



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

**REQUEST FOR PROPOSALS FOR
EXECUTIVE SEARCH FIRM FOR SUPERINTENDENT OF
SCHOOLS POSITION**

**San Mateo-Foster City School District
Attn: Ken Chin, SMFCSD School Board President
1170 Chess Drive
Foster City, California 94404**

Proposals Due by 12:00 PM, Friday, February 12, 2021

Introduction

San Mateo-Foster City School District (“SMFCSD”) serves the ethnically diverse population of San Mateo and Foster City, California. SMFCSD serves approximately 11,000 students and comprises twenty-one schools: fifteen elementary schools (TK/K-5th grade), three K-8 schools, and three middle schools (6th-8th grades). Additionally, there are several preschool programs (fee based and state subsidized). SMFCSD also offers magnet programs that allow students to attend schools that focus on their unique talents and interests including, TK-8 Montessori programs, elementary and middle school language immersion programs (Spanish and Mandarin), and other elementary school magnet programs (STEAM, Project-Based Learning, LEAD and Math & Science). SMFCSD is the largest school district in San Mateo County and employs approximately 1,200 full and part-time staff.

SMFCSD’s mission is to provide rigorous, high quality and equitable education while partnering with our families and community to support all students to achieve their full academic, social and emotional potential. Our programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more such characteristics. The Board actively promotes programs that ensure that discriminatory practices are eliminated in all District activities.

Additional information about SMFCSD is available on the District’s website: www.smfcsd.net or you may contact the District’s Coordinator of Community Services, Dianne Willoughby at dwilloughby@smfcsd.net.

SMFCSD invites proposals from qualified consulting firms to provide Executive Search Consultant Services for the position of Superintendent of Schools. The Board of Education of SMFCSD (the “Board”) intends to engage the selected firm for the period of time necessary to select and appoint the best qualified candidate for a term to begin on July 1, 2021. The successful consultant will be expected to develop and implement a search plan in accordance with the proposal requirements described herein, including 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 local, State and national outreach; d) coordinating the interview process; e) assisting the Board in narrowing down the list of finalists; f) handling the logistics of the search process; g) assisting the Board in developing an appropriate compensation package for the Superintendent; and h) other Superintendent search related assistance the Board may require.

One signed original and four (4) hard copies of the proposal shall be submitted by no later than **12:00 PM (noon), Friday, February 12, 2021**, in a sealed envelope clearly marked “Executive Search Firm for Superintendent Search” and addressed to:

San Mateo-Foster City School District
Attn: Ken Chin, SMFCSD School Board President
1170 Chess Blvd
Foster City, CA 94404

Hard copies of the proposals may be submitted by U.S. mail, courier or personal delivery.

Additionally, one electronic copy of the proposal shall be emailed to both kchin@smfcSD.net and aproctor@smfcSD.net following the delivery of the hard copies.

Questions regarding this RFP shall be directed by e-mail to kchin@smfcSD.net for clarification purposes only.

Late Proposals:

Proposals arriving after the specified date and time will not be considered.

Withdrawal or Modifications of Proposals:

Any proposal may be withdrawn or modified by a written request signed by the consultant and received by SMFCSD prior to the final time and date for the receipt of proposals.

Proposal Acceptance and Rejection:

SMFCSD reserves the right to accept any proposal, to reject any and all proposals if the rejection is deemed in the best interests of SMFCSD, or to call for new proposals.

Proposal Evaluation and Award:

The responses to the RFP will be evaluated as noted below in the Evaluation and Selection Criteria section of the RFP. Award shall be made to the responsible consultant whose proposal is determined to be the most advantageous to SMFCSD, taking into consideration price and adherence to the terms and conditions of this RFP. SMFCSD will enter into a mutually agreed upon Contract provided by the successful consultant for the specified services. Consultants who are not selected by SMFCSD will be notified in writing. Nothing herein shall obligate SMFCSD to award a contract to any responding consultant.

Waiver of Irregularities:

SMFCSD retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and SMFCSD reserves the right to award a contract to a consultant submitting any such non-compliant proposal in SMFCSD's sole discretion.

Qualification/Inspection/Interviews:

Proposals will only be considered from consultants normally engaged in providing the types of services specified herein. SMFCSD reserves the right to reject proposals where evidence or evaluation indicates an inability to perform the assigned tasks. SMFCSD reserves the right to interview any or all responding consultants and/or to award a contract without conducting interviews.

Due to the time sensitive nature of the search, SMFCSD reserves the right to review qualifications, inspect RFPs, and conduct the interview on a rolling basis.

Conflict of Interest:

The consultant shall avoid any conflict of interest.

Discrimination:

The selected firm shall not discriminate in any way against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of SMFCSD's contracts.

