



Troup County School System

Your Future Starts Today

Request for Qualifications

Superintendent Search Firm Services

Solicitation Notice

The Troup County School System is conducting an analysis for a Superintendent Search Firm to facilitate their interviewing and employing of a dynamic Superintendent, covering approximately 2,000 employees, 12,000 students, and a progressive community and requests qualified firms who have experience in conducting searches of this nature to answer each of the following questions in detail and submit their response to:

Byron K. Jones, Chief Financial Officer
100 North Davis Road, Building C
LaGrange, GA 30241

All responses must be received by 12:00 p.m. on September 5, 2018 in order to be considered. All responses should be clearly marked "RFQ #18-100 (SSF) Enclosed" on the outside of a sealed envelope. Responses must be received in the following formats:

- 1. One (1) original**
- 2. Nine (9) copies**
- 3. One (1) electronic version on a USB flash drive or CD**

The Troup County School System reserves the right to waive any and all guidelines herein, to waive minor irregularities, and to reject any RFQ if considered to be in the best interest of the school district.

The effective date services will begin is September 24, 2018, which is when Troup County School System's proposed search cycle begins.

IF YOUR FIRM WILL BE PARTICIPATING IN THIS RFQ, PLEASE EMAIL BYRON K. JONES AT JONESBK@TROUP.ORG AND LEAVE AN EMAIL ADDRESS WHERE YOU WISH TO RECEIVE ALL AMENDMENTS (IF ANY), CORRESPONDENCE, ANSWERS TO ALL QUESTIONS ASKED DURING THIS PROCESS, AND NOTIFICATION OF AWARDED PROVIDER.

SCHOOL SYSTEM DATA WILL BE SENT TO YOU VIA EMAIL ONCE YOU HAVE NOTIFIED US OF YOUR PARTICIPATION IN THIS RFQ.



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RFQ Scope of the Project

The Troup County School System is soliciting Requests for Qualifications (RFQ) for a Superintendent Search Firm. Response to this solicitation must be in a sealed envelope clearly marked "RFQ #18-100 (SSF) Enclosed" with RFQ opening date and time shown.

Sealed RFQ from Firms will be received by the Troup County School System, 100 North Davis Road, Building C, LaGrange, GA 30241 until 12:00 p.m. September 5, 2018. RFQ received after the above time will be returned unopened.

RFQ may not be withdrawn for a period of one hundred twenty (120) days after the date of receipt of bids. RFQ documents may be obtained at www.troup.org under the Departments/Finance section. The Troup County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Troup County School System.

Qualifications should be presented on the school district questionnaire (attached).

If needed, proposing firms could be asked to interview with the Board of Education. Final results will be assessed and an awarded provider will be named no later than September 20, 2018.

All questions regarding this RFQ shall be submitted to the CFO, Byron K. Jones at jonesbk@troup.org no later than 12:00 p.m. on August 29, 2018. Questions received after this date will not receive a response. All questions will be answered, emailed, and disclosed to each participant who has notified Byron K. Jones of their participation.



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Firm Information and Background

1. Name of Firm: _____
2. Principal business address: _____
3. Telephone/ fax number: _____
4. Website address: _____
5. Number of full-time employees: _____
6. Please provide a list of at least five references and the services rendered.
7. What experience does the Firm have in providing Superintendent Search Services to public school systems in the State of Georgia? Please provide a complete school client list of those who you serve and have served in the past three years (especially those of similar size - approximately 2,000 employees and 12,000 students).
8. What experience does the Firm have in providing Superintendent Search Services to accounts with at least 17 schools, various programs, and other departments?
9. Is the Firm a subsidiary, parent or affiliate of any other company?
10. Identify the team that will be assigned to this account and include biographical information and qualifications/professional designations and any applicable credentials. Please include titles and functions.



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Process/Services

1. Describe in detail the scope of Superintendent Search services to be provided by your Firm? You may attach your explanation on a separate page if necessary.
2. What specific results should we expect to achieve with your Firm's complete process and services?
3. What distinguishes the Superintendent (CEO) Search needs of school districts from the needs of private sector clients? How is your Firm prepared to address these unique needs?
4. What makes your Firm's approach unique? What services or expertise can be expected from your Firm that cannot be found elsewhere?
5. Please include a list of what your individual Superintendent Search reports include that will be provided to the District and are you flexible in adjusting those reports to the preference of the school system?



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Fees and Expenses

1. It is the Troup County School System's expectation that Superintendent Search Service fees will be clearly communicated by the Search Firm. Please detail the fees that will be borne by the school system and include the all-in costs that can be expected by Troup County. If additional fees are expected of TCSS, or if your firm offers additional fee-supported services which are supplemental to your proposal, please clearly describe costs and services on a separate fee addendum.

Please identify if the fees are:

- a. One time or ongoing
 - b. Do you require a contract for your services? If so, please attach.
2. How will all plan fees be disclosed/reported to the client?



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General Information

1. Please provide the name(s), title(s), address(es), telephone and fax number(s), and e-mail address(es) of the individual(s) responsible for responding to this request.



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I, _____, an authorized representative of _____, do hereby certify that the qualifications and information specified in this Troup County School System Superintendent Search Services questionnaire are accurate and complete.

Signature _____

Name (Please print) _____

Title _____

Date

Subscribed and sworn to before me this ____ day of _____, 20__

_____ seal

NOTARY PUBLIC