



**NEBRASKA STATE BOARD OF EDUCATION
AD HOC SEARCH COMMITTEE**

**Executive Search – Nebraska Commissioner of Education
October 12, 2022**

Section 1: General Information

Introduction. The Nebraska State Board of Education (State Board) is seeking a vendor to perform an executive search for the position of Commissioner of Education (commissioner) for the State of Nebraska. Vendor applicants (vendors) shall meet the following qualifications:

- Have extensive experience in performing searches for educational entities, preferably with specific experience in recruiting state commissioners of education or chief state school officers, and leaders for larger school districts;
- Have an understanding of preK-12 education, vocational rehabilitation, and the commissioner search process; and
- Have a proven regional or national presence and the capability to identify and recruit individuals who may be actively or passively searching for a new position.

Vendor finalists will be required to give an oral and visual presentation of their proposal to the State Board.

Key project deliverables. The successful vendor shall work with the designees to coordinate all aspects of the search process. Services to be provided shall include, but may not be limited to, the following:

- 1) Facilitate the development and finalization of a commissioner position profile;
- 2) Attract a varied pool of qualified commissioner candidates and recommend potential candidates that meet the requirements of the position;
- 3) Administer the commissioner application process, including the development of rubrics to score applications and interviews;
- 4) Lead or be involved in any Search Committee or State Board discussions and deliberations; and
- 5) Conduct background and credential checks on all finalists and provide a report for each.

Point of contact. The point of contact for questions and all matters related to this request is:

Dr. Ryan Foor, Administrative Officer
Nebraska Department of Education
Telephone: 402-471-5030
Email: ryan.foor@nebraska.gov

USPS mailing address
P.O. Box 94987
Lincoln, NE 68509-4987

Street address
500 S. 84th St.
Lincoln, NE 68510-2611

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Submittal instructions. Vendors must submit the following materials to the point of contact by the proposal deadline:

- 1) One (1) original and five (5) paper copies of the proposal; and
- 2) One (1) digital PDF copy of the proposal via email.

All proposals must be submitted in accordance with the specific terms of this request.

Proposal deadline. The deadline for receipt of proposals is **Wednesday, November 2, 2022**. Any proposal received after the date listed above will not be considered. The timeline for the process is provided below. The Search Committee or State Board reserves the right to modify this schedule at any time.

<u>Event</u>	<u>Date</u>
Proposals requested	October 12, 2022
Proposal due date	November 2, 2022
Oral/visual presentations by finalists	December 1, 2022
Award of contract	TBD

Section 2: Proposal Requirements

Proposals must be organized as outlined below and use the corresponding section titles and numbering in the body of the proposal. If information in the vendor’s response is deemed to be insufficient for evaluation, the Search Committee reserves the right to request additional information or to reject the submission outright. Fulfillment of the requirements will be determined by the Search Committee and such judgement shall be final.

A. Cover Letter

All proposals must include a cover letter submitted under the vendor’s name on the vendor’s letterhead, containing the following:

- 1) An executive summary of the proposal; claims of proprietary information must be included in the cover letter;
- 2) Vendor contact information; and
- 3) Original signature and title of a person or an official of the vendor who is authorized to commit the vendor to a potential contract with the Nebraska Department of Education.

B. Qualifications

Describe the vendor’s qualifications to provide the requested services, and include the following:

- 1) Description of the nature of the vendor’s business; include a description of experience, competencies, and overall organizational capabilities;
- 2) Organization chart indicating key management team members;
- 3) Number of years in operation and number of years of experience providing educational search services, including a description of any searches conducted in Nebraska education settings;
- 4) Description of the vendor’s capabilities to provide the requested services; identify any third party or subcontractor proposed for any services and provide the corresponding contact name, address, qualifications, phone number, and email address of the contact; and

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- 5) Description of the project staff structure including the background, qualifications, length of time at the organization, and relevant experience of all staff involved in the project; list the responsibilities that each staff member will have during the execution of this project.

C. Project Plan

Provide a specific plan of operation, which includes delineation of search project phases and specific activities, including those listed below. Include a timeline for each activity.

- 1) Facilitate the development and finalization of a position profile for the position of commissioner.
- 2) Engage internal and external stakeholders to inform the development of the commissioner position profile.
- 3) Assist the Search Committee with public relations related to the search.
- 4) Attract a varied pool of qualified candidates from those actively and passively pursuing a job change. Include specific marketing or recruiting strategies to be undertaken. Specify how often progress reports will be made and by what means.
- 5) Develop a rubric to score application information.
- 6) Provide suggestions for the interview process and develop a rubric to score interview responses.
- 7) Conduct initial review of applications received. Contact applicants to clarify experience and qualifications as necessary.
- 8) Verify selected candidates' educational background and conduct criminal, financial, media, and civil litigation checks as part of the overall assessment of candidates presented. Provide detailed reports on each to the Search Committee or State Board as directed. In the event politically sensitive or potentially embarrassing issues arise from the candidate's background, conduct in-depth interviews with principal parties to clarify the event and present results to the Search Committee or State Board as directed.
- 9) Actively lead or be involved in Search Committee and State Board discussions and deliberations as requested. Debrief with the Search Committee or State Board following interviews and identify additional candidates if necessary.
- 10) Communicate with candidates during screening, interviews, and negotiations. Personally notify finalists who were not chosen.
- 11) Identify any potential conflict of interest in the vendor providing services to the State Board and the Nebraska Department of Education.

D. Cost of Proposed Services

Provide an itemized listing of proposed services and associated costs. Include a statement of billing practices should the search fail or be incomplete (e.g., no candidate is selected). The total of proposed services and costs should not exceed \$49,900.

E. References

Provide three independent references from three different projects of similar scope, nature, and complexity to this request. References from educational or governmental entities are preferred. Each of the references must include the following information:

- 1) Entity name;
- 2) Address, city, state; and
- 3) Contact name, title, phone number, and email address.

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Section 3: Selection

Proposals will be evaluated based on requirements stated above. Final selection of the vendor will be at the discretion of the State Board and will be based on the proposal that the State Board deems most appropriate in terms of previous experience, proposed services, and justification of cost.

Selected vendors will be required to make on-site oral and visual presentations at the request of the State Board on Thursday, December 1, 2022, in Lincoln, Nebraska. Costs for such presentations are the responsibility of the vendor.

Proposals will be reviewed and evaluated based on the vendor's responsiveness and compliance with the proposal requirements.

Note: The State Board may nominate and select applicants for the position of commissioner in addition to the applicants who are recommended by the selected vendor.