

Special Meeting
Tuesday, December 19, 2023 6:00 PM

Dr. Matthew Prophet Education Center - Board
Auditorium
501 N. Dixon St
Portland, OR 97227

Agenda

1. Update on Interim Superintendent
2. Update on Informal RFP for a search firm
3. Communications Plan



**Portland Public Schools
School District 1J
Multnomah County, Oregon**

**INFORMAL REQUEST FOR PROPOSALS
Superintendent Search Services**

Proposals Due:	Not Later than 4:00 PM PST, January 24, 2024 Late proposals will not be accepted or considered.
Submit Proposals to:	Purchasing & Contracting Paul Williams Email: purchasing@pps.net
Direct Questions to:	Paul Williams Email: purchasing@pps.net

Pre-Proposal Conference:

The District will not hold a pre-proposal meeting regarding this Request for Proposals.

RFP Availability:

This RFP is available electronically through the Portland Public Schools Purchasing & Contracting website in the "Doing Business with PPS" section at:

<http://www.pps.k12.or.us/departments/purchasing-contracting/7016.htm>

Future notices regarding this solicitation, including solicitation addenda, will be posted to the website.

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Attachment A: Sample Contract

Attachment B: Proposer Certification Form

Attachment C: Reference Form

1 Introduction

Portland Public Schools (“District”) seeks written, informal proposals from qualified vendors able to perform a nationwide Superintendent search. The District intends to award a single contract as a result of this IRFP. The contract term will be effective until June 30, 2024.

1.1 Background

Portland Public Schools, founded in 1851, is a PK-12 urban school district in Portland, Oregon. With approximately 44,000 students in 81 schools, it is one of the largest school districts in the Pacific Northwest.

The District values anti-racism and equity, and expects any firm contracting with the District to hold these values. The District strives to achieve race and gender equity in hiring and to foster small business opportunities in the award and implementation of contracts. Therefore, through the Equity in Public Purchasing and Contracting Policy, the District is committed to increasing contracting opportunities for minority-owned businesses, women-owned businesses, veteran-owned businesses, disadvantaged businesses, and emerging small businesses (“Certified Businesses”).

With highly trained teachers and staff; an engaged parent community; strong partnerships, and a focus on closing the racial educational achievement gap, PPS has seen significant gains in its graduation rate among other gains. Thanks to the state Legislature, school funding is improving and thanks to Portland voters, a PPS School Building Improvement Bond is now fueling the modernization of our aging school buildings for 21st century learning.

1.2 IRFP Questions, Clarifications and Changes

Any Proposer requiring clarification of the information provided in this solicitation must submit specific questions or comments in writing to the Senior Solicitations Manager, Paul Williams as Contact shown on page 1 of this document.

Email is the preferred form of written communication. The deadline for submitting such questions is January 9, 2024 as shown on page 1 of this document.

If the District determines that changes, additions, deletions or clarifications are necessary such information will be supplied by email and by posting on the Portland Public Schools Purchasing & Contracting website in the “Doing Business with PPS” section.

2 Scope of Work

Portland Public Schools District Board of Education is seeking the assistance of a professional services firm in the search and hiring of a new Superintendent. The scope of work is summarized below. We invite proposals from highly qualified, experienced firms with a history of having conducted successful searches for larger urban school districts with 20,000 to 70,000 students.

2.1 Scope

Under the oversight of the Portland Public Schools Board of Directors, the Board has the authority to oversee a process to conduct a national search and hiring for the District’s next Superintendent.

The selected firm will conduct a nationwide Superintendent search on behalf of the Board of Education. The duties of this consultant will involve:

- Conducting a nationwide Superintendent search, which will include a partner who understands the regional K-12 ecosystem
- Supporting the Board during the search and hiring;
- Engaging in a community engagement process that is informed by affinity-based focus groups to listen to historically and currently underserved students and families – including students of color, families who speak English as a second language, LGBTQIA+ students, and students with disabilities;
- Updating and revising the existing leadership profile;
- Widely advertising the vacancy to capture a diverse pool of candidates, along with recruiting and screening applicants;
- Facilitating Board interviews of the applicants; and
- Facilitating the pre-employment process.

