

# REQUEST FOR PROPOSAL

for

## SUPERINTENDENT RECRUITMENT SERVICES

CADDO PARISH SCHOOL BOARD  
1961 Midway Avenue  
Shreveport, Louisiana 71108



RFP Number: **RFP 08-24**

Proposals Will Be Accepted Until:

**10:30 AM., CST**  
**THURSDAY, MAY 30, 2024**

Caddo Parish School Board  
Purchasing Department  
1961 Midway Avenue  
Shreveport, Louisiana 71108

**TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES**

A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

<b>ACTIVITY</b>	<b>Date</b>	<b>Time</b>
1. Release of Request For Proposals to Vendors	April 30, 2024	N/A
2. First Public Notice Published in Shreveport Times	April 30, 2024	N/A
3. Second Public Notice Published in the Shreveport Times	May 07, 2024	N/A
4. Third Public Notice Published in the Shreveport Times	May 14, 2024	N/A
5. Deadline for Questions	May 10, 2024	3:00pm
6. Proposal Opening date	May 30, 2024	10:30am
7. Proposal Presentations (As invited, if needed)	June 11, 2024*	TBD
8. Expected Board Approval	June 18, 2024	4:30pm

**\*Date subject to change**

**Responses will be accepted until 10:30am CST on THURSDAY, MAY 30, 2024.**

**It is the responsibility of the vendor to check the District's website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.**

<https://www.caddoschools.org/caddo-schools-purchasing-department/>

## **1.0 SUMMARY**

The Caddo Parish School Board (CPSB) is soliciting proposals from qualified executive search consultant firms to assist the Caddo Parish School Board in its search efforts for the recruitment and selection of a Superintendent, in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

## **1.2 PURPOSE**

CPSB is requesting proposals from a qualified executive search firm to assist in the search/recruitment and selection of a Superintendent.

The ideal candidate for the position of Superintendent should have:

1. A doctoral degree from an accredited college/university or equivalent experience in K-12 education or management of large organizations.
2. Strong leadership and interpersonal skills with the ability to relate to a wide spectrum of individuals and groups, including Board members, faculty, directors, employees, students, and other constituents.
3. A record of commitment to diversity among the staff.
4. The ability to analyze complex situations, develop alternative solutions, exercise independent judgment, and provide recommendations consistent with sound educational practices.
5. Demonstrated skills in budget and staff management, fundraising and advancement, strategic planning, control, management, and utilization of internal and external data, promotion of external support for K-12 education, and development of new leadership. The ideal candidate will have excellent skills in facilitating conflict resolution.
6. A Louisiana superintendent's certificate and/or eligible to obtain a superintendent's certificate or other necessary qualifications as provided by law.

## **2.0 SCHOOL DISTRICT PROFILE**

The Caddo Parish School Board encompasses the flavor and diversity of the community we serve. Caddo Parish is a parish located in the northwest corner of the U.S. State of Louisiana. Our district is comprised of approximately 56 schools representing students from rural, suburban, and urban areas of Caddo Parish. Caddo is home to 12 National Blue-Ribbon Schools of Excellence as designated by the U.S. Department of Education while boasting several of the state's top performing schools.

As one of the largest school districts in the state of Louisiana, Caddo serves approximately 33,000 students in grades prekindergarten through 12th grade.

## **3.0 SCOPE OF SERVICE, RESPONSIBILITIES, AND DELIVERABLES**

The successful firm should be able to provide the following services including, but not limited to:

1. Assist CPSB to develop a strategy for carrying out the recruitment, including outreach to encourage highly qualified applicants from diverse backgrounds to apply.
2. Identify potential contacts and conduct personal outreach and recruiting to include posting the position through national channels. Assist CPSB in preparing and placing advertisements for the position in appropriate education publications utilizing both print and web-based media.
3. Review resumes for background and qualifications followed by telephone interviews to clarify each applicant's experience and prepare a written summary of 10 to 15 candidates with the most promising qualifications.
4. Evaluate candidates for serious consideration (five to six candidates) by conducting in depth reference checks with individuals who are or have been in a position to evaluate the candidate's

performance on the job. Through these reference checks, ascertain the candidate's strength in personal dimensions identified by a job description prepared by CPSB as well as the contractor's interviews with stakeholders.

