

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION:** **Executive Search Services**

**DATE AND TIME TO BE OPENED:** **Thursday, February 23, 2023 at 1:00PM**

**PRE-BID CONFERENCE (IF APPLICABLE):** **None**

**SUBJECT MATTER EXPERT (NAME):** **Molly Hannon**

**SUBJECT MATTER EXPERT (EMAIL):** **[Molly.Hannon@ppsd.org](mailto:Molly.Hannon@ppsd.org)**

**QUESTION DEADLINE:** **Monday, February 6, 2023 at 4:30PM**

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206  
ATTN: Molly Hannon  
797 Westminster Street  
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

## Notice to Vendors General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offers and submit detailed specifications if other than brand requested.
9. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Section 37-13-1 et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law Section 28-29-1, et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2023** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications.
23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of the District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

**BID FORM 1: BIDDER INFORMATION**

**Agrees to Bid on: Executive Search Services**

**DATE AND TIME TO BE OPENED: Thursday, February 23, 2023 at 1:00PM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

Providence Public School District

## **Request for Proposals**

Executive Search Services

March 2023 – August 2023

## I. Background

The Providence Public School Department (PPSD) is soliciting proposals for Executive Search services. The selected firm will recruit candidates, screen and evaluate applicants, and present its recommendations for senior executives to be reviewed by PPSD leadership for a Chief Academic Officer and other executive level positions that may become available.

Critical to PPSD's Turnaround Action Plan is cultivating World Class Talent, and filling these roles with exceptional and experienced talent as a key to advancing district priorities. The selected vendor will review relevant job descriptions and meet with district leadership to understand the ideal candidate profile. The selected vendor will be responsible for sourcing candidates, providing initial screening, and lead in coordinating interviews between candidates and PPSD staff members.

## II. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below.

- Demonstrated track record of success in executive search efforts for senior leadership roles in K-12 urban education
- Clear, differentiated strategy for advertising and recruiting selected candidates
- A strong, established network in K-12 education
- Demonstrated commitment to increasing workforce diversity

## III. Work Scope

The selected firm will:

- Review the job description (see Appendix A) and provide an assessment of the position's duties and responsibilities, minimum qualifications, salary range, and marketability.
- Develop and implement an effective advertising strategy for the purpose of soliciting qualified candidates for the position of Chief Academic Officer.
- Execute the plan by identifying, contacting, and encouraging qualified candidates to submit an application package.
- Reach out to nationally recognized organizations/groups in K-12 education to market the position.
- Conduct initial candidate screening to identify recommended candidates.
- Lead in coordinating the interview process between recommended candidates and PPSD leadership.
- Assure and maintain proper confidentiality concerning the search process during and after the completion of the contract.
- Provide the above for additional executive leadership roles that may open.

## IV. Period of Performance

Vendor would start immediately after contract signing and issuance of a purchase order. We aim to have candidates hired well before the start of the 2023-2024 school year and no later than August 30, 2023. Upon mutual agreement between PPSD and the vendor, the contract

may be extended for additional executive level positions at the same quoted rates through June 30, 2024.

## V. Proposal Requirements

Proposals should include:

- Bid Form 1: Bidder Information
- An outline and description of proposed plans and strategies for recruiting effective candidates. This should describe channels, networks, and other mechanisms for building a deep pool of candidates.
- A summary of the firm's experiences in K-12 executive search services.
- References for three clients, including one in a comparable district to PPSD, that can speak to the vendor's capabilities.
- A description of diversity outreach practices of candidate searches.
- An example candidate write-up/report and reference data.
- Names, credentials, and relevant experience of all staff members to be used in the engagement if selected.
- Detailed budget to include all personnel, travel, advertising, and printing costs.
  - Please note that PPSD does not reimburse for travel, lodging, and any other expenses. Any and all project costs must be included in the overall project budget as bid.
- A project timetable specifying dates for all action items and deliverables.