2.2 Contractor Deliverables

- Meet with the Board and provide updates as needed to ensure a highly quality search process;
- Obtain staff and community input so that all priority stakeholders are represented;
- Develop and maintain the community's trust in the process;
- Meet with the Board to refine a profile of the Superintendent for our district;
- Update and revise, the existing leadership profile based on community input;
- Develop a position description and strategies to recruit ideal candidates;
- Advertise the position widely;
- Actively recruit candidates who meet the profile and have a track record of demonstrating the qualities sought in a new leader;
- Provide a pool of candidates who meet the requirements and who would be willing to accept the position and employment terms if offered;
- Pre-screen applicants;
- Develop objective measurement tools;
- Coordinate selection activities for finalists; and
- Assist the Board with the final interviews and employment of the new Superintendent.

2.3 RFP Questions, Clarifications and Changes

Any Proposer requiring clarification of the information provided in this solicitation must submit specific questions or comments in writing to the Procurement Contact shown on page 1 of this document. Email is the preferred form of written communication. The deadline for submitting such questions is shown on page 1 of this document.

If selected for award, a proposer will be expected to execute a contract with the material terms and conditions of the sample contract included with the solicitation documents. The material terms and conditions of the sample contract may be modified at the sole discretion of the owner upon determination that the modification is in the best interest of the owner.

If the proposer selected for award as a result of this RFP fails to agree to a contract with the material terms and conditions of the sample contract attached, the District may terminate negotiations with the proposer and commence negotiations with the next highest ranked proposer.

3 Proposal Format, Content, and Submission

3.1 Proposal Format

District proposal standards:

- a) Proposal Includes Attachment B, Proposer Information Form, signed (see 3.2).
- b) Proposal addresses all evaluation criteria in the order presented in 3.2.
- c) Proposal is 10 pages or less in length, not including reports, resumes, and like attachments.
- d) Proposal is complete and succinct; it does not include extraneous information.

Please do not include sales or promotional materials as part of proposal unless requested.

3.2 Proposal Content

Address all Written Evaluation Criteria listed in Table 3.2.1. Include reference and cost attachments if requested.

Include a completed Attachment B: Proposer Certifications and Representations. An authorized Proposer representative will sign the proposal by hand, and the attachment will be scanned and included as part of the Proposer’s emailed response. Proposals lacking such a signature, or including only a typed signature, may be rejected as non-responsive.

Table 3.2.1 Address each of the following Evaluation Criteria completely, and in the order provided:

Written Evaluation Criteria	
<p>A. Qualifications</p> <p>Briefly describe your organization. List the number of years in business, business focus, and public sector experience.</p> <p>Describe the workforce demographics of the team(s) that will be supporting this scope of work, and describe any measurable steps taken to ensure a diverse internal workforce (e.g., women and people of color). How do you approach internal on-the-job training, mentoring, technical training, and/or professional development opportunities for women and people of color?</p> <p>List the key staff proposed to perform the Work, if contracted. Describe the role of each key staff proposed and the percentage of their time which will be allotted to the project, and the demographic outcomes of the searches for the past two years that they have been involved in..</p> <p>Describe how you would recruit national candidates and regional candidates.</p> <p>Does your firm have a regional presence or the ability to partner with a regional consultant and has it led searches and recruitments in the region?</p>	<p>Maximum Points Available 20</p>

<p>Provide the CV of each key staff person proposed.</p>	
<p>B. Experience and Approach</p> <p>Provide a timeline and action plan detailing how you will meet the requirements in section 2.2.</p> <p>Provide information about other searches your firm/key staffer have done in a district similar to Portland Public Schools and the outcomes.</p> <p>Describe your prior efforts and current action plan to access, build and maintain a highly qualified candidate pool which meets the position description..</p> <p>Describe your prior efforts and current action plan to access a diverse candidate pool. Provide a brief report of the racial and gender demographics of the candidate pool of your previous similar searches.</p> <p>Describe your experience engaging community members in previous Superintendent searches.</p>	<p>Maximum Points Available</p> <p>30</p>
<p>C. Past Performance</p> <p>Describe three projects of similar scope for a public entity , which your organization/key staffer has completed on time, on budget, and describe a successful hire.</p> <p>Provide at least one positive, supporting reference from each of the projects named.</p> <p>Provide information about searches conducted by firm/key staffers for the past two years, including the number of searches and whether a finalist was hired by the school district contracting with your firm.</p> <p>Provide a contact for each reference and a phone number and email address where they may be reached.</p>	<p>Maximum Points Available</p> <p>25</p>
<p>D. Price Proposal</p> <p>Describe your fee structure, including any reimbursable expenses.</p>	<p>Maximum Points Available</p> <p>25</p>
<p>Written Evaluation Criteria</p>	<p>Total Points Available</p> <p>100</p>

