



**REQUEST FOR STATEMENT
OF QUALIFICATIONS**

For

**SUPERINTENDENT SEARCH
CONSULTANT**

Request for Statement of Qualifications Issued: January 17, 2014
Deadline for Submittal of Statement of Qualifications: February 6, 2014

Request for Statement of Qualifications for Superintendent Search Consultant

I. INTRODUCTION

The Board of Trustees ("Board") of the Sacramento City Unified School District ("District") is seeking the services of a qualified firm with expertise in all phases of the Superintendent search process. The Board is seeking Requests for Statement of Qualifications ("RFQs") from firms interested in providing such services.

The District is an urban district located in Sacramento County that educates over 43,000 elementary and secondary students along with many adult education students. More specific information about the District's staff, communities/families, and programs can be accessed from its website, www.scusd.edu.

The Board anticipates the need for a firm to assist in its effort to hire a Superintendent. It is imperative that the executive recruitment process include broad community engagement and transparency. The District is currently operating with an Interim Superintendent and is prepared to offer its top position to a permanent Superintendent.

The Board reserves the right to select firms which, in its sole judgment, best meets the District's needs. The Board reserves the right to reject any or proposals submitted or to waive any irregularities in any SOQs. The Board further reserves the right to amend the list of approved, eligible firms to include firms not selected through this RFQ process.

II. GENERAL INSTRUCTIONS

Interested firms are invited to submit ten (10) hard copies and one (1) electronic copy on a portable "thumb drive" in write protected PDF format. Statements of Qualifications are limited to 30 pages, including the requirements described below, but excluding cover and index tabs. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Thursday, February 6, 2014 to the following address:

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words "Superintendent Search RFQ". Late proposals will not be accepted. It is the firm's sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of Statement of Qualifications. No corrected or resubmitted responses will be accepted after the deadline.

This Request for Statement of Qualifications does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Statement of Qualifications. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your response. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFQ.

The RFQ is the only means for prospective search firms to submit their qualifications for consideration to assist the Board in its task of selecting a Superintendent.

Requests for Information

Questions related to this RFQ should be submitted in writing via electronic mail to suptsearch@scusd.edu, no later than Tuesday, January 28, 2014. Specify “Superintendent Search RFQ” in the subject line. Responses to all questions received will be posted on the Districts website, www.scusd.edu > Offices > Contracts Office > Request for Proposals/Qualifications.

In the event that a firm has contact with any official, employee or representative of the District in any manner contrary to the above requirements, said firm may be disqualified from further consideration.

	RFQ SCHEDULE	DATES
1.	Deadline for submittal of questions	Tuesday, Jan. 28, 2014
2.	Answers to questions posted on the District website: www.scusd.edu >Offices>Contracts>Requests for Proposals/Qualifications	Thursday, Jan. 30, 2014
3.	Deadline for Submittal of Statement of Qualifications	Thursday, Feb. 6, 2014
4.	Interviews of Most Qualified Firms	TBD
5.	Notice of Intent to Award Contract	March 2014

III. PROPOSAL CONTENT REQUIREMENTS

A. Cover Letter

Submit a cover letter signed by an authorized representative of the firm providing an overview of the entire proposal and describing the general approach or methodology that will be used to meet the goals and fulfill the general functions as set forth in the RFQ. Include a contact email address, firm address, telephone and fax number of the office that will be primarily responsible for providing services.

B. Table of Contents

C. Staffing Resources

1. Provide total number of professional staff employed by the firm.

2. Identify two (2) persons that will be principally responsible for working with the District. Indicate the role and responsibility of each individual. If the firm is chosen for an interview, these principal individuals must attend the interview in person.

