

**SCHOOL DISTRICT SUPERINTENDENT RECRUITMENT FIRM
BOARD OF EDUCATION of the JASPER COUNTY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (PROCUREMENT EXEMPTION)**

May 2, 2018

The Board of Education of the School District of Jasper County, South Carolina, calls for statements of qualifications, services, and proposed compensation and costs to provide the board with professional services for the recruitment of candidates for the position of Superintendent of the school district. Profile information on the Board and the District is posted at <https://www.jcsd.net/>

JCSD Procurement Code sec. 1-103(d) provides a procurement exemption for “Professional services normally obtained on a fee basis ... provided that no such services may be awarded without approval of the school district board of trustees” This process does NOT constitute a “solicitation” under the JCSD Procurement Code, and that the rights and remedies of interested parties thereunder will not apply to this process. Selection of the firm and approval of the terms of the engagement are solely within the discretion of the Board in fulfillment of its obligations and requirements under the above-stated auditing requirements. Contents of proposals notwithstanding, all terms including compensation and costs are subject to negotiation and approval by the Board. Evaluation of proposing firms for this exempt engagement may proceed in any format the Board deems prudent and effective. Initial review and screening activities may be undertaken by JCSD staff on behalf of the Board. The Board may proceed with or without intermediate staff or committee evaluations.

All participants are reminded of the South Carolina Ethics Act rules of conduct. These may be reviewed at <http://ethics.sc.gov/RulesofConduct/Pages/RulesofConductLaw.aspx>

Firms interested in consideration should follow these instructions:

1. Submit three (9) separately bound written qualifications packets (an original and two copies), not to exceed 30 pages exclusive of exhibits (e.g., resumes, examples), wherein the firm provides:

(a) a short introductory letter to the Board of Trustees expressing interest, identifying the firm’s point of contact for this selection process, and transmitting the qualifications package;

(b) its professional qualifications to perform the scope of work;

(c) its experience in providing school districts with services within the scope of work;

(d) an outline of the process, work flow (including expected assistance from JCSD staff), and deliverables the firm would use to complete the scope of work;

(e) a costs proposal for discussion including both compensation and reimbursable costs structure; and

(f) the firm's proposed engagement terms, sample engagement agreement, or other documents serving this purpose (blanks may remain in these for issues to be negotiated).

2. Advise the issuing officer named below of the JCSD of the firm's availability for interviews and/or follow-up discussions and negotiations during May and June of 2018.

Submit the written materials required by paragraph 1 above for RECEIPT AT THE JCSD on or before May 16, 2018, to:

Attn: Superintendent Search RFQ
Priscilla Green, Board Chair, c/o
Jasper County School District
10942 N. Jacob Smart Blvd. / PO Box 848
Ridgeland, SC 29936

In the sole discretion of the Board, proposals received late may be denied consideration. Questions should be submitted in writing via e-mail to the issuing officer, Jennifer Carter, whose e-mail address is carter.jennifer@jcsd.net. Questions will be answered publicly on the Finance Office web page at JCSD.net / Departments / Finance / Finance Procurement.

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