

SANTA BARBARA COUNTY SELPA (SBCSELPA)

Request for Qualifications and Proposals

for

Search Firm Services

for the Position of Executive Director

Submissions and Information Contact:

**Rachel Wigle
Chief Business Official
SBCSELPA
5385 Hollister Ave Building 7
Goleta, CA 93111
Phone: (805) 683-1424
rwigle@sbcselpa.org**

Or

**Executive Assistant
Lindsay MacDonald lmacdonald@sbcselpa.org**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no Proposer, person, or entity, submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such Proposer shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the JPA Board, representatives, agents, selection members, other than the individual(s) specifically named herein. Any such contact shall be grounds for the disqualification of the Proposer submitting a response.

SBCSELPA

TABLE OF CONTENTS

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR
SEARCH FIRM SERVICES
FOR THE POSITION OF EXECUTIVE DIRECTOR**

TABLE OF CONTENTSPage 2

RFP NOTICEPage 3

TIMELINE.....Page 4

RFP INSTRUCTIONS AND CONDITIONS.....Page 5

SERVICE REQUIREMENTS.....Page 9

ATTACHMENTS:

- 1) Non-discrimination Certification Form
- 2) Workers Compensation Certification Form
- 3) Non-Collusion Declaration Form

NOTE: The Table of Contents is to be made part of the above referenced RFP.

SANTA BARBARA COUNTY SELPA (SBCSELPA)
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR
SEARCH FIRM SERVICES
FOR THE POSITION OF EXECUTIVE DIRECTOR

NOTICE is hereby given that the **SANTA BARBARA COUNTY SELPA**, Santa Barbara County, California, hereinafter referred to as the **SBCSELPA**, will receive up to, but no later than **January 31, 2025** sealed proposals for the award of a contract for search firm services for the position of Executive Director.

Proposals shall be received by the **SBCSELPA** prior to **2:00 p.m. PST**, on **January 31, 2025** (the "RFP Deadline"), and will be received only at:

SANTA BARBARA COUNTY SELPA
Attn:Rachel Wigle
5385 Hollister Ave Building 7
Goleta, CA 93111

RFP Proposals received after the RFP Deadline will not be accepted.

The **SBCSELPA** reserves the right to reject any or all proposals and to waive any informality in the proposed process.

SELPA CONTACT

Please direct any inquiries or questions to the attention of Rachel Wigle, Chief Business Official, e-mail: rwigle@sbcselpa.org.

General information regarding the **SBCSELPA** is available via www.sbcselpa.org. Request for Information (RFI's) must be submitted no later than **January 31, 2025** by 2:00 p.m. PST.

Rachel Wigle
Chief Business Official
SBCSELPA
Publication: <https://www.sbcselpa.org/>

Publication Date: **January 6, 2025**

TIMELINE

The following is the anticipated timeline of events for this RFP. The SELPA may change the estimated dates and processes as deemed necessary.

TASK	DATE
Advertise for Consultants	January 6, 2025 - January 29, 2025
SBCSELPA JPA Board consideration	February 3, 2025

END OF TIMELINE

INSTRUCTIONS & CONDITIONS ON NEXT PAGE

INSTRUCTIONS & CONDITIONS

PREPARATION AND SUBMISSION OF PROPOSAL

Proposals shall be submitted in three (3) ring binders. Please submit the following sets:

- **Six (6) copies**
- **One (1) digital copy, on a readable device such as a flash drive.**

All proposals submitted must be in sealed envelopes bearing on the outside the name of the consulting firm, the address, and the name of the project for which the proposal is submitted.

It is the sole responsibility of each consulting firm to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the consulting firm unopened.

SIGNING OF PROPOSALS

The signature of all persons signing shall be in longhand and executed by the person duly authorized to bind your firm under contract. The consulting firm's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

QUALIFICATIONS

All consulting firms may be required to furnish evidence of their technical ability, experience, and financial responsibility.

ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal or purchase order shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

ASSIGNABILITY

This contract is not assignable by the consulting firm either in whole or in part. The contract shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assignees of the respective parties hereto.

