

**Board of Regents
State of Iowa**

**Request for Qualification
495-14**

**For
CONSULTING SERVICES FOR A SEARCH TO IDENTIFY
CANDIDATES FOR THE NEW SUPERINTENDENT OF THE
IOWA SCHOOL FOR THE DEAF
AND
IOWA BRAILLE AND SIGHT SAVING SCHOOL**

**Board of Regents
State of Iowa
11260 Aurora Avenue
Urbandale, IA 50322**

December 9, 2013

Request for Qualification
for
“Consulting Services for a Search to Identify Candidates
for the new Superintendent of the Iowa School for the Deaf
and Iowa Braille and Sight Saving School”
for
The Board of Regents, State of Iowa

1. GENERAL

The Board of Regents, State of Iowa (hereafter, Board) located in Urbandale, Iowa, intends to retain the services of a qualified consulting Firm with a national perspective to provide a search to identify candidates for the next Superintendent of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School in a timely, accurate and professional manner.

The required documentation of expertise and qualifications outlined in this request is intended to serve primarily as a general guide for each statement of qualifications, with the minimum requirements listed. Each Firm is expected to submit a fully detailed statement of qualifications, which adequately describes the advantages and benefits the Board would realize by selecting the Firm.

Through this Request for Qualification process, a limited number of Firms may be selected to make oral presentations to a representative group of Board and other appropriate personnel. Based upon the initial submittals and oral presentations, a single Firm will be selected to provide these services.

Interested Firms are invited to submit qualifications for the Firm and the individual qualifications of the Firm’s representatives designated as key personnel that would be assigned to the Board if selected as the successful Firm, as described in the attached Request for Qualifications.

The Board will select the Firm based on experience, reputation, price and ability as well as responses to the questions listed in section 5.

Tentative Schedule of Events

<u>Date</u>	<u>Event</u>
December 9, 2013	RFQ Issued
December 16, 2013	Attachments A and B, and Firm’s Questions Due
December 19, 2013	Responses to Firm’s Questions Issued
December 30, 2013	RFQ Responses Due
January 3, 2014	Short List of Firms Identified
January 7, 2014	Award of Contract
February 7, 2014	Ratification of Contract by Board of Regents

2. BACKGROUND

The Board of Regents, State of Iowa, governs the three public universities in Iowa – the University of Iowa, Iowa State University, and the University of Northern Iowa -- as well as the Iowa School for the Deaf and the Iowa Braille and Sight Saving School. The Board comprises nine members who are appointed by the Governor on a bipartisan basis and confirmed by the

Iowa Senate. The members serve six-year staggered terms. The President of the Board is elected by the members of the Board. An integral part of the Board's statutory responsibilities is engaging capable presidents and superintendents to lead the institutions it governs.

Statewide services for students who are deaf or blind are centered in two locations in Iowa. Iowa School for the Deaf (ISD) is located in Council Bluffs, Iowa, a community of over 60,000 people in the southwest part of Iowa. Iowa School for the Deaf serves 110 students from Iowa and Nebraska through a comprehensive campus based program that includes early childhood, K-12 and transition services. The focus is on enhancing high achievement in a language rich environment. Iowa School for the Deaf works in partnership with other statewide providers of services for students who are deaf and hard of hearing. Students are supported by 118 staff of which 35 are faculty endorsed as Teachers of the Deaf and Hard of Hearing.

The campus of the Iowa Braille and Sight Saving School is located in Vinton, Iowa, a community of 5,000 residents near the cities of Cedar Rapids and Iowa City in the eastern part of Iowa. The school provides educational services to more than 500 blind and visually impaired students statewide in partnership with local school districts and the State's area education agencies. Services, early childhood through transition, are provided through an innovative partnership agreement between the Department of Education, Department for the Blind, Area Education Agencies and Board of Regents. Students are served by 75 personnel including 52 faculty, primarily Teachers of the Visually Impaired and Orientation and Mobility Specialists.

Each historic campus includes twelve buildings spread over 70 acres.

