

# **BIRMINGHAM BOARD OF EDUCATION**

## **REQUEST FOR PROPOSAL**

Birmingham City Schools (“BCS”) is located in the City of Birmingham, Alabama. Birmingham is a municipality governed by the laws of the State of Alabama. It is the largest city in the state.

There are currently sixty schools in the Birmingham City School District. This number includes thirty-one elementary schools, thirteen middle schools, eight K-8 schools, seven high schools, and one alternative school.

Birmingham City School District:

- is a city-wide school system
- is governed by nine Board Members elected by constituents of the districts within the city
- currently has an appointed Interim Superintendent, who oversees daily operations of the system and carries out the policies set by the Board
- has approximately 28,500 students
- has a strict uniform policy for students that is enforced at the local schools
- employs over 4,000 employees

### Our Mission

The mission of the BCS is to guide all students to achieve excellence in a safe, secure, and nurturing environment.

### Our Vision

The BCS will be a recognized leader in public education meeting the needs of a diverse student population prepared to succeed in a global society.

### **SCOPE OF WORK**

The Interim Superintendent, is not seeking the permanent position of Superintendent. Accordingly, the BCS is interested in obtaining the assistance of an executive search review firm or independent consultant to assist it in its selection of a Superintendent of Education. Specifically, the BCS is seeking a search firm or consultant to aid in the recruitment and screening of applicants for this position.

The BCS is seeking a Superintendent of Education to serve as the chief executive officer of the School System who, under the direction of the Board, supervises all public schools and all personnel of the District. The Superintendent is responsible for the management of the schools under Board policies, and is accountable to the Board. The Superintendent also serves as Secretary to the Board. The powers and duties of the Superintendent are prescribed by Alabama state law. See Alabama Code Section 16-12-3 (1975).

While the BCS has made significant academic progress in recent years, it is nevertheless faced with numerous challenges in the following areas:

#### Declining Student Enrollment

The school district has seen a steady decline in student enrollment for more than a decade.

#### Shrinking Resources

While these are trying economic times for all school districts, the decline in student enrollment has reduced state and federal funding to the extent that BCS was recently forced to undergo a reduction-in-force (RIF) and close/consolidate several schools, as well as take other measures, in order to maintain financial solvency.

#### Board Expectations

Among other things, the School Board has developed a Strategic Plan for 2009-2012 to achieve the following:

##### (1) Academic Achievement

Academic excellence for all students to reach personal best, by providing qualified teachers who challenge and motivate students, offer curriculum that encourages growth, and meet the needs of every student

##### (2) Finance

Sound financial policies and procedures to ensure adequate resources for academic excellence, high quality employees, and state-of-the-art facilities and technology

##### (3) Human Capital

Recruit, develop, and retain the highest quality employees, who have student success as their highest priority, and are committed to working collaboratively with parents, students, and all stakeholders

##### (4) Communication/Partnership

Fully engage all stakeholders through effective communication and partnership

##### (5) Safe and Nurturing Environment

Provide safe and secure learning environments where all students feel secure and valued and can succeed academically

The Superintendent of Education would be expected/required to successfully perform the duties set forth above and address the many challenges facing the District, while ensuring that all students in the District are guided to achieve excellence in a safe, secure, and nurturing environment. Moreover, the Superintendent will be required to perform any additional duties and responsibilities requested by the Board, to effectively run the School System.

## CONTACT PERSON

The Board has appointed a Search Committee, which is chaired by Board Member, Mr. W. J. Maye Jr. Any questions regarding this RFP should be directed to Mr. Maye's attention at the following address and telephone number:

Mr. W. J. Maye Jr.  
c/o Kenneth L. Thomas, Esq.  
Thomas Means Gillis & Seay  
400 Financial Center  
505 20<sup>th</sup> Street, North  
Birmingham, Alabama 35202-1365  
(205) 328-7915

## DEADLINES

All proposals are due by 5 p.m. on March 31, 2009 at the following address:

Mr. W. J. Maye Jr.  
c/o Kenneth L. Thomas, Esq.  
Thomas Means Gillis & Seay  
400 Financial Center  
505 20<sup>th</sup> Street, North  
Birmingham, Alabama 35202-1365

Any proposal received at the designated location after the required time and date specified for receipt may be considered late and non-responsive. The Board may decline to consider any late and/or non-responsive proposals.

## SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to firms/consultants	March 2 <sup>nd</sup> – 30 <sup>th</sup>
2. Questions from firms/consultants about RFP	March 2 <sup>nd</sup> – 30 <sup>th</sup>
4. Responses to firms/consultants about RFP	March 2 <sup>nd</sup> – 30 <sup>th</sup>
5. Proposal Due Date	March 31 <sup>st</sup>
6. Interviews/meetings with firms/consultants	Week of April 20 <sup>th</sup>
7. Anticipated decision and selection of firm/consultant	April 28 <sup>th</sup>
8. Anticipated commencement date of work	May 1 <sup>st</sup>

## **GUIDELINES FOR PROPOSAL PREPARATION**

### **PROPOSAL SUBMISSION**

Award of the contract resulting from this RFP will be based upon the most responsive firm/consultant whose offer will be the most advantageous to the BCS in terms of cost, functionality, and other factors that the Board deems to be important.

BCS reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential firm/consultant,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract

The proposal in response to this RFP will be incorporated into the final agreement between the BCS and the selected firm/consultant. The submitted proposals are suggested to include each of the following sections:

1. Services that firm/consultant provides
2. Detailed and Itemized Pricing ( include any projected costs/expenses associated with conducting such a search)
3. References (other school systems you have previously assisted with such matters)
4. Company Overview

Firms/consultants are free to include any additional information that they feel are relevant to this RFP and wish for the Board to consider.