



MEETING OF: January 14, 2014

TITLE: Approval to Award Request for Proposal (RFP) No. 14-49-18 – School District Executive and Administrative Search Services

ITEM #: 15

Information:

Study:

Action: X

PURPOSE:

Requesting approval to award RFP No. 14-49-18, District Executive and Administrative Search Services for as-needed search and recruitment services for executive and administrative level positions within the District. All information contained in the proposal file must remain CONFIDENTIAL until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045(B).

DESCRIPTION AND JUSTIFICATION:

RFP 14-49-18 was issued to solicit prospective consultants to provide search and recruitment services on an as-needed basis for the District. The District is not obligated to utilize these services in lieu of the District's in-house search and recruitment expertise; however the selected consultant may be utilized at the District's discretion. Additionally, when the District elects to utilize the contracted services, the District may utilize select consultant services as specified in the RFP document or the District may utilize all consultant services.

The District sent the RFP to 265 prospective consultants as well as publicly advertising the solicitation on the District's website. Three vendors responded with offers and nine vendors with "no-bids." Services provided under this contract award will be provided on an as-needed basis at the sole discretion of the District, and the contract will be a multi-term contract beginning with Fiscal Year 2013-2014, with renewal options through June 30, 2018.

The Executive Summary and Committee Recommendation will be sent separately as all proposal information is confidential until award.

The Superintendent's Goals on Achievement as well as Customer Service are supported by this service.

Yousef Awwad, Deputy Superintendent of Operations, will be present to answer questions regarding the use of District Executive and Administrative Search Services.

Kevin Startt, Director of Purchasing, will be present to answer questions about the procurement process.

BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ, Purchasing Procedures.

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X	District Budget
	State/Federal Funds
	Other
<u>Budget Cost</u>	<u>Budget Code</u>
approx. \$30K per	
recruitment/est.	
\$100K per year	


Budget Certification (for use by Office of Financial Services only):

Date _____
I certify that funds for this expenditure in the amount of \$ are available and may be:
Authorized from current year budget
Authorized with School Board approval
Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing		1/6/14
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
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 Confidentiality Statement

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET