 200U
538 Miller Street
Beecher, IL
Email: edousias@beecher200u.org

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing firm unopened. Any questions or requests for clarification regarding this RFP should be directed in writing to the contact named above prior to 3:00 p.m. on Wednesday, July 22, 2020.

The District reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Board of Education, in its sole discretion, deems to be in the best interest of the District. The District may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the Board of Education determines to be in the best interests of the District.

Cover Page

Beecher Community Unit School District 200U RFP for Superintendent Search

This proposal is submitted on behalf of:

Company: _____

Address: _____

Telephone: _____

E-mail: _____

The above listed consulting firm hereby submits its proposal and agrees to furnish services to Beecher Community Unit School District 200U in accordance with this Request for Proposals and the response prepared by the consultant.

The Consultant has carefully reviewed this Request for Proposals and the Consultant's response and understands that the District will not be responsible for any errors or omissions on the part of the Consultant.

The Consultant agrees that the District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrevocable offer and shall be valid for ninety(90) days from the July 28, 2020.

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

Date

Name of Consultant/Authorized Agent

Title of Consultant/Authorized Agent

Signature of Consultant/Authorized Agent

(Fill this page in and include as the cover of your response.)