3.3 Proposal Submission

Email signed proposal to the contact shown on the cover of this IRFP. Include the IRFP title and the name of the proposing firm in the subject line of the email. District will send any correspondence regarding this IRFP to the email address from which the proposal was received, unless otherwise indicated on Attachment B.

4 Proposal Evaluation and Award

4.1 Proposal Evaluation

An evaluator, or evaluation committee, will evaluate the proposals. Each evaluator will independently evaluate and score proposals in accordance with the Evaluation Criteria.

4.2 Evaluation

- a) The District will commence serial negotiations with the highest-ranked eligible Proposer.
- b) At any time during negotiations, the District may terminate negotiations with the highest ranked Proposer, or the eligible Proposer with whom it is currently negotiating if the District believes that:
 - i. The eligible Proposer is not negotiating in good faith; or
 - ii. Further negotiations or negotiations with the eligible Proposer will not result in the parties agreeing to the terms and conditions of the final Contract in a timely manner.
- c) If the District terminates negotiations with an eligible Proposer, the District may then commence negotiations with the next highest-ranked eligible Proposer.
- d) The District reserves the right to negotiate final contract terms with the selected Proposer(s) to the fullest extent allowed by law and as in the best interest of the District.

4.3 References

The District reserves the right to investigate references, including customers other than those listed in a Proposer's submission. This inquiry may include without limitation investigation of past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and its lawful payment of employees and subcontractors.

5 IRFP Terms and Conditions; Protest of Solicitation or Award

5.1 Proposer Cost of Response Preparation

Proposers will bear sole responsibility for all costs incurred in preparing and providing their proposals in response to this RFP.

5.2 Submitted Materials are District Property

All materials submitted for any proportion of a Proposal in response to this RFP, or during any tier of this solicitation, will become the property of the District and will not be returned to proposers.

5.3 Proposal Validity

Proposals will remain valid for a period of 90 days following the Proposal submission deadline.

5.4 Solicitation Cancellation, Rejection of a Proposal or All Proposals

The District may cancel the Procurement or reject any or all Proposals in accordance with ORS 279B.100.

The District is not liable to any Proposer for any loss or expense caused by or resulting from the cancellation of a solicitation or rejection of a Proposal.

5.5 Disputes

In case of any doubt or difference of opinion as to the items or service to be furnished under this RFP, or the interpretation of the provisions of the RFP, the decision of the District will be final and binding upon all parties.

5.6 Publicity

News releases relating to this RFP will not be made without prior approval by, and in coordination with, the District Communications Department.

5.7 Confidentiality

- a) The District is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.345, 192.355, or other applicable law. Examples of such exemptions are: trade secrets (ORS 192.345 (2)) and computer programs (ORS 192.345 (15)).
- b) The District will not disclose records submitted by a proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:
 - i. The Proposer shall mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and shall segregate those pages in the following manner:
 - a. Such pages will be clearly marked "Confidential" on each page of the confidential document.
 - b. Proposer will separate confidential pages from its other Proposal pages by providing the confidential pages to the District in a separate envelope or package.
 - c. In its proposal, Proposer will cite the specific statutory exemption in Oregon Records Law exempting such pages from disclosure.
 - d. Items 5.10 a) and 5.10 b) will prevail in the event these provisions conflict with formatting or response instructions elsewhere in this document.
 - e. Proposers may not mark an entire Proposal confidential. Should a proposal be submitted in this manner, the District will hold no portion of the proposal as confidential, unless such a portion is segregated as per 5.10 b) and is determined exempt from Oregon Public Records Law.

