



Request for Proposals From Superintendent Search Firms

Section I: Purpose

The Oxford Community School District Board of Education seeks proposals from experienced executive search firms or individuals to provide consulting services for a national search for a superintendent.

Section II: Introduction

The Board is beginning its search for a qualified candidate for superintendent of schools to start work during the summer of 2024. To help in the search for the most qualified candidate the School District is seeking to retain the services of an executive search firm or individual with experience in the recruitment of superintendents for mid-sized school districts.

Description of the Oxford Community School District

Oxford Community Schools is located in the rolling hills of northern Oakland County, reaching into five townships and two villages. It is one of the largest school districts, geographically, in southeastern lower Michigan. The district sits on the M-24 travel corridor, just nine miles north of I-75 and 13 miles south of I-69. Oxford is an ideal destination for the Detroit commuter, offering a small-town feel within the metro Detroit area. Oxford Community Schools' 7,450 FTE students are educated in one early learning center, five elementary schools, one middle school, two high schools that include a traditional high school and an early college school, two alternative schools, and a large, comprehensive K-12 virtual academy with full and part-time students. The district employs 864 staff members, including 374 teachers and 36 administrative staff members. It has an annual operating budget of \$103 million, with a foundation allowance of \$9,608. per pupil and a fund balance projected at \$16.8 million.

Oxford is a student-centered district where students always come first. Academic excellence is the norm with high standards and expectations. The district has been known as forward-thinking, innovative, and visionary. It provides students with an aligned, well rounded, diverse, and rigorous curriculum, including a K-12 International Baccalaureate program. There is a wide variety of curricular, co-curricular and extracurricular opportunities to meet the needs and interests of all students. Throughout the district students are served by a caring, dedicated, hard-working and talented staff. Over half of district employees live in the district and send their children to Oxford schools. There is a strong collaborative relationship between staff and administration. Enhancing this very positive learning environment, district facilities are up to date, well maintained, safe and secure. Technology is available and up to date, including one-to-one for students.

The Board is seeking a superintendent with whom it can work in a productive manner while emphasizing the importance of transparency and openness throughout the district and community. Still recovering from a mass shooting tragedy in November 2021, the board recognizes the importance of trauma-informed decision making and communication during the district's recovery process. The district has made significant strides in mental health support for students, staff, and families, as well as safety/security measures. A comprehensive Recovery Plan is in place and is being implemented and updated. Continuing to move the district's recovery forward, a strong sense of community and a positive mindset is essential.

Section III: Scope of Work

The Board of Education 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 the generation of a position description and qualifications, active recruitment of candidates from inside and outside of Michigan, advisory services to the Board, identification and assessment of candidates, assisting with logistics of finalist interviews, and ensuring 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.

Generation of position description and qualifications

Conducting interviews with and soliciting input from school board members, school district staff, community leaders, students, and the general public to develop the qualifications and criteria that will be used to judge superintendent candidates.

Advisory Services to the Board of Education

- Developing a search plan and timeline in consultation with the Board.
- Assisting with the evaluation and interviewing of potential candidates.
- Ensuring that there is compliance with applicable legal requirements.
- Collect and disaggregate community feedback in an agreed manner.

Identification and Assessment of Candidates

- Developing and distributing recruitment materials that will encourage qualified candidates to apply.
- Conducting a national search that will include advertising the position broadly in print media as well as through an effective web-based strategy.
- Conducting personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences.

Request for Proposals for Superintendent Search

- Collecting all relevant information on potential candidates including background checks so that the strengths and weaknesses of each applicant can be assessed.
- Assisting the Board with prescreening candidates based on clearly delineated criteria.
- Assisting the Board (or advisory committee) in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews.

Assisting with Logistics of Finalist Interviews

- Facilitating visits by the Board to the communities of the finalists.
- Facilitating community forums and interviews with the finalists.

Ensuring a Satisfactory Conclusion to the Search

- Assisting the Board in contract negotiations with the selected candidate.

Section IV: Proposal Requirements

To allow the Board to fairly judge the merits of each proposal, responses to this RFP shall include a response to each of the items listed below. The Board reserves the right to reject proposals that do not follow this format.

Cover Sheet – Include the completed cover sheet that is part of this RFP signed by a person authorized to act on behalf of the company submitting the proposal. (Attachment A).

Executive Summary – Provide a short summary that demonstrates your understanding of the scope of services required by the School District and why your firm is best able to provide that scope of service.

Experience and Qualifications – Provide details on the following:

Overview of Company – address, telephone, fax, e-mail; whether company is local, regional, or national; if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed by the company.

Project Team – Provide names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the company. Specify the names, titles, addresses, telephone numbers and e-mails of the person(s) who will be directly working on the superintendent search. Discuss the availability of each team member and the potential for conflicts that might interfere with the project's timeline.

Experience – For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team. Specify the number of superintendent searches in which each member has participated and in what capacity. Note the longevity of superintendents hired by members of this team or firm over the past six years. Describe any particularly noteworthy accomplishments of the superintendents placed.

