



**Marin County Office of Education (Marin COE)
as Fiscal Agent for the
California Collaborative for Educational Excellence (CCEE)**

**Request for Proposals
For Executive Search Services**

I. INTRODUCTION

The Governing Board of the California Collaborative for Educational Excellence (CCEE) is seeking an executive search firm to lead the effort to recruit and select an Executive Director for the Collaborative.

The CCEE was established in 2013 in conjunction with the enactment of the Local Control Funding Formula legislation that fundamentally reformed school finance and accountability in the state. The purpose of the Collaborative, as set forth in Education Code Section 52074, is to assist school districts, county superintendents of schools, and charter schools in achieving the goals set forth in each local educational agency's Local Control and Accountability Plan (LCAP).

The CCEE is governed by a board consisting of the following five members:

- Sue Burr, Chair, appointed by the President of the State Board of Education;
- Michael Watkins, Vice-Chair, Santa Cruz County Superintendent, appointed by the Senate Committee on Rules;
- Tom Torlakson, State Superintendent of Public Instruction;
- Tim Sbranti, teacher at Dublin High School, appointed by the Speaker of the Assembly;
- Matthew Navo, Superintendent of Sanger Unified School District, appointed by the Governor.

At its meeting on December 7, 2017, the Collaborative's governing board requested that a search begin for a new Executive Director to lead the work of the Collaborative. The Marin County Office of Education (Marin COE), as the fiscal agent for the Collaborative, is coordinating that effort.

The governing board seeks a firm with the following qualifications:

- Demonstrated success in education/education-related and non-profit agency searches;
- Capability to assertively identify and access qualified candidates;
- Strong references from public sector and non-profit clients;
- Expertise in assisting with the development of compensation packages;
- The capacity to move the search process both quickly and thoroughly.

II. TIMETABLE FOR REQUEST FOR PROPOSALS (RFP) PROCESS

- A. Request for Proposals Issued December 13, 2017
- B. Proposals Due: January 12, 2018
- C. Interviews and Selection of Finalist Firm: January 17, 2018
- D. Marin COE notifies finalist: January 22, 2018
- E. CCEE Governing Board meeting to consider finalist: February 1, 2018
- F. Contract Date: On or about February 2, 2018

Please send one (1) unbound and five (5) bound copies of your proposal to the Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA 94903 in care of Brooks Allen, CCEE Liaison/Legal Counsel. Proposals must be received **by 3:00 p.m. Pacific Standard Time on Friday, January 12, 2018.**

Should you have any questions regarding this request, please contact Brooks Allen at ballen@marinschools.org or (415) 310-0533.

III. SCOPE OF WORK

Selected firm will conduct a comprehensive search for individuals with successful executive level experience in the public education sector.

IV. CONTENTS OF PROPOSAL

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

- A. Identification of the prospective search firm: Name of firm submitting the proposal, including mailing address, telephone number, e-mail address, and the individual to contact for further information.
- B. Personnel: A description of the qualifications of all professional personnel who will conduct the search, including a brief resume for each person and a statement indicating what tasks each individual will be assigned to perform during the search.
- C. Organization: A brief description of the firm or organization.
- D. Scope of Services: A description of the firm's understanding of the scope of services to be provided, indicating the approach that would be used to complete the assignments.
 - a. Search methodology, including:
 - i. Packaging and promoting the position;
 - ii. Candidate identification, recruitment and screening;

iii. Interview and final selection process.

- E. Work Plan: A description of the work plan to accomplish the search services as specified in this Request for Proposals. The work plan shall include time estimates for each significant segment of the work; the number of staff to be assigned, including supervisors where appropriate; the level of each of the staff members to be assigned; and any specialists who will be assigned.
- F. Timeliness: Provide a statement of assurance of the timelines for search.
- G. Conflict of Interest: Disclose any past or current business or other relationship with the CCEE, CCEE Governing Board members, or Marin County Office of Education that may have an impact on the outcome of the search.
- H. Hold Harmless: Provide a statement of assurance that the firm shall hold harmless, defend at its own expense and indemnify the CCEE and the Marin County Office of Education against any and all liability, claims, losses, damages or expenses arising from acts or failures to act of the firm or its officers, agents or employees.
- I. Cost: The total contract bid fee for the services described. The fee must be a “not-to exceed” basis. Any other costs including travel and other expenses must also be included, and clearly identified as to whether they are included with or in addition to the price shown for the search services. All bids will be assessed for their competitiveness and alignment with the CCEE budget for executive search services.
- J. References: A list of clients (including name, address, e-mail address and phone number of contact person; and description of work performed) for whom the key personnel identified in paragraph B above have performed similar services.

V. CONCLUSION

Upon receipt of proposals, the Marin County Office of Education will review each firm’s response to the RFP. At their discretion, the Marin County Office of Education may interview one or more firms to further assist in the selection process. The Marin County Office of Education reserves the right to negotiate with any or all firms regarding the proposals.

The Marin County Office of Education intends to notify the finalist on or around January 22, 2018.