



OLD BUSINESS

Proposal Requirements Check List & Evaluation

**(DRAFT - SUBMITTALS TO FOLLOW UPON OPENING
8/28/18)**

DATE & TIME SUBMITTAL RECEIVED: _____

Name of Search Firm: _____

The consultant's proposal shall provide the following information:

1. Information about the firm's experience;
 - a. _____ Resumes of individual(s) who will be working with the Board of Directors as well as the name and resume of the key contact for this search,

 - b. _____ Superintendent search experience with public schools at the national and regional level and in the State of Washington and general statement of experience,

 - c. _____ Identification of successful superintendent searches recently completed in districts of comparable size and nature. Identify school districts' contact information and sample electronic recruiting brochure(s),

 - d. _____ Description of candidate analysis processes used including rubric, if applicable,

 - e. _____ Options used and proposed for community and staff input to the selection process.

2. Information regarding the firm's qualifications;
 - a. _____ Provide a statement describing the unique qualification of your team,

- b. ____ Provide a statement describing your ability to meet the desired timeline,

 - c. ____ Provide a statement describing your understanding of the unique aspects of Wenatchee School District and what will be important to consider in the superintendent search.
3. Scope of Services and Fees;
- a. ____ Identify the list of specific services to be provided and a work plan as to how such services will be scheduled and implemented,

 - b. ____ Submit fee structure, which identifies specific service(s) and material(s) to be provided and identifies anticipated expenses to be borne by the consultant(s) and those to be borne by the District.

REFERENCES CHECKED & RESULTS:

ADDITIONAL COMMENTS: