

Superintendent Search Committee

Search Firm Qualifications and Criteria

SOLICITATION SCHEDULE:

The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. The District reserves the right to deviate from this schedule.

Solicitation Milestone

Completion Date

Publish RFP	August 28, 2025
Non-Mandatory Pre-Proposal Conference	September 2, 2025 at 11:00 AM PST
Deadline for Questions	September 12, 2025 at 4:00 PM PST
Submit Proposals	September 15, 2025 at 4:00 PM PST
Evaluation Meeting	September 18, 2025
Interviews	September 25, 2025
Board Selection of Finalist Firm	September 26, 2025

PURPOSE AND INTRODUCTION:

The District is requesting Proposals for a search and recruitment firm to assist the Beaverton School Board of Directors (the “Board”) with their efforts to identify a permanent, full-time Superintendent. The current Superintendent, Dr. Gustavo Balderas, will be transitioning to a new position with a different organization no later than July 1, 2026.

BACKGROUND:

The Beaverton School District encompasses approximately fifty-seven (57) square miles of northwestern Oregon in Washington County. The District, located in the Portland, Oregon metro area, is the third largest school district in Oregon, with nearly 37,500 students and 5,000 staff members. The District includes thirty-four (34) elementary schools, nine (9) middle schools, six (6) high schools, and five (5) option schools. There are also two (2) charter schools located in the District. The District serves a culturally and linguistically diverse community.

Proposers should review the District’s website for important background information pertaining to the District’s Board, Strategic Plan, culturally and linguistically diverse community, and other important information. This information may provide context for Proposals.

MINIMUM REQUIREMENTS:

- The District requires a clear and comprehensive pricing proposal. Incomplete or unclear pricing may be reason for Proposals to be rejected or for contract negotiations to be terminated.

DESIRED QUALIFICATIONS:

The District desires the following Firm qualifications:

- Significant experience identifying and placing permanent Superintendents of K-12 school districts.
- Recent experience identifying and placing a permanent Superintendent for a school district in the Pacific Northwest region that is of similar size or larger than Beaverton School District.

- Demonstrated success with search processes leading to recruitment and selection of diverse, highly qualified candidates and selected leaders with strong results in increasing achievement and closing opportunity gaps.
- Firm-level support for staff providing services (e.g., tools, resources, processes, access to firm services, etc.).
- Firm mission/practice alignment with District (e.g., mission, goals, values, etc.)

The District desires the following Key Personnel qualifications:

- Significant, recent experience identifying and placing a permanent Superintendent for a school district in the Pacific Northwest region that is of similar size or larger than Beaverton School District.
- Key Personnel have successfully worked together for recent placements.
- Together, Key Personnel have successfully provided the full scope of services.

DESCRIPTION OF SERVICES:

The successful Proposer will generally be responsible for activities including:

- Working with the Board or Board Subcommittee to develop a Superintendent search process, hiring procedures and timeline with a transparent process that builds community trust.
- Demonstrating a candidate identification process that ensures a diverse pool of highly qualified candidates reflective of our community.
- Gathering input from staff and community members to ensure stakeholders are represented.
- Facilitating community engagement that incorporates culturally responsive outreach methods and actively includes historically underrepresented voices.
- Collaborating with the Board to develop and refine a Superintendent profile that incorporates the leadership characteristics that the Board and community consider requisite for success.
- Advising the Board on a compensation package that facilitates successful recruitment of a Superintendent of the desired quality and experience.
- Developing and distributing recruitment materials that will encourage qualified candidates to apply.
- Conducting a national search that includes advertising the position broadly and conducting personal outreach recruiting to ensure the applicant pool includes highly qualified candidates with diverse backgrounds and experiences.
- Presenting a diverse pool of candidates who meet the established profile, demonstrate the desired leadership qualities, and would be willing to accept the position and employment terms if offered.
- Collecting all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed.
- Advising the Board regarding identification and assessment of candidates with objective and equitable evaluation tools and processes.
- Assisting the Board with prescreening candidates based on clearly delineated criteria and evaluating applicants against the qualifications and criteria to create a group of candidates for interviews.

- Supporting the Board to develop an interview process with explicit methods to reduce bias in candidate evaluation and consider evidence-based criteria such as candidates' experience in advancing equity, raising academic achievement, addressing disparities, and building community trust.
- Coordinating candidate interviews and finalist selection activities.
- Supporting the Board in the hiring of the new Superintendent.
- Assisting the Board in contract negotiations with the selected candidate.
- Ensuring a satisfactory conclusion to the search.
- Maintaining the confidentiality of all information collected as appropriate.

