

Superintendent Search Firm Services

Request for Proposal

Grosse Pointe Public School System
Board of Education

Superintendent Search Firm Services

November 24, 2020

Contents

Introduction 3

General District Background 3

 Academic Background 4

Search Firm Selection Process and Bid Award Timeline..... 4

Bidding Firms - Information Required 4

Scope of Work 5

Search Process and Estimated Timeline 6

Context of the Search 6

District Goals Relative to the Search 7

Submission Requirements and Deadline 8

 Familial Relationships 9

 Familial Relationship Affidavit 10



November 24, 2020

Introduction

On Monday, September 14, 2020, current Superintendent of the Grosse Pointe Public School System (GPPSS), Dr. Gary Niehaus, informed the Board of Education (BOE) of his intention to not seek renewal of his contract when it expires June 30, 2021.

The Grosse Pointe Public School System's BOE desires to commence a national search for a successor Superintendent of the highest quality and meeting the desired qualifications of the Board of Education, the citizens we represent, the students of our district, as well as our teachers, administrators, and various support personnel.

It is the desire of the BOE to have the next Superintendent to be in place by the beginning of July, 2021 thereby enabling an orderly transition for the newly selected superintendent and the departure of Dr. Niehaus.

The purpose of this Request for Proposal (RFP) is to retain a search firm that can support these stated desires of the Board of Education.

General District Background

2021 will mark its 99th year that the six cities served by the GPPSS, in whole or in part, have operated in community partnership. Those municipalities include Grosse Pointe City, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, Grosse Pointe Woods, and Harper Woods. All of these are eastern suburbs of Detroit, Michigan with Lake St. Clair as the far eastern border of the district. The total population of the communities serviced is approximately 47,770. There are 19,906 total housing units in the district.

The GPPSS is comprised of thirteen community schools, including two comprehensive high schools (grades 9-12), three middle schools (grades 5-8), seven elementary schools (grades K-4), and one early childhood development center. Two of these elementary schools qualify as Title I schools.

Our 2019-20 population of approximately 7,613 students makes the GPPSS about the 32nd largest of Michigan's 827 combined Local Education Authorities (LEA's) and Public School Academies (PSA's). Given Michigan's public school funding laws, Proposal A, GPPSS ranks 71st in the state in revenue per pupil.

Community engagement is among the many strengths of the district. In 2019-20, 93% of parents participated in parent-teacher conferences. Parent engagement in curricular, co-curricular, and extra-curricular interests is high.

The student population is 75% white/non-Hispanic, about 16% African American, 4% multi-racial, less than 2% Asian, and approximately 3% Hispanic. Slightly over 20% of our students qualify for Free and/or Reduced Lunch services.



Superintendent Search Firm Services

November 24, 2020

Academic Background

The district takes pride in a long history of high academic achievement. All schools met Adequate Yearly Progress requirements and 100% of the teaching staff is considered highly qualified. Student performance on a wide variety of standardized tests compares very favorably to both state and national benchmarks. Both district high schools have been recognized in national publications as among the best in the country.

Over 94.9% of students graduate from high school in four years. The dropout rate is less than 2%. The majority of our students matriculate to four year colleges, many of them among the finest institutions in the country.

Approximately 12% of students receive special education services of various types from the district.

Search Firm Selection Process and Bid Award Timeline

It is the desire of the Board of Education (BOE) to maintain the following timeline and meet these prescribed milestones, however this timeline is subject to change:

Step	Date	Activity
1	November 24, 2020	Release of this Request for Proposal
2	December 18, 2020	RFP Responses due to Board of Education
3	January 5, 2021	Board Subcommittee Reviews Bids
4	January 7, 2021	Finalists notified of selection for Interviews (packet to Board)
5	January 19, 2021	On-site interviews with Board of Education
6	January 25, 2021	Board to select Search Firm
7	January 26, 2021	Firm notified of Award

Bidding Firms - Information Required

As you prepare your responses, please provide the following information to highlight your experience and your likelihood of meeting our needs:

- A. Describe your experience in recruiting and successfully placing Superintendents in high performing K-12 school districts.
- B. State your experience in identifying and successfully placing a diverse and qualified pool of Superintendent candidates, including average number of states of origin for candidates.
- C. Provide a minimum of 3 references from searches you have conducted and successfully completed in the past 12-24 months, with an emphasis on districts similar to ours.
- D. Of the searches you have conducted, what percentage resulted in successful placements?
- E. 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.
- F. 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.
- G. Describe a typical search process in detail.
- H. Describe the conditions under which a search timeframe can be modified or the search process be terminated.



