



ATLANTA BOARD OF EDUCATION

Atlanta Board of Education

130 Trinity Avenue, S.W.

2nd Floor

Atlanta, Georgia 30303

Request for Information

For

Firm to Conduct a National Search for a Superintendent for the Atlanta Public Schools

October 11, 2019

Due Date: October 25, 2019

Time Due: 11:00 a.m. EST

ADVERTISEMENT FOR REQUEST FOR INFORMATION

NOTICE TO VENDORS AND ORGANIZATIONS:

Atlanta Board of Education invites information from firms to conduct a national search for a superintendent for the Atlanta Public Schools.

All documents are located at <https://www.atlantapublicschools.us/apsboard>.

If you are unable to access these documents, you may contact Pierre Gaither at pierre.gaither@atlanta.k12.ga.us.

Information shall be accepted in the Office of Nelson Mullins, Atlantic Station – Suite 1700, 201 17th Street NW, Atlanta, Georgia 30363 up to 11:00 a.m. ET on November 1, 2019 (as determined by the time stamp clock in Nelson Mullins).

Information delivered prior to the close date and time are received during the normal business hours (between 8:30 a.m. ET and 5:00 p.m. ET) only. Deliveries attempted by any method (including mail, express courier, or in person) before 8:30 a.m. ET or after the time due **CANNOT** be accepted; therefore, we suggest that you submit information well in advance of the date and time due.

To ensure proper and timely routing of your information, packages shall be addressed to the attention of Nina Gupta, General Counsel, Atlanta Public Schools.

1.0 PURPOSE

1.1 The Atlanta Board of Education (hereinafter, "ABOE") is requesting information for qualified firms to conduct a national search for a superintendent for the Atlanta Public Schools.

1.2 In using this method for responses, we are requesting your best effort in seeking the best value for our requirements. To be eligible for consideration, proposals shall be presented in accordance with the instructions of this Request for Information (RFI) and within the timeframe specified. It shall be the responsibility of the selected Offeror to meet all specifications and guidelines set forth herein. The Atlanta Board of Education, at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Atlanta Public Schools.

2.0 CURRENT SITUATION

2.1 Atlanta Public Schools is one of the largest school districts in the state of Georgia, serving approximately 52,000 students across 89 schools. The number of traditional students is estimated at 42,000. The district is organized into nine K-12 clusters with 61 neighborhood schools, five partner schools, 18 charter schools, two citywide single-gender academies, three alternative schools and four alternative programs.

3.0 SCOPE OF REQUEST

Vendor may be asked to provide the following services:

3.1 Assist the ABOE and its Advisory Committee work to meet the overall time line established by the ABOE.

3.2 As part of developing the search process and evaluating the recently adopted superintendent profile, review all comments received from the community and stakeholder input sessions.

3.3 Conduct all aspects of the recruitment process as directed by the ABOE including but not limited to the following:

- a. Prepare a camera-ready brochure advertising the vacancy and promoting Atlanta Public Schools as an employer.
- b. Arrange for wide and effective distribution of vacancy announcements.
- c. Prepare and place advertisements of the vacancy in publications as approved by the ABOE and as required by law.
- d. Prepare a print ready, customized superintendent application.
- e. Identifying a diverse pool of qualified candidates throughout the nation who are from education, the private or non-profit sectors, branches of government, and/or higher education, as appropriate, based upon the approved criteria.
- f. Initiate calls to prospective candidates; field all questions from applicants.
- g. Receive, review and conduct a screening of applications/materials and assist the Board in identifying candidates to be interviewed.
- h. Conduct appropriate background checks and initial interviews of qualified applicants and include the results as part of the information provided to the Board for those recommended for consideration by the ABOE.
- i. Prepare and arrange interviews including preparation of interview questions.