3. OBJECTIVE

The objective in requesting proposals is to acquire the services of a reputable and proven consultant with a demonstrated ability to provide services in an efficient professional manner, complying with State and Federal Regulations and Board Policies.

4. SCOPE OF SERVICES

The successful Firm will be expected to fulfill the following scope of services in identifying candidates for the next Superintendent of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School including, but not limited to:

1. To assist and advise the Board in its selection of the Superintendent of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School.
2. To assist the Search and Screen Advisory Committee (hereafter, Committee) in conducting the searching and screening for appropriate prospects.
3. To assist the Committee in conducting a broad advertising campaign, including, but not limited to, appropriate state and national educational media and affirmative action sources.
4. To ensure that affirmative action/equal opportunity requirements are met in spirit and in word of the law.
5. To receive nominations and applications for the Superintendent of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School.

6. To provide timely, professional acknowledgments of nominations and other correspondence to prospects.
7. To ensure that files of all qualified prospects are complete. Files should include evidence supporting prospects' claims of meeting the criteria of the Board of Regents. In all cases, certified, official copies of the transcripts of all postsecondary education institutions, from which the candidates claim to have been graduated, are to be a part of the files.
8. To conduct initial background searches on initial prospects and thorough background searches on all final prospects.
9. To assist the Committee in the evaluation of the nominations by submitting a list to the Committee of prospects who meet the Board's criteria.
10. To assist the Committee in recommending a final group of three to five prospects, who best meet the criteria established by the Board of Regents, and to conduct an extensive background search of the recommended prospects, including, but not limited to, the authentication of all academic credentials and experiences of the prospects.
11. To certify the willingness of the finalists to serve.

5. MINIMUM QUALIFICATIONS AND SUBMITTALS

Any Firm submitting a response must meet the following requirements to be considered.

1. It must subscribe to the highest standards of integrity and principles of quality, diversity, equity, and ethical practice.
2. It must be committed to conducting equitable searches to foster diversity and the highest quality of leadership.
3. It must provide adequate information in order for candidates to have a complete understanding of the programs of the Iowa School for the Deaf and Iowa Braille and Sight Saving School, the duties and responsibilities of the Superintendent, and the requirements for the position as determined by the Board.
4. It must be knowledgeable of the laws, especially in the State of Iowa, relating to the confidentiality of candidates.

Each Firm must provide written response to each of the following submittals. Responses must be in the order shown below and numbered accordingly. Failure to respond to any question or follow the instructions herein may result in disqualification.

5.1 SUBMITTALS

Firms must clearly demonstrate and provide documentation substantiating that they are compliant in each of the following areas. The Board reserves, solely, the right to reject any submittals if the evidence or references submitted by such Firm fails to satisfy the Board that said Firm is properly qualified in any of these areas. It shall not be the responsibility of the Board to request additional information to satisfy these requirements, if such information is not provided with the submitted response.

- 5.1.1. Executive Summary.** Provide a one-page executive summary briefly summarizing the consultant's process to be used in conducting a search to identify

candidates for the next Superintendent of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School. The summary should clearly indicate any major requirements that cannot be met by the Firm and highlight the major features of the proposal to assist the reader in determining generally how the qualifications of the Firm and the proposal meets and exceeds the requirements proposed by the Board.

5.1.2. A complete listing of K-12 schools and, in particular, special schools for which the Firm has provided search services.

5.1.3. The name of a single point managerial-level contact for the Board to coordinate all requirements and to be the point of contact for any problems/questions that may arise. This individual will meet periodically with Board personnel and the Committee, will research information and deliver special reports as needed or directed by the Board and/or the Committee. Please indicate the individual consultant(s) who will be the key participants in delivering these services. You must include name(s), qualifications, and level of involvement.

5.1.4. Three (3) references must be included for these individual(s) detailing their experience in providing this type of service.

5.1.5. Schedule/Time Commitment – Include a schedule of events, including site visits, for the term from project award date to completion date.

5.1.6. Stakeholders Involvement – Include your approach to involving stakeholders throughout the search processes. Based on your experience, identify the individuals and groups that you believe should be informed of the process, and/or those that should provide input, and explain your rationale for including those groups in this process.