Superintendent Search Firm Services

November 24, 2020

- I. Should the final pool of candidates become not viable for some reason, please describe the process you would use to complete the search process (defined as the selection of a candidate and acceptance of the position as Superintendent). You can use an example of a past experience.
- J. Financial Proposal: Provide an estimated cost for a Superintendent search. Proposed costs should be categorized as: 1) Search Firm Base Fee, 2) Advertising Costs, 3) Travel costs (not candidate), 4) Other Costs.
- K. Describe how you propose to work with the BOE during each phase of this process, including the support that you would provide during interviews, site visits, open forums, etc.
- L. Attendance at selected Board meetings is a requirement for this search. We will notify you in advance of actual dates. This schedule will be mutually coordinated, based on selected milestone Board meetings.

Scope of Work

The Board of Education (BOE) is seeking the assistance of a professional services firm specializing in education executive searches for a Superintendent. We are looking for a firm that will work in an advisory role to the Grosse Pointe Public School System's BOE to provide the following services:

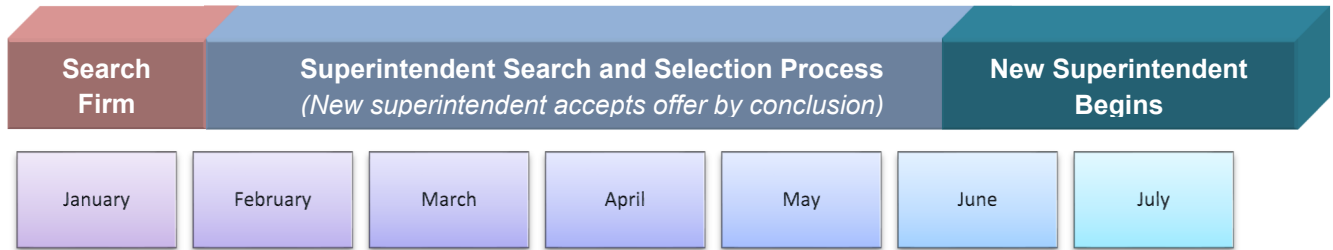
- A. Advise the BOE on an approach that meets our needs and our timing requirements (see *Search Process Estimated Timeline*) and include opinion on reasonableness of proposed timeline.
- B. Advise the BOE on a compensation package that facilitates successful recruitment of the type of Superintendent that we need and desire.
- C. Develop activities and time requirements that are considerate of the goals and objectives that the District has planned for the remainder of the 2020-21 school year.
 - Activities include the development of search criteria that incorporate our district's goals and leadership characteristics that the BOE and community consider requisite for success.
- D. Demonstrate a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context, reflecting a familiarity with our staff and students' needs.
- E. Identify a pool of diverse candidates who are highly likely to be effective educational leaders in our community and have demonstrated significant achievement in areas that we believe are priorities for our district in the next 3-5 years.
- F. Construct a selection process approach with community involvement.
- G. Provide a collaborative model, with milestones that include feedback and can be flexible, should that be warranted.



Superintendent Search Firm Services

November 24, 2020

Search Process and Estimated Timeline



While the BOE anticipates adherence to this estimated timeline, it understands a successful search may require recommended modifications based on your experience and the goal of identification of the best Superintendent candidate for the GPPSS. It is our desire that whatever process is followed, will result in a Superintendent start date no later than July 1, 2021.

