



Request for Proposals (RFP): Superintendent Search Firms

Project Overview:

The North Marion School District, located in Aurora, Oregon, is seeking proposals from qualified Superintendent Search Firms to assist in the recruitment and selection process for a new Superintendent. The selected firm will play a crucial role in identifying, evaluating, and recommending candidates for this leadership position.

Project Timeline:

The position of Superintendent is expected to begin on July 1, 2024. The timeline for this project is as follows:

- RFP Issuance Date: March 12, 2024
- Proposal Submission Deadline: March 26, 2024
- Firm Selection: April 3, 2024
- Superintendent Recruitment: April 3 – May 12, 2024
- Superintendent Appointment: June 10, 2024

Scope of Work:

The selected Superintendent Search Firm will be responsible for providing comprehensive services including but not limited to:

1. Conducting a needs assessment to determine the desired qualifications and characteristics of the new Superintendent.
2. Developing and executing a comprehensive recruitment strategy to attract a diverse pool of highly qualified candidates.
3. Managing all aspects of the application and screening process, including candidate outreach, application review, and initial candidate evaluation.
4. Facilitating stakeholder engagement activities, such as community forums and interviews, to gather input on candidate qualifications and fit.
5. Providing regular progress updates and reports to the North Marion School District Board of Directors.

Proposal Requirements:

Interested firms are requested to submit a proposal that includes the following information:

1. Firm Background: Provide an overview of your firm, including relevant experience in conducting Superintendent searches for school districts of similar size and complexity.
2. Project Team: Identify the key personnel who will be involved in this project, along with their qualifications and relevant experience.
3. Approach: Outline your proposed approach to conducting the Superintendent search.
4. Timeline: Provide a proposed timeline for the completion of each phase of the project.
5. Cost: Clearly specify your proposed fee structure, including any additional expenses or disbursements.
6. References: Provide contact information for at least three references from school districts for which you have conducted Superintendent searches.

Submission Instructions:

Proposals must be submitted electronically to diane.laubsch@nmarion.k12.or.us no later than 3:00pm, March 26, 2024. Late proposals will not be considered. Please ensure that all documents are clearly labeled and submitted in a standard file format (e.g., PDF).

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Firm Experience and Qualifications
2. Project Team Expertise
3. Proposed Approach and Methodology
4. Cost
5. References

The North Marion School District reserves the right to reject any or all proposals received and to negotiate separately with any qualified source.

Contact Information:

For inquiries or clarification regarding this RFP, please contact Linda Murray, Business Manager, at linda.murray@nmarion.k12.or.us or 503-678-7102.

Thank you for your interest in supporting the North Marion School District in this important endeavor.