



FINANCIAL SERVICES

CANUTILLO A Premier District

MEMORANDUM

Date: August 19, 2025

To: Board of Trustees & Dr. Jesica Arellano

Through: Cristina Pulley, Executive Director Financial Services

From: Veronica Campbell, Purchasing Agent

SUBJECT: RFP 26-013 Consulting Firm for Superintendent Search Timeline

The following Schedule of Events represents the estimated timeline for this Request for Proposal (RFP) solicitation.

Solicitation Event	Date
Solicitation Issued	Tuesday, July 29, 2025
1 st Legal Notification Date	Tuesday, July 29, 2025
2 nd Legal Notification Date	Tuesday, August 5, 2025
Non-Mandatory Virtual Pre-Proposal Conference	Tuesday, August 7, 2025 (10:00 AM-MST)
Deadline for Questions	Wednesday, August 13, 2025
Response to Questions	Friday, August 14, 2025
Deadline for Proposal Submission	Thursday, August 21, 2025, (Due by 2:00 PM MST)
Evaluation of Proposals Received	Week of August 25, 2025 <i>*(this date is subject to change)</i>
Presentation to Board of Trustees	Week of September 23, 2025 <i>*(this date is subject to change)</i>
Negotiations-Best and Final Offer	Week of September 23, 2025* <i>(this date is subject to change)</i>
Contract Award	Week of September 23, 2025 <i>*(this date is subject to change)</i>
* This notification has been provided within the RFP solicitation document.	

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For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division:
(915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.