- j. At the discretion of the ABOE, prepare Board members for interviews or conduct and/or facilitate interviews under the supervision of the ABOE.
- k. Conduct and/or facilitate subsequent interviews with finalist(s) in concert with the Board, if necessary.
- l. Conduct extensive reference and background checks on the finalists.
- m. At the discretion of the ABOE, assist in negotiating the terms of the employment contract.
- n. Assist the ABOE with press release(s) and arrange publicity for announcement of the appointment.
- o. As requested by the ABOE, notify all applicants of the final decision of the Board.
- p. Advise the ABOE on an appropriate compensation package for the Superintendent that facilitates a successful recruitment effort.
- q. Maintain strict confidentiality throughout the search process as directed by the Board.

3.4 Prepare reports and recommendations to the ABOE, as requested.

3.5 Prepare all correspondence and applications for archival storage in compliance with federal and state laws regarding records retention.

3.6 Provide any other assistance to the ABOE as necessary to facilitate its final selection of a superintendent for a term to begin as late as July 1, 2020, or other date as determined by the ABOE.

3.7. If required by the ABOE, assist the ABOE in identifying and selecting a qualified candidate to serve as Interim Superintendent until such time as a permanent superintendent is hired.

3.8 Assist in coordinating opportunities for the new superintendent to meet Atlanta Public School District staff, parents and community leaders.

3.9 Vendor shall submit invoices based on milestones completed and approved by the ABOE or its designee.

3.10 Related Expenses / Travel Expenses

If applicable, any related expenses chargeable to APS, such as supplies, printing, binders, etc. shall be passed through at vendors cost. Related expenses shall not include any postage, telephone toll charges, or other charges incurred in the normal course of business.

4.0 GENERAL INFORMATION:

4.1 All communications regarding this Request for Information must be with, Pierre Gaither the Executive Administrator for the ABOE.

4.2 All questions or requests for clarification must be sent by email to pierre.gaither@atlanta.k12.ga.us by October 21, 2019.

4.3 The Atlanta Board of Education reserves the right to conduct interviews or require presentations of any or all vendors who submit a response to this RFI. APS will not be liable for any costs incurred by the offeror in connection with such interviews/presentations (i.e. travel, accommodations, etc.).

5.0 SUBMISSION REQUIREMENTS

5.1 Proposals shall be submitted as follows:

Section 5.9, Section 1, Company Qualifications and Experience and Section 5.9, Section 2, Methodology / Operations

1. The original (marked as such) documents and ten (10) hard copies of all documents in a separate sealed envelope labeled **Section 1 and Section 2**.
2. All hard copies should be submitted on loose leaf paper.
3. All documents saved on three (3) CD-ROMs. All CD-ROMs should be labeled with the company name and response name. All information on CD-ROMs should be provided in a single PDF file format.

5.2 The **required documents** should be submitted as follows:

1. The original (marked as such) document and three (3) hard copies of the document in a separate sealed envelope labeled *required documents*.
2. All hard copies should be submitted on loose leaf paper.
3. All documents saved on three (3) flash drives. All flash drives should be labeled with the company name and response name. All information on CD-ROMs should be provided in a single PDF file format.

5.4 Proposals, in the format requested in 6.1, 6.2 and 6.3 shall be submitted together in a sealed package with the following information listed on the outside of the package:

- Full company name
- RFI name
- RFI due date and time

5.5 No telephone, electronic or facsimile proposals will be accepted.

5.6 Any information received after the designated time and date due will not be considered by ABOE.

5.7 ABOE reserves the right to waive any minor informality or error in the RFI or offerors responses which will not adversely affect competition.

5.8 By submitting a response the offeror certifies that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a response for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of state and federal law and can result in fines, prison sentences and civil damage awards. It is further agreed that offeror agrees to abide by all conditions of the request for information, and that the person signing this response is duly authorized to respond on behalf of the offeror.

5.9 Offeror shall submit the following information with the proposal. Offeror must reference each section as listed below.

Section 1 – Company Qualifications and Experience

A. Provide a brief history of your company including the number of years in business providing executive search services.

B. Describe your company's experience in conducting similar executive searches for public agencies. Include details regarding your experience successfully conducting superintendent searches for large urban public school districts in the last five years.

