

# **San Dieguito Union High School District**

## **REQUEST FOR PROPOSALS SUPERINTENDENT SEARCH CONSULTANT**

**San Dieguito Union High School District**

710 Encinitas Blvd.

Encinitas, CA 92024

Tel: (760) 753-6491

## I. INTRODUCTION

The Board of Trustees for the San Dieguito Union High School District (the “Board”) seeks a qualified consultant to provide assistance with a nationwide superintendent search to include the identification, recruitment, and screening of candidates for the position of Superintendent. The consultant services are to begin soon after the Board selects the firm. The successful consultant will work under the direction of the Board.

## II. BACKGROUND

The District is a public school district based in San Diego County, California and which is governed by a five-member Board of Trustees. The District contains ten schools serving approximately 13,000 students from grade 7 to grade 12. The District serves students from five elementary school districts in North County, San Diego: Encinitas, Rancho Santa Fe, Cardiff, Solana Beach, and Del Mar. Students from those districts matriculate through its middle schools and high schools, with the exception of those from the Rancho Santa Fe School District, who begin as freshmen.

### DISTRICT ACHIEVEMENTS

95% Graduation Rate

3 out of 4 of our high schools are ranked in the top 7 in the County

District Ranking: #1 Best school district in San Diego County

#6 Best school district in California

We are one of the largest AP testing centers in the world.

2020 Byron Hoyt/Don Schmeer Band Educator Award, California’s top honor for excellence in instrumental education.

2019 Presidential Award for Excellence in Mathematics and Science Teaching, an honor bestowed on only 107 teachers in the United States.

Additional information about the District is available online at <https://www.sduhsd.net/#>.

## III. SUBMISSION REQUIREMENTS/DEADLINE

Deadline for receipt of proposals is **June 7, 2021 by 5 p.m.**

Proposals shall be submitted electronically to Joann Schultz, Executive Assistant to the Superintendent at [joann.schultz@sduhsd.net](mailto:joann.schultz@sduhsd.net).

#### **IV. PURPOSE OF REQUEST FOR PROPOSAL**

This Request for Proposal (“RFP”) seeks replies from experienced and qualified consultants specializing in assisting with employment searches. The Board will work with the selected consultant to develop a Superintendent search process and a timeline for the search activities. The scope of services is set forth in Section V below.

Respondents to this RFP should, at a minimum, provide the following:

1. A letter of interest including company or individual search history.
2. Qualifications and examples of experience recruiting superintendents and/or other high level executives in California:
  - Letters of recommendation from three (3) clients for which respondent(s) has conducted successful superintendent and/or executive searches. More recent letters of recommendation are preferred, dated within the last five (5) years.
  - The names and contact information for at least three (3) references who can be contacted by the Board or by other individuals designated by the Board.
  - Example resumes of successfully placed candidates within the last five years.
  - National experience is beneficial but not required.
3. A proposed search plan. The proposed search plan should clearly describe the services to be provided and the manner in which the consultant intends to assist in identifying and recruiting qualified applicants and in the screening of candidates as per the criteria to be developed by the Board.

Proposals are to detail, in broad terms, the step-by-step methodology and approximate timelines of the subject recruitment. The methodological description should detail how the consultant will keep the Board informed, the frequency of such communications, and how it will include the Board in its activities.

Proposal submissions are encouraged to include both a traditional full-service recruitment option and a “light” recruitment option, with less emphasis on candidate identification and more on candidate vetting.

4. A proposed search schedule for the Board’s consideration, to include initial community input, Board feedback provided from that input, and an outline identifying the District’s needs based on gathered data.
5. Please identify the primary contact, as well as any other individuals who will be working directly with the Board. Please include their contact information, their qualifications, and any other relevant background information or experience.

6. A proposed budget, including all fees and related expenses, including, but not limited to, out-of-pocket costs, related to the completion of the search, as described herein, under the full and “light” service model options.

## **V. SCOPE OF SERVICES**

The services to be provided by the selected consultant may include the following as part of a full-service option:

1. The generation of a position description and qualifications, including specific identified desires of the District;
2. Assistance in the solicitation of public, parent, and staff input regarding the criteria for a new Superintendent, including suggested meetings and surveys to be conducted as determined by and under the direction of the Board;
3. Advisory services to the Board regarding the subject recruitment;
4. Advertising the position and recruiting applicants to apply;
5. Identification and assessment of candidates and thorough application review;
6. Scheduling and attending Board/candidate interviews as requested; developing interview questions; and screening resumes;
7. Completing in-depth reference checks and background searches/reviews in compliance with the law;
8. Assisting the Board with evaluating the applicants;
9. Assisting the Board with final interviews and employment of the new superintendent; assisting the Board in determining a salary and fringe benefits package; and assisting the Board in contract negotiations with the selected candidate;
10. Securing a satisfactory conclusion to the search; and
11. Performing other functions as determined through discussion with the Board or designated individual(s) following award of contract.

Please be advised that discretion is of utmost importance to our District, as well as to many candidates, and therefore the selected consultant must maintain the confidentiality of all information collected as appropriate.

## **VI. SELECTION/INTERVIEW PROCESS**

The Board will review all proposals and will invite selected respondents to participate in an interview process to present and discuss their proposal, and respond to questions. The primary contact listed in the RFP response will be contacted in regard to the status of their proposal, including the interview.

The Board will select the respondent that it deems will best serve the interest of the District. The Board reserves the right to reject any and all submitted proposals.