

Nyssa School District 26
Request for Proposals
Superintendent Search Services
RFP# 202324-0001

Release Date: October 18, 2023

Proposals Due Date and Time: November 10, 2023 at 12:00 PM (Mountain Time)

Submit Proposals via email or delivery to:

Via Email, Mail, or Deliver to:
Megan Glenn, Executive Administrative Assistant
Phone number: (541) 372-2275, x0 Email: mglenn@nyssasd.org
804 Adrian Blvd. Nyssa, OR 97913

Questions related to this intermediate RFP can be sent to Megan Glenn at the email address above no later than 4:00 PM (Mountain Time) on Thursday, November 9, 2023. Questions received after the deadline may not be addressed.

1. INTRODUCTION

Nyssa School District 26 (District) is currently seeking superintendent recruitment services. All firms submitting proposals are referred to as proposers in this document; after negotiations, the awarded Proposer will be designated as Contractor.

2. CONTRACT TERM

The Contract is anticipated to start in December, 2023. The initial Contract term shall be through March 31, 2024 or until the successful hiring of a new superintendent. The parties may agree to extend the term of the Contract up to a maximum of one additional year.

3. SCOPE OF WORK

The District is requesting priced proposals for a search and recruitment firm to assist the Nyssa Board of Directors (Board) in their search to find a new, full time, permanent superintendent. The District is inviting qualified Proposers to submit a proposal that outlines the services their firm provides and the cost for the services.

Nyssa School District is in Malheur County and serves a culturally diverse student group of approximately 1500 students which includes an online school. The current school board is committed to equity and excellence in governance on behalf of the students and community.

The District is located along the Snake River on the Idaho border, has a population of 3,267 and the primary industry in the region is agriculture. The community is committed to student success.

The prior superintendent was in his role from 2019 to July 2023. At which time an interim superintendent was appointed by the Board. The Board is committed to hiring a permanent superintendent by March 31, 2024, with a start date no later than July 1, 2024.

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The school board is committed to hiring a superintendent that supports and values the diverse students the district serves. The school board is looking for a firm with the following values:

1. Commitment to a process that attracts and recruits strong candidates including current superintendents both within the state and nationally.
2. A firm that leads a process that is equity focused and can demonstrate how this will occur.
3. Track record of successful searches; especially in the Northwest and rural regions.
4. Strong facilitation skills, ability to truly listen, and provide honest feedback and communication with the Board and community.
5. Proven ability to conduct intentional engagement and connect with District's diverse students, families and community.

4. RFP TIMELINE

October 18, 2023 - RFP for search firm is released.
November 9, 2023 - Deadline for submission of RFP questions by 4pm MST.
November 10, 2023 - RFPs due to NSD by noon MST.
November 13, 2023 - Board selects search firms to be interviewed.
December 4-8, 2023 - Interviews scheduled
December 11, 2023 - Intent to Award notices sent, contract negotiations begin.
December 12, 2023 - Confirmation to accept award by 5pm MST.

Timeline for Services

December 13, 2023 - Work Session: Board discusses search plan and timeline with search firm. Board approves superintendent search plan and timeline.
January 2024 - March 2024 - Superintendent interview and selection process (specific dates determined with search firm)

- Application period
- Stakeholder Meetings
- Determination of desired qualifications and characteristics of superintendent
- Interviewing Rounds
- Selection
- Communication regarding decision

5. INSTRUCTIONS TO PROPOSERS

Proposals are due at the District **no later than the time and date set forth on page 1**. Envelopes or packages shall be clearly marked with the RFP number, **202324-0001**.

The proposal must include information responsive to items (a) through (e) set forth below. The proposal may not exceed a total of 10 single-sided, 8.5" x 11" numbered pages. Resumes and other required documents are excluded from the total page count.

