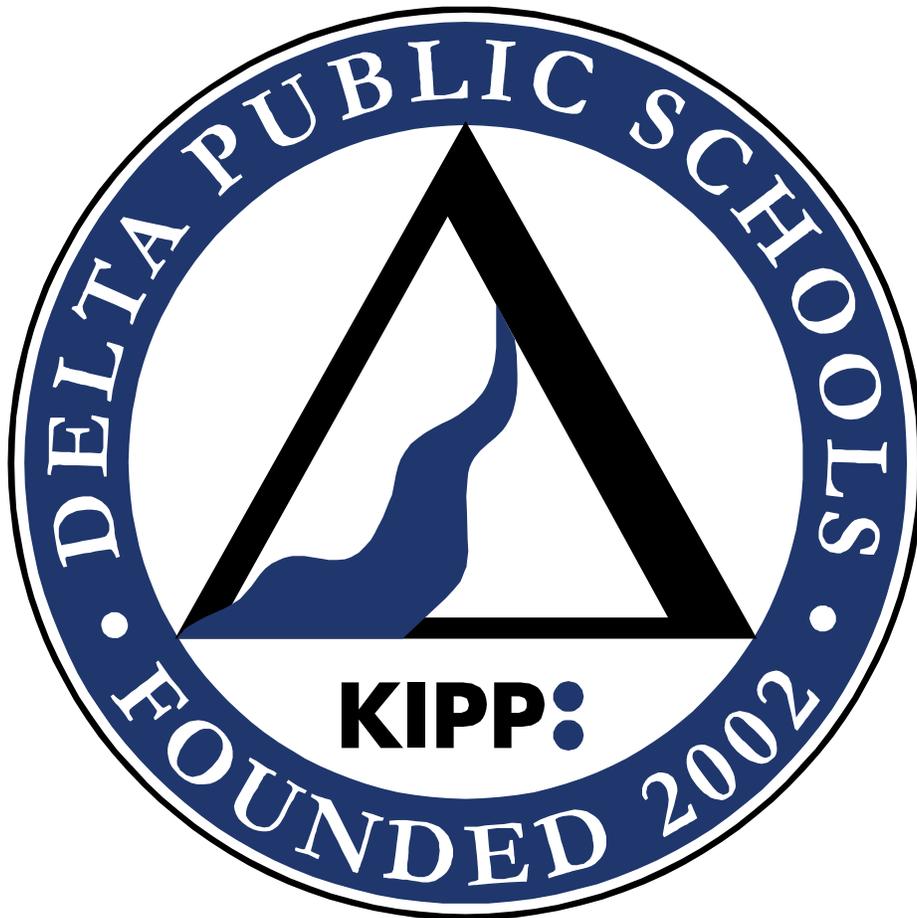

Request for Proposal

KIPP: DELTA PUBLIC SCHOOLS



Request for Proposal

KIPP DELTA PUBLIC SCHOOLS

Instructional Leadership Recruitment Services
February 2017

Notice to Prospective Instructional Leadership Recruitment Providers

To: All Invited Prospective Instructional Leadership Recruitment Providers

Re: KIPP Delta Request for Proposal for instructional Leadership Recruitment Providers

KIPP Delta Public Schools is soliciting responses from firms qualified to provide the services supporting instructional leadership recruitment services. KIPP Delta is seeking support in filling approximately 3 instructional leadership vacancies for the 2017-2018 and 2018-2019 school year. Our biggest challenge is finding high-quality applicants with significant experience in charter school leadership willing to relocate to the Arkansas Delta. We are looking for services that can dramatically increase our pool of high quality applicants, so we can make the best hiring decisions possible. The RFP contains the following:

- 1) Advertisement
- 2) Introduction
- 3) Scope of work description
- 4) Assurances and disclosures
- 5) Qualifications/Proposer Information

Proposers should submit one electronic copy (PDF) and one printed copy to:

Mail: KIPP Delta Public Schools, Attention: Carissa Godwin, 415 Ohio Street, Helena, AR 72342

Email: Carissa.godwin@kipdelta.org

Each Proposer must answer all questions and provide all requested information, where applicable. If the answer to any questions is “none” or if the question is not applicable, please state in writing. The procurement of the Instructional Leadership Recruitment Services contract will be based on the RFP and the Proposer’s response. A selection committee will review and evaluate the RFP responses and may select firms to be interviewed. KIPP DELTA reserves the right to reject any proposal if the information submitted by or investigations of the Proposer fail to satisfy KIPP DELTA that the Proposer is qualified.

