



# **SUPERINTENDENT SEARCH CONSULTANT**

**AWARD OF RFP #9156**

By: Mike Romanoff  
Purchasing Services

# BACKGROUND

---

- **Board Directive August 12, 2008**
  - **Re-issuance of RFP**
  - **Expand vendor list**
  - **Diversify evaluation committee**
  
- **Notice of Solicitation Sent Out on August 15, 2008 to six hundred eighty-four (684) vendors from the bidders list**
  
- **The bidders list was compiled from lists obtained from Kyrene School District, Tempe Elementary School District, Washington Elementary School District, Tucson Unified School District, and the American Association of School Administrators as well as the SUSD bidders list.**

# **BACKGROUND CONTINUED**

---

- **Proposals were received September 3, 2008**
  - **7 Responses**
  - **80 No Bids**
  
- **Copies of the offers were distributed to the Committee for evaluation September 3, 2008. (1 deemed unacceptable and not scored by Committee)**
  
- **As directed by the Board, the Committee was made up of representatives from the three SUSD employment groups, the parent association, a private citizen, and a SUSD employee.**

# CRITERIA

The Committee was instructed to score the offers on the criteria listed below, based upon a 400 point total score system.

- 1. The qualifications of the firm to provide these services to the District. (100 points)**  
Taking into consideration the firm's ability to provide appropriate and adequate staffing, provide necessary resources and show a history of demonstrated competence in providing the required services.
- 2. Relevance and appropriateness (as determined by the Committee) of the firm's plan for providing the services outlined in the RFP. (90 points)**  
Including, but not limited to, the offeror's procedures, affiliations, professional memberships, staffing levels, the proposed calendar of events that contains timelines for completion of individual phases of the project and any additional services or expertise offered that exceeds the requirements of the RFP.

# CRITERIA CONTINUED

---

- 3. Previous experience of the firm in general, as well as that of the individual(s) assigned to work with the Governing Board. (80 points)**

Includes prior experience with this or other School Districts.

- 4. The Committees' assessment of the firm's performance on other projects. (60 points)**

Based upon information obtained by the District from the firm's references or from other sources that may be available to the District.

- 5. Cost. (50 points)**

While cost is a factor in considering placement of the award, it will not be the only factor. The award will not be placed on the basis of price alone, nor will it necessarily be based upon the lowest fee submitted.

# CRITERIA CONTINUED

---

- 6. Responsiveness of the offeror in complying with the requirements of the proposal. (20 points)**

# SCORING

The Committees' scoring results out of a cumulative possible 2000 total points were:

	<u>Points</u>	<u>Rank</u>
Hazard, Young, Attea & Associates, Ltd. (HYA)	1832	1
PROACT Search, Inc.	1604	2
McPherson & Jacobson, L.L.C.	1550	3
Ray and Associates, Inc.	1495	4
Cascade Consulting Group	1215	5
BWP & Associates, LLC	900	6
Illinois Association of School Boards	Not Scored	

# SELECTION RATIONALE

---

- **Committee was impressed with HYA's entire process**
- **HYA is currently working with three (3) districts in Arizona**
- **Provided a fixed fee, which could include interviewing workshops for Board members**
- **Strong references**

## VENDOR PROPOSED TIMELINE FOR THE SEARCH

---

- |   | <u>Week of</u> |
|---|----------------|
| ■ Planning meeting with Board                             | September 22   |
| ■ Leadership profile development                          | October 13     |
| ■ Leadership Profile Report presented to Board            | November 3     |
| ■ Seminar for interviews & final stages of search process | January 12     |
| ■ Slate presentation to Board                             | January 12     |
| ■ Board interview of recommended candidates               | January 12     |
| ■ Board meets to identify preferred candidates            | January 12     |
| ■ Board interview preferred candidates                    | January 19     |
| ■ Board meets to identify finalist                        | January 19     |
| ■ Board site visit  | January 26     |
| ■ Announcement of appointment                             | February 15    |

# COST

- **Cost Option #1 - \$47,000**

This all inclusive fee includes consultant fees, consultant travel costs, advertisements, Board development workshops and a comprehensive independent background check.

- **Cost Option #2 - \$33,000**

This fee does not include:

Consultant travel	\$5,000 (estimated)
Advertisements	\$4,000
Board development workshops (optional)	\$5,000
Comprehensive independent background check	\$ 750

\*Neither Cost Option includes any Board incurred costs for its interview and site visitation expenses. This will be a District expense.

