



BENNETT VALLEY

UNION SCHOOL DISTRICT

REQUEST FOR PROPOSALS FROM SEARCH FIRMS for a SUPERINTENDENT SEARCH

Responses Due No Later Than Friday, January 22, 2021 at 5:00 p.m. All late responses will be returned unopened.

INTRODUCTION:

The Board of Trustees (Board) of the Bennett Valley Union School District (District) is seeking proposals from qualified individuals or firms (Consultant) to assist the Board in its search for a Superintendent for the District. The current Superintendent will be leaving the position at the end of the current school year on June 30, 2021, after twenty-seven years in the position. Currently, the Superintendent also performs the duties of the Director of Special Education and Director of Curriculum and Instruction.

DESCRIPTION OF THE BENNETT VALLEY UNION SCHOOL DISTRICT:

Bennett Valley Union School District is a TK-6th grade district located in southeast Santa Rosa in Sonoma County. The District serves approximately 1,000 elementary students in two schools. Yulupa School serves TK-3rd and Strawberry School serves 4th-6th graders. The district also has a collaborative, integrated preschool serving general education and preschoolers with special needs. The district is known for its academic excellence, parent involvement, and for its outstanding and dedicated staff. Additional information is available on our website: www.bvUSD.org

GENERAL VENDOR REQUIREMENTS:

Individuals or organizations responding to this RFP should demonstrate their capability and experience to assist in the search for a diverse pool of highly qualified candidates, particularly in public education administration or similar positions.

THE SEARCH:

The Board intends to conduct a thorough search and anticipates selecting the Superintendent by the end of March, early April, 2021 with the Superintendent beginning employment under a contract no later than July 1, 2021. Proposal are due on January 22, 2021 at 5:00 PM. The Board may choose to conduct interviews with top selected Consultants at a Special Board Meeting via zoom on January 28 at 5:00 p.m.

Sue Field, Ed. D, *Superintendent*

The selected firm will be expected to develop and implement a search plan that includes the following:

- a. Supporting the Board in developing the criteria and qualifications for selecting a Superintendent;
- b. Facilitating the process for community input and engagement;
- c. Generating interest on the part of potential candidates through a comprehensive outreach;
- d. Coordinating the interview process;
- e. Assisting the Board in narrowing down the list of finalists, including reference checks;
- f. Handling the logistics of the search process;
- g. Assisting the Board of Trustees in developing an appropriate compensation package for the Superintendent; and,
- h. Other search related assistance the Board may require.

FORMAT OF PROPOSALS:

Hard copies of proposals should be typed and submitted on 8.5 x 11-inch paper and bound in 3-ring binders in a tabbed format. Proposals should be no longer than 30 pages including attachments.

The proposal shall include a signed Letter of Intent and should include the following information organized in the following way:

- A title page that identifies the RFP, the submitting individual's(s') or organization's name, address, contact person, phone numbers, the date the proposal is submitted.
- A table of contents identifying the materials submitted by section and page number.
- An executive summary of the respondent and its staffing, qualifications and the proposed approach for working with the District. This summary should be a maximum of two (2) pages in length.
- A summary of experience with executive searches for public entities or other relevant executive searches with local, regional and national executive searches and relevant placements in the last 12 months (describing the mission, service area, size, and history of the entity, the position for which the search was conducted and the respondent's fee structure).
- A copy of the respondent's diversity policies, a statement as to how such policies will be met under the proposal, and a summary of experience sourcing and placing diversity candidates.
- A description of and credentials of the specific individual(s) who will perform the work, including their capabilities *vis-à-vis* the capabilities indicated above.

- A description of the proposed methodology to be used in the process.
- The fixed cost all-inclusive fee for meeting all requirements and providing all deliverables.
- References from at least three (3) clients of the respondent, and preferably clients who have utilized the firm on matters related to public executive search services. The references must include a contact person, a full address, phone number, and email address.
- An insurance certificate showing the insurance maintained by the respondent.

Consultants selected for interviews will be invited to present their proposal to the Board at an open, public meeting. The Consultant's cost for preparation of the proposal and any interview expenses will be borne by the Consultant. The Board intends to select a Consultant on January 28 or shortly thereafter, and will expect that, upon selection, the Consultant will commence work immediately.

DISTRICT'S RIGHT TO REJECT PROPOSALS:

The District reserves the right to:

- Reject any or all proposals submitted for any or no reason in its sole and absolute discretion, and to waive informalities and irregularities in the proposals received and to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process in its sole and absolute discretion.
- Request additional information from any or all firms or individuals submitting proposals.
- Conduct discussions with respondents for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

SUBMISSION OF PROPOSALS:

Proposals must be submitted digitally in PDF format to LaVon Maney at lavon.maney@bvusd.org no later than 5:00 p.m. on January 22, 2021.

In addition, sealed proposals (six hard copies) shall be sent to:

Jeremy Brott, President
Bennett Valley Union School District Board of Trustees
2250 Mesquite Drive
Santa Rosa, CA 95405

and must be received no later than January 22, 2021 at 5:00 p.m. Proposals received after the dates and times indicated above will not be considered. The Board may choose to conduct interviews with selected Consultants at a special board meeting to be held on January 28 at 5:00 p.m. via zoom.

Many thanks for your consideration!

BENNETT VALLEY UNION SCHOOL DISTRICT BOARD OF TRUSTEES:
Jeremy Brott, Steve Sharpe, Deborah Bull, Mindy McKeon, Martha Byrne

Inquiries can be directed to Board President Jeremy Brott at Jeremy.brott@bvusd.org or Sue Field, Superintendent at sue.field@bvusd.org