Request for Proposal

KIPP: DELTA PUBLIC SCHOOLS

Electronic and hard copies of the RFP response must be received by 5pm, March 15, 2017.

We thank you for your interest.

Carissa Godwin, Chief of External Affairs

Section 1 - Advertisement

KIPP Delta is soliciting information proposals from qualified firms interested in providing Instructional Leadership Services. KIPP Delta is seeking support in filling approximately 3 – 4 school leadership positions, including Assistant Principal, Head of Schools, and School Leader for the 2017-2018 and 2018-2019 school year. Our biggest challenge is attracting highly qualified applicants. We are looking for services that will dramatically increase our pool of high quality applicants, so we can make the best hiring decisions possible. That being said, our greatest needs are marketing to and sourcing for high quality leaders who are willing to come to or stay in the Delta to make a difference.

One hard copy of the RFP response must be received no later than **5pm on March 15, 2017**. Responses should be submitted to the attention of Carissa Godwin, 415 Ohio Street, Helena, AR 72342. An electronic copy should also be emailed to carissa.godwin@kipdelta.org. KIPP Delta Public Schools reserves the right to select, re-advertise, and/or reject any proposal for any reason including apparent conflicts of interest.

Request for Proposal

KIPP DELTA PUBLIC SCHOOLS

Section 2 – Introduction

Founded in 2002, KIPP Delta Public Schools aspires to lead high performing college preparatory schools in the Arkansas Delta where students discover and pursue their passions. We provide a rigorous and aligned Pre-K-12 program built upon college-ready academic standards, effective instructional practices, and meaningful curricula and assessments. As a growing network of free, open-enrollment, public charter schools, KIPP Delta serves over 1,400 students across six schools in Helena, Blytheville and Forrest City, Arkansas, and is expanding in the coming years. Rooted in an assets-based approach to teaching, leading, and coaching, KIPP Delta Public Schools is poised to transform lives and uplift the communities it is serving.

Impact:

With a mission to empower students from underserved communities to pursue a college education, 99% of our high school graduates have been accepted to college and 79% have graduated or are persisting in college. Our founding class is on track to quadruple the six-year graduation rate for low-income students, which is just ten percent nationally. Our first six graduating classes have earned over \$5 million in college scholarships. KIPP Delta Collegiate High School in Helena, Arkansas has consistently been ranked in the top ten high schools in the state by U.S. News and World Report over the last five years.

Academic Vision:

At KIPP Delta, we seek to create a joyous struggle in all of our students by ensuring teachers pitch lessons high while knowing how to differentiate for students' needs. We strive to constantly challenge our students while acknowledging their hard work and achievements. We never under-estimate children's intellect and desire to learn, regardless of their background. We believe students should leave classrooms exhilarated and craving more. We stick with students, working relentlessly until all students experience the joy of academic success.

For more information about the organization please visit www.KIPPDelta.org.

Challenge:

Request for Proposal

KIPP DELTA PUBLIC SCHOOLS

KIPP Delta has historically recruited school leadership talent from internal talent pools. Many of our school leaders have been with KIPP Delta for 10+ years and are considering their next steps. We anticipate the possibility of needing to replace 2 – 3 school leaders for our Blytheville, Helena, and Forrest City schools over the next two years. At the same time, we have a continued need to source additional assistant principal candidates as these candidates move up the leadership pipeline or move elsewhere. We have also added a new Head of Schools position.

While we have a high number of applications for instructional leadership positions, many do not have the required mix of experience needed to be successful in these positions. The ideal candidate will have significant experience in leadership, developing and coaching teachers, and a charter school leadership background.

Section 3 – Scope of Work Description

The scope of services extends from design through the execution of the proposed instructional leadership talent recruitment proposal.

