



Oak Park Elementary School District 97

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EXECUTIVE SEARCH FIRM REQUEST FOR QUALIFICATIONS (RFQ)

January 6, 2015

Background

The Oak Park Elementary School District 97 Board of Education will soon be conducting a search to fill the vacancy in the superintendent's position created by the retirement of Dr. Al Roberts, which will be effective July 1, 2015. The board believes that engaging a highly capable and experienced executive search firm will aid its efforts to find the best candidate for this vital position. With this in mind, this CONFIDENTIAL RFQ is being issued for the purpose of evaluating and selecting a firm that will help lead this important process.

Draft Scope of Services

At this time, the scope of services is expected to include, but not be limited to, the following elements:

- A. Assist with the creation of a written target candidate profile
- B. Assist with the creation of a written job description
- C. Organize and administer a community stakeholder input exercise
- D. Advertise the position both locally and nationally
- E. Recruit candidates who satisfy the candidate profile
- F. Conduct an initial screening of applicant pool/resumes
- G. Conduct initial candidate interviews
- H. Nominate/select candidates to be interviewed by the board
- I. Assist with the performance of reference checks for the finalists for the position
- J. Assist with the preparation of a compensation package
- K. Assist with the creation of an employment contract
- L. Assist with the development of performance goals
- M. Provide as many candidates as necessary until the board hires a new superintendent

Process and Timeline for Search Firm Selection:

January 6, 2015	RFQ document sent to candidate firms
January 12, 2015	Due date for written responses to the RFQ
January 14, 2015 to January 21, 2015	Telephone or in-person interviews with candidate firms (project lead for each firm must participate in the interview)
January 27, 2015	Potential employment of a search firm by the Board of Education

RFQ Written Response – Required Content

Please provide written responses to the following questions:

1. Please tell us what separates your firm from your competitors.
2. Given the relatively short timeline we have to complete this search, please outline both the tasks you will undertake and the timeline for performing them between the end of January 2015 and July 1, 2015

(first date of employment) that will help ensure that we have a new superintendent in place by the start of the 2015-16 school year.

3. For each of the items listed in the Scope of Services (A-M) above, please provide an explanation of how you would perform each step in the process. In addition, please articulate whether there are other elements you would include in the scope and how you would accomplish them.
4. Please provide your firm's approach to involving the community, staff and board in the processes for setting goals, interviewing candidates and selecting the finalists for the position. Include the specific tasks you would assign to each group, as well as the number and type of meetings, the number and type of attendees per meeting, etc. In addition, please identify which parts of these processes would be open and which would be closed, as well as how you define open and closed.
5. With regard to your placement experience, please provide us with:
 - i. A list of recent (past two/three years) superintendent placements that your firm has handled in districts similar to ours;
 - ii. A list of superintendents that your firm has placed more than once; and
 - iii. An example of a placement that your firm handled that did not work out, and your explanation of why it did not work out.
6. Please provide an estimate of costs for your services.
7. Please provide the name and professional background/experience of the individual from your firm who would be assigned to lead this project should your firm be selected.
8. Please indicate what services your firm will provide and at what cost if the selected candidate does not remain with the district after the first year of employment.

Additional Context for this District and Superintendent Role that may be Useful for Search Firm Candidates in Responding to this RFQ:

- a) Oak Park is a diverse community that strongly values education. It is located within the Chicago metro area, and is a place families move to for the schools.
- b) The parent community is vocal and passionate about their children and the role of public education in their lives.
- c) The district has recently come to a tentative agreement with the teacher's union on a new four-year labor agreement. Ratification of the agreement is expected in January 2015. This agreement contains several innovative programs and ideas that the new superintendent will be asked to help implement and lead.
- d) The board is planning to run an operating fund referendum in 2017. The superintendent will play a key role in presenting the case for the referendum to the voting public.

How to Respond

The deadline for submitting responses to the RFQ is 5 p.m. CST on January 12, 2015. Please send them in a hard copy or electronic format to:

Dr. Albert G. Roberts
970 Madison Street
Oak Park, IL 60302
aroberts@op97.org
708-524-3004

In addition, please confirm your availability for an in-person or telephone interview between January 14, 2015 and January 21, 2015.