



Delta County School District 50J

145 West 4th Street, Delta, CO 81416

970-874-4438

www.deltaschools.com

Delta County School District Request for Proposal (RFP) for Superintendent Search Services

RFP Open Date: Friday, November 14th, 2025

RFP Close Date: Friday, December 5th, 2025

1. Introduction

Delta County School District (DCSD) invites qualified search firms to submit proposals for comprehensive superintendent search services. The goal of this RFP is to select a partner to assist the Board of Education in identifying, recruiting, and selecting the most qualified candidate to serve as Superintendent, beginning July 1, 2026.

2. Scope of Work

The successful firm will provide professional guidance and services, including, but not limited to:

- Organize the superintendent search process.
 - Developing a timeline with key milestones.
 - Engaging stakeholders (staff, students, parents, and community) in the interview process.
 - Recruiting highly qualified candidates.
 - Supporting the Board with candidate screening, reference checks, and interview facilitation.
 - Advising on contract negotiations, as requested.
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3. Proposal Requirements

Proposals must include the following components:

1. **Executive Summary** – A brief overview of the firm's qualifications and proposed approach.
2. **Company Information** – Background, history, size, expertise, and relevant experience in conducting executive positions, including School Superintendent, especially for rural or Colorado school districts.

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3. **Search Process & Timeline Suggestions** – Detailed description of the methodology, phases, and recommended timeline to align with DCSD’s July 2026 transition date.
 4. **Stakeholder Involvement** – Strategies for incorporating staff, parents, community members, and other stakeholders in candidate screening.
 5. **Search Team** – Identification of the individuals assigned to the project, including their roles and relevant experience.
 6. **Cost Proposal** – All fees and expenses related to the search, including optional or additional services.
 7. **References** – At least three references for which the firm has conducted successful executive recruitment including, but not limited to, School Superintendents within the past five years.
 8. **Process Transparency** – Clear explanation of how the firm ensures confidentiality, fairness, and equity throughout the search process.
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4. Proposal Timeline

- **November 14th, 2025:** RFP released
 - **December 5th, 2025:** Deadline for proposal submission (by 4:00 p.m. MST)
 - **December 5th - December 8th, 2025:** Proposal review and firm interviews (if needed)
 - **December 9th - Board Meeting:** Selection of search firm
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5. Submission Instructions

All proposals must be submitted by hard copy in the mail or electronically in PDF format to:

Laura Esplin, Board of Education, Secretary
Subject Line: Superintendent Search Services Proposal
145 W. 4th Street, Delta, CO 81416
laura.esplin@deltaschools.com

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Questions regarding this RFP should be directed to the same contact no later than **Friday, November 21st, 2025**.

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Demonstrated experience and success with superintendent and executive searches.
 - Quality and clarity of the proposed search process.
 - Qualifications of assigned personnel.
 - Overall cost and value.
 - References and past performance.
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7. General Conditions

- DCSD reserves the right to reject any or all proposals, waive informalities, and select the proposal that best meets the District's needs.
 - All costs incurred in the preparation of a response to this RFP are the sole responsibility of the proposer.
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Issued by:

Delta County School District, Board of Education
November 14th, 2025

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