

REQUEST FOR PROPOSALS

**SUPERINTENDENT SEARCH
CONSULTANT**

**Saint Paul Public Schools
Independent School District # 625
360 Colborne Street
Saint Paul MN 55102-3299**

The Saint Paul Public Schools Board of Education (the “Board”) seeks the services of a consultant to conduct a full and comprehensive search for a new Superintendent of Schools. The Saint Paul Public Schools District serves a multicultural population of approximately 39,000 students from pre-kindergarten through grade 12 who speak more than 125 languages. It employs a staff of 6,063 people. The new Superintendent will be appointed in May of 2017 and will assume the role in July of 2017. Additional information about the District is available online at www.spps.org.

I. SUBMISSION REQUIREMENT/DEADLINE

Proposals, along with 8 copies, shall be addressed to and received at the following:

Pamela Anderson
Procurement
360 Colborne Street
Saint Paul, MN 551002
Email: Pamela.anderson@spps.org
Phone: 651-767-8286

Deadline for receipt of proposal is 2:00 PM, Tuesday, November 1, 2016.

II. INTRODUCTION

The Saint Paul Public Schools (SPPS) is beginning its search for a highly-qualified candidate for Superintendent of the Schools to start work in July 1, 2017. To help in the search for the most qualified candidate, the School District is seeking to retain the services of a search firm with experience in the recruitment of superintendents for school districts similar in size and demographics to SPPS.

The SPPS offer a world of opportunities for a multicultural population of approximately 39,000 students from pre-kindergarten through grade 12 who speak more than 125 languages. It has more than 86 schools, programs and learning sites. In addition to school-age children, other programs serve the youngest of learners from birth to age 5 and adults who are learning English or working toward a high school diploma. A commitment to developing each student’s individual potential has driven SPPS to become a national pioneer in school choice, racial equity, special education, English Language Learner Programs and high school small learning communities.

SPPS radiates a multicultural energy that prepares students to be successful in the global economy. About 32 percent of students are Asian; 22 percent Caucasian; 30 percent African American, 14 percent Latino/Hispanic and 2 percent American Indian. Students whose home language is not English comprise 31 percent of the student population. Approximately 72 percent of students qualify for free and reduced-price lunch.

People choose to work at SPPS because they are committed to helping all students learn and succeed academically. By employing a highly skilled and dedicated team of professionals, we work to turn educational challenges into opportunities for all students. The district employs 3,344 K-12 teachers, 288 principals and other administrators, 1,196 paraprofessionals, and 1,235 support staff

SPPS is governed by a seven-member Board of Education. The members are elected for four year terms. Elections occur every two years with four members being elected during one two year cycle and three in the next two year cycle. The Board operates under majority roll-call vote.

The Board uses policy governance as its method of leading the district. The Superintendent is the Board's primary employee, and it is the Superintendent's role to evaluate and monitor all District employees. The Superintendent of Schools is responsible to the Board of Education for carrying out District policy, administering the operation of the District schools, supervising all District personnel, and advising the Board of Education on all educational matter for the welfare and interests of the students.

III. PURPOSE OF REQUEST FOR PROPOSAL

This Request for Proposal ("RFP") seeks replies from experienced and qualified consultants specializing in assisting with employment searches for administrators of educational organizations. The Board of Education will work with the selected firm to develop a Superintendent search process and a timeline for the search activities. Duties and activities will include the creation of a position description and qualifications, advisory services to the Board, identification and assessment of candidates, assistance with logistics for finalist interviews, and securing a satisfactory conclusion to the search. Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

The items below represent those activities where the Saint Paul Public Schools' Board of Education expects assistance/input from the selected consulting firm. Activities marked with ** are to be priced as itemized options so that the District may determine if it is more cost effective to perform these functions in-house.

A. Scope of the Work

- Work with District's Board-designated staff and others as directed by the Board
- Meet with Board to clarify and determine views regarding desirable training, experience, and personal characteristics of candidates
- Identify qualified candidates
- Conduct aspects of recruitment process as directed by the Board
- Work with designated staff and others as directed by the Board to recommend finalists

B. Specific Activities

1. Meet with designated stakeholders and engagement design team consultants (The Bureau of Mediation Services (BMS) and the Dispute Resolution Institute at Mitchell Hamline School of Law (DRI)) as directed by the Board to develop a profile of the new superintendent
2. Work with staff and the Board to develop a plan and timeline for recruitment, selection, and communications
3. Identify potential qualified candidates, discuss with those candidates the district's characteristics and the Board of Education's leadership profile, criteria for the new superintendent, and encourage qualified internal and external candidates to apply
4. Obtain all relevant background information on potential candidates
5. Screen applicants, using the approved Board of Education criteria
6. Conduct a thorough validation of each semi-finalists' qualifications and background including information that might harm SPPS and the candidate's professional reputation
7. Maintain confidentiality of all information procured or maintained by the consultant
8. Prepare and distribute physical and online written materials necessary to advertise vacancy **
9. Advertise broadly in Minnesota and nationally through a variety of means**
10. Arrange for Board of Education visits to finalists' home districts **

