



## **REQUEST FOR PROPOSAL**

### **President/CEO Search**

**CONTRACT PERIOD: February 1, 2023 to June 30, 2023**

**Proposal Deadline is 4:00 PM on January 6, 2023**

Chavez Huerta K12 Preparatory Academy (CHPA), an authorized K-12 Public Charter School in Pueblo, CO, is issuing an RFP, Request for Proposal, from qualified K-12 Executive Search Firm for the selection of a President/CEO to serve CHPA effective July 1, 2023. The services needed to complete this selection process will be contracted from February 1, 2023 through completion time, which could extend to May 31, 2023 or beyond until the selection process for a President/CEO is completed.

**Sealed proposals will be received in-person or via email until 5:00 P.M. on Friday, January 6, 2023** at CHPA, Human Resources Office, 2727 w 18<sup>th</sup> St., Pueblo, CO 81003 in Mod 15. Proposals may also be emailed to [sbehling@chpa-k12.org](mailto:sbehling@chpa-k12.org). The CHPA Board of Directors reserves the right to reject or accept any proposal submitted.

Proposals are irrevocable for a minimum period of 60 calendar days from the date of the proposal opening. A proposal may not be modified by a Proposer for the 60-calendar day period following the time and date designated for the receipt of proposals without the consent of CHPA.

CHPA's Board of Directors reserves the right to reject any or all proposals that it considers not to be in the best interest of CHPA.

Please read the attached materials carefully before submitting your proposal. Incomplete or non-responsive proposals may not be considered.

**CHPA**

**Dated: December 21, 2022**

## 1. PURPOSE

CHPA requests proposals from qualified individuals and entities interested in providing K-12 Executive Search Services for a President/CEO of CHPA. The contract period will be from February 1, 2023 to completion of the selection of a new President/CEO. Renewal periods are by mutual agreement and not automatic per the CHPA Board of Directors.

## 2. PROPOSAL SUBMISSION

Sealed proposals must be clearly labeled as “**Proposal Submittal – CHPA K-12 Executive Search Services, Attn: Human Resources Dept.**” and submitted to the attention of Shannon Behling, CHRO to CHPA on or before the deadline **of 5:00 p.m., on Friday, January 6, 2023**. There is no expressed or implied obligation for CHPA to reimburse responding individuals or agencies for any expenses incurred in preparing proposals or attending interview(s) in response to this RFP.

All questions, requests for clarifications or additional information concerning this RFP process or the procedures within for creating an appropriate response plus all requests for site visits must be made in writing and directed to Shannon Behling, Chief HR Officer via email at [sbehling@chpa-k12.org](mailto:sbehling@chpa-k12.org). All questions, requests for clarification or additional information must be received no later than **Tuesday, January 3, 2023 at 2:00 p.m.** Inquiries received after that date and time will not receive a response. All clarification and/or supplemental information will be provided to all individuals and entities that have received a copy of this RFP from CHPA and who meet the deadlines stated within this request.

## 3. TIMETABLE

CHPA anticipates proceeding with the selection process according to the following schedule:

Deadline for submission of proposals:	<b>January 6, 2023</b>
Interview with finalists ( <i>if requested by CHPA</i> ):	<b>January 10-13, 2023</b>
Selection of Providers (Board Approval)	<b>January 17, 2023</b>

## 4. SCOPE OF SERVICES

### A. General Services and Responsibilities

The following are the services the K-12 Executive Search Firm (Contractor) will be expected to provide and the Contractor’s responsibilities:

1. Provide qualified recruitment services for a nationwide President/CEO search for the desired candidate determined by the CHPA Board of Directors to include all services related to the vetting process to reach an agreed upon official recruitment posting of the vacancy.
2. The contractor will report directly to the CHPA Board of Directors for operational supervision and collaborate with the current President/CEO and Chief HR Officer for guidance on the internal selection process per hiring policies.

Contractor's personnel are responsible for ensuring all aspects of the recruitment process are properly vetted and that the search reaches all the nationwide expectations outlined by the Board of Directors.

### **Specific Qualifications, Responsibilities & Other Requirements**

1. CHPA has a current job description for the President/CEO. Services provided by the selected firm should include a comprehensive review with an inclusive group of stakeholders of the desired qualifications and updates be made as appropriate.
2. Internal hiring practices must be reviewed and followed by selected firm for the entirety of this selection process.
3. CHPA reserves the right to investigate the background and qualifications of the selected firm's credentials and service history.
4. The CHPA Board of Directors may require in-person, or virtual, attendance from the selected firm for various elements of the selection process including Board Meetings where official approval is required to move forward in the process.

#### Proposals

1. All proposals must be submitted in two parts:
  - a. Part I must consist of responses to qualification expectations including credentials, references, and a valid evidence of any required licensure/insurance certificates.
  - b. Part II must consist of completed Quote Sheet with Scope of Services.
2. Incomplete submissions may not be considered for award. All materials submitted in response to this request for proposal shall become property of CHPA.

***\*\*Please note that awards may be issued by category and not in total.***

#### **PART I – Management and Qualifications**

In setting forth its qualifications, each individual and agency submitting a proposal must provide

the following information:

1. Name and Title of the Individual submitting the response to this RFP.
2. Name of Firm, and if applicable, as it is registered in the State of Colorado.
3. Contact person(s)
4. Business Address.
5. Telephone Number.
6. Email Address.
7. Describe the individual or agency experience and expertise in and capacity to perform services being provided.
8. Identify the nature of any potential conflict of interest the Proposer may have in providing the services to CHPA.
9. Provide evidence of all licenses and registrations required for the Proposer and its personnel to provide the services required by this RFP.
10. Complete and submit an attached document including the Reference Requirements and, if applicable include references from other K-12 Charter Schools, and/or governmental entities. Please be advised that CHPA may contact any reference listed.
11. Provide any other information that might be beneficial to CHPA.

