

## **DJUSD SUPERINTENDENT SEARCH FIRM RFP EVALUATION CRITERIA:**

The Superintendent Search Sub-Committee will evaluate proposals based upon the following minimum and comparative criteria. When all evaluation is complete, the top 2-3 firms, based on the evaluation ranking, will be forwarded to the full school board consideration.

1. **Minimum Criteria:** Each proposal **must** meet all of the following criteria in order to be considered for further evaluation:
  - Six hard copies of the proposal in a sealed envelope, as well as one electronic copy must be submitted no later than the RFP due date.
  - Completed all items (1-11) listed in “**Proposal Requirements**” below.
1. A description or profile of consultant and any information or materials that (s)he believes would be helpful to the Board in making its decision, i.e., a statement of qualifications
2. A summary of strategies to identify and engage community
3. The process/approach (s)he will propose including identifying strategies unique to our District
4. A detailed description of how (s)he will ensure the required confidentiality throughout the process
5. A detailed summary of similar services that (s)he has provided to other public school districts comparable to our District including search costs
6. Information regarding any unsuccessful searches
7. Name of lead consultant and professional resumes of principals and other employees who will render services in this process
8. A detailed description and line-item breakdown of any and all fees and estimated expenses to be charged to the District including a listing and breakdown of fees and expenses for any optional services
9. A list of references, including names, addresses, telephone numbers, email addresses for contacts for five (5) recently-completed superintendent searches
10. A sample consultant agreement for the Board to consider
11. Disclosure of affiliations with the Davis Joint Unified School District that include at a minimum:
  - a. List of any partners, associates or consultants who have been employed by the District and description of employment
  - b. List of any partners, associates or consultants who have provided professional services to the District in the past and a description of the services provided (including prior searches)
  - c. List of any superintendent searches that have been filled with an employee from the District

2. **Comparative Criteria:** The Committee to evaluate the proposals received that have been determined to meet the minimum evaluation criteria listed above. Any proposals that do not meet all of the minimum criteria will be judged as non-responsive and not reviewed further. If a firm scores a zero (0) on any of the following comparative criteria, the Committee will consider the proposal to be non-responsive and will not review the proposal any further. The Committee will consider the following comparative criteria:

### **Comparative Criteria A: Caliber of Organization**

The Committee will review the proposals in conjunction with any materials provided by the firm to determine relative experience, ability to meet established timelines, and professional ethics.

### **Comparative Criteria B: Quality of References**

References will be evaluated to identify the ability and quality of previous work as superintendent search firm for public school agencies of similar size.

### **Comparative Criteria C: Quality of Written Materials**

Evaluators will review the proposals in conjunction with any materials provided by the superintendent search firm to determine relative quality, readability, responsiveness to the RFP, and understanding of the superintendent search process as well as the role of the superintendent search firm.

Proposals that simply reiterate the scope of services or do not demonstrate understanding of the role of the superintendent search firm for this proposal do not meet this criteria and will be considered as **does not meet** (0 points).

### **Comparative Criteria D: Pricing**

The Committee will evaluate the pricing scenario(s) provided by the superintendent search firms to determine which scenario best suits.