Proposed timeline is to have a signed contract with the new Superintendent by the end of April with a start date of July 1, 2017

IV. EVALUATION

- A. The Board of Education for Saint Paul Public Schools would like responses for each point below, *in the order listed*:
1. A letter of interest including company history
 2. Response to the stated scope of work including how consultant will carry out the general and specific activities
 3. Approach: How the consultant will approach this work to meet Saint Paul Public Schools' unique needs
 4. Schedule: Timeline of search (with readiness to incorporate the District's timeline)
 5. Fees: Consultant's fees including an analysis of itemized options
 6. Staff: Key personnel to be assigned to this search, including resumes
 7. Qualifications and experience relevant to this scope of work:
 - Experience placing urban superintendents
 - Track record of searching for education leaders and non-traditional candidate
 - Possess deep understanding of racial equity and how that impacts teaching practices and student learning
 - Use of racial equity lens in business practices and making decisions
 - Flexibility to adjust superintendent search following community and stakeholder feedback
 8. References: List of references, plus at least three recent letters of reference from clients comparable to Saint Paul Public Schools
 9. Optional: Other information related to consultant's expertise and performance
- B. A proposed search plan

Indicate the methodology you employ to initiate and carry out a search. Your narrative should address the search activities, including:

1. How you propose to communicate and work with a seven-member elected Board of Education
2. How you will identify prospective candidates and promote their interest to apply.
3. Your experience in effective community engagement both in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate and receive public input in the evaluation of final candidates.
4. How you will collect information from stakeholders to develop the initial position qualification and evaluation criteria.
5. What you see as the major challenges to a successful superintendent search and how you would address them.
6. What information, services and assistance you will require from the Board of Education and district staff to enable you to conduct the search.

V. SELECTION/INTERVIEW PROCESS

The Board will review all proposals and will invite selected respondents to participate in an interview process. Participants will 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. Interviews are currently scheduled to occur November 14, 2016 at the Committee of the Board meeting, subject to change based on Board member availability.

The Board will select the proposal that it deems will best serve the interest of the Saint Paul Public Schools District, taking into account a range of technical, managerial and cost-related criteria, including the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. Price being but one factor that will be considered. The Board reserves the right to reject any and all submitted proposals.

The consultant's contract agreement will be subject to final approval from the District's counsel and by majority vote of the Board.

VI. SUPPLEMENTAL INFORMATION

A. Position Summary - The following is provided as background information and does not constitute a job description, which is in the process of being developed.

- Serve as the chief executive and administrative officer for the District.
- Reports to the Board of Education

Minimum Qualifications

- Masters Degree in education, public or business administration or related field or Doctorate in educational administration or a related field (preferred) and five or more years of central office management experience or its equivalent within a large and diverse organization(s)
- Experience providing oversight and direction for effective budgetary development and fiscal management
- Ability to provide leadership for effective instructional methods and procedures, and establishing and maintaining effective working relationships with community partnerships and local, state, and federal governmental officials
- Eligible for necessary Minnesota superintendent licensure at employment contract start date
- Open to non-traditional professional applicants

B. The Saint Paul Community

Saint Paul is Minnesota's capital city and the home of world-class museums, theatres, colleges and universities, restaurants and sports venues. The city of approximately 287,000 residents is a tight-knit community made up of diverse racial and socio-economic neighborhoods. Extraordinary opportunities are available to our residents and students. The city is home to the Science Museum of Minnesota, the Minnesota Children's Museum, the Ordway Center for Performing Arts, and the Minnesota History Center. Sports fans enjoy the excitement of Minnesota's National Hockey League Team, *The Wild*, as well as the city's baseball team, the *Saint Paul Saints*. Just across the Mississippi River lies Saint Paul's Twin City, Minneapolis. More than 2.7 million people live in the Twin Cities Metro Area.

C. Other Items Available to Search Firm

- Saint Paul Public Schools Financial data, bond rating, fund balance
- *Strong Schools Strong Communities 2.0* Strategic Plan
- Shared Accountability Framework
- Facilities Condition & Educational Adequacy Assessment
- Organizational chart and description of the work force; collective bargaining units and contracts