D. Scope of Services

Due to the differences between firms and their selection methodologies we are requesting that firms provide the following information to define the scope of services they are proposing:

1. Calendar of events and project milestones for the Sacramento City Unified School District Superintendent selection process.
 - a. Calendar should be as detailed as possible.
 - b. Calendar should take into account the Board's requirement that a permanent Superintendent is appointed before the close of the current school/fiscal year ending June 30, 2014.
 - i. Board desire is to have the information and appropriate community input completed in a manner that may allow appointment of the permanent Superintendent well before the close of the school/fiscal year.
2. Calendar of events and project milestones should include well defined deliverables.
 - a. Payment as a percentage of total submitted price will be based on these defined deliverables so be specific as to what the in progress payment requests will be, if any.
3. As stated above, the Board desires broad community engagement and transparency in the Superintendent search process. Please ensure that your scope of services includes information on how you plan on ensuring that this takes place.
 - a. To ensure that appropriate community engagement takes place it is a Board desire that this engagement occurs well before the last day of the school year, June 12, 2014.
4. It is the Boards intent to award a contract for the Superintendent's search on or before March 10, 2014. Please develop your project calendar of events and project milestones based on this award date.
 - a. Please provide a cumulative number of days in your process starting with the assumed March 10, 2014 award date.
5. Please be specific in the number and types of events you are proposing.
 - a. Please ensure that you clearly list the type of individuals involved in each event.
 - i. Examples
 1. Members of the Public
 - a. Any sub groups you feel are important.
 2. Entire Board of Education
 - a. Individual members of the Board
 - b. Executive Board
 3. District Administration
 4. Who will conduct the event?
 - a. Whether or not a member of your firm will lead or which position from the District will lead.
 - b. Please provide an estimated start and end time for each event.
 - c. Please show any event dependencies should they exist.

6. Be specific as to how you will check and follow up on references.
7. Be specific as to your normal recommendation for the number of candidates that you will narrow the final selection to.
8. Be specific as to what services, if any, you will provide in regard to relationships with the media.
9. Provide information on how you will craft the job description and promotional announcement of the Superintendent position.
10. Be specific as to how you will advertise or make known our desire for a permanent Superintendent.
11. Include all other scope of service information that you feel is relevant to our search for a permanent Superintendent.

E. Experience and Strengths

The proposal should clearly and accurately demonstrate specialized skills, knowledge and experience required to meet the Board's specifications. Firms will provide three samples of past projects that are similar in scope. At any time, the Board's representative may contact previous clients of the proposing firm to verify the stated experience and performance.

The District desires that firms have experience in the public and private executive recruitment process, preferably California K-12 school experience.

F. Cost

In a separate sealed envelope, submit copies of your firm's rate proposal. Envelope should be marked "Price Proposal". Firms are asked to submit a sample project with the total cost that is similar in nature to this RFQ. This element should include a range of fees and a fee structure.

IV. SELECTION PROCESS

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services based on the attached Evaluation Matrix.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.

All Statement of Qualifications received by the specified deadline will be reviewed by the Sacramento City Unified School District for content, completeness, experience and qualifications.

EVALUATION MATRIX

MOST IMPORTANT CHARACTERISTICS		
ITEM	POINTS	SELECTION CRITERIA
1. Business Experience	10	<p>Understands and can articulate how your firm's business model serves a K-12 school Board seeking a new Superintendent.</p> <p>Quality of services provided in the past.</p> <p>References, connections, and contacts in California</p>
2. Personnel	25	<p>Demonstrated expertise of key personnel in relation to the scope of services and a willingness to commit the firm's principals to this task.</p> <p>Availability of principals to perform tasks.</p> <p>Knowledge of California business and education communities.</p>
3. Articulates Board's Vision	10	<p>Demonstrated ability to facilitate a productive and unifying process; and possess a clear understanding of the Board's vision to include broad community engagement and transparency in the Superintendent search process.</p>
4. Measurable Results	25	<p>Successful track record of matching candidates to school districts.</p>
5. Affordability	15	<p>Cost sensitive in tight economic times.</p>
6. Commitment	10	<p>Has capability and resources to fulfill Board and community requests.</p>

MOST IMPORTANT CHARACTERISTICS		
ITEM	POINTS	SELECTION CRITERIA
7. Expertise	5	Public and private executive recruitment experience, preferably with California K-12 schools.
TOTAL POSSIBLE POINTS	100	