Recruitment, Sourcing and Outreach:

The Respondent's recruitment, sourcing, and outreach services should seek qualified diverse instructional leadership candidates aligned with KIPP Delta's values. Sourcing and outreach efforts would include a strategic plan to utilize a variety of electronic and networking tools including, but not limited to, community and civic organizations, educational institutions, veterans groups, job search and posting sites, job fairs, job related media outlets, and social networking sites. All outreach plans and content must be submitted for review and approved by KIPP Delta prior to implementation. The Respondent must include in its proposal its strategy and record of success in recruiting and retaining qualified applicants.

Executive Summary:

Respondent must provide an executive summary which explains its understanding of KIPP Delta's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss

Respondent's strategy and methodology for successfully developing and executing recruitment strategy services to increase the highly qualified instructional leadership talent pool for KIPP Delta Public Schools.

The executive summary should address the following questions:

Request for Proposal

KIPP DELTA PUBLIC SCHOOLS

1. How does your strategy align with KIPP Delta's needs and values?
2. How much time is needed for implementation?
3. Why do you believe that this strategy will improve recruitment and retention of culturally competent and socioeconomically diverse instructional leadership populations?
4. What are the appropriate metrics of success?
5. What is the expected impact of your strategy?
6. What levels of service can you provide? What are the associated costs?

Timing:

The selected consultant must be able to begin the supply of services by April 1, 2017.

Section 4 – Assurances & Disclosure

I, _____ hereby state:

1. I am the duly authorized agent of _____, the Proposer submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between Proposers and Region officials, as well as facts pertaining to the giving or offering of things of value to Region personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
3. Neither the Proposer nor anyone subject to the Proposer's direction or control has been a party:
 - a. To any collusion among Proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. To any collusion with any Region official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or
 - c. In any discussions between Proposers and any Region official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.
4. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the Region.

Certification and Violations Disclosure -

1. Is the company or any employees who will be working on this contract presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids

Request for Proposal

KIPP DELTA PUBLIC SCHOOLS

or proposals by any federal, state or local entity, department or agency? _____ Yes
_____ No

2. Has the company or any of its employees within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property? _____ Yes _____ No
3. Is the company or any of its employees presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in item 2 of this disclosure? _____ Yes
_____ No
4. Has the company or any of its employees, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract? _____ Yes _____ No
5. Does the company or any of its employees have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract? _____ Yes _____ No
6. Has the company or any of its employees within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance? _____ Yes _____ No

(If the answer is yes to any of the above questions, provide details in a separate attachment to this form.)

Conflict of Interest Disclosure:

1. Does any school board member or employee of the Region have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? _____ Yes _____ No
2. Does any school board member or employee of the Region have a family relationship with anyone employed by your business? _____ Yes _____ No

(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)

Did you or your company assist the Region or any agent of the Region with the development of the bid specifications? _____ Yes _____ No

If yes:

- a. Were you or your company compensated? _____ Yes _____ No

Request for Proposal

KIPP: DELTA PUBLIC SCHOOLS

- b. Is your company's name or identity included anywhere within the specifications? ____ Yes
____ No
- c. Were you offered any preferential treatment in the bid evaluation process? ____ Yes
____ No

Signature

Date

Name

Title

Company

Request for Proposal

KIPP DELTA PUBLIC SCHOOLS

Section 4 – Qualifications/Proposer Information

Please organize your responses to questions below in the same order and numbering given, restating the question first, then your responses.

1. Company history, size and background.
 - a. Note any teacher recruitment support services for K-12 education or higher education.
2. Provide information on K-12 projects for which your firm has provided similar type services during the past five years. Information should include:
 - a. Name and address of project
 - b. Type and size of project
 - c. Actual Cost
 - d. Duration
 - e. Tangible outcomes/results
3. Provide experience and background information on key individuals proposed for the project.
4. Client References.
 - a. Provide a minimum of 2 client references.
5. Indicate any project(s) where your firm has been terminated and the reasons for termination.
6. Indicate any prior or current Instructional Leadership Recruitment contracts between your firm and any KIPP region.