Work Plan – Provide details on the following:

The approach to be used to address each search activity listed in Section III: Scope of Work.

Methods you will use to communicate and work with the seven-member elected Board of Education.

Methods you will use to identify prospective candidates and promote their interest in applying.

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.

Describe what the major challenges to a successful superintendent search are and how the project team will address them.

Estimate a reasonable timeline that the project team will use to guide the search process.

Describe the Information, services, and assistance you will require from the School Board and district staff to enable you to conduct the search.

Submit sample questions to use when the Board interviews the prospective candidates.

Cost – A budget should be provided that will cover all the work described in Section III: Scope of Work and the Work Plan above. The budget should provide a breakdown of costs in the following areas:

- Estimated cost by each scope of work section
- Estimated hours spent by each member of the project team and their fees
- Estimated travel expenses
- Estimated publishing and advertising expenses
- Estimated postage and other costs to distribute information regarding the vacancy
- Any other expenses

The proposal must also include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

References – Provide a minimum of three school districts (of similar size and academic quality to the School District, if possible) that have used your services for a superintendent search within the past six years. For each reference supply the school district name, contact person, their title, telephone number and address. Describe the contract (scope, length, and dollar value) for each reference.

Contract Form – If you intend to propose a form of professional services contract between you or your company and the school district, please provide a sample copy of such contract form. If you prefer that the school district generate such contract, please indicate such.

Litigation Record – Have you been involved in litigation with any of your clients within the last five (5) years? If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

Ensuring Client Satisfaction – Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

Additional Information – Should you want to add additional information that would help us evaluate your proposal or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

Section V: Timeline for this RFP

The following schedule will be used for the implementation of this RFP and selection of finalist.

Date	RFP Activity
October 11, 2023	RFP e-mailed to prospective search firms known to the district. RFP posted on the district's web site and other applicable sites.
November 1, 2023	Responses to RFP due at 3:00 p.m. local time.
November 8, 2023	Initial Screening of Proposals Completed
November 14, 2023	Presentation at Board Meeting from selected finalists.
November 28, 2023	Selection of finalist

Section VI: Submission Details

All proposals must be received at the District's Administrative offices prior to 3:00 p.m. on Wednesday, November 1, 2023. Proposals should be sent electronically to: Angela Weaver, Administrative Assistant to the Board, 10 N. Washington Street, Oxford, MI, email: angela.weaver@oxfordschools.org, phone: 248-969-5002.

Section VII: General Conditions

The Board reserves the right to waive, modify, or otherwise vary the conditions or requirements herein, and may accept or reject any and all proposals as the Board of Education, in its sole discretion, deems to be in the best interest of the School District. The Board may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The School District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, the Board of Education determines to be in the best interests of the School District.

VIII: General Requirements

The following terms and conditions will be part of any contract between the School District and the selected Search Firm ultimately selected by the Board. Any exceptions to the terms and conditions contained in this RFP, or any other special considerations or conditions requested or required by the Search Firm relative to this RFP shall be expressly/specifically enumerated by the Search Firm and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Search Firm's opinion are not applicable to, the Search Firm, provided however, that exceptions or special conditions of the Search Firm will not be binding upon the School District unless those exceptions or special conditions are expressly accepted by the School District, and incorporated into the final contract.

By submitting a Proposal, the Search Firm agrees that any contract between the parties shall contain, but not be limited to, the following general provisions:

1. Professionalism: Search Firm shall provide qualified staff to the satisfaction of the Board of Education who shall perform their services in a highly professional and timely manner in accordance with the requirements of the agreed upon services schedule and with all applicable state laws and regulations.
2. Invoicing: Invoices will itemize charges and will provide reasonable detail of the services that were performed. No separate charges shall be made to the School District for routine expenses, such as travel in the metropolitan area, cellular phone charges, photocopying charges, computer usage, equipment rental or postage. The School District shall pay all undisputed amounts within thirty (30) days of the receipt of said invoice. Any disputed amounts will be communicated to Search Firm by the School District in writing and payment of such disputed amounts shall be withheld until resolved to the satisfaction of the School District. The School District will not be assessed any penalty or interest for delayed payment of disputed amounts if not resolved by Search Firm as set forth above. If disputes cannot be resolved within sixty (60) days the parties will resolve the matter through arbitration.
3. Termination: The Board shall have the right to terminate the contract, without penalty, with Search Firm at any time and for any reason. In that event, Search Firm will be paid only for services rendered, and out of pocket expenses incurred, and approved in advance by the School District, through the termination date. In such an event, a detailed (time and money) itemized final statement of work performed by Search Firm up through the date of termination by the Board shall be provided by the Search Firm.
4. Indemnification: To the fullest extent of the law, Search Firm shall fully indemnify, defend and hold harmless the School District, the members of its Board of Education (in their individual and official capacities), administrators and employees, from any and all loss, damages, claims for damages and/or judgments for personal injuries, including death, to any person, costs or expenses in law or equity arising out of or in any way resulting from or arising out of the provision of its services under the contract. This provision shall survive the expiration or earlier termination of the contract and shall not be limited by the Search Firm's insurance obligations contained in the contract.
5. Civil Rights: Search Firm agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88352) and all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance from the department; and hereby gives assurance that all measures necessary to immediately effectuate this contract will be taken. Search Firm further agrees to comply with all other applicable requirements of federal, state, and local laws, ordinances and regulations regarding nondiscrimination in employment.
6. Insurance Requirements: At all times, during the term of any contract with the School District, Search Firm shall purchase and maintain workers' compensation insurance for all of its employees as required by law, and shall be required to maintain employer's liability insurance, commercial general liability insurance, professional liability insurance, and automobile liability insurance as generally maintained by other Search Firms operating in Michigan.

