



Reynolds School District  
Administration Offices  
1204 NE 201<sup>st</sup> Avenue  
Fairview, OR 97024  
503.661.7200 • FAX 503.667.6932

## REQUEST FOR WRITTEN QUOTATION

Request for Quotation: Superintendent Search Consulting Services

Quotation Due Date: November 28, 2011 – noon (PST)

District Contact: Chuck A. Rhoads  
[Chuck\\_rhoads@reynolds.k12.or.us](mailto:Chuck_rhoads@reynolds.k12.or.us)

Reynolds School District #7 requests Quotations from qualified vendors for Superintendent Search Consulting Services. Quotations received by the due date will be opened and name of each offeror will be publicly read.

The Quotation must be submitted in a sealed envelope to the address below and a packet be emailed to [Cynthia\\_le@reynolds.k12.or.us](mailto:Cynthia_le@reynolds.k12.or.us). The Quotation must be completed in ink or typewritten; an original and 6 copies must be submitted by noon (PST), November 28, 2011, to Cynthia Le, Financial Supervisor, 1204 NE 201<sup>st</sup> Ave., Fairview OR 97024-9642.

Questions regarding the specifications of this RFQ should be submitted via e-mail to Cynthia Le, Financial Supervisor at [Cynthia\\_le@reynolds.k12.or.us](mailto:Cynthia_le@reynolds.k12.or.us) by 5pm, November 22, 2011.

IF NECESSARY, AN ADDENDUM TO ADDRESS YOUR QUESTIONS WILL BE ISSUED ON November 23, 2011.

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[www.reynolds.k12.or.us/schools/](http://www.reynolds.k12.or.us/schools/)

## Reynolds School District

### Request For Written Quotation

## Superintendent Search Consulting Services

#### I. OBJECTIVE

The purpose of the Request for Quotation is to acquire the consulting services of a firm to assist the District in conducting a Superintendent Search. It is anticipated that a firm will be selected and awarded in accordance to the timeline below:

- Send approved RFQ to potential vendors – November 17, 2011
- Receive quotations from potential vendors – November 28, 2011 – 12 pm (PST) (Noon)
- Select three firms for interview – November 30, 2011
- Interview and select search firms – December 7, 2011

Quotation shall include:

#### A. **Method of Approach**

The method of approach should include a written narrative to demonstrate the offeror's expertise. Language should be straightforward and limited to facts, solutions to problems and proposed action.

#### Scope of Work

The District will provide (through CFM Strategic Communications, Inc.) the input from the parents, community and staff regarding the desired qualities of the superintendent candidates.

The vendor shall:

1. Provide answers to the attached questionnaire.
2. Develop application to accept from interested candidates.
3. Identify timelines and target dates.
4. Coordinate advertising.
5. Receive applications, verify qualifications, conduct reference checks, and perform thorough background checks.
6. Inform applicants of status.
7. Report finalists' recommendation to Governing Board.
8. Develop interview scheduling, format, sample questions, rating scales.
9. Coordinate Board and Stakeholder interviews and visitation procedures.
10. Organize site visits by finalists if needed.
11. Contact all finalists with results.

**B. Consulting Fee**

Provide consulting fees for all components, including any travel associated with this project. Vendors should use their own format to submit cost quotation.

References from other K-12 school districts (preferably Oregon).

**II. GENERAL INFORMATION**

Reynolds School District consists of 11 elementary schools, three middle schools and one high school. The estimated enrollment is 11,294. The total annual budget for 2011 – 2012 is as follows:

General Fund:	\$106,440,919
Special Revenue Fund:	\$ 17,281,310
Debt Service Fund:	\$ 13,003,515
Capital Project Fund:	\$ 4,089,902
Trust Fund:	<u>\$ 30,247</u>
	\$140,845,893

**III. SELECTION PROCESS**

Quotations will be evaluated on November 30, 2011. The district may schedule “skype” telephone interview with offeror(s) to assist in making its selection. The firms that are selected for interview, must be prepared to have the interview with the individual that will lead the search for Reynolds School District.

Evaluation criteria are listed in the relative order of importance. The award will be make to the responsible offeror(s) whose Quotation is determined to be the most advantageous to the District based on the following criteria: Answers to the attached questionnaire, Experience and Expertise, Method of Approach, Proposed Staff and Costs. Award will not be based solely on cost, and will be made in the best interests of the District, with time being of the essence.

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**Request For Written Quotation**

**QUESTIONS**

1. What elements of the search process result in a good match between a district and the candidate selected – how do you create a good match?
2. How many searches has your firm conducted in the past five years?
3. How many successful placements in those 5 years resulted in the superintendent still on the job?
4. What elements of the search process result in a poor match between a district and the candidate selected?
5. What does your firm do to increase the likelihood that there is an excellent match?
6. Which specific searches in which your firm was involved resulted in the best match between a district and the candidate selected by those Boards?
7. What does your firm uniquely do that increases the likelihood of a good match between the district and candidates – how is your process different than that of other search firms?
8. If you were to provide the Board 2 or 3 suggestions for the search process to ensure a good match between the District and the Candidate selected, what would they be?
9. Is your firm conducting any current searches in neighboring districts? In the state? In the NW?
10. Which person in your firm would be assigned to Reynolds?
11. Describe the screening process and your recommended timeline. When do you recommend the posting be published?
12. Would your firm’s primary role be to rank the candidates and to recommend which candidates the Board should interview or to just identify the strengths and limitations of each candidate and let the Board decide which candidates it should interview?
13. What advice do you have for a Board that desires to include others in the search process without having misunderstandings to ensure we fulfill our responsibility in making the selection of the new superintendent?
14. What advice do you provide to the Board regarding opportunities for the community to be involved in criteria development? How would you gather input from 5 municipalities, the general community, staff and parents?
15. Please differentiate between screening calls and reference check calls. How and when do those calls occur in the process?
16. What was the most difficult search process in which your firm did and what made it difficult?

17. What role do you see your firm playing in the search process and what role do you see the Board playing?
18. What information would you need from the Board to assist in the search process?
19. What time and resources demands will be made on the Board or the District's staff for and during the search?
20. How will applications be processed and presented to the Board?
21. How does your firm handle internal and external candidates?
22. What type and how broad of an advertising and recruiting process does your firm use?
23. What does your firm know about the unique population of the Reynolds District in terms of SES, Diversity, etc.
24. What suggestions do you advise to ensure advertising provides a clear perception of our District to attract good candidates (Reynolds on Google)?
25. Please describe additional expenses that occur, how they will be tracked and billed included how your firm expects payment (draws, regular billings, etc.).
26. What type of follow up services does your firm provide?
27. What if the Board does not find a good match?