



# Denver Board of Education: Search Firm Quote Request

December 22, 2020

**Quote Submission Deadline:** January 5, 2021  
**Please send quotes to:** [Kyra\\_Capizzani@dpsk12.org](mailto:Kyra_Capizzani@dpsk12.org)

## Purpose & Objective

Denver Public Schools (DPS) Board of Education (BOE) is soliciting proposals from qualified firms to aid in the search of candidates to fill the Superintendent role at DPS. The objective of the search firm is to:

1. Develop the criteria for superintendent selection with the BOE incorporating input from employees, parents, community leaders and business leaders.
  - a. Community engagement will not be the responsibility of the search firm. DPS will hire a separate firm that specializes in community engagement (including multi-lingual and multi-modal approaches to engage stakeholders in meaningful feedback opportunities).
  - b. The search firm may need to liaise with the community engagement firm to ensure community feedback is an integral input into the selection process.
2. Support the BOE with creation of the job description and provide feedback to optimize candidate applications
3. Prepare and distribute materials to advertise and recruit and maximize the number of qualified candidates.
4. Receive and screen applications, coordinate the interview process, arrange any site visits and make recommendations on candidates to the Board.
5. Conduct background verification on candidates.
6. Maintain strict confidentiality throughout the process.
7. Provide reports and consultation throughout the search process to BOE based on values and interests in narrative, job description and community input.

## Service Details:

Proposals may include, but not be limited to:

1. Suggested timeline of activities and major events in the search process.
  - a. Targeting to have the new superintendent selected no later than May 2021
2. Recommend the responsibilities to be assumed by the Board of education, staff members, and the search firm during each phase of the process.
3. Recommended approach for partnering with a community engagement firm who will be leading the process for obtaining staff, parent and community input.



4. Recommended process and format for screening, reference checks, interviews and final selection.
5. Firm Proposal Information:
  - a. Identification of the person who will take primary responsibility for the search, and the resume of that person, along with the resumes of any other professionals who will be involved in the provision of search services.
  - b. Names of and contact information for board members from three other districts of similar size or larger than the DPS for whom you have conducted a superintendent search in the last two years.
  - c. Description of other superintendent searches conducted in the past five years.
  - d. Statement as to whether the individual or firm is currently engaged in other projects that will coincide with or might affect the timeline of this search.
  - e. The shortest and longest tenure of superintendents appointed in other searches.
  - f. Any possible conflict of interests. By submitting a proposal, the applicants affirm that he/she/it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, commission, gift, loan, gratuity, special discount, trip, favor or service to the District, or any District employee, director or agent in connection with the proposal submitted. If a contract is entered into because of this request for proposals, no director, employee or agent of the contractor will enter into any non-consumer business arrangement with any director, employee or agent of the District without prior written notice.

## Itemized Costs

Please provide itemized costs of the following tasks: if applicable, provide the cost difference between a regional or national search.

1. Assistance to the Board of Education in updating the Superintendent job description.
2. Advertising and recruitment planning and execution, including measures to assure equal opportunity and other considerations.
3. Provide a suggested list of potential interview questions. This information will become the property of DPS at the conclusion of this project.
4. Active recruitment of individuals who have a high probability of success in meeting the requirements specified by the BOE.
5. Conduct reference checks on potential candidates and compare potential candidates (via resume and preliminary interviews) to identify each candidates' characteristics and qualities.
6. Provide technical, administrative, and logistical support of the interview process, stakeholder input, site visits, and the final selection negotiations.
7. As-needed consultation during the selection process.



## Requested Quote Format

SECTION A- Management Summary. Include a management summary, which provides an overview of proposed equipment and/or services. Vendors should emphasize why their proposal is best suited to meet the needs of the District.

SECTION B- Pricing.

1. Submit a price proposal to perform all services detailed in your scope of work.
2. Submit any other pricing/cost data necessary to carry out the project.

SECTION C-Service Summary. Include a summary of your offering; an overview of services to be provided to the District.

SECTION D- Project Schedule and Implementation Plan. Provide a detailed implementation plan.

SECTION E- Vendor Profile. Provide a Vendor Profile to include, in the following order:

1. The length of time the Vendor has been in business under the current business name and previous names of the firm, if any.
2. An overview of the company (staff size, geographic location, number and nature of the professional staff to be assigned to the District)
3. Provide resumes, staff experience, training and relevant certifications for key personnel listed.
4. An outline of the Vendor's background and overall qualifications.
5. Provide a minimum of three K-12, of similar size to DPS, client references for which you have provided a similar scope/service as requested in this solicitation; including complete email address, addresses, telephone numbers and contact person. Provide any past performance with Denver Public Schools on similar projects.
6. List the names of the subcontractors/partners you might expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on a project. Also include the names and resumes of any key subcontractor personnel who may be working on a project.
7. List any current litigation, outstanding judgments and liens with which your company is presently involved.