EVALUATION CRITERIA MATRIX:

The District will score each Proposal by reviewing and evaluating the Proposal content requirements outlined above. The following table indicates how the total points in the scoring will be assigned by required Proposal item. Failure to meet minimum requirements for any individual item may disqualify the Proposal regardless of the total points scored for the other items. Each item will be evaluated as follows:

EVALUATION CRITERIA MATRIX		Maximum Points Possible
a.	Experience and Qualifications	35
	– Demonstrated Success in Recruitment and Selection of Highly Qualified Diverse Candidates	5
b.	Approach and Operations	35
c.	Price Schedule	20
d.	References	5
e.	Insurance	Pass/Fail
	TOTAL	100

DETAILED PROPOSAL CONTENT REQUIREMENTS:

- a. EXPERIENCE AND QUALIFICATIONS.
 - i. Provide a short summary that demonstrates your understanding of the scope of services required by the District and why your firm is best able to provide that scope of service, including the expertise and types of searches performed by your firm.

- ii. Describe the capacity of your firm to perform the scope of work provided in Section II. Describe how many superintendent searches for comparable districts your firm has completed in the last six years, and how many were in Oregon.
- iii. Share the practices and track record behind the firm's diversity, equity and inclusion plan. Describe and quantify the firm's success with search processes leading to recruitment and selection of highly qualified diverse candidates.
- iv. Note the longevity and success of superintendents hired by members of this team or firm over the past six years, including results in advancing equity, increasing academic achievement and closing opportunity gaps. Describe any particularly noteworthy accomplishments of the superintendents placed.
- v. List the key staff proposed to perform the Work, if contracted. Describe the role of each key staff proposed and the percentage of their time allotted to the project. Note any staff or consultants connected to the region who would be serving a role in the search.
- vi. For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team. Specify the number of superintendent searches in which each member has participated and in what capacity. Include experience of staff with recruitment for a position in Oregon.

b. APPROACH AND OPERATIONS.

Describe in detail how the services will be provided. Address each item in SECTION II – STATEMENT OF WORK. Provide details on the following:

- i. Describe the proposed search activities and approach.
- ii. Describe how your firm would recruit for Oregon and the Pacific Northwest region. Describe your understanding of what is unique or particular about education and school finance in Oregon.
- iii. Describe the methods you would use to recruit a diverse candidate pool, identify prospective candidates and promote their interest to apply. Include how you would ensure that the recruitment process is equitable and accessible, particularly to candidates from communities that have been historically marginalized. Describe how you address implicit bias in building and screening the applicant pool.
- iv. Describe how you would effectively engage stakeholders (staff, students, families, and the broader community) both in terms of collecting information to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate, receive, and use their input in the evaluation of final candidates. Describe the firm's philosophy about what role these stakeholders play in selecting a superintendent.
- v. Describe the major challenges to a successful superintendent search and how the project team will address them.
- vi. Every board is unique and has unique goals. How have you in past searches recruited candidates whose experience and skill sets align with a board's specific goals?
- vii. Estimate a reasonable timeline that the project team would use to guide the search process for a Superintendent to begin July 1, 2026, and a timeline for a search process for a Superintendent to begin earlier, in January–March.
- viii. Describe the methods you would use to communicate and work with the Board and/or Board Subcommittee.
- ix. Describe the Information, services and assistance you will require from the Board and district staff to enable you to conduct the search.

c. PRICE SCHEDULE.

Provide a clear budget with total not-to-exceed cost of services and payment terms. The budget should provide a breakdown of costs in the following areas:

- i. Estimated cost by each scope of work section
- ii. Estimated hours spent by each member of the project team and their fees
- iii. Estimated travel expenses
- iv. Estimated advertising expenses required to distribute information regarding the vacancy
- v. Any other expenses
- vi. For budget items that may vary based on the board's preferred approach, please provide as much clarity as possible regarding variable costs.

d. REFERENCES.

- i. Provide five professional references from projects similar to the scope of this Solicitation, and from accounts of similar size and complexity. K-12 school district references shall be preferred. Use of the provided Proposer Reference Form (see SECTION V – ATTACHMENTS) is required.
- ii. Provide the name, telephone number, and email address of the client for each of these five references. These contacts will be used by the District for reference checks. References should be prepared to address the firm's ability to meet deadlines, accuracy of estimates, and quality of work.
- iii. Provide a statement of litigation record, indicating if within the last five years the firm or key personnel have been involved in litigation with any clients. If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

e. INSURANCE REQUIREMENT.

- i. Provide a statement of agreement to the insurance clause in the sample [Master Personal Services Contract] (see SECTION V – ATTACHMENTS).