

REQUEST FOR PROPOSALS
for
SUPERINTENDENT SEARCH CONSULTANTS

Louisa-Muscatine Public School
14478 170th Street
Letts, IA 52754
319-726-3541

Section I: Purpose

The Louisa-Muscatine Public Schools Board of Education seeks the services of a qualified consultant to conduct a full and comprehensive search for a Superintendent of Schools who will start work on July 1, 2025.

Section II: Introduction

The Louisa-Muscatine Community School District is a rural public school district consisting of an elementary and a junior/senior high school along U.S. Highway 61 in Louisa County, Iowa. The district is named Louisa-Muscatine because it is in both Louisa and Muscatine counties. The district includes the cities of Letts, Grandview, and Fruitland as well as a portion of the city limits of Muscatine. The district was formed in 1959 as the consolidation of Letts and Grandview schools. The district has approximately 140 employees and 800 students. Louisa-Muscatine has a strong staff, engaged learners, and a supportive community.

We are L-M, where Falcons soar, students learn, school rocks, and character rules.

Section III: Scope of Work

The board will work with the selected firm to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities will include:

- Assistance with engaging stakeholders to develop a profile of an ideal candidate
- Advisory services to the board
- Identification, recruitment and assessment of candidates
- Assistance with logistics of finalist interviews
- Ensuring a satisfactory conclusion to the search

Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

Section IV: Proposal Requirements

Proposals should include the following elements:

- Experience and qualifications: Please provide an overview of the company, details about the company's experience with superintendent searches, and details about the work team that will be working with the board.
- Work plan: Please provide details on the methods you will use to complete the activities listed in the scope of work. Estimate a timeline that will guide the search process.
- Cost: Please provide a budget that will cover all fees and related expenses to complete the work described in the scope of work.

Section V: Timeline

Oct. 30, 2024: RFP is posted on the district's website

Nov. 11, 2024: RFP proposals due

Nov. 13, 2024: Special board meeting to interview finalist applicants. Please have a representative available for a 30 minute zoom interview.

Nov. 18, 2024: Selection of search firm at board meeting

Section: VI: Submission

Deadline for submission is **Nov. 11, 2024 at 3 p.m.**

Please submit electronically to Charles Domer, Business Manager/Secretary to the School Board, at cdomer@lmcsd.org.

Section VII: General Conditions

The Louisa-Muscatine School District reserves the right to waive, modify or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Louisa-Muscatine School Board, in its sole discretion, deems to be in the best interest of the L-M School District. The L-M School District may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The L-M School District shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the L-M School District Board of Education determines to be in the best interests of the L-M School District.