

REQUEST FOR PROPOSAL
Superintendent Search & Recruitment Services
RFP #8-22-1

August 15, 2022

TO: All Interested Firms

Arapahoe County School District #6, Littleton Public Schools (LPS), is requesting proposals from qualified firms to provide a qualified, collaborative, and experienced executive national search for a new superintendent in accordance with the terms, conditions, and specifications contained in the documents for Solicitation **RFP #8-22-1**.

Proposals will be accepted electronically via BidNet, until **August 31, 2022, at 2:00 p.m. (MDT)**. Proposals and pricing will be submitted in separate sealed envelopes via the BidNet electronic submittal system. Late submittals will not be accepted or considered. It is the responsibility of the firm to ensure that the proposal documents are submitted electronically via BidNet on or before the specified time.

Questions about this RFP must be submitted online via BidNet no later than August 22, 2022, 2:00 p.m. (MDT). Answers to questions will be issued in the form of an addendum posted on BidNet no later than August 25, 2022, 5 p.m. (MDT).

Littleton Public Schools, reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received, and to approve awards in total or in part, whichever, in its judgment best serves the interests of Littleton Public Schools.

Respectfully,

Karin Parker
Purchasing Manager
Littleton Public Schools

**General Requirements and Instructions for
Requests for Proposal**

1. All participating companies shall agree to comply with all the conditions, requirements, and instructions of this Request as stated or implied herein. Should the District omit anything from this Request which is necessary to a clear understanding of the items required, or should it appear that the various instructions are in conflict, then the companies shall secure instructions from Karin Parker in the Littleton Public Schools Purchasing Department through BidNet no later than August 22, 2022, 2:00 p.m. (MDT).
2. Firms submitting proposals are expected to examine the general provisions, specifications, terms and conditions. Failure to do so shall in no way relieve the firm from obligations with respect to the proposal or to the resultant contract. These Instructions shall be considered a part of the contract between the District and the successful firm. In the event that the District has not included a standard form contract with this Request, the firms must submit with their proposal any standard form contract that they wish the District to consider. Failure to do so will preclude any firm from requiring any additional terms subsequent to the acceptance of the proposal.
3. Modifications to this Request that are made by the District after the Request has been distributed will be made by written addenda.
4. Proposals shall be considered firm and cannot be altered subsequent to the opening of proposals. Withdrawal of inadvertently erroneous proposals before the award may be permitted if the firm submits proof that clearly and convincingly demonstrates, as determined by the District, that an error was made.
5. Late or unsigned proposals will not be accepted or considered. It is the responsibility of the Bidder to ensure that the proposal is submitted via BidNet on or before the time indicated in this Request.
6. No proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening of proposals without the consent of the District's Purchasing Manager or delegated representative.
7. Any and all costs relating to preparation of the proposal incurred by the Bidder shall be the sole responsibility of the Bidder.
8. The Bidder/Proposer ("Bidder") acknowledges that the District is a public entity subject to the Colorado Open Records Act, §24-72-201, et. seq., C.R.S. ("CORA"). Consequently, the Bid or Proposal, including any accompanying information/documentation that the Bidder submits in conjunction therewith, is presumptively public records available for public review under CORA, unless the information/documentation is clearly marked as "trade secrets, privileged, or confidential commercial information". The District initially will withhold any information/documentation marked as such from public review until the District has given the Bidder notice of any request for review. The Bidder then will have forty-eight (48) hours in which to advise the District whether it wants the District to retain the information/documentation from public review. If so, the Bidder will set forth, in writing, the legal reasons that it believes the said information/documentation is not subject to public

review under CORA. If the District decides not to produce the documents for public review, the Bidder will indemnify and hold the District harmless from any liability and cost, including attorney's fees, which may ensue in the event of litigation. The District will have the further right to retain its own counsel to defend any claims under CORA for which the Bidder will reimburse the District its reasonable attorney's fees and costs occasioned therein.

