

EAST SIDE UNION HIGH SCHOOL DISTRICT

AWARD OF BID FOR EXECUTIVE SEARCH FIRM SERVICES

Bid	Bid Opening	Legal Advertisements	Advertisement Date(s)	Project Description
RFP-06-11-12	November 21, 2011	San Jose Post – Record and was posted on ESUHSD website	10/25/11 & 11/01/11;	Consultant to provide assistance with the identification, recruitment, and screening of candidates for the position of Superintendent for ESUHSD.

RFP Results:

Consultant	Average Score	Proposed Estimated Fees without Candidate Expenses
Hazard, Young, Attea & Associates	80.7	\$33,000.00
Ray and Associates, Inc.	92	\$36,300.00
Covington & Associates	15.32	\$60,375.00

A Request for Proposals (RFP) (RFP-06-11-12) process was conducted by ESUHSD Administration to find a Consultant to provide assistance with the identification, recruitment, and screening of candidates for the position of Superintendent. Proposals were sent out to sixteen (16) known Consultants.

Proposals were received from three (3) Consultants of sixteen (16) direct solicitations. All proposals were considered in the evaluation process.

The evaluation of proposals were conducted by a committee of six (6) and included the following factors: (1) Descriptions of Services to be Provided; (2) Consultant's Level of Experience and Background; (3) Consultant's Proposed Timeline; (4) Consultants references and written letters of recommendations; and (5) Consultant's proposed costs.

FISCAL IMPACT: \$36,300.00 plus any board approved candidate expenses

FUNDING SOURCE: General Fund

RECOMMENDATION: It is recommended that the Board of Trustees approve Administration to enter into contract negotiations and sign a contract with Ray and Associates for an effective period necessary for the successful hiring of a new Superintendent for a not-to-exceed amount of \$36,300.00 and to authorize administration to pay for any candidate expenses as approved in advance by the Board.