

**BOARD OF TRUSTEES  
JACKSON PUBLIC SCHOOL DISTRICT  
662 SOUTH PRESIDENT STREET  
P.O. BOX 2338  
JACKSON, MISSISSIPPI 39225-2338**

**REQUEST FOR PROPOSALS FOR  
SUPERINTENDENT SEARCH CONSULTANT**

**Introduction:**

The Board of Trustees (the “Board”) of the Jackson Public School District (the “District”) is seeking proposals from qualified consultants to assist the District in its search for a superintendent of schools. The District currently has in place an interim superintendent, Dr. Freddrick Murray, whose contract of employment will terminate at such time that the District employs a permanent superintendent. The Board anticipates that the new superintendent will commence employment under a contract effective no later than July 1, 2017. The District is an urban school district located in Jackson, Hinds County, Mississippi, and serves approximately 27,062 students. General information about the District may be obtained from its website located at [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us).

The Board expects the selected firm to have the resources, both financial and human, and the expertise to recruit high-quality candidates who are proven leaders with a demonstrated track record of success. Any firm submitting a proposal in response to this Request for Proposals must have at least ten (10) years prior experience in conducting superintendent searches. This prior experience must be documented in the proposal.

**Responses:**

Any person or entity that desires to respond to this Request for Proposals (each, a “Respondent”) shall do so in writing and in accordance with the instructions set out in this request for proposals (“RFP”). Ten (10) copies of Respondent’s proposal must be received by the District no later than **January 24, 2017, 5:00p.m., Central Standard Time**. Proposals should be delivered to the Board’s attorney, Dorian E. Turner, at Dorian E. Turner, PLLC, 300 West Capitol Street, Suite 200, Jackson, Mississippi, 39203, and Respondent assumes the risk of any delay in Respondent’s chosen delivery method. Proposals received after the date and time indicated above will not be considered.

Proposals shall include, at a minimum, the following information:

- 1) A description or profile of Respondent describing the type of services he/she/it provides and any other information or materials that Respondent believes would be helpful to the Board in making its decision, i.e., a statement of qualifications. Proposals should address Respondent’s track record of success in placing superintendent candidates, including, but not limited to, the tenure or term of candidates placed.

- 2) A detailed summary of the services Respondent proposes to provide the District, including, but not limited to, (a) search process planning, preparation, timeline and implementation, (b) candidate recruitment, (c) candidate applications, screening, evaluations and interviews, (d) input from the Board, community, stakeholders and others approved by the Board, (e) candidate appointment, and (f) search closing process.
- 3) A detailed summary of similar services that Respondent has provided to other school districts in Mississippi and nationally, particularly searches conducted in large (more than 25,000 students within the district) and/or urban school districts.
- 4) Professional resumes of Respondent's principals, employees and consultants, if any, who will render services to the District.
- 5) A detailed description and breakdown of any and all fees and estimated expenses to be charged to the District, including a listing and breakdown of fees and expenses for any optional services.
- 6) A list of references, including name, address, telephone number and contact person for Respondent's five (5) most recently completed searches.
- 7) **[Optional]** Respondent's sample form employment agreement that Respondent wants the Board to consider.

#### **Evaluation of Proposals; Contract:**

Each proposal shall be submitted with the understanding that it will be evaluated by the Board to determine which proposal best serves the District's interests and that the Board will select a consultant based upon that evaluation. The District reserves the right to waive or vary any of the specifications or other terms contained in this RFP as it determines, in its sole discretion, will best serve the District's best interests. The Board will negotiate in good faith with the selected Respondent or Respondents to reach a definitive agreement.

In submitting a proposal, Respondent acknowledges that:

- 1) The District reserves the right to reject any and all proposals and to waive any informalities;
- 2) The District reserves the right to cease negotiations with any Respondent at any time and to negotiate with more than one Respondent after evaluation of the proposals;
- 3) Any agreement reached with Respondent is subject to review and approval by the Board of Trustees;
- 4) The District's Board, or its designee, may, but shall not be required to, conduct interviews with any or all Respondents, if the Board deems that it would be helpful in

making a final decision. Interviews, if conducted, shall take place during the months of January through February, 2017.

- 5) The award of a contract will be made as soon as practicable, in the best interest of the District.

### **Respondent's Guarantee:**

In submitting a proposal, Respondent guarantees that it is financially solvent and that it is experienced in and competent to perform the services to be provided to the District.

### **Contract Terms and Conditions:**

The following terms and conditions shall be incorporated in the contract entered into between the successful Respondent and the District, along with any other mutually agreeable terms and provisions.

- 1) **Indemnification:** Respondent shall indemnify, defend and hold harmless the District, its Board of Trustees, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims or liability of any character, type or description, including, but not limited to, all expenses of litigation, court costs, and penalties arising directly or indirectly from the negligence of Respondent, its agents, servants, employees and persons or entities engaged as independent contractors by Respondent.
- 2) **Conflicts of Interest:** By submitting a proposal and entering into a contract with the District, Respondent represents and warrants that there is no officer or employee of the District forbidden by law to have an interest in the contract between Respondent and the District, either directly or indirectly, or who will benefit therefrom.
- 3) **Independent Contractors:** The District and Respondent shall be independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having, the right or authority to bind or create liability for the other by its intentional or negligent acts or omissions, or to make any contract, or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.
- 4) **Governing Law:** The contract entered into between the District and Respondent shall be governed by the construed in accordance with the laws of the State of Mississippi, without giving effect to its conflict laws. The venue and jurisdiction of any litigation or other proceeding arising under the contract shall be in the state and federal courts in Jackson, Hinds County, Mississippi.

- 5) **Confidentiality:** Respondent shall preserve and protect all confidential information of the District to which it may have access during the performance of the services.

**ADDITIONAL INFORMATION:**

Should a Respondent require additional information with regard to the services requested in this RFP or the terms and conditions of same, he/she/it should contact the Board's attorney, Dorian E. Turner, Dorian E. Turner, PLLC, 300 West Capital Street, Suite 200, Jackson, Mississippi, 39203, Telephone: 601-354-2971, Facsimile: 601-354-3656, electronic mail: [deturner@detpllc.com](mailto:deturner@detpllc.com).

Dated: January 10, 2017