

Request for Information
Recruitment Services for the Kenai Peninsula Borough School District Superintendent

The Kenai Peninsula Borough School District is inviting qualified firms to submit information which would allow the School District to select a firm for recruitment services for the position of School Superintendent. If your company (firm) would like to be considered for this engagement, please provide us with the information requested. The information should be emailed to the Kenai Peninsula Borough School District, Director of Human Resources Office at ncrabtree@kpbsd.k12.ak.us no later than August 15, 2020 at 2:00 pm Alaska Standard Time.

Late submissions will not be considered. The Kenai Peninsula Borough School District may reject any submission for good cause or upon a finding that it is in the public interest to do so. The School District has appointed a Superintendent Oversight Search Committee (the "Committee") that is responsible for all stages of the Superintendent recruitment process, including the selection of the firm hired. The Committee envisions a process that contains the following elements:

Description of Services:

- Work with the Human Resources Director and Committee to develop a strong job description and competitive salary package.
- Validate desirable candidate characteristics through discussion with the Committee and stakeholders.
- Strengthen existing recruitment materials.
- Advertise and market the position at the local, state and national level.
- Conduct qualifications screening of applicants.
- Maintain appropriate contact with applicants at each phase of the recruitment process.
- Work with Committee and Human Resources staff on preliminary interviews with potentially qualified candidates.
- Assist with reference, education, criminal, financial, and civil background checks for finalists.

The School District requests interested firms to please provide the following information:

(Formal presentations or proposals are not necessary)

1. Name of the individual(s) who would be assigned to work directly with the Committee, their relationship with the firm, their relevant experience and how much of that experience is with school districts.
2. Describe how your firm proposes to help the Search Committee fill the position, the timeline anticipated and what guaranty, if any, the firm can provide the School District.

3. Describe the firm's philosophy for client interaction and involvement in the recruitment process. For example, does the firm handle all aspects of the process culminating with the firm providing the client a group of semi-finalists and/or finalists? Or, as another potential example, does the firm prefer an approach where the client has a more hands-on involvement throughout the process? Explain which method is preferred by your firm and why and what policies, contracts, mission statements, etc., support your firm's philosophy.
4. How does your firm work with clients who already have part of the process completed, such as job descriptions, recruitment packages, etc.?
5. Does your firm both place and recruit candidates? If so, please describe your firm's conflict of interest policy.
6. Provide payment terms required for services rendered, including any ancillary costs.
7. Please describe your firm's overall recruitment strategy and why you believe this would benefit the Kenai Peninsula Borough School District.
8. Given the current Covid-19 Pandemic situation and various other issues which the world, the United States and Alaska are facing today, do you foresee any significant challenges to recruitment of a Superintendent?
9. Describe the financial agreement if qualified candidates are not identified.
10. Provide any other information relative to the firm that might be pertinent to selection.