5. Finalize a process with CPSB for interviews and coordinate candidates' participations in interviews.
6. Debrief with CPSB following interviews and identify additional candidates if necessary.
7. Verify selected candidates' educational background, and conduct criminal, financial, media, and civil litigation checks upon request.
8. In the event politically sensitive or potentially embarrassing issues arise from the candidate's background, conduct in-depth interviews with principal parties to clarify the event and clearly present to CPSB a picture of the event.
9. Notify rejected applicants.
10. Assist the Board in conducting compensation and relocation negotiations with finalists.
11. Reinitiate a one-time additional executive search in accordance with the specifications set forth above, at no fee to CPSB, if the successful candidate leaves the employment of CPSB within one year of placement.
12. Ensure there is compliance with applicable legal requirements.
13. Any additional duties deemed necessary by the Proposer and agreed upon as necessary for the completion of the scope of work. Additional duties must be clearly defined in the proposal.

CPSB will entertain alternate proposals that achieve the Board's purpose of obtaining a successful placement prior to August 01, 2024.

#### **4.0 FORMAT AND CONTENTS OF THE PROPOSAL**

The information set forth in this section should be included with the proposal.

##### **4.1 Section 1: Cover Letter**

A one-page letter including the name and address of the organization submitting the proposal; the type of firm (ex. individual, partnership, etc.); and the name, mailing/e-mail addresses, and telephone/fax numbers of the individual authorized to represent the organization.

Cover Letters should be addressed as follows:

Caddo Parish School Board  
Attn: Board Members  
1961 Midway Avenue  
Shreveport, LA 71108

##### **4.2 Section 2: Table of Contents**

An outline of the proposal contents, identified by sequential page number, and section title as referenced herein.

4.3 Section 3: Scope of Services to Be Provided

A synopsis of the Proposer's full understanding of the Scope of Work and the effort needed to complete the project on time. Firms should detail the technical processes that will be taken to complete the scope of work and disclose any potential challenges and/or issues that may need to be resolved.

4.4 Section 4: Statement of Qualifications and Experience

- a. Consultant should include the project management team's qualifications, education/certifications, and experience.
- b. List the names of the persons authorized to make representations on behalf of the contractor (include their titles, addresses, emails and telephone numbers).
- c. List at least three (3) recent projects the firm completed for other entities similar in size and complexity to the Caddo Parish School Board and provide sufficient information for the Board to evaluate the contributions of individual team members with regard to school system placements.

4.5 Section 5: Schedule of Activity and Search Plan

- a. The executive search firm shall present a timeline conducive to having a Superintendent hired prior to August 01, 2024.
- b. Briefly discuss methods the firm will use to communicate and work with school board members.
- c. The contractor should guarantee delivery of services in accordance with such delivery schedule as is provided in the specifications.

4.6 Section 6: References

Please include contact name, phone number, and email address for at least three (3) organizations that have previously engaged the contractor to perform executive level recruitment services.

4.7 Section 7: Cost Summary

A firm fixed price proposal should be included. The cost summary should be itemized. The final cost should be a lump-sum price for performing all services and work called for in the Scope of Work. The quoted fee should be honored for the duration of the contract or until delivery is complete unless mutually agreed upon in writing by both parties.

4.8 Section 8: Conflicts of Interest

Statement documenting any known conflicts of interest or no conflicts of interest

4.9 Section 9: Disadvantaged or Minority Business Status

One-page document listing certification status as a disadvantaged or minority business in accordance with local, federal, and state law. Please use this section to document if this is applicable or not applicable to a particular bidder.

4.10 Section 10: Additional Information

"Additional Information" shall include any other data the Proposer deems essential to the evaluation of the proposal. This information should be no more than one page.

## 5.0 **QUESTIONS**

Questions regarding this RFP should be directed to Shavonda Scott, Director of Purchasing, via email ([smcscott@caddoschools.org](mailto:smcscott@caddoschools.org)) and received no later than 3:00pm on Friday, May 10, 2024. The subject line should be listed as **RFP 08-24 Superintendent Recruitment Services-Questions**. Responses to questions will be posted as an addendum on Wednesday, May 15, 2024. All questions must be submitted in writing. Verbal inquiries will not be accepted.

