



Washoe County School District

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Board of Trustees: Beth Smith, President * Diane Nicolet, Vice President * Joe Rodriguez, Clerk
Jeff Church * Adam Mayberry * Colleen Westlake* Alex Woodley * Susan Enfield, Ed.D., Superintendent

Informal Request for Proposal #80-IP-12-24-AS

For Washoe County School District Superintendent Search Firm

The Washoe County School District (WCSD) in Reno, Nevada is seeking the professional services of a consultant and/or search firm to provide assistance with the search for our next Superintendent. Interested parties are welcome to partner with other entities in the submission of proposals. WCSD is the second largest school district in the state of Nevada and one of the 75 largest school districts in the nation. Our annual budget exceeds \$1 billion. The District operates 100 schools and employs more than 7,000 persons.

The District's Board of Trustees will consider submitted proposals in determining the best approach to accomplishing each of the major activities involved in this type of search. A contract with the selected firm will be awarded for the entire scope of a comprehensive search.

It is WCSD's goal to have a new Superintendent in place for the start of the 2024-25 school year. Ideally the candidate will start on or before July 1, 2024. WCSD is mindful that many districts sign and renew contracts prior to May 1 of each year and desire a timeline that supports a final decision prior to then.

Stakeholder input and involvement throughout this process is a top priority for the Board of Trustees. It is also important to note that the community we serve is extremely diverse. Proposers should include information throughout their proposal submission that addresses the specific ways in which they will ensure that the process is inclusive and accessible for all.

The consultant and/or search firm should equally consider both external and internal or in-state candidates.

After initial screening, top scoring applicants (between two (2) and five (5) firms) must attend an open public meeting on Tuesday, January 23, 2024 (in person or virtual) held at 9:00 a.m. (PST) to present their proposals and answer questions from the Board of Trustees. The Board of Trustees may make a final selection at that time.

The chosen consultant and/or search firm will then participate in a second open public meeting on Friday, February 2, 2024 at 10:00 a.m. (PST) where the firm will work with the Board of Trustees to make all decisions necessary so the selected consultant and/or search firm can immediately begin work to commence the search.

Following both of these meetings, the selected candidate must commit to attending, preparing and presenting Superintendent Search updates at each scheduled meeting of the WCSD Board of Trustees until a Superintendent is confirmed. This will include working with WCSD staff on developing agenda items for discussion or action beforehand in accordance with Nevada Open Meeting Law. A tentative schedule of the board meetings is provided as Exhibit B to this solicitation document.

WCSD is seeking a proposal of no more than twenty (20) pages from qualified firms to perform these services.

Successful Proposal to Include:

1. A detailed description of the consultancy or firm, qualifications and past experience conducting a search of this nature including references from current and/or prior clients. Please include information on the experience and qualifications of specific staff members who will be assigned to this project and describe their role in supporting this work. Please also include resumes for these staff members.
2. A clear process for gathering stakeholder input in order to inform Trustee decision making. This process should engage a variety of stakeholders including Trustees, staff, students, parents, families, and community members in a variety of ways.
3. A description of the process to be utilized to determine appropriate job description and compensation parameters to be used during the recruiting process.
4. Information on the ways in which screening criteria are developed including, if applicable, candidate scoring systems and recommendations regarding their use in the various stages of a recruitment process.
5. A detailed recruiting strategy including information on advertising channels to be utilized. Applicants should address the methods they will use to ensure a diverse candidate pool for the District's consideration.
6. Information on proposer's standard screening process to include reference checks, credential verifications, etc.
7. Description of the services provided to support semi-finalist and finalist interviews.
8. Clear indication of the "in person" support included and information on the availability of other "in person" support if requested by the District during other phases of the search.
9. Information on any "value add" services available, if applicable, to include but not limited to assistance in developing interview questions, contract negotiations, etc.
10. Detailed and transparent cost breakdown including, if applicable, any guarantees provided.
11. A timeline for all proposed activities.
12. Information regarding any requirements for or expected commitments from the District to support a successful search.
13. Any innovative or creative solutions the firm believes could benefit the search process.

Criteria for Identifying Finalists:

All proposals will be evaluated by an evaluation committee. The committee will use the following criteria to identify the finalists that give presentations to and are interviewed by the Board of Trustees:

- Experience and Track Record:
 - Previous Placements – firm’s success in placing Superintendents in similar-sized districts.
 - Years of Experience – demonstration of longer tenures and extensive experience to show firm’s stability and expertise in the field.
 - Client References – firms must provide at least five (5) references from previous clients in order for WCSD to gauge satisfaction and success rates.
- Recruitment Strategy and Methodology
 - Recruitment Plan – firm’s detailed proposed strategy for sourcing and attracting highly qualified candidates.
 - Screening Process – firm’s process for vetting candidates and creating a shortlist of candidates to ensure alignment with WCSD’s needs and strategic plan.
- Timeline and Deliverables
 - Realistic Timeline – the firm’s proposed timeline which must align with WCSD’s needs.
 - Clear Milestones – the firm’s milestones and deliverables throughout the search process including how and when information will be provided to the Board of Trustees
- Team and Expertise
 - Expertise of Team – qualifications and experience of the team members who will be directly involved in the search process.
 - Resumes - a resume of all proposed team members should be provided.
 - Diversity and Inclusion – firms should prioritize diversity and inclusion in their candidate selection process.
- Communication and Collaboration
 - Communication Plan – firm’s proposed communication strategy and frequency of updates throughout the search.
 - Collaboration Approach – firm’s plans to collaborate with the community, WCSD stakeholders, and the Board of Trustees during the search process.
- Cost and Value Proposition
 - Transparent Pricing – firms should present clear costs including number of trips to WCSD and all travel expenses in addition to any other additional fees or expenses.
 - Value Added Services – any extra services offered or value-added propositions beyond the basic requirements.

Required Disclosures:

In the interest of transparency, proposers are asked to provide a disclosure of any current or former relationships between themselves or their staff with any current or former Washoe County School District employees or Board Trustee. Work done (currently or previously) with or for the Washoe County School District should also be disclosed. Finally, proposers should disclose any other contractual relationships they have, which the firm believes may be relevant to future District business.

Project Timeline (subject to change):

Event	Date
Send Request for Letter Proposals to Firms	December 12, 2023
Question Deadline	December 22, 2023, 4:30 p.m. (PST)
Question and Answer Addendum Posted	December 27, 2023 or earlier
Proposals Due	January 5, 2024 by 2:00 p.m. (PST)
Notification of Shortlisted Proposers	January 12, 2024
Board of Trustees Special Meeting to Select Firm	January 23, 2024
Notice of Award Sent to all Proposers	January 24, 2024

Questions:

All questions should be submitted to solicitations@washoeschools.net no later than December 22, 2023 at 4:30 p.m. (PST). **Prospective firms shall not contact any other WCSD employee or Trustee during this time.** All questions and inquiries must be submitted to the above email address to ensure all potential proposers receive the same information. An addendum will be posted with all questions submitted and their corresponding answers.

Submission of Proposals:

Proposal materials should be submitted electronically to solicitations@washoeschools.net by 2:00 p.m. (PST) on January 5, 2024. In the event that Proposers would like to provide hardcopy proposal materials they may be delivered to the following address by the date/time stated above:

Washoe County School District
Attn: Purchasing Department
14101 Old Virginia Road, Room 0
Reno, NV 89521

Additionally, all hardcopy submissions must include:

- A flash drive with an electronic version of proposal materials
- Six (6) copies of any hardcopy materials.

Early submissions will be accepted and are appreciated. Proposers will be notified of selection or non-selection as finalists for presentation of their proposal to the Board of Trustees on or about January 12, 2024. Please keep in mind that all proposal submissions are subject to Nevada public records and Nevada Open Meeting Laws. Submitted proposals and materials will not be returned and vendors should refrain from providing any materials that could be perceived as “gifts” including branded giveaway items.

WCSD’s Terms and Conditions applicable to this solicitation have been provided as Exhibit A to this solicitation document and will apply to these services and any resulting contract.