

**Request for Proposals and Qualifications  
Executive Search Firm  
Superintendent of Schools Search**

**Deadline for Submittal: February 6, 2023 at 12 pm PT**

# **Mill Valley School District** **Request for Proposals and Qualifications**

## **Executive Search Firm for Superintendent of Schools Search**

The Mill Valley School District (the “District”) invites the submission of proposals from qualified consulting firms to provide Executive Search Consultant Services for the position of Superintendent of Schools. The Board of Education of the District (the “Board”) intends to engage the selected firm for the period of time necessary to select the best qualified candidate. The Board intends to conduct a thorough search and anticipates selecting the Superintendent during the 2022-2023 fiscal year, with the Superintendent beginning employment under contract, July 1, 2023.

Consultants will be invited to present their proposal to the Board at an open public meeting on **February 9, 2023**. The Consultant’s cost for preparation of the proposal and any interview expenses will be borne by the Consultant. It is anticipated the Board will select a Consultant on the same date as the presentation, if any, and will expect that, upon selection, the Consultant will commence work immediately.

### **Scope of Services**

The basic scope of services may include the following:

- A. Oversee all aspects of the recruitment process, including handling the logistics as directed by the Board;
- B. Meet with the Board and/or individual Board Members to review the position requirements and assess Board priorities, goals, and objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a Superintendent;
- C. Facilitate the process for Board Members, District staff, and various District stakeholder input and community engagement;
- D. Work with the Board to develop a plan and timeline for the search;
- E. Advertise and conduct a search that generates a diverse pool of highly qualified candidates, including women and people of color, through a comprehensive outreach;
- F. Prepare and distribute materials as necessary to advertise the position;
- G. Coordinate and facilitate the interview process, with Consultant in attendance;

- H. Maintain communication with candidates and respond to candidate inquiries and requests for information, as appropriate;
- I. Meet with the Board as needed to ensure a high quality search process;
- J. Assist the Board in narrowing down the list of finalists by screening, evaluating, and ranking qualified applicants. Unqualified candidates will be eliminated from the list of interview candidates. Provide a report on each applicant using criteria established by the Board;
- K. Conduct reference and background checks on all interviewees, as required, including extensive reference checks on all finalists;
- L. Assist the Board in developing an appropriate compensation package for the Superintendent that facilitates a successful recruitment effort;
- M. Maintain strict confidentiality throughout the search process, including confidentiality of applicants as directed by the Board;
- N. Perform other Superintendent search related assistance the Board may require.

### **Proposal Content**

1. A description or profile of the Consultant, including a statement of qualifications, describing the type of services the Consultant provides and any other information or materials the Consultant believes would be helpful to the Board in making its decision. Consultant must demonstrate its capacity to manage and coordinate the types of activities to be conducted and to provide the search services in a timely and satisfactory manner.
2. A detailed summary of services the Consultant proposes to provide the District, including but not limited to: (a) search process planning, preparation, community engagement, timelines, and implementation; (b) candidate recruitment, including how the Consultant has worked to actively develop, maintain, and seek a diverse candidate pool; (c) candidate applications, screening, references, evaluations, and interviews; (d) candidate appointment; and (e) search closing process.
3. Samples of related materials to identify and engage applicants for the position.
4. A summary of strategies to identify and engage community stakeholder input for the development of advertising, brochures, survey forms, reports, etc.

5. A detailed summary of similar services that Consultant has provided to other school districts locally and statewide. Summary to include details such as time to hire, number of candidates, and strategies.
6. Describe any contacts or relationships Consultant has, is seeking, or has had with any other school districts in Marin County, as well as San Francisco, San Mateo, Napa and, Sonoma counties. Also, describe any current or previous relationships with any Mill Valley School District employee.
7. Professional qualifications of Consultant's principals, employees, and consultants, if any, who will render services to the District.
8. A detailed description and breakdown of any and all fees and estimated expenses to be charged to the District, including a listing and breakdown of fees and expenses for any optional services.
9. A description of the guarantee provided by the Consultant for completion of a successful search.
10. A detailed description of Consultant's insurance coverage.
11. A sample consultant agreement for the Board to consider.
12. A list of references, including name, address, telephone number, email address, and contact person for Consultant's five most recently completed Superintendent searches for Districts of similar or larger size.
13. Detailed information regarding any unsuccessful searches during the last five years.
14. Identify whether the Consultant has been terminated by any district, had any claims asserted against it, or been subject to litigation during the last five years. If so, describe in detail.