Public Nature of Proposal Material:

All correspondence with SMFCSD including responses to this RFP will become the exclusive property of SMFCSD and will become public records pursuant to the California Public Records Act (Cal. Government Code section 6250 et seq.) unless an exception to the Act is applicable.

Performance:

It is the intention of SMFCSD to acquire services as specified herein from a consultant who will give prompt and convenient service. Any such contract will be non-exclusive, and SMFCSD reserves the right to seek services from other sources in SMFCSD's sole discretion.

Term of Contract:

The term of the contract will be for a specific period of time, commencing upon contract execution. The contract may be extended by mutual agreement of the two parties.

Insurance and Indemnification:

The consultant shall provide insurance along with indemnification to SMFCSD.

Guidelines for Proposal

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist SMFCSD by simplifying the review process providing standards for comparison of submissions.

Proposals shall contain the following information in the order listed:

1. A brief history and description of your firm including your relevant experience in providing the aforementioned services in which you are currently or in the past five (5) years have been involved.
2. Name, address, phone, fax, and email addresses of principal employees. Provide resumes of the individual(s) who will be working on this project.
3. Indicate name and contact information of the lead consultant who will be assigned to this contract for the duration of the search process, through and including the hiring of a Superintendent.
4. Provide at least 3 references of other school districts with which you have worked. Please include contact information for each.
5. Services your firm utilizes to assist school districts in identifying qualified candidates.
6. Describe the unique expertise provided by the firm's staff and list firm staff and the qualifications of those working on this project.
7. Address each of the items listed in the Scope of Services below. Describe the methodology used by the firm for this search process and the role of the search firm at each step in the process. Describe detailed activities that are to occur, a timeline, significant milestones, and anticipated deliverables.
8. Describe how the Board, staff, and interested community members, including parents and community leaders, can be involved in developing the criteria for selection of a Superintendent.
9. The firm's pricing proposal shall be a firm fixed price to include a schedule and the amount or rate of compensation desired for the services outlined in your proposal. Specifically identify all items included in the compensation schedule.
10. Provide any additional information and comments your firm deems necessary to clearly communicate your firm's qualifications and the process you would use to recruit a Superintendent of Schools for the Board.

Scope of Work

The basic scope of services shall include the following:

1. Conduct all aspects of the recruitment process as directed by the Board by demonstrating a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context, reflecting a familiarity with our students' needs.
2. Review position requirements and interview, survey and conduct focus groups to solicit opinions from Board members, senior SMFCSD staff and various SMFCSD stakeholders to help define the leadership attributes and leadership profile needed in a Superintendent.
3. Work with staff and the Board to develop a plan and timeline for the search that includes community involvement while balancing the need for confidentiality of applicants.
4. 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.
5. Develop and implement a robust community outreach plan to provide and facilitate community input and engagement regarding desired superintendent skills, characteristics, and qualifications. Such a plan which may include focus groups, surveys and online community meetings, must include all school system stakeholders, including but not limited to, students, parents and parent organizations, District employees, labor unions, local community groups and SMFCSD partners, our San Mateo-Foster City Education Foundation, and key elected officials. Furthermore, the community outreach plan must include input from our ethnically diverse community which may require translation services.
6. Prepare and distribute materials (e.g. leadership profile, survey results) as necessary to advertise position.
7. Assist the Board in developing an appropriate compensation package for the Superintendent that facilitates a successful recruitment effort.
8. Advertise nationally, statewide and in the Bay Area and recruit qualified candidates. We expect that the cost of living in San Mateo and Foster City may be a barrier and that you will craft a strategy to address this.
9. Screen all applications using criteria to be developed with the Board (but provide a summary of all candidates to the Board.)
10. Conduct appropriate background checks and interviews of qualified applicants and include the results as part of the information provided to the Board for those recommended for consideration by the Board.
11. Coordinate and facilitate the interview process.
12. Evaluate and rank the qualified applicants in accordance with criteria developed in conjunction with the Board.
13. Maintain strict confidentiality throughout the search process as directed by the Board.
14. Prepare reports and recommendations to the Board, as requested at intervals established by the Board.
15. 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, 2021.

Evaluation and Selection Criteria

The determination of those that are qualified, interested, and available and the Board's choice of the best qualified will be based on the following criteria:

1. The search firm's proposed approach to the work and how it meets the Board's needs.
2. Qualifications and experience relevant to the scope of work including specific experience recruiting and placing superintendents of school districts of similar size.
3. Past performance as determined by recent and relevant contracts. The evaluation will be based on information obtained from references provided by the firm as well as other relevant past performance information obtained from other sources known to the Board.
4. Fee structure
5. Timeliness and efficiency to complete an accurate and effective search
6. Adherence to all specifications and requirements of this RFP.

Sincerely,

Ken Chin

President, San Mateo-Foster City School District School Board