COMPLIANCE WITH STATUTE

By responding to the Request for Proposal, the consulting firm hereby warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

PRICE, TERMS, AND CONDITIONS

Price, terms, and conditions of this proposal are valid for sixty (60) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.

MODIFICATIONS DURING THE RFP PROCESS

If it becomes necessary for the SELPA to revise any part of this RFP, or to provide clarification or additional information after the RFP is released, the SBCSELPA shall issue a written Addendum that will be sent to each recipient of record for the original RFP. It shall be the responsibility of the offerors to inquire of the SELPA as to any Addenda or Clarifications issued. All Addenda issued shall become part of the RFP.

WITHDRAWAL OF PROPOSALS

Consulting firms may withdraw their proposal either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.

EVIDENCE OF RESPONSIBILITY

Upon the request of the SELPA, a consulting firm whose proposal is under consideration for award may be required to submit promptly to the District's satisfaction evidence showing the consulting firm's financial resources, experience, and organization for the performance of the contract.

WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the Labor Code, the consulting firm shall secure the payment of compensation to employees. The consulting firm shall sign and file with the SELPA the following certificate prior to performing the work under this contract: "I am

aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The certificate is included herein.

NON-DISCRIMINATION

1. The consulting firm shall comply with the SBCSELPA's policies, including but not limited to policies related to conflicts of interests and nondiscrimination.
2. The consulting firm shall sign the enclosed "Nondiscrimination Certification" form and submit it with the proposal.

INSURANCE REQUIREMENTS

Consulting firm shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary to take out and maintain:

1. Public Liability Insurance for injuries including accidental death to any one person in an amount not less than \$1,000,000;
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000;
3. Property Damage Insurance in an amount not less than \$500,000;
4. Worker's Compensation Insurance in an amount adequate to cover all employees;
5. Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000; and
6. Automotive and truck insurance where operated in amounts as above.
7. Additional Insured Endorsements as applicable to required coverages.

SELPA RIGHTS AND OPTIONS

The SELPA reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the RFP.

This RFP does not obligate the SBCSELPA to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals. SELPA also reserves the right to waive any minor irregularities in proposals submitted.

CONFLICT OF INTEREST

Identify any current or former SBCSELPA employee, or relative of a SBCSELPA employee, employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If, following a review of this information, it is determined by the SBCSELPA that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.

END OF INSTRUCTIONS & CONDITIONS

SERVICE REQUIREMENTS ON NEXT PAGE

SANTA BARBARA COUNTY SELPA
SERVICE REQUIREMENTS
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR
SEARCH FIRM SERVICES
FOR THE POSITION OF EXECUTIVE DIRECTOR

INTRODUCTION

At the direction of the **SBCSELPA JPA BOARD**, the **SBCSELPA** is inviting interested search firms to demonstrate their ability to provide assistance with the identification and recruitment of candidates for the position of **Executive Director**. The **SBCSELPA** will be selecting a search firm to provide the above-referenced services based on their areas of expertise, experience responses to the requirements of section of this RFP, and the interview process.

CONTRACT TERM

Contract award date by the **SBCSELPA JPA BOARD** through the successful hiring of an **Executive Director**.

PROPOSAL REQUIREMENTS

1. Detailed description of the process and all associated costs provided in an itemized format.
Acknowledgement of agenda issued by the SBCSELPA.
The selected search firm will work in collaboration with a **SBCSELPA** liaison. Some services may be provided by or in collaboration with the **SBCSELPA** liaison.
2. Timeline for the process.
3. Services:
 - 3.1 Assist Board with the development of a hiring profile that is informed by the community.
 - 3.2 Assist Board with advertising of the position.
 - 3.3 Assist Board with recruitment of high quality applicants that match the established profile.