Proposals must be submitted in accordance with the instructions on page one (1) of this solicitation. No electronic submissions will be accepted. Digital signatures are acceptable; wet ink signatures are not required. Proposals received after the due date and time will not be considered.

## VI. Questions

Questions concerning this solicitation should be emailed to Director of Purchasing Molly Hannon at [Molly.Hannon@ppsd.org](mailto:Molly.Hannon@ppsd.org). Questions are due by **Monday, February 6, 2023 at 4:30PM** no later than 4:30 PM EST. Questions will be answered via addendum posted on the PPSD website and on BidNet Direct.

## VII. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.



## VIII. Evaluation Process

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

<b>Vendor Name</b>	
<b>Technical Proposal Category</b>	<b>Score</b>
<i>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience and Background (0 -10 points)</i>	
<i>Capability, Capacity, Staffing and Qualifications of the Vendor (0 -40 points)</i>	
<i>Work Plan/Approach Proposed (0-40 points)</i>	
<b>Total Score</b>	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.

### Appendix A

<b>PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION</b>	
<b>TITLE:</b>	<b>WORK YEAR:</b>
Chief Academic Officer	12 Months
<b>NUMBER OF VACANCIES:</b>	<b>EXTRA DAYS:</b>
(Type number of vacancies here)	(Type extra days here)
<b>INTERNAL TEACHERS ONLY:</b>	<b>INTERNAL AND EXTERNAL TEACHERS:</b>
(Type internal teachers only here)	(Type internal/external teachers here)
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Senior Advisor to the Superintendent	Teaching and Learning Team
<b>JOB LOCATION:</b>	<b>INTERVIEW LOCATION:</b>
Central Office	(Type interview location here)
<b>REASON FOR OPENING: REPLACEMENT</b>	<b>POSITION TYPE: Non Union</b>
<b>Replacement for the Deputy Superintendent of _____</b>	
Salary Range: \$141,869 - \$161-215	(Type position type here)
<b>(Summary) JOB DESCRIPTION:</b>	
<p>PPSD serves more than 21,000 students in Providence. As part of a comprehensive reform effort to Turnaround the District and improve outcomes for children, the work of Central Office staff will support and drive instructional excellence and significant achievement gains for PPSD students.</p> <p>Position Overview</p> <p>The mission of the Office of Teaching and Learning is to support schools and the district as a whole in the selection, implementation and monitoring of content specific curricula and instructional best practices.</p> <p>The Chief Academic Officer (CAO) is responsible for leading each school to academic excellence within the Providence Public School District. The CAO provides leadership, vision, and strategic direction for curriculum, instruction, assessment, and school improvement initiatives overseeing professional development for all school leaders and supervising academic management of the schools. This work will include preparing school leaders – administrators and teaching teams – to exercise autonomy in ways that build the professional capital required to continuously improve student achievement.</p>	

The Chief Academic Officer will have a deep understanding of and extensive experience with how curriculum accelerates academic growth. The CAO will use this experience and knowledge to provide leadership and vision around curriculum, resource selection and implementation and tiered programming to address the instructional needs of students who are significantly behind their grade-level peers.

#### **EDUCATION TRAINING AND EXPERIENCE:**

- Bachelor’s degree from an accredited educational institution and;
- Master’s degree in education or related field from an educational institution; doctorate preferred and;
- A minimum of five (5) years’ experience as principal, district office staff administrator, state department of education administrator, or comparable leadership in private/public organization.
- Experience as a principal of a high-performing urban K-12 school preferred.
- Experience leading high-performing teams and managing staff, while providing constructive feedback and coaching to team members.
- Deep experience in the design, integration, implementation and management of a school including knowledge of curriculum, instructional practices, school operations and management, and leadership development.
- Demonstrated success leading school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.
- Demonstrated success leading strategic educational initiatives that result in measurable improved student achievement.
- Experience effectively managing limited resources to support strategic organizational goal attainment.
- Or, any combination of education and experience that shall be substantially equivalent to the above education and format