9. It is the proposing firm's responsibility to have complete understanding of any applicable Federal, State, Local and/or Colorado Department of Education, rules and regulations, statutes, ordinances or other laws, in providing services as stated in scope of work for a school district, including Littleton Public Schools. All materials, supplies, and equipment furnished or services performed under the terms of the purchase order or contractual agreement shall comply with the requirements and standards specified in applicable federal, state and local code.

10. Firms shall not include federal, state or applicable local excise or sales taxes in proposal prices as the District is exempt from payment of such taxes. For state sales and use taxes, it shall be the responsibility of the firm to complete and file an "Application for Exemption Certificate" with the Colorado Department of Revenue.

11. CRIMINAL BACKGROUND CHECKS:

The Bidder shall certify to the District that Criminal Background Checks will be conducted for all employees or sub-consultant employees who may be in contact with students at any District facility. No employee may work on District property until the District receives verification of a Colorado Bureau of Investigation background check ensuring that no such employee has a criminal record that includes any conviction for the offense of sexual assault as described in C.R.S. [§18-3-402](#), or for a sexual offense against a child, or for child abuse as described in C.R.S. [§18-6-401](#), nor that the individual has been dismissed or resigned from a school district under circumstances described in C.R.S [§22-32-109.7\(1\)\(b\)](#). Employees who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, will not be allowed to work on District property. Employers are responsible for adhering to any Federal, State or local privacy and confidentiality requirements and other laws, regulations or policies governing employees' background checks.

12. CONFIDENTIALITY OF DISTRICT INFORMATION:

The Bidder acknowledges that it may come into contact with confidential information contained in the records of the District. The confidentiality of all information will be respected, and no confidential information shall be distributed or sold to any third party nor used by the Bidder or the Bidder's employees, subcontractors or assignees in any way except as expressly authorized in writing by the District, nor be retained in any files of the vendor. No reports, information, or data provided to the Bidder or prepared by the Bidder shall be made available by the Bidder to any individual or organization without prior written approval of the District. Disclosure of such information may be cause for legal action against the Bidder. Defense of any such action shall be the sole responsibility of the Bidder. If applicable, the successful Bidder may be required to sign a District Data Protection Agreement.

13. Once the District's Purchasing Manager or delegate has given the successful firm written notice of acceptance of its proposal, the parties shall be deemed to have entered into a binding contract.
14. At all times during the term of this contract, the successful firm shall carry and maintain in full force at its own expense the following insurance policies with insurance companies satisfactory to the District. Such policies shall include a provision requiring a minimum of thirty (30) days' notice to the District of change or cancellation (including cancellation for nonpayment of premium).
 - Commercial General Liability insurance in a minimum amount of \$1,000,000 per occurrence including the following coverages: Contractual insurance; personal injury; premises insurance; products/completed operations hazard; broad form property damage; independent contractors, and explosion, collapse and underground hazards.
 - Comprehensive Automobile Liability on all vehicles used in connection with the services in a minimum amount of \$1,000,000 combined single limit for bodily injury and property damage per occurrence.
 - Workers' Compensation insurance in accordance with provisions of the Workers' Compensation Act of the State of Colorado, for all of its employees to be engaged in services and in case services are subcontracted, shall require the subcontractor similarly to provide the Workers' Compensation insurance for all the latter's employees to be engaged in such services. The District requires sole proprietors who are excluded under the Act to carry Workers' Compensation insurance.
15. At the time of submitting proposals, Bidders shall provide the District's Purchasing Manager with Certificates of Insurance evidencing the policies listed above. Copies of the insurance policies shall be provided upon request. After the contract is awarded, the District shall be named as an additional insured on all policies for the purpose of the contract work only. If the terms of the policy should be unacceptable to the District in its good faith discretion, the District may rescind the contract without any liability to the firm.
16. A purchase order(s) shall be generated by the District to the successful firm. The purchase order number must appear on all itemized invoices and packing slips. The District will not be held responsible for any orders placed/delivered without a valid current purchase order number.
17. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the District.
18. Under this contract, the District may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between the District and the successful firm.
19. The firm shall indemnify and save harmless the District against or from all costs, expenses, damages, injury or loss to which said District may be subjected by reason of the firm's wrongdoing, misconduct, want of care, skill, negligence, or default in the execution or

performance of contract and shall save and keep harmless the District against and from all claims and losses to it from any causes whatsoever, including actual or alleged patent infringements in the matter of making, furnishing and delivering materials/services as called for in proposal documents.

