



UNITY

STARTS

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**CRETE-MONEE  
SCHOOL DISTRICT 201-U**

**Administration Center**

1500 Sangamon St.  
Crete, Illinois 60417

708-367-8320 PH  
708-672-2698 FX

[www.cm201u.org](http://www.cm201u.org)



## Request for Proposals for Professional Services Search Firm for Superintendent of Schools

Crete-Monee School District 201-U is seeking the assistance of a professional services firm specializing in education executive searches for a Superintendent. We are looking for a firm that will work in an advisory role to the Board of Education (BOE) to provide the following services:

- Advise the BOE on an approach that meets our needs and our timing requirements.
- Advise the BOE on a compensation package that facilitates successful recruitment of the type of Superintendent that we need and desire.
- Develops activities and time requirements that are considerate of the goals and objectives that the District has planned for this 2017-18 school year.
- Development of search criteria that incorporate our district's goals and leadership characteristics that the BOE and community consider requisite for success.
- Development of a candidate identification process that identifies a diverse pool of highly qualified and competent candidates in districts with a similar achievement and community context, reflecting a familiarity with our students' needs.
- Identifies a pool of diverse candidates that are highly likely to be effective educational leaders in our community and have a demonstrated significant achievement in areas that we believe are priorities for our district in the next 3 – 5 years.
- Construct a selection process approach with community involvement.
- Provide a collaborative model, with milestones that include feedback and can be flexible, should that be warranted.
- Assemble an approach that may include the identification of an interim Superintendent and will include the identification of a permanent Superintendent; understanding that community engagement is a requirement for the selection of a permanent Superintendent.

Proposals are to include the following information to highlight your experience and your likelihood of meeting our needs:

- Describe your experience in recruiting and successfully placing Superintendents in K-12 school districts.
- State your experience in identifying and successfully placing a diverse and qualified pool of Superintendent candidates, including average number of states of origin for candidates.
- Provide 2 – 3 references from searches you have conducted and successfully completed in the past 12 – 24 months, with an emphasis on districts similar to ours.
- Provide the percentage of searches you have conducted that have resulted in successful placements.
- Provide the average length of time from initiation of search activities to successful search completion (selection of a candidate and acceptance of the position, as facilitated by your firm).

- Provide a profile of the experience for the person that you are proposing to lead this effort and any other staff that will be involved.
- Describe a typical search process in detail.
- Describe the conditions under which a search time frame can be modified or the search process be terminated.
- Should the final pool of candidates become unviable for some reason, please describe the process you would use to complete the search process, which is defined as the selection, and acceptance of, a Superintendent. You can use an example of a past experience.
- Financial Estimates: Provide an estimated cost for a Superintendent search, as you anticipate this effort may require. The selection of an interim Superintendent may be part of this process; please include as a separate cost estimate. Provide the past three costs –by major category and total costs for the Superintendent searches that you have conducted.
- Describe how you intend to work with the Board of Education during each phase of this process, including the support that you would provide during interviews, site visits, open forums, etc.
- Attendance at selected Board meetings is a requirement for this search. We will notify you in advance of actual dates. This schedule will be mutually coordinated, based on selected milestone Board meetings.
- Supplemental documentation to describe any other resources to be provided by your firm, not listed above.

Firms are to provide 12 copies of their proposal.

In addition, firms are to provide an electronic version of their proposal in Adobe Acrobat (.pdf) format on a flash drive.

Submitted proposals are to be in a sealed envelope/box clearly marked **“Superintendent Search Firm Proposal”** with the name and address of the firm visible on the envelope/box.

Proposals must be addressed to:

Crete-Monee School District 201U  
 Attn.: Terri Tobin, Executive Assistant  
 1500 Sangamon Street  
 Crete, IL 60417

Deadline for submission of proposals will be Monday, November 20, 2017, at 10:00 am CST.