7. Force Majeure: The parties shall be excused from performance hereunder during the time and to the extent that they are prevented from performing in the customary manner if: 1) nonperformance is due to extraordinary weather (not including any weather condition which is not severe enough to warrant the closing of School District schools), fire, strike, loss of transportation facilities, lockout, unavailability or commandeering of materials, products, plants or facilities by the Government or rationing or limitation of use of materials or products; and 2) non-performance is not due, in whole or in part, to the fault or neglect of the party not performing.

8. Exclusion of Persons with Unsatisfactory Background Check: Search Firm will be required to agree that it shall not assign any person to perform services to the School District who has a criminal record of a serious nature, including but not limited to any of the following crimes, regardless of the length of time since conviction: (a) any felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or any protected person; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness. The background check shall also include information regarding civil lawsuits to which referred candidate(s) are or were previously party; in particular, those suits arising from employment-related claims in which the referred candidate(s) were either plaintiff or defendant. Search Firm shall be required to obtain any authorization or consent necessary from its employees to obtain background check information to assure compliance with this requirement and shall actively continue to adhere to this requirement throughout the contract period.

9. Compliance with School District Policies: While performing the services or while in or on the School District property, the Search Firm, its employees and agents shall be responsible for knowing and shall be subject to, and adhere to, all the rules, regulations, policies and procedures of the School District.

10. Complete Non-Familial Relationship Affidavit. (Attachment B).

11. Complete Iran Linked Business Affidavit. (Attachment C).

Attachment A



Cover Page

Response to Request for Proposals

This proposal is submitted on behalf of:

Company: _____

Address: _____

Telephone: _____

E-mail: _____

The above listed consulting firm hereby submits its proposal and agrees to furnish services to the Oxford Community School District in accordance with this Request for Proposals and the response prepared by the consultant.

The Consultant has carefully reviewed this Request for Proposals and the Consultant's response and understands that the District will not be responsible for any errors or omissions on the part of the Consultant.

Consultant agrees that the Oxford Community School District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrecoverable offer and shall be valid for ninety days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the company submitting this response.

Date

Name of Consultant/Authorized Agent

Title of Consultant/Authorized Agent

Signature of Consultant/Authorized Agent

(Complete this page in and include as the cover of your response).

ATTACHMENT B



OXFORD COMMUNITY SCHOOLS
RFP FOR SUPERINTENDENT SEARCH FIRM CONSULTANT
NON-FAMILIAL RELATIONSHIP AFFIDAVIT

The undersigned, the owner or authorized officer of the undersigned Search Firm (the "Search Firm"), pursuant to the conflict of interest disclosure requirement provided in the Oxford Community Schools (the "School District") Request for Bids for Superintendent Search Firm Consultant, hereby represents and warrants that except as provided below, no familial, business or other relationships that may create a conflict of interest, or the appearance thereof, exist between the owner or any employee of the Search Firm, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any familial relationships:

SEARCH FIRM: _____

Signed: _____

Printed Name & Title: _____

STATE OF _____)
)SS.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20____
by _____.

Notary Public

County, _____

My Commission Expires: _____

Acting in the County of: _____

ATTACHMENT C



OXFORD COMMUNITY SCHOOLS
RFP FOR SUPERINTENDENT SEARCH FIRM CONSULTANT
IRAN LINKED BUSINESS AFFIDAVIT

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the undersigned Search Firm (the “Search Firm”), pursuant to the compliance certification requirement provided in the Oxford Community Schools (the “School District”) Request for Bids for Superintendent Search Firm Consultant (the RFP), hereby certifies, represents and warrants that the Search Firm (including its officers, directors and employees) is not an “Iran Linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Search Firm is awarded a contract as a result of the aforementioned RFP, the Search Firm will not become an “Iran linked business” at any time during the course of performing any services under the contract. The Search Firm further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract for proposed contract for which the false certification was made, whichever is greater the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid/proposal for three (3) years from the date it is determined that the person has submitted the false certification.

SEARCH FIRM: _____

Signed: _____

Printed Name & Title: _____

STATE OF _____)

)SS.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20 ____ by
_____.

Notary Public

County, _____

My Commission Expires: _____

Acting in the County of: _____