## **INSTRUCTIONS TO VENDORS**

### 6.0 **PREPARING AND SUBMITTING OF PROPOSALS**

- 6.1 INSTRUCTIONS. These instructions define the conditions of the proposal solicitation and the specifications of the services desired. The words “Proposer, Consultant, Service Provider, Vendor, Contractor, Sub-Contractor” and their derivatives may be used interchangeably in this document depending on the capabilities of any one or multiple respondents to this RFP.
- 6.2 The PROPOSAL FORMS define the requirements of the work to be done. In the space provided, the vendor must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0.
- 6.2.1 ALTERNATES. Innovative alternative proposals are permitted, provided however that they are clearly identified as such and all deviations from the primary proposal are listed.
- 6.3 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by Caddo Parish School Board (CPSB) attached on the outside or submitted electronically on the approved electronic bid site [www.bidexpress.com](http://www.bidexpress.com).
- 6.4 COST. The vendor shall quote a price for service(s) and/or product(s). The service(s) and/or product(s) will be indicated on the PROPOSAL FORMS. In all cases the requirements and price configurations of the PROPOSAL FORMS shall prevail.
- a. Issuance of this RFP does not commit the Caddo Parish School Board (CPSB) to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. CPSB will not reimburse any cost incurred by a prospective Consultant for the preparation of a response to this Request for Proposal.
- 6.5 VENDOR QUALIFICATION FORMS. This appears on the Request For Proposal signature page and is required. Failure to complete this form in its entirety may be cause for rejection.
- 6.5.1 VENDOR'S FORM OF BUSINESS ORGANIZATION. This is required for preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.
- 6.5.2 VENDOR CERTIFICATION AND IDENTIFICATION. Failure to indicate the vendor's exact legal name may rule proposal irregular. An unsigned proposal will not be considered.
- 6.6 ASSIGNMENT. The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular services acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.
- 6.6.1 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 in person, by mail, or

submitted electronically at [www.bidexpress.com](http://www.bidexpress.com) no later than 10:30 A.M., CST ON **THURSDAY, MAY 30, 2024**.

- 6.6.2 The first page of the proposal invitation and the PROPOSAL FORMS designate the name of the proposal and the date and hour of the proposal receipt. Proposals will be received until the stated date and time. Irrespective of the reason, proposals arriving after the stated date and time will not be accepted.
- 6.6.3 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested or by regular mail or submitted via the official electronic website.
- 6.6.4 **IMPORTANT**. The responsibility for timely presentation (delivery) of a proposal rests solely with the vendor. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted.

## **7.0 PROPOSAL PRESENTATION**

- 7.1 Proposers may be required to explain proposal and answer questions.
- 7.2 Invitations to proposers to make presentations are at the sole discretion of CPSB and in no way implies intent for contract offer.
- 7.3 Proposers must provide written scope of experience with providing services for organizations similar to the Caddo Parish School Board in size and scope.
- 7.4 If submitting a hard-copy proposal, there should be one (1) original and four (4) copies for committee distribution.
- 7.5 If submitting a hard-copy proposal, **an electronic copy of the proposal** should also be included with the submission. The copy should be formatted in either Adobe PDF or Microsoft Word on a flash-drive.
- 7.6 Faxed or emailed responses will not be considered. By submitting a response, the responder certifies to the best of his/her knowledge that all information is true and correct. All responses must be received prior to the established deadline. Responses must be plainly marked on the outside of the envelope.

## **8.0 CHANGE OR WITHDRAWAL OF PROPOSALS**

- 8.1 CHANGE OR WITHDRAWAL PRIOR TO PROPOSAL OPENING. Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.
- 8.2 CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD. After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.
- 8.3 WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD. After proposals are opened, a vendor may request that his proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

## **9.0 REJECTION OF PROPOSALS**

**CPSB reserves the right to reject any or all proposals and to waive any informalities.**

**10.0 EVALUATIONS**

The Caddo Parish School Board will not only consider the professional competence and experience of firms responding to this RFP, but also intangible qualities such as degree of trust, comfort and confidence the Caddo Parish School Board feels toward the respondents; the respondent's apparent compatibility with the Board's mission and values; and the respondent's expected responsiveness to the needs and requests of the Board.

- 10.1 Each proposal will be evaluated by a committee comprised of various CPSB representatives and its General Counsel.
- 10.2 The evaluation committee will be comprised of no less than three (3) persons.
- 10.3 Proposals will be graded on a scale of 0-40, with 0 being the lowest rating within an ascribed category.
- 10.4 Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Categories may include but are not limited to: Statement of Qualifications and Experience, Scope of Services to be Provided, and Cost. A sample proposal scoring is as follows:

Statement of Qualifications and Experience	0-30
Scope of Services to be Provided	0-30
Cost	0-40
<hr/>	
Maximum Points	100

**11.0 PROPOSAL AWARDS**

- 11.1 **BASIS FOR AWARDS.** An award resulting from this request shall be awarded to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to CPSB, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a vendor's proposal has or has not satisfactorily met the requirements of the RFP.

CPSB reserves the right to waive any defect or omission in any proposal which does not materially affect the terms of the response to this Request for Proposals.

