

December 7, 2001

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS PROPOSALS FOR AN EXECUTIVE SEARCH FIRM FOR THE SELECTION OF THE PERMANENT SUPERINTENDENT OF SCHOOLS**

At the School Board meeting of October 24, 2001, Agenda Item Replacement K-3, the Board authorized the Superintendent to initiate the selection process for the position of Superintendent of Schools. In accordance with the Board's direction, authorization is requested to issue a Request for Qualifications Proposals (RQFP) for an executive search firm for the selection of a permanent Superintendent of Schools.

The purpose of this Request for Qualifications Proposals is to obtain the services of an executive search firm (agency, company, consultant, corporation, etc.) from the public or private sector to conduct a national executive search to identify and attract the most highly qualified candidate for the permanent Superintendent of Schools.

The screening committee will consist of the following members:

- Three School Board Members appointed by the Chair of the School Board.
- Three community leaders appointed by the Superintendent of Schools.
- A representative from the PTA/PTSA.
- A representative from higher education.
- A representative from the Division of Business Development and Assistance.
- A representative from the School Board Attorney's Office (non-voting).
- The Deputy Superintendent for Personnel Management and Services (non-voting).

The final selection of the executive search firm will be made by The School Board of Miami-Dade County, Florida.

The estimated time for implementation of the RFQP is as follows:

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| • Procurement Contract Review Committee       | December 6, 2001  |
| • Request for Board Approval to issue RFQP    | December 12, 2001 |
| • Mailing and advertising of RFQP             | December 14, 2001 |
| • Opening of Proposals                        | January 17, 2002  |
| • Evaluation Completed by Screening Committee | January 31, 2002  |
| • Evaluation by School Board                  | February 6, 2002  |
| • Recommendation to School Board for approval | February 13, 2002 |

A copy of the Request for Qualifications Proposals will be forwarded to the Board under separate cover and will be on file in the Office of the Board Recording Secretary and the Citizen Information Center.

The appropriations for this RFQP are included in the General Fund of the 2001-2002 Adopted Budget.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. authorize the Superintendent to issue a Request for Qualifications Proposals for an executive search firm for the selection of the permanent Superintendent of Schools; and
2. approve the screening committee that will review the proposals for subsequent submission to the School Board, who will make the final selection of the executive search firm.

The appropriations for the Request for Qualifications Proposals are included in the General Fund of the 2001-2002 Adopted Budget.