



Request for Proposals (RFP) Superintendent Search Services

RFP#: 12-22

**Columbus Municipal School District
2630 McArthur Drive
Columbus, MS 39705**

OVERVIEW AND PROJECT BACKGROUND

The Columbus Municipal School District (CMSD) Board of Education (School Board) is seeking competitive proposals and price quotation from organizations and individuals seeking to provide consulting services to assist the School Board in its search for a Superintendent of Education. The school district's five-year Strategic Planning document is in its final stage of development. The plan in its current format is being implemented and revisions are being made to it as needed. The *CMSD Strategic Plan* is a tool utilized to keep all stakeholders informed, engaged, and accountable for achieving the district's goals to improve the educational experience for all students. Our strategic goals will drive excellence in student achievement and growth, in recruiting, and in retaining effective teachers, parent and community engagement, fiscal prudence, and safe and orderly environments throughout the district.

The School Board is outcome-focused in its approach to moving the district forward and attaining greater achievement. The Board aims to have a new superintendent selected **prior to the start of the 2023-2024 school year with a June 1, 2023 preferred starting date for the selected candidate.**

SCOPE OF SERVICES

For this project, the School Board seeks proposals for two (2) distinct service facilitation types:

1. COMMUNITY ENGAGEMENT

- Design and implement a vigorous and comprehensive, multi-method process for community engagement to develop a candidate profile inclusive of the community's most desired characteristics in a superintendent (initial deadline for profile will be set 1-2 week after the Firm is approved by Board)
- Design and implement a process to create a pre-interview committee that includes representative community makeup and school district makeup
- Design and implement a system to receive and react to continuous community feedback on the search process
- Design and implement a process to allow for community engagement and feedback on finalists

2. EXECUTIVE SEARCH PROCESS

- Recruitment of a diverse pool of talented highly qualified candidates
- Application management protocol and a rubric for ranking applicants who meet qualification and experience requirements who are recommended for consideration to be interviewed
- Design and facilitate a selection and decision-making process with the selection committee and School Board
- Ensure the selection and decision-making process aligns to the community engagement findings
- Facilitation of candidate screening and reference and background checks

Respondents may submit proposals for one or both service types, but the preference of the School Board is to receive RFPS from entities or individuals with a proven track record of having successfully conducted each component of the facilitation process.

When a proposal is submitted to provide only one of the services, the proposal should clearly delineate on the cover page the service type being offered so review and selection may be done individually, if necessary.

REQUEST FOR PROPOSAL (RFP) MINIMUM REQUIREMENTS

To be considered, proposals must include information that addresses the following areas.

PROPOSED SERVICE DELIVERY MODEL - Proposals should minimally include the following components:

- General approach and guiding principles for service delivery
- Plan for how services would be provided, including specific examples for the Columbus community
- Proposed timeline for delivery of services, including key milestones

GENERAL BUSINESS INFORMATION - Proposals should minimally include:

- General overview and brief history of the organization and/or individuals who would be assigned to this project
- References, including contact information
- Summary of qualifications and successful experience working on similar projects, including innovative strategies
- Statement of alignment to [Columbus Municipal School District's mission, vision, and goals](#)
- Identification of any potential conflicts of interest

FEES AND COSTS - Proposals should minimally include:

Details of the business or individual's fee structure and any additional costs. The summary breakdown should clearly delineate initial costs and ongoing costs including details that explain the pricing methodology. The Fee and Cost Summary should identify all expected costs associated with the proposal including language interpretation, refreshments, and the provision of childcare for community members who desire to participate but could not without the availability of the service, etc. If submitting a proposal for both service types, please identify fees and costs separately and note any discount or benefit from a combined proposal.

PROPOSAL REVIEW, EVALUATION, AND SELECTION PROCESS

After an initial review, proposals that meet the minimum requirements may also be invited for a public interview and/or presentation to the School Board. Selection of the preferred proposal(s) will be made by the School Board in a public meeting. Proposal materials may also be posted publicly for review. The School Board intends to evaluate and select the preferred Community Engagement Facilitation vendor. The Executive Search Process Facilitation vendor may be

selected by the School Board at either its regular January 9, 2022, board meeting or a special called meeting before or after the regular January meeting. **All timelines included are projected and are subject to change per Board direction.**

CONTRACT NEGOTIATION

Negotiations may include all aspects of services and fees, and all terms included in the CMSD Contract Template provided by the Board's legal counsel to ensure that any contract entered includes all requirements of the state of Mississippi. To expedite potential contract negotiation, please include any suggested markups to the CMSD Services Contract template.

After a review of the proposals and in-person presentations, the School Board intends to enter contract negotiations with the selected business or individual. If a contract with the selected party is not finalized within 7 days, the School Board reserves the right to open negotiations with the next ranked organization(s).

TIMELINE AND SUBMISSION OF PROPOSALS

To be considered for selection, proposals must be submitted by email to Dennis Dupree, Sr. (dupreed@columbuscityschools.org) or Velma Woodard(woodardv@columbuscityschools.org) no later than 5:00 pm CST on Friday, January 6, 2023.

DISTRICT CONTACTS FOR QUESTIONS AND INQUIRIES

All questions and inquiries must be directed to the following contacts. Contacting other parties regarding this RFP may result in disqualification from consideration.

Dennis Dupree, Sr., Interim Superintendent (dupreed@columbuscityschools.org)

or

Velma Woodard, Board Clerk (woodardv@columbuscityschools.org)