REQUEST FOR PROPOSALS
Consultant Services to Assist in Superintendent Search

The Board of Directors (“Board”) of the Mercer Island School District (“District”) requests proposals (“RFP”) for the professional services of an experienced executive search firm to assist the Board in conducting a superintendent search.

The Board has the authority and responsibility to employ the District’s Superintendent. See Board Policy 1003: Board Job Description and Board Policy 1005: Board Officer and Board Member Duties. The District’s current Superintendent, Donna Colosky, has announced her retirement effective at the end of the 2021-22 school year; therefore, the Board needs to select a new superintendent. The Board aims to select a new superintendent to lead the District on or before March 18, 2022, with a start date of July 1, 2022.

The Board seeks to use an executive search firm to assist in this search because it believes that search firms possess contacts and resources that will help in identifying and recruiting candidates, and will provide valuable expertise on reviewing and evaluating candidates.

MERCER ISLAND SCHOOL DISTRICT
The District is located on Mercer Island, a small island located at the southern end of Lake Washington and connected by I-90 to Seattle on the west and Bellevue on the east. Mercer Island consists of six square miles and is a primarily residential community with approximately 25,000 inhabitants, many of whom work in professional and managerial positions in the surrounding areas. The District is one of 35 school districts in King and Pierce counties affiliated with the Puget Sound Educational School District 121, a regional support educational agency.

The District’s approximately 4,000 K-12 students are served in one high school, one middle school, and four elementary schools. The District employs a teaching and support staff of 500, with an annual operating budget of $72.7 million. The community, board members, administrators, and staff are committed to excellence in education and to serving the whole child. At Mercer Island, students are the priority, and the District seeks a leader who will embody and promote the District’s values, vision and mission.

Mercer Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, marital status, or disability. For more information, please refer to the District’s website: www.mercerislandschools.org.
Current members of the School Board are: Maggie Tai Tucker, president; David D’Souza, vice president; Director Tam Dinh; Director Deborah Lurie; and newly elected Director, Dan Glowitz. The Board operates under a Policy Governance Model.

**SCOPE OF WORK**
The scope of services shall include the following:

1. Conduct all aspects of the recruitment process as directed by the Board, using a candidate identification process that identifies a diverse pool of highly qualified and competent candidates from districts with similarly high standards and with a similar community context.

2. Review the work that has been done already by the Mercer Island School Board and the community on this topic, including the ThoughtExchange interactive survey conducted in October 2021 to determine what qualities parents, students, staff and community members most want to see in their next superintendent.

3. Review position requirements and solicit input from Board members, senior MISD staff, and various other MISD stakeholders to help further refine the list of leadership attributes needed for the superintendent.

4. Develop and implement a robust community outreach plan. This may include some events or materials translated into other languages (Mandarin Chinese, Korean, Spanish).

5. Prepare and distribute materials as needed to advertise this position.

6. Advise the Board on a competitive salary and benefit package.

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8. Screen all applications using criteria to be developed with the Board, but provide a summary of every candidate to the Board.

9. Conduct background checks and interviews of qualified applicants and include the results as part of the information provided to the Board on those recommended for consideration.

10. Coordinate and facilitate the interview process.

11. Evaluate and rank the qualified applicants using criteria developed with the Board. Prepare reports and recommendations to the Board as requested.

12. Perform any other tasks necessary to complete the selection and employment of a new superintendent.

**INSTRUCTIONS TO PROPOSERS**
Costs incurred in preparation and/or consideration of proposals, including any travel and personal expenses, may not be charged to the District.

Requests for additional information or questions regarding this Request for Proposal should be directed to executive assistant Michelle Mueller at michelle.mueller@mercerislandschools.org. Board questions may be directed in writing to Maggie Tai Tucker, Board President, at
Any questions or requests for clarifications regarding these proposals must be received by 3 p.m. on December 7, 2021.

PROPOSAL SPECIFICATIONS
Each proposal shall be a maximum of 20 pages (8-1/2”x11”), single sided, not smaller than 12-point type. Submissions exceeding this page limit may be considered non-responsive. The cover letter and resumes of the search firm representatives do not count toward this page limit. Electronic proposals are acceptable; in fact, due to the tight timeline, electronic proposals are preferred.

Proposals should address the following:

- Search process timeline, including key activities and major events. Please fill in the gap(s) in the proposed draft timeline prepared by the Board. This timeline reflects Board and District availability and meets our March 18, 2022, goal.
- Responsibilities to be assumed by the Board of Directors and the Search Consultant during each phase of the process.
- Approach to the tasks listed in Scope of Services, above.
- Assurances that if for any reason, voluntarily or involuntarily, the superintendent hired through this firm leaves within the first year; is found to have misrepresented their credentials; or is found to have committed a previously undisclosed legal, ethical or moral breach; the firm will conduct a second search at no charge.
- Information about the consultant or firm making this proposal, including:
  - Identification of the person who will take primary responsibility for the search on behalf of the consultant / firm.
  - Names of board members from other districts or institutions who can be contacted about working with the consultant / firm.
  - Description of other searches conducted in the past five years for districts or institutions of similar or larger sizes.
  - Statements as to whether the individual or firm is currently engaged in other projects that will coincide with or might affect the timeline of this search.
  - The shortest and longest tenure to date of leaders appointed in past searches.
- Fees for this search, separating out anticipated expenses for each element of the search and outlining other anticipated expenses by the District.
- An original signature by an individual authorized to bind the consultant / firm to its terms.

PROPOSAL SUBMISSION
Proposals should be sent to the Mercer Island School District Board of Directors at the below address. **Proposals must be received by 3:00 p.m. on December 8, 2021.** Proposals will be
accepted electronically or by standard post. If sent electronically, they should be in .pdf format, with the subject line of the email reading: “Superintendent Search Proposal.”

Mercer Island School District No. 400  
Attention: Michelle Mueller  
4160 86th Ave SE  
Mercer Island, WA 98040  
Email: michelle.mueller@mercerislandschools.org

SEARCH FIRM / CONSULTANT SELECTION
Proposals will be screened to no more than three finalists. The Board has a strong preference to hold the oral presentations via Zoom on December 14, 2021, but may schedule another mutually agreeable date. All respondents will receive written notification of the decision.

The Mercer Island School Board may accept or reject any and all proposals as the board determines, in its sole discretion, to be in the best interest of Mercer Island School District. Selection criteria to be considered include the following: Overall approach, qualifications of team members, experience with comparable school districts and/or parent populations, knowledge and understanding of Mercer Island schools, references, and pricing. The District shall not be bound to accept the lowest priced proposal.

Please note: Per a directive from Governor Jay Inslee, any consultant who will be participating in in-person meetings in the school district must be fully vaccinated against Covid-19. Proof of vaccination may be required.

SCHEDULE FOR RFP PROCESS

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<tr>
<th>Steps</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposal published</td>
<td>November 24, 2021</td>
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<tr>
<td>Last day for questions from proposers</td>
<td>December 7, 2021</td>
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<tr>
<td>Proposals due by 3 p.m.</td>
<td>December 8, 2021</td>
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<tr>
<td>Initial screening</td>
<td>December 9, 2021</td>
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<tr>
<td>Interviews</td>
<td>December 14, 2021</td>
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<td>Anticipated board approval</td>
<td>December 15, 2021</td>
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<td>Anticipated start date</td>
<td>December 16, 2021</td>
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<tr>
<td>Place job posting</td>
<td>December 30, 2021</td>
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<td>Close job posting</td>
<td>January 28, 2022</td>
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<td>...</td>
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<td>Final selection is made</td>
<td>March 18, 2022</td>
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