- c) Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the Multnomah County District Attorney or a court of competent jurisdiction.
- d) Prior to disclosing such information, the District will make reasonable attempts to notify the proposer of the pending disclosure.

6 Contract Terms and Conditions

6.1 Contract Award and Term

The District intends to award as a result of this RFP.

6.2 Portland Public Schools Contract

Proposers are advised to thoroughly review and familiarize themselves with the District sample standard contract incorporated as Attachment A.

The successful proposer will be invited to enter into a contract in substantially the form attached hereto as Attachment A.

Any contract resulting from this RFP shall be based on the RFP documents and in compliance with Portland Public Schools Public Contracting Rules and the Public Contracting Code.

6.3 Insurance

Proposers are advised to carefully review the insurance requirements contained in the sample standard contract. Contractor will promptly provide Certificates of Insurance at the District's request.

ATTACHMENT B
PROPOSER CERTIFICATIONS AND REPRESENTATIONS
PORTLAND PUBLIC SCHOOLS, SCHOOL DISTRICT NO. 1J,
MULTNOMAH COUNTY, OREGON

REQUEST FOR PROPOSAL
Superintendent Search Services

The undersigned hereby certifies that Proposer:

1. Has the authority and/or responsibility to submit a proposal and to represent the organization in all phases of this RFP process.
2. Has submitted information that is true and accurate to the best of their knowledge and understands that any false statement may disqualify this proposal from further consideration or be cause for contract termination.
3. Is a Resident Proposer, Non-Resident Proposer, as defined in ORS 279A.120, of the State of Oregon.

ORS 279A.120 (2) states "For the purposes of awarding a public contract, a contracting agency shall:

- (a) Give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal; and
- (b) Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides."

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120 (b))

"Non-resident bidder" means a bidder who is not a "resident bidder" as defined above. (ORS 279A.120 (a))

4. Has not discriminated and will not discriminate, in violation of subsection (1) of ORS 279A.110, against a disadvantaged business enterprise, a minority-owned business, a women-owned business, a business that a service-disabled veteran owns or an emerging small business in obtaining any required subcontracts.
5. **TAX CERTIFICATION** – The Proposer attests in writing that they have complied with the tax laws of this state and of political subdivision of this state for no fewer than six years preceding the date of the solicitation closing. Applicable tax laws include, but are not limited to, ORS 305.620, ORS Chapters 316, 317, and 318, any tax provisions imposed by a political subdivision that apply to the Proposer or to the performance of the Contract, and any rules and regulations that implement or enforce those tax laws.
6. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:**
 - a. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
 - b. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 6.2. of this certification;
 - d. Have, within a five-year period preceding the date of this certification had a judgment entered against proposer or its principals arising out of the performance of a public or private contract;
 - e. Have pending in any state or federal court any litigation in which there is a claim against proposer or any of its principals arising out of the performance of a public or private contract; and
 - f. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

**ATTACHMENT B
PROPOSER CERTIFICATIONS AND REPRESENTATIONS**

Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Proposer from award of a contract under this procurement.

7. Acknowledges Receipt of Addenda No's. _____ through _____ inclusive.

PROPOSER'S EMPLOYERS FEDERAL TAX IDENTIFICATION NUMBER (EIN) _____ **OR**
SOCIAL SECURITY IDENTIFICATION NUMBER _____

FAILURE TO SIGN AND SUBMIT THIS FORM MAY BE CAUSE FOR PROPOSAL REJECTION

Date _____

Signature _____

Name _____
(Please Print)

Company Name _____

Street Address _____

City _____ State ___ Zip _____

Phone _____ FAX _____

E-Mail _____

ATTACHMENT C
PROPOSER REFERENCE SHEET
PORTLAND PUBLIC SCHOOLS, SCHOOL DISTRICT NO. 1J,
MULTNOMAH COUNTY, OREGON

REQUEST FOR PROPOSAL
Superintendent Search Services

The number of references required by this solicitation is 3.