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Proposers must include the following as part of their proposal:

- a. **Approach and Management Plan.** Describe the timeline and proposed activities for providing the services.
- b. **Qualifications and Experience.** Provide the qualifications and experience of the key team member(s) who will work on the project. Replacement of key team members will not be permitted without prior consultation with and approval of the District. The District will favor proposers who have recent experience performing similar services for public agencies that are similar in size and scope to the District and who demonstrate the ability to connect with the community.
- c. **Cost Proposal.** The Cost Proposal shall include the proposed fee structure of the Proposer. This may include hourly rates for staff along with total project cost, or fees for specific deliverables.
- d. **References.** Provide contact information for at least three (3) references from recent recruitments that are similar in scope and size. Include a brief description of each recruitment associated with the reference.
- e. **Additional Services.** Provide a list of any additional services, and associated pricing, that may supplement the services requested here.

6. EVALUATION

a. **Minimum Responsiveness.** In order to be responsive, each proposal will be reviewed for minimum responsiveness. Failure to meet minimum responsiveness may result in rejection of the proposal. Each proposal must comply with **Section 5: Instructions to Proposers** and include the following to be considered minimally responsive:

- ☐ Approach and Management Plan
- ☐ Qualifications and Experience
- ☐ Cost Proposal Form

b. **Evaluation Committee.** The Board of Directors will conduct the first phase of evaluation on all responsive proposals. The Board will score in accordance with the evaluation criteria set forth in this RFP. Evaluation of the proposals shall be within the sole judgment and discretion of the Board.

At the conclusion of the first phase of evaluation, the District will notify all offerors which Proposers will be invited to participate in an interview with the Board at a public meeting the week of December 4-8, 2023. Final interview dates will be determined by the Board.

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c. **Categories.** The evaluation criteria and their respective weights are as follows:

| CATEGORIES | MAXIMUM POINTS POSSIBLE |
|-------------------------------|----------------------------|
| Approach and Management Plan | 50 |
| Qualifications and Experience | 25 |
| Cost Proposal | 25 |
| Total | 100 |

d. **Interviews.** Interviews will be conducted by the Board to determine the successful Proposer. Interviews will be conducted in person. The selection of the successful Proposer will be the sole determination of the Board. The Board's determination will be final.

e. **Best Value.** The District will select the proposal that presents the best value and is most advantageous to the District and the public. Accordingly, the District may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of the District. The District reserves the right to expand or reduce the proposed scope of work during the contract negotiations based on budget constraints and to award to a single or multiple proposers.

7. AWARD NOTICE AND ACCEPTANCE PERIOD

a. After the evaluation of proposals and final consideration of all available pertinent information, the District will either reject proposals or schedule interviews for the top evaluated proposers.

b. The apparent best evaluated proposer should be prepared to enter into a contract with the District. Notwithstanding, the District reserves the right to add terms and conditions, deemed to be in the best interest of the District, during final contract negotiations.

c. If a proposer fails to promptly sign and return the contract drawn pursuant to this RFP and final contract negotiations, the District may cancel the award and award the contract to the next best evaluated proposer.

8. TERMS AND CONDITIONS

a. This RFP is governed by the Nyssa School District Rules for Public Contracting and Oregon Revised Statute (ORS) Chapters 279A and 279B. This RFP is an intermediate procurement pursuant to ORS 279B.070.

b. RFP Amendment, Cancellation and Right of Rejection.

i. The District reserves the unilateral right to amend this RFP in writing at any time. The District may extend the deadline for submission of proposals by written addendum. Proposers shall respond to

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the final written RFP, its exhibits and attachments, and all addenda. The District also reserves the right, in its sole discretion, to reject any and all proposals or to cancel or reissue the RFP.

ii. The District reserves the right, in its sole discretion, to waive minor informalities in proposals provided such action is in the best interest of the District. Where the District waives minor informalities in proposals, such waiver does not modify the RFP requirements or excuse the applicant from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any proposal to strict compliance with the RFP.

c. Confidentiality. The District will retain a master copy of each proposal to this RFP, which becomes public record after the notice of intent to award unless the proposal or specific parts of the proposal can be shown to be exempt by law under ORS Chapter 192.

d. Proposer Responsible for Incurred Costs. The District shall not be liable for any expenses incurred by proposer in both preparing and submitting its proposal, interview or contract negotiation process, if any.

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