## **Qualifications**

The selected firm must have experience in conducting a successful search (selection of a candidate and acceptance of a position, as facilitated by your firm) for a Superintendent of Schools. If a firm does not have such experience or does not submit information in the proposal regarding this qualification, the proposal may be deemed non-responsive and may be eliminated from further consideration.

## **Submittal Instructions**

The Statement of Qualifications and Proposal must be submitted via email to **Anna Russell at arussell@mvschools.org** no later than **12:00 p.m. on February 6, 2023**.

## **Submission Guidelines**

The Consultant must submit their proposal in the same order as the Request for Proposals. Proposals must be submitted via email to **arussell@mvschools.org**. Proposals must be received no later than **12:00 p.m. on February 6, 2023**. Proposals received after the date and time indicated above will not be considered. Faxed proposals will not be accepted. Proposals must contain all required information to be considered responsive.

## **Evaluation of Proposals**

Each proposal shall be submitted with the understanding that it will be evaluated by the Board of Education to determine which proposal best serves the needs and interests of the District, and the Board will select a consultant upon that evaluation.

The Mill Valley School District observes federal, state, and local laws as well as regulations in regard to equity and equal opportunity.

## **Additional Information**

Should a Consultant require additional information with regard to the services requested in the Request for Proposal, the Consultant should contact: Anna Russell at arussell@mvschools.org

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any proposer.

The District reserves the right to reject any or all proposals. The District may negotiate the terms of the contract with the selected firm prior to entering into a contract.

The District reserves the right to revise this request. If the District cancels or revises this request, all respondents will be notified. The District will not be obligated to pay or reimburse respondents for any fees or costs relating to the cancellation or revision of this proposal. The District reserves the right to extend the date proposals are due.

Proposals and any other information submitted in response to this document shall become the property of the District. Notwithstanding any indication by responder of confidential contents, and with the exception of lawfully bona fide confidential information, the contents of proposals are public documents and will be subject to disclosure under the California Public Records Act.

The District will not provide compensation for any expenses incurred for any proposal preparation or for any demonstration that may be made. Firms submit proposals at their own risk and expense.

Proposers are not to contact District staff or members of the Board of Education about this document or the selection process unless provided in this document. Any proposers who violate this request will be disqualified from further consideration.

## **GENERAL INFORMATION ABOUT THE DISTRICT**

The Mill Valley School District is located 13 miles north of San Francisco and the Golden Gate Bridge in Marin County, California. The district has 5 elementary schools and 1 middle school with an enrollment of approximately 2,800 students in grades TK through 8. Four of the schools are located within the City of Mill Valley, while two are located in the adjacent unincorporated areas of Strawberry and Tamalpais Valley. The District also includes the unincorporated communities of Alto, Almonte, Homestead Valley, and Muir Beach.

### ***Vision Statement:***

*Our learning community is dedicated to developing globally-minded, compassionate, resilient, and courageous students to learn and lead change in their world.*

### ***Mission Statement:***

*We provide a balanced education, enabling all students to achieve academic success in an environment that fosters social-emotional development, equity, and creativity. We prepare our students to be responsible, contributing members of our community, to be wise stewards of our natural environment, and to thrive as global citizens in a rapidly changing world.*

## **EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLR'S)**

The unifying goal of the educational program of Mill Valley School is to be student-centered, and dedicated to developing globally-minded, compassionate, resilient, and courageous students to learn and lead change in their world. To this end, the Board and community will be interested in a Superintendent candidate, who, among other things, is conversant with the following:

1. Building and Fostering Positive and Strategic Relationships with Staff, Parents, and Community Stakeholders
2. TK-8 Educational Programs
3. Diversity, Equity, and Inclusion
4. Social Emotional Learning
5. Differentiated Learning

6. Data and Metrics for Measuring Student Progress
7. Communications and Transparency
8. School Safety and Wellness
9. Facilities Development/Improvement and School Bond Programs
10. Sound financial practices and oversight
11. Oversight of technology systems and structures for student success