

**IRVING INDEPENDENT SCHOOL DISTRICT**  
**PURCHASING DEPARTMENT**  
2621 West Airport Freeway IRVING, TX 75062  
PHONE: (972) 215-5440 FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.  
**REQUEST FOR QUALIFICATIONS #09-36 SUPERINTENDENT SEARCH FIRM**

Please RESPOND on the following not later than 10:00 AM, May 18, 2009

SUBMIT ONE (1) ORIGINAL AND EIGHT (8) COPIES OF QUALIFICATION SUBMISSION

Mark envelope "**RFQ # 09-36 SUPERINTENDENT SEARCH FIRM**". This proposal will open at 10:00 AM, May 18, 2009 and deliver to the Purchasing Office address at the top of this form or mail to:

Mail To:  
Rick Powell, Director of Purchasing  
Irving ISD  
P.O. Box 152637  
Irving, TX 75015-2637

OR DELIVER TO:  
2621 West Airport Freeway  
Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice. The right is reserved to accept or reject each item separately or as a whole.

**IRVING INDEPENDENT SCHOOL DISTRICT**

By: *Richard Powell*

Richard Powell, Director of Purchasing  
[rpowell@irvingisd.net](mailto:rpowell@irvingisd.net)

You are representing to Irving ISD that you are authorized to submit this proposal by signing below.

Proposal submitted: (Circle one) YES OR NO BID

Company Name: \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Email \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

**Request for Qualifications from Search Firms for  
Texas Public School Superintendent Candidates**

**I. Purpose**

To identify search firms qualified to provide an effective search by recruiting, evaluating and referring qualified candidates for superintendent of schools for Irving Independent School District.

This is step one of a two step process. Step one, Request for Qualifications, will provide a list of candidate firms from which the board of trustees will select a list of firms from which to solicit proposals. In step two, the board of trustees (board) will seek proposals from the list of firms selected in step one with the intent to award a contract to provide the search firm services.

**II. The District**

Irving Independent School District is a Texas Public School District located in the city of Irving within Dallas County, Texas. The District has a Student population of approximately 32,000 students.

**III. Instructions for Response**

To respond effectively, vendors should prepare a proposal outlining the qualifications of the firm. Include all information you deem relevant to the process. Information sought includes, but is not limited to:

1. Name, address and phone, fax and email addresses of principle employees.
2. Primary contact within the firm and contact information.
3. Services the firm utilizes to aid the school district in identifying qualified candidates.
4. Describe the unique expertise provided by the firm's staff and list all firm staff and their qualifications..
5. Description of the methodology used by the firm for the process. If more than one, please describe all available.
6. Describe the role of the search firm at each step in the process.
7. Describe the scope of work required to complete the process. Describe detailed activities that are to occur, significant milestones, and anticipated deliverables.
8. Describe your firm's philosophy of the best methodology for selecting candidates and why you feel it is superior.
9. Describe the options available to the board for their assistance and input into the process from both a "hands on" and a "supervisory" role.
10. Describe a "scope of work" option list for the board to use in drafting a request for proposals for step two.

## Request for Qualifications #09-36 for Superintendent Search Firm

11. References of other school district with which you have worked in the last 5 years. (Preferably districts >20,000 student population) Include all contact information.
12. Geographic scope of firm's search. (National, statewide, etc)
13. Describe how the board, staff and interested community members, including parents and business leaders can be involved in developing the criteria for selection of a superintendent.
14. Describe the responsibility of the District for travel costs for candidates, if any.
15. Describe the required support of the district staff in your process, if any.
16. In the event your firm requires a contract be signed in order for the District to utilize your services, a sample copy of the contract must be submitted.
17. Provide any additional optional information and comments your firm deems necessary to clearly communicate your firm's qualifications.

### **IV. Submittal Instruction**

1. Nine copies of responses must be delivered and shall be in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. All pages shall be 8 1/2" x 11" sheets.
2. Binder shall all be of one color have the name of the firm and contact information on the outside front cover.
3. Due May 18, 2009 at 10:00AM
4. Deliver to:  
Richard Powell  
Director of Purchasing  
Irving ISD  
2621 West Airport Freeway  
Irving, Texas 75062
4. Questions regarding the submittal process should be directed to same.

### **DISCLOSURE**

Until a step one of this process is complete and the board has selected the firms that will receive the request for proposals to select a superintendent search firm, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, or with any elected or appointed official or officer of the District, or any employee, agent or other representative of the District unless specifically authorized to do so by the Purchasing Department.

# Irving Independent School District

## Purchasing Department

2621 West Airport Freeway \* Irving, Texas 75062 \* 972-215-5440 Voice \* 972-215-5442 Fax

### NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

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**Signature below certifies to above.**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone Number (        ) \_\_\_\_\_

## VENUE AND CHOICE OF LAW

**All contracts, agreements or any other business affairs with the Irving Independent School District, Irving Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Dallas County, Texas.**

# Irving Independent School District

## Purchasing Department

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### Notification of Criminal History

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

### Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

Vendor’s Name: \_\_\_\_\_

Authorized Company Official’s Name (Printed): \_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

### OR

A. My firm is not owned nor operated by anyone who has been convicted of a felony.

### OR

A. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Authorized Company Official: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTICE**

### **PAYMENT TERMS**

Irving ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251.

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### **VISITOR REGISTRY SYSTEM**

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

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Request for Qualifications #09-36 for Superintendent Search Firm

**Texas Education Code Chapter 22 Contractor Certification for Contractor Employees**

**Introduction:** Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

**Definitions: Covered employees:** Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

**Disqualifying criminal history:** Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of \_\_\_\_\_ ("Contractor"), I certify that  
[check one]:

None of the employees of Contractor and any subcontractors are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

**Or**

Some or all of the employees of Contractor and any subcontractor are *covered employees*. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Company name \_\_\_\_\_

Printed name of Company Representative: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_