6. FEE STRUCTURE

Submit in detail, your Firm's service fee structure for these services including, but not limited to, reimbursable and non-reimbursable items.

7. RESPONDENT INSTRUCTIONS

No oral interpretation will be made to any Firm as to the meaning of the RFQ documents. Should a Firm find discrepancies in, omission from, or be in doubt as to the true meaning of any part of the RFQ documents, the Firm should at once submit a written request for an interpretation to Marcia R. Brunson at email -- mbruns@iastate.edu. All requests must include the RFQ number on the face of the correspondence. Requests received less than 72 hours before bid closing will not be answered.

The Board reserves the right to amend this RFQ without altering the timing requirements indicated. Any changes or addenda to these documents will be communicated in writing to all vendors as quickly as possible.

The Board will assume no cost for proposal preparation and submission.

Answers to Firm's questions that impact scope, timetable, etc., will be communicated in writing to all Firms as quickly as possible.

If the Board awards a contract to a proposing Firm, the Firm's responses to this RFQ will become part of the executed contract. Therefore, all questions must be answered in an honest and straightforward manner.

The successful Firm shall comply with all applicable state and federal laws. Documentation of such compliance shall be provided to the Board upon request.

8. FIRM'S QUESTIONS AND BOARD RESPONSES

ATTACHMENT A – PROPOSAL CERTIFICATION FORM

ATTACHMENT B – RFQ RESPONSE AND FIRM'S QUESTIONS FORM

NOTE: Attachments A and B as well as any questions regarding this Request for Qualification must be sent by email on or before December 16, 2013 to the attention of:

**Marcia R. Brunson
Policy and Operations Officer
Board of Regents, State of Iowa
11260 Aurora Avenue
Urbandale, IA 50322
(515) 281-6418 (phone)
(515) 281-6420 (fax)
mbruns@iastate.edu**

The Board will respond to submitted questions and issues, in the form of a written addendum, those responses to all Firms via email on or before **December 19, 2013.**

9. SUBMITTAL OF REQUEST FOR QUALIFICATION MATERIALS

Three copies of the requested materials should be mailed to the address below

and

By email attachment to the email address below

**Marcia R. Brunson
Policy and Operations Officer
Board of Regents, State of Iowa
11260 Aurora Avenue
Urbandale, IA 50322
(515) 281-6418 (phone)
(515) 281-6420 (fax)
mbruns@iastate.edu**

All materials must arrive no later than 4:30 p.m. December 30, 2013. Firms will be contacted if additional information is needed. All Firms expressing an interest in providing these services will be notified of the Board's selection when a decision is reached.

**ATTACHMENT A
PROPOSAL CERTIFICATION FORM**

The undersigned certifies that to the best of her/his knowledge: (check one)

There is no officer or employee of the Board of Regents who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal.

The names of any and all public officers or employees of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School or the Board of Regents who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as a part of this submittal.

The undersigned further certifies that their firm (check one) **IS**, or, **IS NOT** currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify the Board of Regents of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with the Request for Qualification for "Consulting Services for a Search to Identify Candidates for the new Superintendent of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School" after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

(firm)

(phone number)

(address)

(fax number)

(by)

(Federal ID Number)

(title)

**ATTACHMENT B
RFQ RESPONSE AND COMPANY QUESTIONS FORM**

Email the following Response on or before, December 16, 2013.

Email To:

**Marcia R. Brunson
Policy and Operations Officer
Board of Regents, State of Iowa
11260 Aurora Avenue
Urbandale, IA 50322
(515) 281-6418 (phone)
(515) 281-6420 (fax)
mbruns@iastate.edu**

From: _____

Dear Ms. Brunson:

Check all that apply

_____ **Yes**, my company **WILL** respond to the Request for Qualification.

_____ **NO**, my company **WILL NOT** respond to the Request for Qualification.

All questions from the Firms concerning this Request For Qualification must be emailed to the Board of Regents, State of Iowa on or before, December 16, 2013.

With all questions submitted, please indicate your complete company name, address, the name, phone number, fax number, and email address of the person(s) submitting questions regarding this RFQ.