Context of the Search

Some items of note that may be relevant to your bid:

- The BOE has had ongoing discussions on the revising and setting of goals and objectives. The new superintendent would lead the district in the revision and the setting of new goals and objectives inside a Strategic Planning Process.
- At the conclusion of this fiscal year the district will have two debt issues; one from a 2002 and the other from a 2018 voted bond issue for capital improvements throughout the district. The 2018 bond issue will have a second series sold in the Fall of 2021; capital projects associated with this bond issue will continue through summer 2023.
- The district has a Sinking Fund which generates approximately \$3 million per year for repairs and improvements to buildings and grounds. This was renewed in November 2019 for a period of five years.
- The GPPSS is a “Hold Harmless” district within the context of the State of Michigan’s Proposal A. The important Hold Harmless millage was also renewed in November 2019 for a period of five years.
- The Board of Education also has 1-year agreements (2020-21) with all district bargaining units on contracts that scale compensation in a formula driven manner that comprehends revenue and expense factors controlled by Proposal A. These agreements reflect an advanced and innovative partnership between the Board and our employees which will be important for us to foster given our common goal of educational excellence.
- Financial and operational transparency is a highly valued characteristic of the Board of Education and the public. The district makes available a wide variety of financial information on the district’s website (www.gpschools.org). The Board views the financial health of the district as one of its great attributes. This search process will equally meet our standard of transparency.
- The Board of Education members serve four year terms decided in November elections every two years with three and four seats open for each election. We have four new Board members beginning their terms in January 2021.



District Goals Relative to the Search

The BOE desires to preserve the many great programs and practices currently underway, and to also be vigilant and prepared for changes we can and must make to continuously improve the educational program for our students and community.

The community takes great pride in our schools and recognizes the school district as one of the great influences on our community's reputation and economic viability. For these reasons and many others, this search and selection process will be treated with the utmost care and concern by all stakeholders.

As mentioned above, a new Strategic Plan will be developed. The district's current Strategic Plan serves as the document of record reflecting these focus areas:

- A. Curriculum, Instruction and Assessment – To meet our community's expectation for educational excellence, GPPSS engages in a system of continuous improvement that focuses on collaboration and continuity across the district. Thoughtful and carefully aligned district practices insure that the district's curriculum, instructional approaches and system of assessments are designed to maximize student learning.
- B. Embedded Professional Development – On-going, embedded professional development is essential to the fulfillment of the district's vision (OneGP – where everyone learns, every day).
- C. Infrastructure and Technology – Grosse Pointe Public School System recognizes the rapidly changing environment in which we educate students. In order to address the learning needs of students and staff in the most effective and efficient manner, access to current technology is critical.
- D. Community Connections and Communication – Strong connections with the community are imperative for the success of the district. Community connections must be based on consistent, two-way communication between the district, its staff and students and all segments of the community; collaboration with the numerous groups and organizations within the community that provide support and services for students and their families; and, cooperation between the district, families, local businesses and the municipalities. Efforts must be made to make all segments of the community aware of the district's strengths, student activities and achievements as well as district concerns for future student and staff success

While certain other characteristics may change, for general purposes of your bid, these four focus areas reflect the values of the community and the BOE. Strategies and tactics around these indicators may be enhanced or updated, but foundationally remain unchanged.



Superintendent Search Firm Services

November 24, 2020

Submission Requirements and Deadline

Proposals will be accepted electronically via e-mail only.

Email Subject: Superintendent Search Firm Proposal

Email Body: Include the Bidder's name, address and telephone number

Email Attachment: Proposal

Proposals must be received by 3:00 p.m. EST on December 18, 2020. Proposals should be e-mailed to:

Amanda Matheson, Deputy Superintendent
mathesa@gpschools.org

Proposals sent to any other e-mail account will not be accepted.

Late Proposals: Each Bidder is responsible for submission of its proposal. Proposals or proposal revisions received after the date and time specified above will not be accepted or considered. The school District is not liable for any delivery delays.

Returned Proposals: All Proposals received after the date and time specified above will not be considered.

Signed Original Proposals: Each Proposal must be signed by an authorized member of the Bidder's firm.

Opening of Proposals: Proposals will be opened and read aloud on December 18, 2020 at 3:00 p.m. EST via virtual meeting. Any interested parties may attend. No immediate decision will be rendered.

Zoom Meeting Instructions

Topic: Bid Opening - Superintendent Search Firm

Time: Dec 18, 2020 03:00 PM Eastern Time (US and Canada) Join Zoom Meeting

<https://gpschools.zoom.us/j/94478090690?pwd=c2NIRWp3NE9VUjJCaHpWQ1UwOXdjQT09>

Meeting ID: 944 7809 0690 Passcode: 449329

One tap mobile:

[+16699006833](tel:+16699006833),[94478090690](tel:+194478090690)#,,,,,,0#,,449329# US (San Jose)

[+19294362866](tel:+19294362866),[94478090690](tel:+194478090690)#,,,,,,0#,,449329# US (New York)

Finality of Decision: Any decision made by GPPSS, for selection, shall be final.

