

To Whom It May Concern,

A response to this request is needed by noon PDT on Thursday, May 2, 2019

Philomath's superintendent of schools will be leaving the district on June 30 of this year, and the school board desires to conduct a search for an interim superintendent for the 2019-2020 school year, while it searches for a permanent replacement. The board is also willing to consider the possibility that should an interim superintendent perform well, that both the candidate and the board may be willing to transition to permanent status. This is the rationale and thinking behind the outline for this RFP (below).

The Philomath school board has declared a vacancy, has taken action to pursue an interim superintendent, and its next step is to select a search firm that can help guide the board through this process.

Please reply to this request with:

- A quote for your services. This includes:
 - Interim search costs
 - Permanent search costs (if needed)
 - "bundled" cost (if we do both)
- Out-of-pocket costs (indicate estimated or not to exceed)
 - Travel costs
 - Materials
 - Advertising costs (broken out separately)
- Outline the process that will be used; steps and timeline
- The desired timeline of the Philomath school board is:
 - Interim candidate applications due by May 28th 5:00 pm
 - Board meeting on May 30th
 - Board screening first week of June
 - Board meeting June 6 or 13
 - Two interim finalists (max) to be selected
 - Interim candidate selected by June 7 or 14
- PSD will generate the brochure

The school board would also like your suggestions on several topics:

- Would you have salary recommendations for its interim superintendent?
- Are there other benefits we might consider? (note that the board is not considering relocation expenses for its interim).

Please send your proposal to me by noon PDT on Thursday, May 2, 2019 (jim.kildea@philomath.k12.or.us). Thank you.

Jim Kildea

Jim Kildea

Philomath School Board, Chair