KEYSTONE CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL (RFP)
RFP# 2023/24

Conduct a Superintendent Search Process

Objective

The Keystone Central School District ("District") is soliciting proposals from qualified individuals and firms to provide executive consulting services for a national search to recruit and hire a new Superintendent of Schools for the District.

Any proposal in response to this request for proposals ("RFP") must specifically state the services that the respondent is proposing to provide to the District in regard to this work. Any entity retained as a result of this RFP shall be required to work in conjunction with the District's Board of School Directors.

Description of District

Keystone Central School District is the largest geographic district in the state of Pennsylvania, covering municipalities in parts of Clinton, Centre, and Potter Counties. Within our 970.8 square miles, we have 3,720 students in nine schools, our KCSD Virtual Academy, and our KCSD Career and Technical Center. The district is home to a number of state recreational parks in the heart of the Pennsylvania wilds offering the outdoor enthusiast hiking trails, freshwater fishing and camping opportunities. State game lands are available for the hunters. Cultural activities include concerts, theater, and art festivals at the nearby Millbrook Playhouse. Commonwealth University of Pennsylvania, Lock Haven Campus, is located within the district, and Lycoming College and Penn State University are in close proximity.

Our teachers, administrators, and support staff are working hard to encourage our students to pursue excellence in all that they do; to have ambitious goals for themselves and their future; to look for solutions to problems; and to develop respect for themselves and others in our schools and in our community.

We strive to be a truly inclusive school district offering all our students, whatever their level of ability, a great classroom experience, extra-curricular opportunities and a strong support system. Additional information about the District is available on the District’s website.

Scope of Work
The Board will work with the selected firm or individual to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities will include:

- Facilitate the Board's efforts to find and hire a qualified superintendent to lead the District.
- Engage with district and community stakeholders to identify the qualities desired in a superintendent.
- 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/size, and reflecting a familiarity with our students' needs.
- Solicit applications from a national pool of highly qualified individuals.
- Develop an application process for the position, including the identified qualities from the stakeholder engagement.
- Advise the Board regarding identification and assessment of candidates.
- Assist with logistics of finalist interviews.
- Ensure a satisfactory conclusion to the search including a provision of specified retained employment guarantee.

Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

**Qualifications of Consultant**

Respondent must state qualifications for the scope of work described and its experience working with school districts of comparable size and complexity. In particular, the respondent shall provide any experience applicable to public school superintendent searches. Each proposal must include evidence that the respondent has previously conducted superintendent searches as the scope of work describes and note example districts.

Respondent shall identify and provide resumes for the key personnel that will conduct the search process.

**References**

Respondent shall describe its work in the past five (5) years that is similar or comparable and include copies of reports and other applicable documents. Respondent shall provide as references a primary contact person, with current address and telephone number, for a project of equivalent size on which applicant has provided consulting services within the past three (3) years. Respondent shall have no less than three (3) relevant references of past clients. References may be contacted to attest to the respondent's ability to perform the described services.
Fees

Each respondent shall include a fee proposal. The fee proposal may include a flat fee, an hourly rate, or a combination of both.

Criteria

Criteria for selection of each respondent must include, but is not limited to the following without exception:

1. Experience with similar superintendent searches in districts of comparable size and complexity, especially in Pennsylvania;
2. Evidence of community engagement experience, providing examples of working with multiple stakeholders and suggestions regarding focus groups;
3. Evidence of reporting community input to the Board and with the community;
4. Availability for staffing and conducting the search project;
5. Cost of services; and
6. Ability to maintain positive interpersonal relationships with all the school community participants.

Proposal Instructions

The District intends to select a consultant that best meets the District's needs to perform the Superintendent search process as described in this RFP. Each entity submitting a proposal must submit an overall cost for performing the services.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Consultant's ability to meet requirements of the RFP. If a specification is not applicable or if there is no response, so state.

The criteria on which the District makes its determination will not be limited to the amount of proposed fees, but will also be based on ability and experience as described in the proposal. A copy of the proposal must be received at the Keystone Central School District, 86 Keystone Central Drive, Mill Hall, PA 17751, ATTN: Tracy Long, Board Secretary/HR Generalist, by 12:00 noon on or before August 22, 2023. Each proposal should be in a sealed envelope directed to the Board Secretary/HR Generalist and identify the name of the entity submitting the proposal (Consultant) with RFP# 2023/24 included. Electronic (PDF) formats must also be submitted to the Board Secretary/HR Generalist, Tracy Long, using tlong@kcsd.k12.pa.us by the same date and time. Facsimile transmissions are not acceptable. The method of transmittal of the proposal is at the consultant's risk.

Proposals should include a proposed contract. The entity selected by the Board will work with the
District to finalize a mutually agreed upon contract.

Proposals should be considered valid for at least 30 days from the bid submission deadline or as agreed between the parties.

Respondent should be prepared for an in-person interview with the Board during the week of August 28, 2023.

**Limitations**

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. This RFP does not commit the District to award a contract or to reimburse any applicant for costs incurred in submitting a proposal. The District, in its sole discretion, reserves the right: to reject any or all proposals submitted; to choose any combination of proposals; to interview any, all, or none of the respondents; to negotiate with any respondent; to extend the deadline to submit a proposal; or to amend or cancel in part or in its entirety this RFP.