- 3.4 Assist the Board with the facilitation of the applicant screening process.
- 3.5 Assist the Board with the facilitation of the interview process.
- 3.6 Conduct preliminary background check including degrees and credentials earned.
- 3.7 Solicit community input to inform the hiring profile through community meetings, surveys.
4. Management of an interview process for selected applicants.
5. Procedure Consultant will use to disclose to the SBCSELPA prior recruiting/ searches involving any candidate that is screened.
6. Samples of related materials (advertising, survey forms, reports, etc.).
7. Experience References:
 - 7.1 Background information about your firm.
 - 7.2 Describe searches conducted for SELPA organizations, school districts and County Offices of Education; include the average length of time the candidates remained on the jobs.
 - 7.3 Provide resumes of key members of the project team, specifically the team leader assigned to facilitate this proposal.
 - 7.4 Provide the names, addresses, phone numbers, and email address of three past or current clients who may be contacted to attest to your ability to perform the requested services.
8. Guarantee:
 - 8.1 What kind of guarantee does your firm provide in the event of an unsuccessful search?

SELECTION PROCESS

Written responses will be evaluated and screened down to no more than three (3) consulting firms. Finalists shall be asked to meet with the SBCSELPA JPA BOARD for interviews. The Board will negotiate final terms conditions and pricing of the agreement with the selected firm.

EVALUATION FACTORS

The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to the scoring of items, the following items:

1. The consulting firm's detailed process for conducting the requested services.
2. The consulting firm's background, qualifications, experience and guarantee in providing work as identified in the Proposal Requirements section of this RFP.
3. The consulting firm's ability to deliver an effective community input process.
4. References of work done of a similar nature in California. Include the number of clients in California, number of years in education services, and all other factors that indicate the firm's commitment to perform satisfactorily, including responsiveness and availability.
5. Costs, including hourly rates for all levels of service, different personnel costs, travel time cost, and all associated costs for support services of work processing, copying etc. All costs must be identified in your proposal. All costs are negotiable until contract signing. Suggestions: consulting firms are encouraged to offer cost reduction suggestions.

SUBMITTALS

INCLUDE THE FOLLOWING INFORMATION IN YOUR SEALED RESPONSE:

1. Company profile information as described in the Proposal Requirements section, with acknowledgement of addenda issued by the SBCSELPA;
2. Search process description;
3. Qualifications of personnel;
4. References;
5. All appropriate Attachment Forms; and
6. Other pertinent data (cost savings suggestions, communications plans, etc.)

END OF SERVICE REQUIREMENTS

THANK YOU FOR PARTICIPATING IN THE SELPA's PROCESS!

ATTACHMENTS ON NEXT PAGES

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FOR
SEARCH FIRM SERVICES
FOR THE POSITION OF EXECUTIVE DIRECTOR

NONDISCRIMINATION CERTIFICATION

I am aware of and hereby certify that Contractor shall comply with Section 1735 of the Labor Code, which provides as follows:

No discrimination shall be made in the employment of persons upon public works because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, handicap, medical condition, marital status, or gender of such persons, except as provided in Section 12940 of the Government Code, and every contractor for public works violating this Section is subject to all the penalties imposed for a violation of [Chapter 1 of Part 7, Division 2 of the Labor Code].

By _____
Signature

Typed or Printed Name

Title

Date

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FOR
SEARCH FIRM SERVICES
FOR THE POSITION OF EXECUTIVE DIRECTOR

WORKERS' COMPENSATION CERTIFICATION**

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Name

Title

Company

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

SANTA BARBARA COUNTY SELPA

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FOR
SEARCH FIRM SERVICES
FOR THE POSITION OF EXECUTIVE DIRECTOR**

NON-COLLUSION DECLARATION

Project: _____

I, _____, declare that I am the _____ of _____, the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Company Name _____

Company Address _____

Signature of Officer _____

Title _____

Notary for Non-Collusion Declaration on Next Page . .

NOTARY FOR NON-COLLUSION DECLARATION

Subscribed and sworn to (or affirmed) before me this ____ day of _____, 20__.

Signature of Notary

[SEAL OF NOTARY]

Typed Name of Notary

END OF NON-COLLUSION DECLARATION