

REQUEST FOR PROPOSAL FOR SUPERINTENDENT SEARCH FIRM

December 19, 2024

The Governing Board of the Mountain View Whisman School District requests proposals from qualified search firms to search for a new Superintendent.

Proposals must be submitted to the Board of Education, Mountain View Whisman School District, nvillalba@mvwsd.org **and must be received by Friday, January 10, 2025, at noon**

The Board will conduct **a meeting on Thursday, January 16, 2025 at 7 p.m.** to select firms for interview. Selected firms will be notified by Friday, January 17, 2025 by noon.

The Board will conduct **a meeting on January 23, 2025, at 6:00 p.m., for the finalist search firms to present their qualifications to the Board in person.**

No more than four firms will be selected to make presentations at the Board meeting, which will not exceed twenty (20) minutes each. **Presentations must be made by the individual who would actually conduct the search if your firm is selected.**

Proposals must include:

- 1) What is the search firm's bottom line, "not to exceed" proposed charge to the District? What specific services are included?
- 2) Describe in detail the specific steps of the process you recommend, a proposed timeline, how/if expenses are charged, and the detail of services to be provided.
- 3) Describe in detail how the search firm will involve members of the educational community, including employee bargaining unit leadership, management/confidential employees, parents, organizations affiliated with the District such as but not limited to PTAs, DELAC, site councils, and booster clubs. Describe how the identified consultants will work with the Board and its counsel in negotiating the Superintendent's employment contract, in particular, how you will manage expectations of a finalist.
- 4) The proposal must include a written contract outlining all terms and costs of your proposed services.
- 5) Please provide a list of client references, especially including Board presidents with whom your firm has worked within the last five years.
- 6) Please provide a proposed timeline from start to finish of the search process.

Inquiries concerning the Request for Proposal should be directed to Nancy Villalba @ nvillalba@mvwsd.org, 650-526-3552.