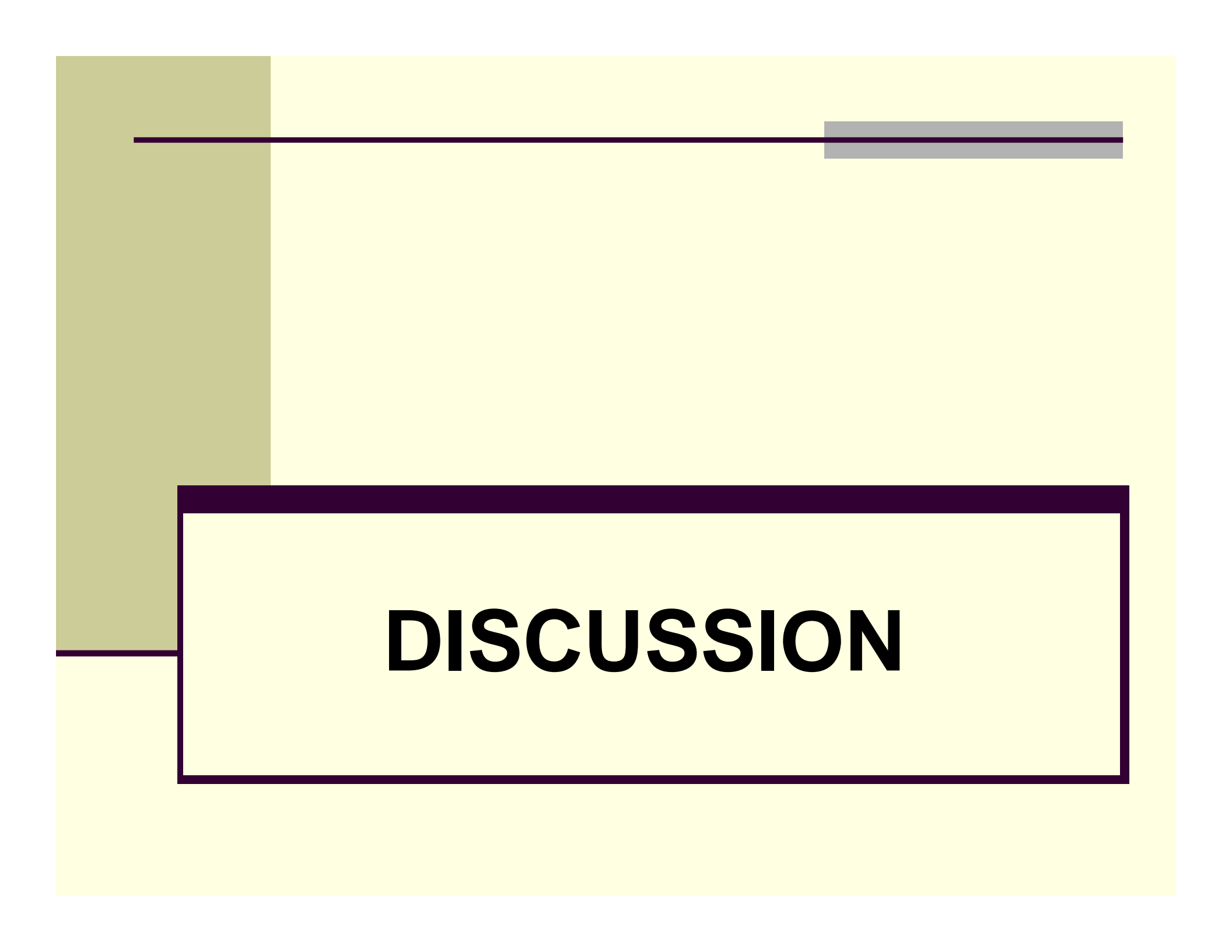
Both costs submitted include the expectation that HYA will reimburse the candidates for their interview expenses.

# RECOMMENDATION

---

It is the unanimous decision of the Evaluation Committee to recommend that the SUSD Governing Board Award RFP #9156 for Superintendent Search Consultant to Hazard, Young, Attea & Associates, Ltd. for the Option #2 not-to-exceed cost of \$47,750.

The recommendation of the Option #2 fee structure is to allow the Board the flexibility of participating in the development workshops if desired.



# **DISCUSSION**