#### **PART II – Cost for Services**

1. This must include the proposed costs to provide the services. Please create a document that includes the detailed Quote Sheet Requirements listed and attach to this RFP for this purpose ONLY. No other proposed costs will be considered. The Quote Sheet must be completed.

#### **INSPECTION AND INFORMATION EXAMINATION OF THE SITES AND OTHER RELEVANT MATERIAL**

1. Each Proposer must familiarize themselves with the site(s) of the proposed work, fully acquaint and familiarize itself with the conditions as they exist and the character of the operations to be carried on under the proposed contract and make any investigations as it may see fit so that the Proposer may fully understand the school as a whole for recruitment purposes. By submitting a proposal, the Proposer represents and agrees that it has carefully examined and investigated the school and all other matters which in any way affect the work or performance of the contract. As a result of such examinations the Proposer fully understand the intent and purpose of the contract, and its obligations thereunder and that it will not make any claim for or have any right to damages because of any lack of information.

#### **CONTRACTS**

1. Each Proposer awarded a contract pursuant to this RFP will separately enter into a written agreement with CHPA consistent with the provisions of this

RFP (“the Agreement”).

2. The Agreement will include the contract terms set forth agreed upon by both parties and outlined in this document.

#### Extensions

1. Successful Proposers may enter into contracts with CHPA for up to 6 months from the initial issuance of this RFP. The 2022-2023 year will be considered the base year upon any extension period will be based. Rates on extended contracts may increase,

#### **PROPOSAL EVALUATION/AWARD**

The objective of CHPA is to select the proposer whose proposal is judged to be in the best interest of CHPA and most responsive to this request for proposals. Upon selection of a proposal, CHPA intends to enter into a contract with that proposer for the provision of the required services. In evaluating the proposals, CHPA will consider among other things, the following:

1. Qualifications of the Proposer;
2. Ability of the Proposer to provide quality services;
3. Ability of the Proposer to comply with all applicable laws, rules and regulations;
4. Qualifications of the Proposer’s proposed staff;
5. Financial stability of the Proposer;
6. Prior experience;
7. Demonstrated competence/knowledge;
8. Specialized expertise/skills;
9. Reputation/references;
10. Proposed technical strategies/methodologies in a special circumstance.
11. Responsiveness of the proposal to the instructions and requirements of this RFP.
12. Costs. The Proposer’s ability to offer a fair and reasonable fee that is consistent with prevailing market conditions.
13. Interviews, if requested by CHPA.
14. Based on the award criteria, CHPA may, but will not necessarily choose the Proposer with the lowest proposed fee per related service. Any award of contract will be based on the sole discretion of CHPA.

The evaluation process is designed to award not necessarily to the Proposer of the least cost but rather to the Proposer(s) with the best combination of attributes based on the above-noted evaluation criteria.

CHPA reserves the right to award a contract to one or more Proposers and to award a contract to any Proposer for one, some or all of the categories of services offered in the Proposer’s response.

CHPA reserves the right to request additional information from or negotiate with any or all qualified Proposers or to cancel this RFP in its entirety, if it is in the best interests of CHPA to do so. CHPA may select as the successful proposal that proposal which, in CHPA's sole discretion and with whatever modifications CHPA and a Proposer may mutually agree upon, best meets CHPA's requirements.

1. CHPA reserves the right to waive any informality, technical defect, qualification, irregularity or omission in any proposal if, in CHPA's opinion, it is in CHPA's best interest to do so. CHPA reserves the right to accept any proposal by item or component or in part, or at CHPA's discretion, reject any or all proposals and re-advertise for new proposals, if in CHPA's opinion, the best interests of CHPA are promoted.

### **QUOTE SHEET REQUIREMENTS**

1. Name of Proposer
2. Contact Name and Title
3. Address
4. Telephone #                      Cell#
5. Email Address
6. Type(s) of service and rate information for each type of service that would be included in a potential agreement with CHPA (or attach rate sheet):
7. Provide K-12 Executive Search Services per the attached specifications:
  - a. Regular Rate       \$       PER Hour/Day/Month
  - b. Weekend Rate     \$       PER Hour/Day/Month

### **REFERENCES:**

(Submit this form with your RFP)

- (1) Proposers must include with their proposal, a minimum of three (3) references where the bidder provides similar services to the services described herein. References must include contact names and telephone numbers.

Reference (Name & Company) Telephone Number

- 1.
- 2.
- 3.

Contact Details

- 1) (Please submit with your RFP)
  - a) Company name
  - b) Address
  - c) Telephone number

- i) Cell number
- d) Contact person
- e) Position in Company
- f) Email address
- g) Website (if applicable)
- h) Number of employees
  - Full time
  - Part Time

CERTIFICATION

- a) If this is submitted by a corporate entity, the corporate entity shall be deemed to have been authorized by the board of directors (or comparable entity) of the bidder, and such authorization shall be deemed to include the signing and submission of this bid and the inclusion therein of this certification as the act and deed of the corporate entity.

Name of Bidder: \_\_\_\_\_

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_