#### **CERTIFICATE / LICENSE REQUIRED:**

##### **RI certification:**

- ❖ District Level Administrator – Curriculum, Instruction and Assessment **AND**
- ❖ Building Level Administrator
- ❖ Superintendent Certification Preferred
- ❖ ESL Preferred

**DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

1. Lead the district-wide implementation of Rhode Island and Common Core State Standards in grades K-12 and the Providence Public School District Curriculum for all academic areas.
2. Supervise, monitor, and regularly evaluate the quality and delivery of the instructional programs in all district schools including but not limited to the following:
  - a. Review, prepare, and expand menu of materials and resources that support instructional programs in an environment of increasing school autonomy.
  - b. Research and enable use of best practices and other pertinent information that supports instructional programs.
  - c. Ensure delivery of rigorous and inclusive advanced academic, English Language Learner, and special education programs.
3. Align academic services to the district's strategic direction of providing greater school-based autonomy and empowerment.
4. Work in collaboration with principal leaders and division chiefs to support with managing ongoing assessment and reporting of student outcomes, academic and non-academic, and ensure the reporting of this information in a timely manner to all relevant stakeholders.
5. Develop and manage the implementation of professional development that supports instructional programs, and builds the knowledge, skills and practices needed for autonomy that leads to increased student achievement.
6. Ensure the availability and relevance of job-embedded professional development for teachers and other school-based support personnel to ensure alignment to instructional programs and the district's academic philosophy, and build the supports and structures needed for greater school-based management of such programming going forward.
7. Lead, manage, and annually evaluate all personnel managed by this position.
8. Oversee the review and approval or denial of requests to conduct research in any district school.
9. Work collaboratively and cooperatively with members of the Rhode Island Department of Education, School Board, the Mayor's Office and City Council.
10. Perform all other duties as assigned by the Senior Advisor to the Superintendent.

<b>MINIMUM QUALIFICATIONS STANDARDS:</b>		
<ul style="list-style-type: none"> <li>• Bachelor’s Degree in math related studies AND five (5) or more years of successful classroom experience OR Master’s Degree in math related studies or school leadership.</li> <li>• Successful recent leadership experiences in assessing program needs, curriculum development, program implementation and staff training; or other combinations of applicable education, training and experience which provides the knowledge, abilities and skills necessary to perform effectively in the position may be considered.</li> <li>• Experience in test development, curriculum development, and grant writing desirable.</li> <li>• Experience with computers and instructional technology application.</li> <li>• Experience using instructional technology to support teaching and learning, curriculum development, staff training, and program and student accountability.</li> <li>• Significant K-12 urban leadership experience in assessing program needs, curriculum development, program implementation and staff training; or other combinations of applicable education, training and experience which provides the knowledge, abilities and skills necessary to perform effectively in the position may be considered.</li> <li>• Knowledge of research-based curriculum, instruction and assessment practices.</li> <li>• Outstanding organizational skills and high attention to detail; outstanding written and oral communication skills.</li> <li>• Ability to manage multiple priorities, adapt to change quickly and meet deadlines.</li> <li>• Proactive problem solver who demonstrates initiative.</li> <li>• Strong work ethic coupled with an enthusiastic and passionate approach to one's work.</li> <li>• Commitment to the belief that all students can learn, to educational equity, and to the PPSD vision</li> </ul>		
APPLICATION REQUIREMENTS:		
<ul style="list-style-type: none"> <li>• Applicant Tracking System profile application</li> <li>• 2 Letters of recommendation</li> <li>• Resume</li> <li>• Letter of interest and intent</li> </ul>		
		<b>JOB CODE:</b>
<b>DATE(s) CREATED:</b>	<b>DATE(s) REVIEWED:</b>	<b>DATE(s) REVISED:</b>
00/00/0000	00/00/0000	00/00/0000
<b>FILE NAME:</b>		
(Type job code here)		