Reservation of Rights: GPPSS reserves the right, in its sole discretion (for this provision and all other provisions contained in this RFP), to accept or reject in whole or in part, any or all Proposals with or without cause. GPPSS further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Bidder(s) submitting the best financial Proposal (low bidder). GPPSS reserves the right to request additional information from any or all Bidders. GPPSS reserves the right to negotiate with the Bidders concerning their Proposals.



Superintendent Search Firm Services

November 24, 2020

Release of Claims: Each Bidder by submitting its Proposal releases GPPSS, including individual Board of Education members and the employees of the district, from any and all claims arising out of, or related to, the RFP process and selection of a Proposal.

Bidder Bears Proposal Costs: A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Irrevocability of Proposals: All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of forty-five (45) calendar days following the date and time for receipt of Proposals set forth above.

Non-Collusion: Bidder certifies that its Proposal has not been made or prepared in collusion or cooperation with any other Bidder, or representative thereof, and the prices, terms, or conditions of the Proposal have not been communicated by or on behalf of Bidder to any other Bidder or potential Bidder and will not be so communicated to any other Bidder or potential Bidder prior to the official opening of this Proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties of perjury.

Force Majeure: If the performance of any obligation of GPPSS is prevented, delayed or in any way interfered with by force majeure, act of God, natural disaster, fire, flood, explosion, earthquake, epidemic, quarantine, restriction, serious accident, any act of government, insurrection, riot, strike, labor trouble, or any other cause beyond the control of GPPSS, GPPSS may, at its sole option, suspend performance or cancel its obligations, without liability for loss, provided GPPSS informs the Bidder immediately in writing of its inability to carry out the terms of its obligations. In no event will GPPSS be responsible for consequential or special damages on account of such suspension of performance or canceling of obligations.

Governing Law: Each contract between GPPSS and the Bidder shall be governed by the laws of the State of Michigan.

Hold Harmless, Indemnification: The selected firm shall indemnify, defend and hold harmless GPPSS, its Board members, its officers, agents, employees and representatives, from and against any and all costs and expenses, claims, losses, liabilities, injuries, or damages, demands and action including payment of reasonable attorney's fees, arising out of or resulting from activities performed with respect to this RFP.

Disclosure of Familial Relationships: Each bidder must submit the notarized affidavit on the following pages notifying the GPPSS of familial relationships.

We look forward to your Proposal, suggestions and proposed approach in assisting us with the successful selection of the best Superintendent for the Grosse Pointe Public School System.

Familial Relationships

All bidders must provide familial disclosure in compliance with MCL.380.1267 (Public Act 232 of 2004) and attach this information to the bid. The bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any employee of the bidder and any member of the GPPSS Board of Education or the Superintendent of Schools. The owner will not accept a bid that does not include this sworn and notarized disclosure statement.



November 24, 2020

Familial Relationship Affidavit

Project Description – Grosse Pointe Public School System Superintendent Search Services

FAMILIAL RELATIONSHIP DISCLOSURE FORM

This form MUST BE NOTARIZED as a condition of being awarded business by The Grosse Pointe Public School System.

I, the undersigned, being first duly sworn, disposed and say and my signature certifies, that there are no Owners, Principals, Officers, Agents, Employees, or Representatives of this firm that have any familial relationships with the Grosse Pointe Public School System Board of Education, or its Superintendent, unless specifically noted below.

School Board Members (effective January 1, 2021) in alphabetical order by last name

1. David Brumbaugh
2. Joseph Herd
3. Ahmed Ismail
4. Christopher Lee
5. Lisa Papas
6. Colleen Worden
7. Margaret Weertz

Superintendent

1. Dr. Gary C. Niehaus

The following familial relationship is disclosed:

- 1.
- 2.
- 3.

Name of Owner, Principal: _____

Firm: _____

Title _____

Signature: _____

NOTARY

Subscribed and sworn before me on (day, month, year): _____

Notary Public, (name) _____

My Commission expires on:(day, month, year) _____

Reference Public Act 232 of 2004

