



# UPPER ARLINGTON SCHOOLS

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## Request for Proposals – Superintendent Search Services

### I. GENERAL.

The Board of Education of the Upper Arlington City Schools — a national leader in education — requests proposals for professional services to assist the Board in conducting a superintendent search. Upper Arlington Schools is a lighthouse district with a legacy of excellence in academics, the arts and athletics; a long-running philosophy of educating the whole child; and remarkable new school facilities to support and enhance the learning experience for students in this growing school district of more than 6,300 students.

The district will have an opening for the position of superintendent when the current superintendent retires effective January 4, 2023. The Board intends to conduct a thorough and comprehensive search, with the goal to identify a new superintendent no later than January 31, 2023 and for that person's employment to begin no later than August 1, 2023.

The district will be selecting a search firm to supply the services described in this RFP based on its expertise, experience, and responses to the Proposal Requirements section of the RFP, and the interview process.

### II. PROPOSAL REQUIREMENTS.

Proposals must be presented in a format organized by Company Profile Information, Search Process Description, Qualifications of Personnel, References, Attachments or Forms, and Other Pertinent Data and include the following information:

- Proposed timeline of activities and major events in the search process. The services must be completed within the earlier of: ninety (90) calendar days after the search firm's written contract is approved by the Board of Education; or any earlier deadline set by the Board.
- Responsibilities to be assumed by the Board and the Search Firm during each phase of the process. Proposals should include a description of the required assistance or services needed by the Search Firm from district staff during the recruitment, interview, and placement process.
- Recommended process for developing criteria that will be used for selecting the new superintendent.
- Detailed plan for input engagement and feedback involving stakeholders — including board members, staff, students, families and the school district community as a whole. Proposals should define how the interviews, surveys, or focus groups will be conducted.
- Description of the advertising and recruitment strategies proposed, including measures to assure equal opportunity and other considerations. Proposals should include samples of materials, including type and medium. Proposals should also include where and how the position will be advertised and the process for identifying candidates, networking, and actively recruiting candidates.

- Description of the level(s) of applicant screening to be provided, including any criminal background, employment, and other checks of qualified applicants.
- Description of the level of coordination and facilitation of the interview process and selection of candidates provided to the Board by the firm.
- Description of the level of assistance given to the Board in developing an appropriate compensation package and negotiating terms of employment with the final applicant.
- Description of at least three searches conducted for Ohio public School Districts within the last 36 months, including reference names and contact information (mailing address, telephone number, and email address). Proposals should also include a description of other superintendent searches conducted in the past five years for districts of similar or larger size and characteristics.
- Information about the Search Firm making this proposal including:
  - Identification of the key members of the search team who will be assigned to our project, along with a resume. Names of board members, administrators, and/or other references from other districts who can be contacted as references for this person. Search team members also may be required to complete criminal background searches.
  - Description of guarantees, assurances and/or refunds, if any, that the firm will provide to the district in the event of an unsuccessful search.
  - Statement as to whether the individual or firm are currently engaged in other projects that coincide with or might affect the timeline of this search.
  - Data relating to successful hires and longevity of placements.
- Detailed total cost estimate for this search, separating out anticipated expenses for each element of the search and outlining other anticipated expenses for the district.
- Assurance that the search firm has no unresolved finding for recovery issued by the Auditor of State under R.C. 9.24. If this representation is false, any contract is void ab initio, and any funds paid to the firm must be immediately repaid to the Board of Education.
- Assurance that the search firm and key members of the search team have, and will acquire, no direct or indirect personal interest that is incompatible or in conflict with the performance of the firm's services on behalf of the District, including without limitation any conflict that may create a potential violation of Ohio's Ethics Laws for any Board of Education member or District personnel.
- Assurance that the search firm shall maintain automobile, workers' compensation and general liability insurance to protect the firm and its agents and employees from any and all claims that may arise from the firm's performance of its services for the District. The firm shall present a certificate of insurance to the District's Treasurer upon request.

### **III. SUBMISSION OF THE PROPOSAL**

Proposals should be sent to:  
 Superintendent Search  
 c/o Wendy McClellan  
 Upper Arlington City Schools  
 Mail: 1619 Zollinger Road  
 Upper Arlington, OH 43221  
 Fax: 614.487.5012  
 Email: [treasurer@uaschools.org](mailto:treasurer@uaschools.org)

Proposals must be received no later than noon on **Friday, July 29, 2022**.

Questions regarding the proposal should be addressed to Treasurer, Andrew Geistfeld (see above).

#### **IV. SELECTION OF THE SEARCH FIRM.**

The Board will evaluate and screen proposals that are timely submitted and select between 2 and 3 consulting firms as finalists. Proposals that are untimely will not be considered. All proposals will be subject to the Ohio Public Records Act, R.C. 149.43, and the District reserves the right to reject any or all proposals.

The Board will invite the finalists to make oral presentations in a public session on **August 9, 2022**. We ask that you keep this date open on your schedules. All respondents will receive written notification of the Board's decision regarding finalists by Friday, August 5, 2022. The contact of individual Board members by representatives (directly or indirectly) of the Search Firm, prior to the selection of the successful firm, may result in that Firm's disqualification from consideration. The Board anticipates awarding a contract at its regular meeting on **September 13, 2022 or sooner, if a special meeting is scheduled**.

#### **V. EVALUATION FACTORS.**

The evaluation of all timely and complete proposals will be based on the review and analysis of several factors, which will include, but not be limited to, the following:

1. The consulting firm's detailed timeline, processes and strategies for conducting the requested services.
2. The consulting firm's background, qualifications, experience and guarantees in providing the services that are identified in the Proposal Requirements section of this RFP.
3. References for services of a similar nature performed for other Ohio public school districts. Include the number of clients in Ohio, number of years in education services, and all other factors that indicate the firm's commitment to perform satisfactorily, including responsiveness and availability.
4. Costs, including the consulting firm's hourly rates for all levels of service, any other personnel costs, travel time costs, and all associated costs for support services, such as word processing, copying, etc. All costs must be identified in your proposal. All costs will be negotiable until the parties execute a final written contract. Firms must provide a firm, fixed "not to exceed" total cost in their proposals.
5. Results from the panel interview process.