- 11.2 **AVAILABILITY OF PROPOSAL INFORMATION.** Request for Proposals will be received only on or before the due date in the CPSB office at the time and date noted. The recommendation for proposal award will be presented to CPSB for approval. Vendors may be required to attend the Board meeting. Each proposal response to the extent it contains confidential and proprietary information will be considered confidential and not made available for public review. Vendors will be notified of the award recommendation only.
- 11.3 **OFFICIAL AWARD DATE.** Awards become official at the time a proposal is accepted by CPSB during their regular session.
- 11.4 **FILING OF OBJECTION TO PROPOSAL AWARD.** Any objection to an award by CPSB must be filed in writing and must be received by the Purchasing Office no later than 9:00 A. M. on the first Monday following the official award.
- 11.5 **FILING OF OBJECTION TO SPECIFICATIONS OR PROPOSAL CONDITIONS.** Objections to either the proposal specifications or proposal conditions must be filed in writing and must be received by the Purchasing Office at least five (5) business days prior to the hour and date of the proposal opening.
- 11.6 **NOTIFICATION OF AWARD.** The successful proposer will be notified either by mail, email, fax, or phone. Any time requirements allowed for delivery or performance begins with the date of proposal acceptance and approval by CPSB whether or not a contract has been issued.

**12.0 FAILURE TO PERFORM.** In the event a successful vendor fails to perform on the awarded proposal, CPSB shall declare the successful vendor in default.

If a successful vendor defaults, CPSB will be authorized to take one or both of the following recourses:

- a. CPSB shall contract for awarded services from such party or parties in such a manner as it shall select at the expense of the successful vendor in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
- b. CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.

**13.0 INVOICES.** Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must show the purchase order number, proposal number, complete price, and total. Invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108.

**14.0 RESERVATIONS BY BOARD**

14.1 Limited funds are budgeted for this service. Should the proposal price be more than anticipated, CPSB reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.

14.2 The Caddo Parish School Board may reject any proposal for failure by the vendor to comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

**15.0 ERRORS AND OMISSIONS**

15.1 The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the vendor to detect such errors or omissions and to notify CPSB sufficiently in at least seven (7) business days in advance of the proposal due date to enable CPSB to make any corrections or modifications to the specifications deemed appropriate.

**16.0 REFERENCES**

16.1 Interested vendors shall include with their proposal not less than three (3) company references that may be contacted with which vendor's services have been provided. Vendors should list names, addresses, telephone numbers, and e-mail addresses of each reference. Failure to include this information with the proposal will result in disqualification.

**17.0 ELIGIBILITY**

The consultant should specialize in providing recruitment services for executive level educational personnel and/or have extensive Chief Executive Officer-level personnel recruitment experience. To be eligible to respond to this RFP, the proposing consultant must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in this RFP, to institutions similar in size and complexity to the Caddo Parish School Board.

**18.0 PERSONNEL AND BACKGROUND CHECKS**

Consultants must conduct and possess current background checks on all full-time and part-time employees during the contract period. This information must be provided to CPSB upon request. The inability of a consultant to produce current background checks for an employee can be grounds for termination of the contract. The consultant must notify District personnel as soon as possible if an employee does not pass a background check and said employee may not be permitted on CPSB property.

**19.0 INSURANCE REQUIREMENTS**

Contractor shall obtain and maintain insurance as follows, unless waived in writing by the district:

All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

**CERTIFICATE OF INSURANCE.** It shall be the responsibility of the successful bidder to provide evidence of compliance with these insurance requirements either with the proposal or within twenty (20) days following award of the RFP. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

**NOTE:** If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

**COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.**

**19.1 Liability Insurance:**

General Liability Limits:

Bodily Injury	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Products Liability	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Property Damage	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Additional Insured	Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB.

19.2 Automobile Liability: Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.

19.3 Worker's Compensation: As required by the State of Louisiana

19.4 Excess (Umbrella) Liability: \$1,000,000

19.5 Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If Contractor or any subcontractor fails to carry any insurance required by this Section, Contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if Contractor and/or such subcontractor had in full force and effect coverage in accordance with this Section.

**20.0 TERMS AND CONDITIONS**

**TERM OF AGREEMENT.** The initial term of this agreement shall be for one (1) year, commencing upon execution of the agreement or until completion of all deliverables required by the agreement.

20.1 Discussion may be held with proposers submitting proposals acceptable or potentially acceptable. The purpose of the discussions is:

- a. Promote understanding of CPSB's requirements and the contractor's proposals.
- b. Facilitate arriving at a contract most advantageous to CPSB taking into consideration price and other evaluation factors set forth in the RFP.

