

STATE COLLEGE AREA SCHOOL DISTRICT

REQUEST FOR PROPOSAL (RFP)

RFP# 2021/22-10

Conduct a Superintendent Search Process

Objective

The State College Area School District ("District") is soliciting proposals from qualified individuals and firms to provide executive consulting services for a national search to recruit and hire a new Superintendent of Schools 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 regard to this work. Any entity retained as a result of this RFP shall be required to work in conjunction with the District's Board of School Directors.

Introduction

The District is beginning its search for a qualified candidate to become its new superintendent for the 2022-2023 school year. To help in the search for the most qualified candidate, the District is seeking to retain the services of an executive consulting services firm or individual with experience in the recruitment of superintendents.

Description of District

Situated in the heart of Pennsylvania, State College is a thriving, dynamic community. The District draws its students from a 150 square mile attendance area encompassing the Borough of State College and the surrounding townships of Benner, College, Ferguson, Halfmoon, Harris, and Patton. The District is the area's fourth largest employer with approximately 1,800 total employees.

Across eight elementary schools, two middle schools, a high school, the alternative Delta Program for middle and high school levels, and a K-12 Virtual Academy, our District annually serves an enrollment of about 6,800 students.

The District is proud of its tradition of academic excellence and service to the greater community. Our long-standing record of achievement notwithstanding, we remain committed to innovation and continuous improvement of our programs, services and supports for our students. Our instructional focus is built on our Four Pillars:

1. Culture of trust
2. Responsive teaching and learning
3. High expectations for all
4. Welcoming and safe climate for learning and work

The District is committed, in policy and practice, to promoting and sustaining culturally proficient schools, central offices, and school community support systems in order to create a climate of inclusion in which all individuals feel respected, are treated fairly, and are provided opportunities to excel. It is the intent of the Board that staff and students throughout the SCASD work and interact in schools and classrooms that affirm diverse backgrounds, acknowledge the impact of students' socioeconomic status, and promote appropriate educational experiences in learning options, achievement, and discipline.

The District is committed to ensuring equity for all students in their access to educational programs and activities, and for all persons, equal access to all categories of employment in a safe, positive learning environment. The District is also committed to providing an environment that is free from all forms of harassment and discrimination regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin, service in the uniformed services, veteran status, marital status, genetic information, pregnancy or/disability.

The District's commitment to sustainability in regard to the environment and energy use is demonstrated by over a decade of building facilities according to the Leadership in Energy and Environmental Design rating system (LEED), and its policy on sustainability.

Additional information about the District is available on the District's [website](#).

Scope of Work

The Board will work with the selected firm or individual to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities will include:

- Facilitate the Board's efforts to find and hire a qualified superintendent to lead the District.
- Engage with district and community stakeholders to identify the qualities desired in a superintendent.
- Demonstrate a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context/size, and reflecting a familiarity with our students' needs.
- Solicit applications from a national pool of highly qualified individuals.
- Develop an application process for the position, including the identified qualities from the stakeholder engagement.
- Advise the Board regarding identification and assessment of candidates.
- Assist with logistics of finalist interviews.
- Ensure a satisfactory conclusion to the search including a provision of specified retained employment guarantee.

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.

Qualifications of Consultant

Respondent must state qualifications for the scope of work described and its experience working with school districts of comparable size and complexity. In particular, the respondent shall provide any experience applicable to public school superintendent searches. Each proposal must 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.

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.

Time for Performance

Respondent shall include a proposed schedule for performing the respondent's scope of work to enable a Superintendent to join the District for the 2022-2023 school year.

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 exception:

1. Experience with similar superintendent searches in districts of comparable size and complexity, especially in Pennsylvania;
2. Evidence of community engagement experience, providing examples of working with multiple stakeholders and suggestions regarding focus groups;
3. Evidence of reporting community input to the Board and with the community;
4. Availability for staffing and conducting the search project;
5. Cost of services; and
6. Ability to maintain positive interpersonal relationships with all the school community participants.

Proposal Instructions

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. Each entity submitting a proposal must submit an overall cost for performing the services.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Consultant's ability to meet requirements of the RFP. If a specification is not applicable or if there is no response, so state.

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. A printed copy of the proposal must be received at the State College Area School District, 240 Villa Crest Drive, State College, PA 16801, ATTN: Lynn Tressler, Board Secretary, by 12:00 noon on or before April 29, 2022. Each proposal should be in a sealed envelope directed to the Board Secretary and identify the name of the entity submitting the proposal (Consultant) with RFP# 2021/22-10 included. Electronic (PDF) formats must also be submitted to the Board President Amber Concepcion using acc26@scasd.org by the same date and time. Facsimile transmissions are not acceptable. The method of transmittal of the proposal is at the consultant's risk.

Proposals should include a proposed contract. The entity selected by the Board will work with the District to finalize a mutually agreed upon contract.

Proposals should be considered valid for at least 30 days from the bid submission deadline or as agreed between the parties.

Respondent should be prepared for an in-person interview with the Board during the week of May 2, 2022.

Questions

Questions regarding the process should be directed to:

Randy Brown
Finance and Operations Officer
State College Area School District
240 Villa Crest Drive
State College, PA 16801
814-231-1021
rlb21@scasd.org

Amber Concepcion
Board President
State College Area School District
240 Villa Crest Drive
State College, PA 16801
814-231-1016
acc26@scasd.org