



**DES MOINES INDEPENDENT COMMUNITY SCHOOL  
DISTRICT REQUEST FOR PROPOSAL  
for  
CONSULTING SERVICES – SUPERINTENDENT OF SCHOOLS SEARCH**

**BACKGROUND:**

The Des Moines Independent Community School District (DMPS) is Iowa’s largest provider of PK-12 education, serving over 30,000 students from preschool through high school at more than 60 schools throughout the state's capitol city.

DMPS serves a diverse community of learners and families, providing a rich array of cultures and experiences in our schools. Students come to Des Moines from a hundred different nations around the world. Nearly two-thirds of the district’s enrollment are students of color and more than one out of five are English Language Learners.

DMPS is also the fifth largest employer in central Iowa, with more than 4,800 educators, administrators and support staff working to meet the needs of our students. The school district’s current annual expenditures are over \$600 million.

Finally, DMPS provides an array of educational programming to prepare students for their future. Examples include one of the nation's leading career and technical education programs at Central Campus; some of Iowa’s top-ranked Advanced Placement opportunities at Central Academy and our five comprehensive high schools; the first online secondary school developed in Iowa at Virtual Campus; two elementary schools (Downtown and Walnut Street) located in the city’s core business district; the state’s only public Montessori program at Cowles Montessori School; four dedicated early childhood learning centers for our youngest students; and much more.

The Des Moines Board of Directors' focus on student success through our Goals & Guardrails will guide our work going forward. We will continue to monitor progress at public meetings, make decisions through the lens of these priorities, and hold the district accountable to making real progress toward their achievement.

Additional information about the Des Moines Public Schools is available at [dmschools.org](http://dmschools.org).

**1. SUBMISSION REQUIREMENTS/DEADLINE**

Proposals shall be addressed to and received at the following:

Rosa Rios  
Executive Assistant  
Des Moines School Board  
2100 Fleur Avenue

Des Moines, IA 50321  
515-242-7713  
Email: [rosa.rios@dmschools.org](mailto:rosa.rios@dmschools.org)

Deadline for receipt of proposals:  
4:30 PM, Friday, November 16, 2022

## **2. PURPOSE OF REQUEST FOR PROPOSAL**

This Request for Proposal (RFP) seeks replies from experienced and qualified search consultants or law firms specializing in assisting with employment searches for administrators of large urban public school districts.

## **3. SCOPE OF SERVICES**

Submissions/proposals should describe the services to be provided and the manner in which the consultant intends to identify and recruit qualified applicants based on screening criteria required in Iowa law and additional criteria developed by the School Board.

Respondents to this RFP should, at a minimum, provide the following:

- Examples of search experience to include:
  - districts of comparable size and demographic makeup
  - successful searches for Pre-K-12 education leaders
  - placing of urban superintendents
  - identifying candidates who have demonstrated their ability to improve student outcomes and close opportunity gaps for students of color, English learners, students with disabilities, and students of low socio-economic status.
- Examples from prior searches that demonstrate the firm's commitment to diversity and equity including an outline of plans for the recruitment of diverse, knowledgeable, and qualified candidates who are ready to tackle ambitious goals in partnership with community stakeholders.
- Response to the stated scope of work including how consultant will conduct the general and specific activities
- A proposed search schedule (with a new superintendent in place no later than July 1, 2023)
- Description of the team that would work on this project.
  - The name and contact information for the individual who will lead the search team and be the primary point of contact with the DMPS Board and Chair.
  - A list of each team member, a summary of relevant credentials and experience, with specific emphasis on the team lead and an indication of role and proposed time commitment for each of the

- other team member involved in search process.
  - Information regarding respective team members should include experience in recent searches, 2017 to present and relevant experience in urban searches where a diverse pool of candidates was advanced for consideration.
- In addition to items listed in this section of the RFP, proposals should also include three (3) references. References should only include organizations where respondents have undertaken searches in the past 5 years or the period 2017-present.
- Reference information should include:
  - name of a specific point of contact and their contact information (email and phone)
  - details regarding the engagement (type of search/duration)
- A proposed budget, including fees and related expenses

Items that are excluded from consultants' scope of work and work plan include:

- Community Engagement and Outreach
- Community Surveying
- Feedback Analysis
- Superintendent salary range and benefits analysis

Proposals shall be limited to 10 pages not including resumes, bios, or CVs of team members.

#### **4. SELECTION/INTERVIEW PROCESS**

The School Board will review all proposals and will invite selected respondent(s) to participate in an interview process to present and discuss their proposal and respond to questions. The primary contact listed in the RFP will be the point of contact regarding the proposal status, including selection for interview. Interviews are currently planned to take place the week November 28, 2022. At the discretion of the selected firms, interviews will be in-person or virtual. Firms who select the in-person option will do so at their own expenses.

The School Board will select the proposal that it deems will best serve the interest of Des Moines Public Schools and preserves the right to reject any and all submitted proposals.

#### **5. DISTRICT-CONTRACTOR COMMUNICATIONS**

The selected search consultant shall designate the search lead and a representative to be available to communicate with the School Board or other contacts as designated by the Board. The school district's liaison with the search consultant shall be the School Board chair or their designee. Once a consultant is selected names and contact information for the School Board Chair/designee and any

other district contacts will be made available.

**6. CONTRACTOR GENERAL CONDITIONS**

The consultant's contractor agreement will be subject to final approval as to form by the school district's general counsel and by a majority vote of the Des Moines School Board.

**7. QUESTIONS**

Questions regarding the RFP should be directed to Rosa Rios.