



Request for Proposals 20RFP117 Executive Search / Recruitment Services

Date	Event
March 3, 2020 and March 9, 2020	Advertise/Issue Date
March 11, 2020 3:00 p.m. CST	Due Date for Vendor Questions
March 13, 2020	Questions and Answers posted on Contract & Procurement Services' Website
March 24, 2020 2:00 p.m. CST	RFP Due Date and Time
April 4, 2020	Shortlisted Search Firm(s) Presentation(s)
April 6-10, 2020	Negotiation with Finalist
April 20, 2020	Special AISD Board meeting for Review/Approval

Deliver or Mail Sealed Proposals to:

**Austin ISD
Contract & Procurement Services
4000 S. IH-35 Frontage Road, 4th Floor
Austin, TX 78704
Attn: Felix Alvarez
Executive Director
Contract and Procurement Services
Phone: 512-414-2161
Felix.Alvarez@austinisd.org**

- Question and Answer Protocol: Proposers seeking clarification or have questions pertaining to this RFP must submit questions in writing to Felix Alvarez, Executive Director of Contract and Procurement Services via email at Felix.Alvarez@austinisd.org no later than March 11, 2020 by 3:00 p.m. CST. Failure to follow above stated protocol may result in disqualification from procurement process.

In the e-mail subject line, type: Questions 20RFP117, Executive Search/Recruitment Services.

- Q & A and all Addenda will be posted on our website: www.austinisd.org/cp/bids
- **Proposals are due no later than 2:00 pm CST on March 24, 2020.** Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton and clearly marked with:
 - Name and address of the respondent
 - RFP number and title as listed above
- Proposals received after the specified time shall not be considered.

- **Please submit the following:**
 - One (1) hard copy marked “original” – include signed “required” forms
 - Ten (10) hard copies marked “copy” – include signed “required” forms
 - One (1) digital copy on a flash drive – include signed “required” forms

- FAX, e-mail or other electronic proposals will not be accepted.

Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Provisions on our website: [Policy and Provisions](#)
- Attend pre-proposal conference (not applicable)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP

Forms

Completed | Required

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | Conflict of Interest Questionnaire (CIQ) – electronic
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

Submitting the Proposal

Completed

- Prepare the proposal in the format specified and sign all required forms, including addendums
- Submit required hard copy marked “original” including all required forms and addendums.
- Submit required quantity of digital copies on flash drive

- Submit required quantity of hard copies marked “copy”
- Package proposal in sealed envelope or carton properly labelled
- Deliver or mail proposal to delivery address by RFP opening / due date and time

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I. INTRODUCTION AND AUSTIN ISD PROFILE

The Austin Independent School District (herein after referred to as “AISD” or the “district”) is seeking proposals from consultants or firms qualified and experienced in providing executive search/recruitment services for the position of Superintendent for the Austin Independent School District.

Each proposer, by submitting its proposal, agrees that the proposal is subject to the Austin ISD Policies and Provisions and agrees to comply with those conditions. Acceptance of a proposal will occur only when a contract is executed. Any contract will incorporate the Austin ISD Policies and Provisions and Standard Terms and Conditions and no commitment exists until a contract is executed by both parties.

Austin ISD educates approximately over 80,000 students and embraces 129 diverse school communities in one of the fastest-growing, ever-changing metroplexes in the country. In partnership with parents and our community, Austin ISD's mission is to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to make a positive contribution to society. We partner with world-class universities, innovative businesses, nonprofit organizations, and engaged community leaders to prepare our students for college, career, and life.

AISD is a champion for every child and is committed to educating the whole child, offering families a portfolio of rich options and programs to ensure all students have the support they need to achieve their potential and dreams. AISD embraces the Community School approach, which recognizes that all children have the potential to meet high expectations in the right environment and that the entire community has the responsibility to provide that environment for all children.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement. PROPOSAL FORMAT

A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor's proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor's experience and individual experience for personnel who will provide this product or service.

Section II – Scope of Services

This section will include a description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP (Section VI), in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor's fees to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, travel costs, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **original response & flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- Strategic Partner Profile
- Software Vendor Certification Form (when applicable)
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

III. INITIAL REVIEW OF PROPOSALS (Phase I)

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

- ALL required forms listed above shall be signed and included with proposal;
- Proposal shall be received prior to the RFP due date/opening date at the address listed on the cover page;
- Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

IV. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal.

Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered. Consistent with state law and district policy, this RFP does not commit the district to award a contract. The district reserves the right to accept or reject any or all proposals and/or award in whole or in part any proposal if the district determines it is in the best interest of the district to do so.

- B. The district anticipates that the evaluation process may include multiple levels of evaluation, as for example, but not limited to:
Phase 1: Per Section IV, initial review by Contract and Procurement Services to determine that proposals are responsive and proposers are responsible.
Phase 2: Initial evaluation and scoring of the proposal by the Board/Board Subcommittee.
Phase 3: Interviews and/or presentations of top proposals and award recommendation.

- C. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider any or all of the following additional criteria; the proposed price, contractor’s experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

Points	Item	Detailed Description
40 Points	Contractor’s Capabilities	The adequacy and completeness of the plan offered addressing the Scope of Service.
40 Points	Proposed Plan	The demonstrated ability of the contractor to provide services, including references.
20 Points	Financial Proposal	Rates for services.

- D. The Board may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.

V. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the service and performance requirements that the selected vendor will be required to perform. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points.

Proposal Format

Prefacing the proposal, the offeror shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

1. Section I of the proposal shall include the following:
 - a. Full name and address of the firm submitting the proposal.
 - b. A description of your company, including age of firm and number and background of principals in the firm.
 - c. Executed copies of the certifications included for the required forms (located on our website: [Required Forms link](#)).
 - d. A full description of the firm and project team capabilities:
 - i. Describe the firm's qualifications and experience in providing executive search/recruitment services.
 - ii. Provide a list of Superintendents hired in a like process over the last three years (emphasis on recruitment of executive level positions in Texas school districts and large urban school districts).
 - iii. List the relevant experience of individuals who are to be assigned to the project team for this search.
 - iv. Indicate ability and availability to support locally varied meeting times and dates.
 - v. Plan to customize search to unique needs of Austin ISD.
2. Section II of the proposal shall describe the process, procedures and timeline to be used for the identification, recruitment and evaluation of candidates. In this section, describe the methods the firm uses to do outreach to potential candidates, including recruiting candidates who may not have already expressed an interest in a new opportunity. The proposal must also include an appropriate process and timeline for obtaining input from the Austin community. Describe the methods of community engagement recommended and practiced by the firm. Please express the firm's process for balancing community transparency with candidate privacy.

3. Section III shall be the Financial Proposal. This section shall include details of how you will price your services and the amount your company would charge for the services to be provided. It is the Contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, travel etc.) associated with providing the products or services required herein.
4. Section IV of the proposal shall be a list of at least three (3) references from current or recent clients. At least two of the required references must be from public school district clients. Experience with Superintendent searches in comparably sized districts should be provided. Each reference must contain the reference's name, address, and telephone number, and point of contact.

VI. APPENDICES AND ATTACHMENTS

- Appendices (Documents included within this proposal):
 - Appendix 1 – Purchasing and Acquisition Vendor Relations Policy
CHE-LOCAL
- Attachments (Separate documents available to download):

**Contacting Board
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor
Participation and
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

- Complaints* Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations* The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
 2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
 3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions* Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
 2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
 3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Proposal and Bid Invitation* Each request for proposal and bid invitation shall include a copy of this policy.