

**Shirley Howard**  
*Superintendent*

**Alan Bengry**  
*President*

**Gerald Nichols**  
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*Secretary*

# Evart Public Schools

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**Eric Schmidt**  
*Treasurer*

**Kelly Whitman**  
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**Todd Bruggema**  
*Trustee*

**Mark Moody**  
*Trustee*

## **DISTRICT MISSION STATEMENT**

*The Evart Public Schools with the community will prepare all students to be successful in an ever-changing world*

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October 10, 2023

### Request for Proposal (RFP) for Superintendent Search Services

Evart Public Schools  
321 N. Hemlock  
Evart, MI 49631  
Attention: Alan Bengry, Evart Board of Education

#### **I. Introduction**

The Evart Public School Board is seeking proposals from qualified and experienced organizations to conduct a comprehensive search for a new Superintendent of Schools. The successful organization will work closely with the School Board to identify and recommend highly qualified candidates for this crucial leadership position.

#### **II. Background Information**

After a dedicated tenure, the Superintendent of Evart Public School has announced her retirement upon the conclusion of the 2023-2024 school year. The Evart Public School Board is resolute in its commitment to finding the most qualified candidate to assume the leadership mantle and guide the district into a promising future. The selection of the new Superintendent will be a pivotal moment in shaping the educational landscape of the Evart Public School District.

#### **III. Objectives**

The primary objectives of this RFP are as follows:

1. To identify and recruit highly qualified candidates for the position of Superintendent of Schools with Evart Public Schools.
2. To conduct a comprehensive search process that ensures a diverse and inclusive pool of candidates.
3. To facilitate a seamless transition for the incoming Superintendent.



*Evart Public School prohibits discrimination on the basis of religion, race, color, national origin, sex, age, weight, marital status, or disability, in its educational program, activities, or employment.*

#### **IV. Scope of Work**

The selected organization will be responsible for, but not limited to, the following activities:

1. Conduct a needs assessment to understand the specific requirements and expectations of the School Board.
2. Develop a comprehensive search plan, including a timeline and key milestones.
3. Develop and implement a proactive recruitment strategy to attract a diverse and highly qualified candidate pool.
4. Facilitate all aspects of the candidate screening and selection process.
5. Conduct background checks, reference checks, and candidate assessments.
6. Provide regular progress updates to the School Board and the search committee.
7. Assist with contract negotiations and onboarding of the selected Superintendent.
8. Provide ongoing support during the transition period.

#### **V. Proposal Submission Requirements**

Interested organizations should submit a proposal that includes the following elements:

1. Cover letter expressing interest in the project.
2. Organization profile, including information about relevant experience and qualifications.
3. Detailed description of the proposed approach to the search process.
4. Proposed timeline and key milestones.
5. Pricing information, including a breakdown of costs.
6. References from previous clients who have used your Superintendent search services.
7. Any additional relevant information.

#### **VI. Selection Process**

The selection of the organization will be based on the following criteria:

1. Experience and expertise in conducting Superintendent searches.
2. The proposed approach and methodology.
3. Cost-effectiveness.
4. References and reputation.

## **VII. Timeline**

The proposed timeline for this Superintendent search is as follows:

- RFP Issued: 10/13/2023
- Deadline for Submission of Proposals: 11/3/23
- Review and Evaluation of Proposals: 11/7/23
- Interviews/Presentations by Shortlisted Organizations: 11/13/23
- Selection and Notification of Successful Organization: TBD

## **VIII. Submission of Proposals**

All proposals should be submitted by 11/3/23 to:

Alan Bengry  
Board of Education President  
Evert Public Schools  
321 N. Hemlock  
Evert, MI 49631  
Email: [bengryal@evartps.org](mailto:bengryal@evartps.org)  
231-734-5594

## **IX. Questions and Clarifications**

Any questions or requests for clarifications regarding this RFP should be submitted in writing to the contact person mentioned above.

## **X. Conclusion**

The Evert Public School Board looks forward to receiving proposals from qualified organizations interested in assisting us in the search for our next Superintendent. We appreciate your interest in this important endeavor and look forward to the opportunity to work with a dedicated and experienced partner.

Sincerely,

A handwritten signature in blue ink that reads "Alan Bengry". The signature is fluid and cursive, with the first name "Alan" and last name "Bengry" clearly legible.

Alan Bengry

President  
Evert Public Schools Board of Education

