

REQUEST FOR PROPOSAL
Superintendent Search Services

TO: All Interested Firms

Lake County School District, is requesting proposals from qualified firms to provide a qualified, collaborative, and experienced executive search for a new superintendent in accordance with the terms, conditions, and specifications contained in the documents for Solicitation RFP Superintendent Search Services.

Proposals will be accepted electronically via email to boardofeducation@lakecountyschools.net until Thursday, February 22, 2024, at 5:00 p.m. (MT). Late submittals will not be accepted or considered.

Questions about this RFP must be submitted via email no later than February 20, 2024, 5:00 p.m. (MT) to boardofeducation@lakecountyschools.net.

Lake County School District reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received, and to approve awards in total or in part, whichever, in its judgment best serves the interests of Lake County School District.

Respectfully,
Grayson Cooper
Board of Education Vice President

INTRODUCTION

The Lake County School District R-1 Board of Education, is seeking a qualified, collaborative and experienced superintendent search firm to assist the Board in its search for a new superintendent. The Board wishes to have the new superintendent assume the responsibilities of the position June 17, 2024.

THE COMMUNITY

Lake County, Colorado is located in the central Rockies. At 10,200 feet, it contains the highest incorporated city in the continental United States. Leadville is a historic mining town. Many of our current residents, however, work in the ski or hospitality industries in neighboring resort communities. Leadville has a lively downtown and is surrounded by opportunities for mountain biking, hiking, skiing, and other backcountry activities. We have a long winter but 300+ days of sunshine per year. This is a diverse community, with newcomers and old timers, Spanish and English speakers. Lake County is a place where almost everything is celebrated with a hometown parade - from the town festival called Boom Days to Dia de Fiestas Patrias, a day set aside to celebrate the diverse places from which residents come. Lake County has been growing in recent years, but many new residents are second-home owners. Leadville is attempting to adapt to new economic and social realities while keeping its character as a “real place.”

THE SCHOOL DISTRICT

Just as we are surrounded by high peaks, the expectations we hold for ourselves and our students are also high. We are a small, rural school district located high in the mountains of central Colorado. The view from all four of our schools includes the two highest peaks in the state—Mt. Elbert (14,439 feet in elevation) and Mt. Massive (14,429 feet). Our district includes an early childhood education center housing Head Start and the Universal Preschool Program and a kindergarten through second grade Expeditionary Learning school which are housed in a brand new building; a third through sixth grade Expeditionary Learning school; and a seventh through twelfth grade high school housed in a recently renovated building. We are pushing ourselves to improve by committing to the following district goals:

- *Ensuring all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career (“Every day, we are college and career-ready”)*
- *Providing all students with engaging learning opportunities (“Rigor and engagement are everywhere”)*
- *Creating a space that is safe, inclusive, and welcoming for all (“Diversity and culture make us better”)*

- *Planning and executing the capital and human capital investments that will make our district better (“We plan for the future.”)*

SUBMITTING YOUR PROPOSAL

By submitting a proposal to this RFP, the Bidder acknowledges and agrees that the requirements, scope of work, and evaluation process outlined herein are fair, equitable, understood, and are not unduly restrictive. Any exceptions to the content of this RFP must be addressed within the Q&A period.

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CONTRACT AWARD INTENT

It is anticipated this RFP will result in a single contract award, however the Board reserves the right to accept or reject any or all proposals.

PROPOSED TIMELINE

February 16, 2024: RFP posted on district website

<https://www.lakecountyschools.net/rfps/>:

February 20, 2024, 5:00 PM: Questions due via email to

boardofeducation@lakecountyschools.net

February 21, 2024, 5:00 PM: Responses to questions posted to district website

<https://www.lakecountyschools.net/rfps/>

February 22, 2024, 5:00 PM: Proposal Submission Deadline. Proposals will be accepted via email to boardofeducation@lakecountyschools.net.

February 26, 2024: Board of Education public meeting to interview finalists (optional) in person in open session, deliberate in open session, announce selection.

February 27, 2024: Notice to Proceed/Award Issued

SCOPE OF SERVICES/INFORMATION REQUIRED IN SUBMISSION OF A RESPONSE

In your response materials, please address each of the following questions/statements, which will help the Board of Education members understand why we should select your firm to assist us in the selection of a new superintendent:

1. Provide a brief company history including the number of superintendent searches completed in the past 24 months and how many of those searches were conducted in the Rocky Mountain region. Please list districts with enrollments under 1,000 students for which you provided superintendent search services in the past five years. What was the success of the chosen applicants over those years?

2. Describe the members of the team who would serve Lake County School District. Provide a short biography and resume of your designated team lead and support associates for our search. Include a list of the recent clients of the designated team lead.
3. How many simultaneous searches does your firm typically conduct? How many other searches might the Lake County School District team lead participate in during the search process?
4. Outline the steps you would recommend for this search process. Include the information you would need the Board/staff to provide, a proposed schedule of meetings and a completion timeline. How flexible is your process, should the Board decide it would like to add/modify its community input sessions, add additional meetings, etc?
5. How will you engage community stakeholders in the search process? How do you report these findings to the Board?
6. Describe your experience and successes recruiting a high-quality applicant pool that includes candidates from diverse backgrounds. Provide examples of where your recruits come from and where you advertise the vacancy.
7. Describe your applicant screening process. Provide details of the process for initial screening of applicants as well as the “deep dive” screening of finalists. Do you call listed references and unlisted references? What are the most important questions you seek to answer through this screening, and what important information do you yield through your deep-dive process?
8. How will you incorporate the ideas, vision, and needs of the Board? How will you guide and advise the Board as it prepares for finalist interviews? What role will you plan in conducting the interviews, and deliberating after the interviews. How will you help the Board gain consensus about the candidates to be considered?
9. How will you present information to the Board and keep the Board informed throughout the search process? How will you collaborate with the Board throughout the search process? What Board of Education behaviors do you look for in a preferred client?
10. What contractual arrangements does your firm propose in the event the first round of the process does not yield a viable candidate? What contractual arrangements does your firm propose in the event the new superintendent resigns or is dismissed with or without cause within 24 months of his/her start date?

RESPONSE EVALUATION

The District will evaluate proposals by reviewing documentation submitted by the Firms. The Board of Education will deliberate and take action at the February 26th public meeting. Applicants may be invited to engage in an interview at the February 26th meeting, or applicants may be asked to respond to clarifying questions about their submission with responses to be provided at the February 26th meeting. The Board of Education will, in open session, deliberate and announce selection of a finalist. Evaluation of responses will be based on the characteristics as set forth below:

CHARACTERISTIC	RUBRIC POINTS
Firm Qualifications	5
Alignment of Firm's response to questions to the desired response of the Board of Education	5
Cost of Services	5
Process and Timeline	5