C. Provide resumes which include qualifications, certifications and responsibilities of staff expected to be assigned to this project and the estimated number of hours to be worked by each person. Identify the individual who will serve as the primary contact for APS.

D. Indicate if your company has an office in metro Atlanta and if so provide the full address (street, city and zip code) of the office. If your company does not have an office in metro Atlanta, provide the full

address (street, city, state and zip code) of the location that will be responsible for this contract.

E. Provide three (3) references from organizations for which your company has provided executive search services within the past twenty four (24) months. Provide the following information for each reference:

- Name and address of organization
- Name and title of primary contact with telephone number, fax number and e-mail address.
- Job title search conducted for and description of the services provided.

F. Provide at least one (1) reference from large urban public school districts for which your company has provided executive search services within the past five (5) years. Provide the following information for each reference:

1. Name and address of organization
2. Name and title of primary contact with telephone number, fax number and e-mail address
3. Job title search conducted for and description of the services provided

G. Provide information (if applicable) involving litigation against your company within the past five (5) years or any pending litigation or arbitration arising out of your performance.

Section 2 – Methodology / Operations

A. Describe how you will address the requirements for the selection of a permanent superintendent listed above in Paragraph 3.4 (a-t). Be sure to reference each section in your response.

B. Describe your proposed project plan for this search.

C. Provide a detailed time schedule for this project.

D. Describe the support available to support the ABOE on this project.

E. Briefly state your firm's understanding of the services to be provided.

F. State the terms under which you would conduct a new search if the selected superintendent leaves Atlanta Public Schools for any reason within one year of appointment.

Section 3 - Pricing

- A. Provide general information regarding price ranges for searches of this type and scope of work, as well as your pricing structure for the services your firm can offer

6.0 EVALUATION

6.1 All responses will be reviewed at the discretion of ABOE.

6.2 The ABOE, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of the determinations or decisions by APS.

6.3 ABOE reserves the right during the evaluation process to contact offerors who submit proposals and request additional information or clarification necessary to complete the evaluation.

6.4 After the closing date and time, Board Office Staff will conduct an administrative review of all information received to determine responsiveness. Proposals that are deemed to be responsive will be

submitted to the ABOE for review. Proposals that are deemed to be non-responsive will not be evaluated or considered for award.

6.5 Although proposals that do not contain general pricing information will not be considered for an award, the Atlanta Board of Education reserves the right to evaluate proposals on the non-price related criteria only.

6.6 Responses may be evaluated on the following criteria:

- Company qualifications and experience
- Methodology / operations
- General pricing information and pricing structure

6.7 ABOE reserves the right to negotiate terms and conditions, which may be necessary or appropriate to meet the needs of the district.

OFFEROR INFORMATION FORM
(This form must be completed and returned with your response)

RFI Name: Firm to Conduct a National Search for a Superintendent for the Atlanta Public Schools

Full Company Legal Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Name for Offeror: _____ Title: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Contact Name for Contract: _____ Title: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Contact Name for Purchase Orders: _____ Title: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Purchase orders may be delivered via e-mail or fax. Please indicate your preferred delivery method and provide an e-mail address or fax number where they should be sent.

E-mail _____ Fax (____) _____

Company Web Site: _____

State of Incorporation: _____ Taxpayer Identification Number: _____

Check one of the following: Independently owned and operated: An Affiliate or Division of:

Company Name: _____

Address: _____

Does the company utilize an Affirmative Action Plan for Equal Employment Opportunity? Yes No

Has the company implemented a compliance program in accordance with the Americans with Disabilities Act? Yes No

Have any conditions or restrictions been placed on this proposal by the company that would cause it to be declared non-responsive? Yes No

If recommended for award will company provide proof of insurance as required? Yes No

Is the company currently debarred from doing business with any federal, state or local agency? If yes please provide details and submit on a separate sheet Yes No

Has the company ever defaulted on a contract or been denied a contract due to non-ability to perform? If yes please provide details on a separate sheet. Yes No

Does the company accept payment by credit card? Yes No

Is the company registered as a vendor with Atlanta Public Schools? Yes No