

**OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Interim Superintendent**

September 24, 2008

File ID Number: 08-2143
Introduction Date: 9-24-08
Enactment Number: _____
Enactment Date: _____
By: _____

TO: Board of Education

FROM: Roberta Mayor
Interim Superintendent

SUBJECT: Adoption of Request for Proposals to Conduct Superintendent
Search Process

ACTION REQUESTED:

Adoption by the Governing Board of a Request for Proposals to conduct a Superintendent search process.

BACKGROUND:

The District Governing Board is desirous of recruiting and hiring a Superintendent for the fiscal year beginning July 1, 2009. The District proposes to solicit proposals from individuals or entities to conduct a Superintendent search process that involves the Governing Board, engages the community, advertises the vacancy widely, advises the Board on the strengths and weaknesses of the respondents, and facilitates the interview and selection process.

FISCAL IMPACT:

The fiscal impact will be determined by the proposals submitted and the contract terms agreed upon with the consultant selected.

RECOMMENDATION:

Adoption by the District Governing Board of the Request for Proposals to conduct a Superintendent search process for a Superintendent to begin July 2009.

REQUEST FOR PROPOSALS
to
Conduct a Superintendent Search Process
for the
Oakland Unified School District
1025 Second Avenue
Oakland, CA
(510) 879-8402

The Oakland Unified School District ("District") is soliciting proposals ("RFP") from qualified persons, firms, partnerships, corporations, associations, or professional organizations for services to assist the District in recruiting and hiring a new Superintendent for the District.

Any proposal in response to this request for proposals ("RFP") must specifically state the services that the respondent is proposing to provide to the District in regards to this work. Any entity retained as a result of this RFP shall be required to work in conjunction with the District's Governing Board and the Human Resources Department.

PROCESS FOR SUBMISSION OF PROPOSALS

The District intends to select a Consultant that best meets the District's needs to perform the Superintendent search process as described in this RFP. The criteria on which the District makes its determination will not be limited to the amount of proposed fees, but will also be based on ability and experience as described in the proposal. Each entity submitting a proposal must submit an overall cost for performing the services.

Proposals must be received at the Oakland Unified School District, 1025 Second Avenue, Oakland, CA, ATTN: Dr. Roberta Mayor, Interim Superintendent, by 5:00 p.m., on October 31, 2008. Each proposal should be in a sealed envelope directed to the Interim Superintendent and identify the name of the entity submitting the proposal. Any inquiries should be directed to Dr. Roberta Mayor at (510-879-8402). The selected entity will be required to sign an agreement prepared by the District.

LIMITATIONS

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. This RFP does not commit the District to award a contract or to reimburse any applicant for costs incurred in submitting a proposal. The District, in its sole discretion, reserves the right: to reject any or all proposals submitted; to choose any combination of proposals; to interview any, all, or none of the respondents; to negotiate with any respondent; to extend the deadline to submit a proposal; or to amend or cancel in part or in its entirety this RFP.

The Consultant will be required to provide all necessary labor, equipment, tools, and facilities to complete the work described in this RFP. The Consultant will be requested to enter into an independent contractor agreement with the District.

PROPOSAL REQUIREMENTS

1. Scope of Work

- Facilitate the Governing Board's efforts to find and hire a qualified Superintendent to lead the Oakland Unified School District.
- Engage the community to identify the qualities desired in a superintendent.
- Advertise widely and solicit qualified applicants, capable of leading a large urban district, for the Board's consideration.
- Advise the Board on the strengths and weaknesses of the respondents.
- Facilitate the interview and selection process.

2. Qualifications of Consultant

Respondent must state its qualifications for the scope of work described and its experience working with school districts of comparable size and complexity. In particular, respondent shall provide any experience applicable to public school superintendent searches. Each proposal must also include evidence that the respondent has previously conducted superintendent searches as the scope of work describes, and note example districts.

Respondent shall identify and provide resumes for the key personnel that will conduct the search process.

3. References

Respondent shall describe its work in the past five (5) years that is similar or comparable, and include copies of reports and other applicable documents. Respondent shall provide as references a primary contact person, with current address and telephone number, for a project of equivalent size on which applicant has provided consulting services within the past three (3) years. Respondent shall have no less than three (3) relevant references of past clients. References may be contacted to attest to the respondent's ability to perform the described services.

4. Time for Performance

Respondent shall include a proposed schedule for performing the respondent's scope of work, to enable a Superintendent to begin work in the District by July 1, 2009.

5. Fees

Each respondent shall include a fee proposal. The fee proposal may include a flat fee, an hourly rate, or a combination of both.

CRITERIA

Criteria for selection of each respondent will include the following without limitation:

1. Experience with similar school superintendent searches in districts of comparable size and complexity;
2. Availability for staffing and conducting the search project;
3. Cost of the services;
4. Ability to maintain positive interpersonal relationships with all the Project and school community participants;
5. If the respondent is an agency, whether the District will deal with principals of the agency throughout the project.