20. This agreement will be governed and construed according to the laws of the State of Colorado.
21. Venue for the litigation of any and all claims and/or disputes arising out of and relating to this transaction shall be exclusively in Arapahoe County, State of Colorado.
22. The firm shall comply with § 8-17.5-101, C.R.S. regarding Illegal Aliens – Public Contracts for Services. The firm shall not knowingly employ or contract with an illegal alien to perform work under this engagement. Firm shall execute the attached certification and return it to the district in conjunction with the execution of the engagement.

**CERTIFICATION STATEMENT REGARDING ILLEGAL ALIENS
FOR
ARAPAHOE COUNTY SCHOOL DISTRICT #6
(LITTLETON PUBLIC SCHOOLS)**

The Contractor, whose name and signature appear below, certifies and agrees as follows:

1. The Contractor shall comply with the provisions of CRS 8-17.5-101 et seq.
2. The Contractor does not and shall not knowingly employ or contract with an illegal alien to perform work under this project or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien on this project.
3. The Contractor represents, warrants, and agrees that it has participated or will attempt to participate in the Basic Pilot Program in order to verify that it does not employ any illegal aliens.
4. The Contractor shall comply with all reasonable requests made in the course of any investigation by the Colorado Department of Labor and Employment.
5. The Contractor will obtain a certification from its subcontractors that they shall not knowingly employ or contract with an illegal alien to perform work arising out of this Project.

CERTIFIED and AGREED to this _____ day of _____, 2021.

CONTRACTOR:

(Full Legal Name)

BY: _____
Signature of Authorized Representative

Typed Position (Title)

Attestation: (A corporate attestation is required.)

BY: _____
Corporate Secretary or Equivalent

Place corporate seal here,
if applicable

**FIRM CANNOT BEGIN WORK UNTIL THIS COMPLETED FORM IS RETURNED TO ARAPAHOE COUNTY SCHOOL DISTRICT #6
(LITTLETON PUBLIC SCHOOLS).**

**SUPERINTENDENT SEARCH & RECRUITMENT SERVICES
RFP #8-22-1**

OVERVIEW AND INSTRUCTIONS

INTRODUCTION

The Littleton Public Schools Board of Education is seeking a qualified, collaborative, and experienced executive search firm to assist the Board in its search for a new superintendent. The Board wishes to have a new superintendent selected in the February/March 2023 timeframe. Current superintendent Brian Ewert has announced his intention to retire at the conclusion of the 2022-2023 school year.

Littleton Public Schools serves 28 square miles of the south metro Denver area (about 10 miles south of downtown Denver) and includes the majority of the City of Littleton, Town of Columbine Valley, and portions of the municipalities of Bow Mar, Centennial, Greenwood Village and the City of Englewood. About 14,000 students preschool through age 21 attend 11 elementary schools, four middle schools, three comprehensive high schools, several alternative programs, preschools, and two charter schools. LPS is the preferred choice for thousands of students who live outside district boundaries and choose to open-enroll in LPS. [Learn more about LPS.](#)

ISSUING OFFICE AND RFP REFERENCE NUMBER

Littleton Public Schools is both the Issuing Procurement Unit and the Conducting Procurement Unit for this RFP and all subsequent addenda relating to it. The reference number for this RFP is Solicitation #8-22-1. This number must be referred to on all proposals, correspondence, and documentation relating to this RFP.

QUESTIONS

All questions MUST be submitted through BidNet during the designated time for questions. Questions submitted through any other channel will not be answered. Questions will be compiled into one document and answered via addendum. Answers disseminated by LPS through the BidNet system shall serve as the official and binding position of LPS and will constitute an addendum to this RFP.

