

**Request for Proposal**  
**Search Services for Chief Executive Officer (CEO)**

**Academic Distress Commission**  
**Youngstown City School District**  
**474 Bennington Ave.**  
**Youngstown, OH 44505**

**RFP Issued:**

**November 28, 2018**

**Legal Questions Due:**

**December 6, 2018 by 5:00 p.m.**

**RFP Responses Due:**

**December 13, 2018 by 11:59 p.m. EST**

**Recruiting Firm Services:** Search Services for Chief Executive Officer (CEO)

BACKGROUND: The Academic Distress Commission (Commission) for the Youngstown City School District is requesting professional services to assist the Commission in conducting a Chief Executive Officer search. The position of Chief Executive Officer was created under [Ohio Revised Code 3302.10](#).

OBJECTIVES: The Commission has several objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

The awarded Contractor shall meet the following objectives:

1. Develop and conduct a timely and thoughtful process for working with the Commission to establish criteria for the selection process to ensure that the candidate meets the statutory qualifications required under Ohio Revised Code Section 3302.10(C)(1).
2. Conduct a thorough search for appropriate applicants and produce for the Commission a selection of highly qualified candidates who meet the criteria established in accordance with Section 1 above.
3. To complete other tasks necessary that result in selection and employment of a Chief Executive Officer within the timeline established by the Commission.

WORK REQUIREMENTS:

I. SCOPE OF WORK

The awarded Contractor shall:

- A. Develop and conduct a thoughtful, timely process for gathering the Commission, staff, and appropriate stakeholder input for establishment criteria for the selection process as well as the statutory criteria.
- B. Conduct a thorough and timely search for appropriate applicants and ultimately produce for the Commission a selection of highly qualified candidates who meet the established criteria.
- C. To complete other tasks necessary that result in selection and employment of a new CEO.

II. WORK PLAN

The proposed Work Plan shall include the following:

- A. Suggested timeline of activities and major events in the search process.
- B. Responsibilities of the Commission and the Search firm during each phase of the process.
- C. Proposed process for developing criteria that will be used for selecting the new CEO.
- D. Proposed processes for identifying and obtaining input from appropriate staff and stakeholders.

- E. Description of the process the Contractor suggests for advertising and recruitment, including measures to assure equal opportunity and other considerations.
- F. Proposed processes for screening, reference checks, interviews, and final selection.
- G. Proposed processes for providing information to the Commission regarding screenings, criminal background checks, and reference checks.
- H. Proposed process for obtaining signed disclosure sheets from job candidates listing any previous relationships with the Ohio Department of Education or with the Contractor (if ultimately awarded the work).
- I. The following information about the Contractor:
  - 1. Identification of firm personnel who will take primary responsibility for the search with a resume and references for this person.
  - 2. Description of other Superintendent, or other chief executive officer or equivalent position, searches conducted in the past five years.
  - 3. Statement as to whether firm personnel or firm is currently engaged in other projects that coincide with or might affect the timeline of this search.

**CONTRACTOR RESPONSIBILITIES:** Any award shall be subject to the terms of an agreement in a form acceptable to the Commission.

**MANDATORY REQUIREMENTS:** Awarded supplier must be familiar with and adhere to ORC 3302.10 throughout the process.

**PROPOSAL EVALUATION CRITERIA:**

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
Contractor Profile			
1. Proposal must include a profile of the Contractor’s history and knowledge of ORC 3302.10; understanding of urban education environments; familiarity with the Youngstown community and student population.	15		
2. Prior experience in searches for other Superintendents, or other chief executive officers or equivalent position, conducted in urban environments within the past five years. Disclosure of any lawsuits and judgments against the Contractor within the past five years.	15		

Staffing Plan			
1. The Contractor must submit Personnel Profiles for proposed staff assigned to this contract which include candidate's education, training, and qualifications. In addition, Contractor shall submit a resume for each candidate as well as identifying the Project Manager.	10		
2. Statement as to whether assigned personnel or firm is currently engaged in other projects that coincide with or might affect the timeline of this search. Provide a summary of the Contractor's screening process to identify potential conflicts of interest.	10		
Work Plan. Contractor's Work Plan must include the following:			
1. Suggested timeline of activities and major events in the search process.	5		
2. Responsibilities of the Commission and the Search firm during each phase of the process.	10		
3. Proposed process for developing criteria that will be used for selecting the new CEO.	10		
4. Proposed processes for identifying and obtaining input from appropriate staff and stakeholders.	10		
5. Description of the process the Contractor suggests for advertising, recruitment including measures to assure equal opportunity and other considerations.	5		
6. Proposed processes for screening, reference checks, interviews and final selection	10		

**COST SUMMARY FORM**

Search Services for the Chief Executive Officer

<b>Description</b>	<b>Cost</b>
The Contractor shall submit a detailed Cost Summary for this search, separating out anticipated expenses for each element of the search (e.g., staff time,	

publication postings, etc.) and providing a total maximum cost to the state for the search.  *Travel must be embedded in the cost and should not be a separate line item	\$
Contractor's Total Not-to-Exceed Cost	\$

All costs must be in U.S. Dollars.

ADMINISTRATIVE INFORMATION:

1. The Commission will not be responsible for any costs not identified. The Commission may modify, waive, or withdraw the RFP at any time before executing an agreement. The Commission reserves its right to reject all proposals and issue a new request for proposals.
2. Due Date and Place for Submission of Proposals: The deadline for receipt of electronic proposals is December 13, 2018, 11:59 p.m. EST (Eastern Standard Time).

Submit proposals to: Youngstown City School District  
Attn.: Academic Distress Commission  
c/o Philecia Carpenter  
474 Bennington Ave.  
Youngstown, OH 44505

**Any proposal received after the date and time listed above will not be considered.**

3. Submit legal inquiries to the following by December 6, 2018 at 5:00 p.m.  
Anthony J. Farris, Senior Assistant Attorney General  
Education Section  
Office of Ohio Attorney General Mike DeWine  
20 West Federal Street, 3<sup>rd</sup> Floor  
Youngstown, OH 44503  
Direct Dial: 330-884-7530  
Direct Fax: 866-761-0413  
Office: 330-884-7500  
Email: [Anthony.Farris@ohioattorneygeneral.gov](mailto:Anthony.Farris@ohioattorneygeneral.gov)