- 20.2 Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option, CPSB may take either of the following actions to form an agreement between CPSB and the selected contractor:
- a. Accept a proposal by issuing a written "Notice of Award" to the selected contractor, which incorporates the proposal documents by reference and accepts all or selected portions of the contractor's proposal. This "Notice of Award" will represent a contractual agreement and will be signed by a CPSB designee and the awardee representative.
  - b. Enter into negotiations in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and will be executed by both CPSB and the selected contractor. This agreement will be based on proposal documents, the submitted proposal, and the associated negotiations.
- 20.3 Incomplete Proposals or inaccurate information may be cause for disqualification.
- 20.4 All materials submitted to the Caddo Parish School Board will become the property of CPSB and will not be returned.
- 20.5 It is understood that the Contractor is an independent contractor and not an officer, agent, or employee of the School District while complying with the terms and conditions of the Contract.
- 20.6 CPSB shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation created in the performance of the contract.

**21.0 TERMINATION OF AGREEMENT (if applicable):**

CPSB may cancel this agreement upon failure of the successful proposer to satisfactorily comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

Proposers or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the contractor's own risk. The contractor may withdraw a proposal prior to the proposal submission closing date and time by requesting to do so in writing.

The contractor shall obtain and maintain all licenses/permits and comply with any and all other standards or regulations required by Federal, State, or local statues, ordinances, and rules during the performance of any contract between CPSB and the contractor. Any such requirement specifically set forth in any contract document between the contractor and CPSB shall be supplementary to this section and not in substitution thereof.

In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, CPSB shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the proposer.

**22.0 OPPORTUNITY CADDO**

If applicable, the Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSB desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.

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**DEBARMENT CLAUSE:** Before completing the Invitation for Bid Form and/or Proposal Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.

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CADDO PARISH SCHOOL BOARD AN EQUAL OPPORTUNITY EMPLOYER

**REQUEST FOR PROPOSAL**

April 30, 2024

**RFP-08-24**

CADDO PARISH SCHOOL BOARD  
 1961 MIDWAY AVENUE  
 SHREVEPORT, LA 71108

Shavonda Scott  
 PH: 318.603.6481  
[smscott@caddoschools.org](mailto:smscott@caddoschools.org)

**PROPOSAL TITLE: SUPERINTENDENT RECRUITMENT SERVICES****SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M.CST ON THURSDAY, MAY 30, 2024**

**IMPORTANT:** The Instructions/Provisions (01/31/05) to bidders/proposers are available for download and printing at the CPSB website: [www.caddoschools.org](http://www.caddoschools.org) (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: **April 30<sup>th</sup>, May 7<sup>th</sup> and May 14<sup>th</sup>, 2024**

Shavonda M. Scott, MBA, Director of Purchasing

**TO BE COMPLETED BY PROPOSER:**

LEGAL NAME OF PROPOSER:	
MAILING ADDRESS:	
CITY, STATE, ZIP CODE:	
TELEPHONE NO: (     )	FAX NO: (     )
<p>PROPOSER CERTIFICATION AND IDENTIFICATION: I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.</p> <p>ASSIGNMENT: The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Caddo Parish School Board.</p> <p>We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures, and a complete identification of each item and/or service proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products/services proposed herein.</p> <p style="text-align: center;">I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.</p>	
AUTHORIZED SIGNATURE:	DATE SIGNED:
NAME (PRINTED/TYPED):	TITLE:
EMAIL:	
<p>PROPOSER QUALIFICATION: The form of business organization under which this proposal is submitted is as follows:</p> <p><input type="checkbox"/> A CORPORATION incorporated under the laws of the State of _____ and <b>(is) (is not)</b> authorized to do business in the State of Louisiana.</p> <p><input type="checkbox"/> A PARTNERSHIP. Names of Partners: _____</p> <p><input type="checkbox"/> AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner's Name is: _____</p>	
<b>BID BOND:</b>	
<b>PERFORMANCE BOND:</b>	
<b>ACKNOWLEDGEMENT OF ADDENDA RECEIVED:</b>	
Addendum No. 1    Dated:	Addendum No. 2    Dated:
Addendum No. 3    Dated:	Addendum No. 4    Dated:

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID NUMBER: \_\_\_\_\_ RFP 08-24

BID TITLE: \_\_\_\_\_ SUPERINTENDENT RECRUITMENT SERVICES

OPENING DATE: \_\_\_\_\_ THURSDAY, MAY 30, 2024

SEND TO:

**CADDO PARISH SCHOOL BOARD**  
**Purchasing Department**  
**1961 Midway Avenue**  
**Shreveport, LA 71108**

**Attn Bidders:**

**Use this print format on the outside of your envelope when responding to any formal bids or RFP's.**

**We do not accept faxed or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal bids or RFP's.**