Bidders should periodically check BidNet for answered questions and addendums before the closing date. It is the responsibility of the Bidders to submit their proposal as required by this RFP, including any requirements contained in an answered question and/or addendum.

Exceptions to the scope of work or other content of the RFP that have not been previously addressed during the active Q&A period of the procurement are not allowed and may result in the Bidder's proposal being considered non-responsive.

SUBMITTING YOUR PROPOSAL

By submitting a proposal to this RFP, the Bidder acknowledges and agrees that the requirements, scope of work, and evaluation process outlined herein are fair, equitable, understood, and are not unduly restrictive. Any exceptions to the content of this RFP must be addressed within the Q&A period. The Bidder further acknowledges that it has read this RFP, along with any attached or referenced documents, including the General Provisions.

All costs incurred by a Bidder in the preparation and submission of a proposal, including any costs incurred during interviews, oral presentations, and/or product demonstrations are the responsibility of the Bidder and will not be reimbursed.

The price proposal will be evaluated independently from the technical proposal, and as such, must be submitted separately from the technical proposal, in a separate, sealed envelope as provided on BidNet. Failure to submit pricing information in a separate, sealed envelope may result in your proposal being judged as non-responsive and ineligible for contract award.

Proposals must be received by the due date and time posted on BidNet. Proposals received after the deadline will be late and ineligible for consideration.

CONTRACT AWARD INTENT

It is anticipated this RFP will result in a single contract award.

PROPOSED TIMELINE (All times listed are MDT)

RFP posted on BidNet	August 15, 2022
Questions due via BidNet	August 22, 2022 by 2:00 p.m.
Responses to questions posted by Addendum on BidNet	August 25, 2022 by 5:00 p.m.
Proposal Submission Deadline	August 31, 2022 by 2:00 p.m.
Board of Education workshop to review proposals in open session	September 8, 2022
Special Board of Education meeting to interview finalists in person in open session, deliberate in open session, announce selection	September 15, 2022
Notice to Proceed/Award Issued	September 16, 2022

SCOPE OF SERVICES/INFORMATION REQUIRED IN SUBMISSION OF A RESPONSE

In your response materials, please address each of the following questions/statements, which will help LPS Board of Education members understand why we should select your firm to assist us in the selection of a new superintendent:

1. Provide a brief company history, including the number of employees.
2. Describe your overall experience in the superintendent search process.
3. Share the number of searches completed in the past 24 months and how many of those searches were conducted in the Rocky Mountain, Southwest, and/or Midwest regions.

4. List districts with enrollments ranging from 5,000 to 50,000 students for which you provided superintendent search services in the past five years. What was the success of the chosen applicants over those years?
5. Describe the members of the team who would serve Littleton Public Schools. Provide a short biography and resume of your designated team lead and support associates for the LPS search. Include a list of the recent clients of the designated team lead.
6. How many simultaneous searches does your firm typically conduct? How many other searches might the LPS team lead participate in during the LPS search process?
7. Outline the steps you would recommend. Include the information you would need the LPS Board/staff to provide, a proposed schedule of meetings and a completion timeline. How flexible is your process, should the Board decide it would like to add/modify its community input sessions, add additional meetings, etc?
8. How would you identify the attributes needed for the next LPS superintendent? Describe your use of a community survey, in-person and online focus groups, one-on-one interviews with Board members, etc. How do you report these findings to the Board?
9. How else will you engage community stakeholders in the search process? How will you determine if the community engagement process has been successful?
10. How does your firm and search process value and promote diversity, equity, and inclusion? Describe your experience and successes recruiting a high-quality applicant pool that includes candidates from diverse backgrounds. Provide examples of where your recruits come from.
11. How and where do you advertise the vacancy? Provide examples from recent postings.
12. Describe your applicant screening process. Provide details of the process for initial screening of applicants as well as the "deep dive" screening of finalists. Do you call both listed references and unlisted references? What are the most important questions you seek to answer through this screening and what about your deep-dive process produces that important information?
13. How will you incorporate the ideas, vision, and needs of the Board? How will you identify the unique leadership needs of LPS and communicate them to the Board for consideration in the search process? How will you help the Board gain consensus about the candidates to be considered?
14. How will you present information to the Board and keep the Board informed throughout the search process? How will you collaborate with the Board throughout the search process?
15. Describe how you maintain confidentiality throughout the search process.