Reference 1	
Name of Company:	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Local/State/Federal Agency <input type="checkbox"/> Nonprofit Corporation <input type="checkbox"/> Other [describe:]	
Address:	
Contact Name & Title:	Phone:
Email:	
Contract Start Date & End Date:	Contract Amount:
Description of Services/Goods Provided:	

Reference 2	
Name of Company:	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Local/State/Federal Agency <input type="checkbox"/> Nonprofit Corporation <input type="checkbox"/> Other [describe:]	
Address:	
Contact Name & Title:	Phone:
Email:	
Contract Start Date & End Date:	Contract Amount:
Description of Services/Goods Provided:	

Reference 3	
Name of Company:	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Local/State/Federal Agency <input type="checkbox"/> Nonprofit Corporation <input type="checkbox"/> Other [describe:]	
Address:	
Contact Name & Title:	Phone:
Email:	
Contract Start Date & End Date:	Contract Amount:
Description of Services/Goods Provided:	

The District will attempt to contact references via phone, email, or both. If the District is unsuccessful in contacting any of your references or if it does not receive a response from any reference after three (3) attempts, your proposal may receive a lower score or be rejected. You are encouraged to notify your references that the District may contact them.

Superintendent Search Communication Plan 2023/24

The Why:

Developing a comprehensive communication plan is crucial for keeping the community informed and engaged during our superintendent search. Below is a draft communication plan for Portland Public Schools' superintendent search:

Objective:

Ensure transparent and timely communication with the community regarding the ongoing superintendent search process, while fostering community engagement and soliciting valuable input.

Key Messages:

Transparency: Emphasize the commitment to an open and transparent selection process.

Community Involvement: Encourage/request active participation and feedback from the community.

Qualities and Values: Communicate the desired qualities and values sought in the new superintendent.

Timeline: Provide a clear outline of activities and key milestones in the search process, including desired hire date.

Accessibility: Ensure that information is easily accessible through multiple communication channels.

Communication Channels:

Website: Is set up

- Regularly update a dedicated webpage with information about the search process.
- Post updates, announcements, and relevant documents.

Social Media: PPS Platforms

- Utilize platforms like Facebook, Twitter, and Instagram to share updates.
- Host live sessions or Q&A sessions to address community questions.

Email Updates:

- Send regular email updates to parents, teachers, principals, school staff, and community members.
- Include links to important documents and upcoming events.

Superintendent Search Communication Plan 2023/24

Community Meetings: (Will be co-designed with the search consultant)

- Public Meetings – At the start of every board meeting there will be an leadership transition update

Press Releases:

- Issue press releases at key milestones to keep the broader community and local media informed.
- Highlight major developments and decisions.

School Newsletters:

- Include updates in school newsletters to ensure that parents are well-informed.
- Encourage school communities to share information.

Flyers and Posters:

- Distribute physical materials in schools and community centers.
- Use visually appealing materials to attract attention.

Community Engagement Events:(Will be co-designed with the search consultant)

Community Input Sessions:

- Host sessions for community members to provide input on the leadership and personal qualities they desire in a superintendent.
- Use surveys or interactive activities to gather opinions.

Meet the Candidate(s) Events:

- Organize events for the community to meet and interact with the finalists.
- Collect feedback on each candidate.

Focus Groups:

- Conduct focus groups with diverse stakeholders to ensure a well-rounded perspective.
- Use these sessions to delve deeper into specific concerns or expectations.

Feedback Mechanisms:

Online Surveys:

- Develop online surveys to gather feedback on various aspects of the superintendent search.
- Promote surveys through multiple channels.

Email Feedback:

- Create a dedicated email address for community feedback.
- Respond promptly to emails and address concerns.

Superintendent Search Communication Plan 2023/24

Community Hotline:(Let's talk temporary topic)

- Set up a hotline for community members to call and leave feedback or questions.
- Regularly check and respond to messages.

Evaluation and Adjustments:

Regularly assess the effectiveness of the communication plan and make adjustments based on community feedback. Ensure that the community feels heard and that their input is considered throughout the superintendent search process.

By implementing this communication plan, We should be able to keep the community informed and engaged, fostering a sense of inclusion and transparency during this important process.