



Request For Proposal September 13, 2023

Executive Search Firm for High School Principal Search

Township High School District 113

Highland Park, IL

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Overview

REQUEST FOR PROPOSALS

Executive Search Firm for High School Principal Search Township High School District 113

Introduction:

Township High School District 113 invites qualified executive search firms to submit proposals for the provision of comprehensive high school principal search services. We are seeking a professional and experienced firm to assist us in identifying and recruiting an exceptional educational leader to serve as the high school principal of Highland Park High School, beginning July 1, 2024.

Firms interested in undertaking this assignment must submit an electronic copy along with eight printed copies of a comprehensive proposal, all of which must be delivered by September 29, 2023, to the following:

Pete Nedza
Procurement Manager
pnedza@dist113.org
Township High School District 113
1040 Park Avenue West, Highland Park, IL 60035

The Board of Education will vote on the firm selection at the Board of Education meeting on October 24, 2023.

All questions concerning this request must be sent in writing by September 20, 2023 to Pete Nedza, Procurement Manager at Township High School District 113.

Scope of Services:

1. Providing guidance and support to the board and administration throughout the entirety of the search process, including the interview phase.
2. Collaborating with the board and administration to orchestrate a nationwide search that results in a diverse and highly qualified candidate pool.
3. Formulating a search process that actively seeks input from all stakeholder groups, such as licensed staff members, administrators, parents, students, board of education members, and community constituents.

4. Crafting a candidate profile and job description in close consultation with District 113 stakeholders.
5. Assisting the board and administration in structuring an appropriate compensation package for the selected candidate.
6. Orchestrating national and statewide advertising efforts, coupled with the identification and solicitation of applications from exceptionally qualified candidates across the country.
7. Managing communication with candidates and aligning their expectations while also coordinating and facilitating the interview process.
8. Evaluating and ranking qualified applicants in accordance with predetermined criteria.
9. Conducting comprehensive reference and background checks on all interviewees, as necessary, with a particular focus on the three to six finalists.
10. Preparing reports and recommendations for the board and administration, including detailed information regarding the candidate pool.
11. Collaborating with the administration to develop a comprehensive transition plan.
12. Offering additional related services as required to ensure the successful execution of the search.

Submission Guidelines:

Each proposal must include at least the following information:

1. A summary of the firm's experience in conducting executive searches for a principal of schools and particularly for high school districts.
2. A list of recent assignments in education and/or related fields, including the names of client institutions and the titles of positions for which searches were conducted.
3. The names, addresses, and telephone numbers of at least three individuals who may be contacted to comment on the firm's performance in recent searches.
4. Evidence of commitment to, and successful experience in, recruiting outstanding candidates from culturally diverse backgrounds.
5. The name of each staff member who will be assigned to this search, a brief summary of his/her relevant credentials and experience, and an indication of the proposed time commitment to this project. Please identify the lead staff person who will be assigned to this contract for the duration of the search process and provide contact information.
6. Services your firm utilizes to assist school districts in identifying qualified candidates.
7. Description of the unique expertise provided by your firm's staff.
8. Description of how the board, administration, licensed staff members, and interested community members could have meaningful input into the selection process.
9. The proposed fee structure for this search.
10. A statement regarding the three most important reasons your firm should be selected for this search.

Process/Timeline:

Following the evaluation of proposals submitted by September 29, 2023, it may be a requirement to meet with the board prior to the final selection. The final decision and award will be announced during the District's board meeting on October 24, 2023.

Schedule – Key Dates:

1. Request Distributed – September 13, 2023
1. Vendor Questions Due - September 20, 2023
2. Questions Answered in Writing - September 25, 2023
3. RFP Responses due by 5 PM - September 29, 2023
4. Interviews by Board - October 2023 (date to be determined later)
5. Finalist selected and approved - October, 24 2023

Selection Criteria:

Demonstrated success in recruiting high school principals or educational leaders.

1. Clarity and effectiveness of the proposed methodology.
2. The qualifications and experience of the team assigned to the project.
3. Feedback from references and the firm's track record.
4. Cost-effectiveness and transparency of the pricing structure.

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any vendor. The Board reserves the right to reject any or all responses. The Board may negotiate the terms of the contract with the selected vendor prior to entering into a contract.

The Board reserves the right to revise any part of this request. If the Board cancels or revises this request, all respondents will be notified by addenda. The Board also reserves the right to extend the date responses are due.

The Board will not provide compensation to responders for any expenses incurred by responders for response preparation or for any demonstration that may be made. Contractors submit responses at their own risk and expense.

General Information about the District

Background:

Township High School District 113 consists of two comprehensive high schools – Highland Park High School and Deerfield High School – and serves the communities of Highland Park, Deerfield, Highwood, Bannockburn, and Riverwoods. District 113 is governed by a seven-member school board. District 113 serves approximately 3,200 students, and is one of the highest performing school districts in Illinois and the nation. District 113 has a proud history of residents moving to the community specifically for the schools. Stakeholders are highly engaged and well educated, placing a high value on quality education. Students come to school ready to learn and have great expectations from staff. Parents are highly involved in their children’s education. In addition to providing an excellent academic education, parents expect the schools to offer a comprehensive extracurricular program and variety of other services. The vast majority of students are college-bound, most of whom plan to attend a competitive university.

Vision:

Cultivating passion, unlocking potential, inspiring excellence – everyone, everywhere

Mission:

Township High School District 113 has an unwavering commitment to providing all students opportunities to realize their unique potential through a rigorous and engaging curriculum, meaningful relationships, varied experiences, a positive school culture, and the cultivation of individual passion and resilience.

CORE BELIEFS:

Four Core Beliefs emerged from discussions, written feedback, and relevant data that best represent what District 113 believed in its core and represented how the District would lead and manage moving forward.

BELIEF 1: We believe in developing the potential of all students and offering supports to help realize this potential.

BELIEF 2: We will hire, support, recognize and retain a dedicated and exceptional staff that best meets the needs of our students.

BELIEF 3: We believe that we should communicate and lead in an honest, transparent, and collaborative way that develops, reinforces, strengthens, and sustains relationships.

BELIEF 4: We believe that District resources must be used optimally to create the

greatest benefit.