16. Provide three client references including at least one from a search completed in the past two years. Include a description of the services you provided to them. The LPS Board is most interested in searches led by the proposed LPS search team lead.
17. What contractual arrangements does your firm propose in the event the new superintendent resigns or is dismissed with or without cause within 24 months of his/her start date?
18. Would you agree to not contact or recruit our new superintendent regarding another position for at least three years unless granted permission to do so by the Littleton Public Schools Board of Education?
19. Describe follow-up services you offer (executive leadership coaching, strategic planning, etc.)

Why is your firm a good fit with the LPS Board? How have you adjusted your processes, staffing, and approach to work with different boards of education? What sets you apart from other firms? What board of education behaviors do you look for in a preferred client?

The LPS Board of Education expects the following from the selected search firm:

- ❖ At least one key member of the firm’s associates who would work with the LPS Board of Education will attend the finalist interviews in person with the Board on September 15, 2022. Other firm associates may join the finalist interviews virtually. The Board wishes to meet as many potential team members as possible at that time.
- ❖ Require superintendent applicants to complete an application and provide a resume.
- ❖ Outline a specific plan for frequent communication and check-ins with the Board of Education. Provide details of how often these check-ins will occur.
- ❖ Conduct a community survey as part of its community feedback process.
- ❖ Conduct in-person and online focus groups with selected stakeholder groups.
- ❖ Require each superintendent semifinalist to submit a 3-5 minute video to the Board of Education. The videos will provide an opportunity for the Board to learn more about each candidate on a more personal level as they select finalists.
- ❖ In the spirit of no surprises, conduct and provide to the LPS Board the results of a “deep dive” screening and background check of Board-selected superintendent finalists.
- ❖ Guide and advise the Board as it prepares for finalist interviews, conducts the interviews, and deliberates after the interviews. Finalist interviews will be held in open session and will be live streamed. (All LPS Board of Education meetings are live streamed.)
 - In addition, two or three stakeholder interview committees will interview finalists and provide feedback to the Board to inform its process.
 - The Board will invite finalists to participate in a “meet and greet” day in LPS when parents, staff, and community leaders will have an opportunity to connect with finalists in an informal setting.

RESPONSE EVALUATION

The District will evaluate Proposals by reviewing documentation submitted by the Firms based on the following criteria:

- Firm Qualifications

- Alignment of Firm’s processes and stated outcomes to those of the Board of Education
- Similar Project References
- Compliance with RFP Requirements
- Cost of Services
- Finalist Presentation/Interview

Littleton Public Schools reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received, and to approve awards in total or in part, whichever, in its judgment best serves the interests of Littleton Public Schools.

AWARD

All proposals received for this project will be reviewed and ranked on a basis which would best serve the interests of Littleton Public Schools. As stated in the Response Evaluation section, factors for ranking will be based on the Firm’s qualifications, alignment of the Firm’s processes and stated outcomes to those of the Board of Education, prior experience as related to the completion of this project as set forth in the scope of work required, compliance with the RFP requirements, finalist presentation/interview, and price.

In the event that a firm is not available for services as needed, the District may contract with one or more of the remaining qualified firms.

PRINT THE WORDS "NO EXCEPTION" HERE _____ IF THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE PROPOSAL DOCUMENTS. IF THERE ARE EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE PROPOSAL DOCUMENTS, THEY MUST BE CLEARLY STATED ON A SEPARATE SHEET OF PAPER, ATTACHED TO THIS SHEET AND RETURNED WITH YOUR PROPOSAL.

If you feel you are interested and qualified, submit your proposal by electronic bid submission via BidNet, **NO LATER THAN 2:00 p.m. on August 31, 2022.**

PROPOSED BY: _____

FIRM: _____

NAME: _____

TITLE: _____

EMAIL: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____