

SOUTH BURLINGTON SCHOOL DISTRICT
Office of Operations and Financial Management

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REQUEST FOR PROPOSALS (RFP) for
Consulting Services – Superintendent Search

June 28, 2022

The Board of School Directors of the South Burlington School District (SBSD), South Burlington, Vermont, hereinafter known as the District, invites proposals for Consulting Services – Superintendent’s Search for the District in accordance with the specifications included.

Submission Deadline: Wednesday, July 20, 2022, by 2:00 PM

Proposals are to be submitted to: Proposals should be titled “Superintendent Search,” and emailed to: cchambers@sbschools.net
Christa Chambers
Operations Specialist
577 Dorset Street
South Burlington, VT 05403
802-652-7053

Purpose

The purpose of this Request for Proposals (RFP) is to select a qualified consultant to assist in the planning and coordination of a Superintendent Search according to the following timeline:

1. Proposals due to District: 2:00 pm Eastern Standard Time, Wednesday, July 20, 2022
2. Award notification: August 17, 2022
3. Contract execution: August 18, 2022
4. Contract Dates: August 18 – January 24, 2023

Background

The mission of the South Burlington School District, a community committed to excellence in education, is to ensure that each student possesses the knowledge, skills, and character to create a successful and responsible life. We will do this by building safe, caring, and challenging learning environments, fostering family and community partnerships, utilizing global resources, and inspiring life-long learning.

The Board of School Directors of the SBSD comprises five community members elected to serve either 2- or 3-year terms. SBSD follows a Policy Governance model in which the Superintendent serves as the executive leader, and is responsible for achieving the defined Ends Policy of the SBSD, which is the statement of student expectations containing district standards.

Overview

The prospective consultant replying to this RFP will be or represent a firm, company or corporation possessing relevant experience and expertise in supporting governmental or non-governmental organizations in seeking and hiring highly qualified individual to fill leadership roles. The successful firm, company or corporation will further demonstrate understanding of how systemic racism and oppression have historically created disparities in both employment and public education with a proven record of and commitment to an equitable hiring process.

Supporting documentation must thoroughly describe how the consultant has supplied expertise for similar contracts and work related to planning, coordination, and implementation of employment services, and how the vendor would approach the projects outlined in the Scope of Work.

Scope of Work

The proposed Scope of Work must address the consultant's solution for,

1. Plan for national outreach and recruitment of candidates that meet the school community's defined priorities. A plan for effectively sourcing viable candidates that will best meet the needs of the District, as outlined in the job description, District Ends, and feedback from the Board, learning community, and community stakeholders.
2. Engaging the Board, learning community and stakeholders in the review of the position so that a job description reflective of best practice, state and federal obligations, and District Ends may be finalized.
3. Conducting a search process that will yield a candidate pool of at least 5 and no more than 10 candidates are presented for interviewing.
4. A timeline that is reflective of a search for the Superintendent position for school year 2023 - 2024 whereby a final candidate is presented to the Board ready for employment by July 1, 2023.

5. The recruitment plan must provide some time for consultation with the Board on viable options for solicitation of community and stakeholder input, implementing the chosen approach(es), documenting community and stakeholder input, and providing data on the stakeholder's point of view on priorities.
6. Reference checking/background checking.
7. Arrangement for Site Visits.

Target stakeholder groups include:

- Students
- Parent(s)/Guardian(s)
- SBSB Employee: Administrators, Faculty, Support Staff
- Community members at large *who represent a diverse range of perspectives and lived experiences*

Proposal Requirements

The proposal should focus on addressing the consultant's ability to provide the services outlined in the Scope of Work. Please provide the following:

1. Cover Letter
2. Organizational qualifications and Experience: Provide a description of the history, experience, and qualifications to perform the Scope of Work. Please include:
 - a. Resumes or curriculum vitae of all named personnel.
 - b. List of organizational capabilities corresponding to the scope of work.
 - c. List of similar/relevant projects you have undertaken including results achieved.
 - d. Two references from similar projects you have undertaken.
3. Approach to Scope of Work
 - a. Provide a detailed description of your approach to each Scope of Work element.
4. Schedule
 - a. Provide a detailed schedule of the services to be performed based on the Scope of Work and the inclusive dates required to complete each step. This should include:
 - i. Name(s) of the primary contact for the project
 - ii. The estimated number of hours to complete scope of work and associated cost for each step of the process
 - iii. All tasks to be completed by the deadline of December 31, 2022
5. Project Cost
 - a. Provide detailed costs for the services to be performed based on the Scope of Work.

Proposal Evaluation

The proposals will be evaluated based on the following criteria:

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| 1. Qualifications and range of experience | 10 pts |
| 2. Knowledge of requirements as demonstrated under “Approach to Scope of Work” | 10 pts |
| 3. Project Costs | 10 pts |

An additional 1.5 points will be awarded to consultants who qualify as a Minority/Women Owned Business Enterprise. Refer to the Vermont Agency of Administration.

Consultants not awarded the work outlined here will be notified by email. The successful consultant will be required to sign a contract with the SBSB in which they accept responsibility for the performance of services as stated in their proposal.

After review of the submissions, the SBSB may request to meet with potential consultant prior to selection.

Provisions

The SBSB assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the RFP by prospective consultants, or any other costs prior to issuance of a contract.

The SBSB also retains the right to reject any and all of the proposals submitted, and to make any award deemed to be in the best interest of the SBSB.

A contract between the SBSB and the selected consultant will be subject to and be in accordance with all Federal, State, and local laws as may be applicable.

The SBSB is an Equal Opportunity Employer. Minority and women-owned business enterprises are encouraged to submit proposals.

The signature below implies that all conditions and specifications have been read in full, the bidder understands same and is willing to comply with each.

Name of Firm

Address of Firm

Signature of Authorized Person

Federal Employer I.D. Number