

**REQUEST FOR PROPOSAL
FOR
PROFESSIONAL SERVICES SEARCH FIRM**

III. SCOPE OF SERVICES:

The Medford School District seeks proposals from experienced professional search consultants to assist in the immediate recruiting of applicants for the position of [REDACTED] and, potentially, other administrative positions to be determined in the future but in any event prior to the expiration of the agreement between the successful applicant and the Medford School District. The scope of services to be provided in connection with the recruitment of the [REDACTED], as well as any other administrators identified by the Medford School District during the term of the agreement, will include, but not be limited to, a process which identifies the following phases:

Phase 1. Information Gathering:

1. Facilitate the development of a search, interview and hiring process.

Phase 2. Identification and Screening of Candidates:

1. Identify recruitment sources to conduct national search, including placement of advertisements.
2. Generate a diverse pool of highly qualified prospective candidates.
3. Screen candidates for qualifications and background information.
 - a. Ensure that candidates complete District application
 - b. Verification of degree
 - c. Verification of experience
 - d. Verification of personal and professional references

Phase 3. Interview of Candidates:

1. Present qualified candidates to District.
2. Facilitate selection of candidates for interview.
3. Coordinate the scheduling of interviews, preferably on-site interviews.
4. Provide feedback to candidate(s) not selected.

Phase 4. Selection:

1. Assist with presentation of offer to finalist.
2. Consult District during contract negotiations with selected candidate.

IV. PROPOSAL SUBMISSION REQUIREMENTS:

The professional services search firm shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following minimum information:

1. Information regarding the firm:
 - a. Name, address, telephone number and email address of the principal office
 - b. Type of organization (e.g. partnership, corporation, etc.)
 - c. Description of the type of services normally provided by firm
2. Describe your experience in recruiting and successfully placing [REDACTED] in K- 12 school districts.
3. State your experience in identifying and successfully placing a diverse and qualified pool of [REDACTED] candidates, including average number of states of origin for candidates.
4. State your experience in identifying and successfully placing a diverse and qualified pool of other Central Office Administrative and Management candidates. Provide a list of position titles of positions for which you commonly recruit.
5. Provide three references from searches you have conducted and successfully completed in the past 24 months, with an emphasis on districts similar to the Medford School District.
6. Of the searches you have conducted, what percent has resulted in successful placements?
7. Provide the average length of time from initiation of search activities to successful search completion (selection of a candidate and acceptance of the position, as facilitated by your firm).
8. Describe the conditions under which a search timeframe can be modified or the search process be terminated.
9. Provide a profile of the experience for the person that you are proposing to lead this effort and any other staff that will be involved.
10. Should the final pool of candidates become not viable for some reason, please describe the process you would use to complete the search process for the immediately available position, which is defined as the selection and acceptance of a [REDACTED]. You can use an example of a past experience.
11. Financial Estimates: Provide an estimated cost for each phase of the [REDACTED] search, as well as a total cost for all phases, as you anticipate this effort may require. The estimate should include a Not To Exceed cost with committed hours, hourly rates and full breakdown of detailed expenses. This will include copies, documents and meeting materials.
12. Provide an estimated cost for each phase of a search for other [REDACTED], as well as a total cost for all phases, as you anticipate this effort may require. The estimate should include a Not To Exceed cost with committed hours, hourly rates and full breakdown of detailed expenses. This will include copies, documents and meeting materials.