



REQUEST FOR PROPOSAL EXECUTIVE SEARCH CONSULTANT

About Achievement Prep

Achievement Prep Public Charter School (the "School") is an award winning, college-preparatory public charter school located in Southeast Washington, DC. The School, which was intentionally located east of the Anacostia River in Ward 8 of Southeast DC, opened in 2008 as a middle school (grades four through eight) and added an elementary school (grades kindergarten through three) in 2016. The middle school was closed in the school year 2019-20 with a reopening planned for the school year 2022-23. Achievement Prep, now in its thirteenth year of service to the community, exists to prepare students to excel as high-achieving scholars and leaders throughout their lives.

Please visit www.achievementprep.org to learn more about us.

Solicitation Overview

The School is seeking an experienced executive search firm to lead the recruitment of a new Chief Executive Office (the "CEO").

SCOPE OF WORK

The selected firm must have a well-developed national pipeline of exceptional candidates who are qualified to serve as the CEO of the School. The selected firm must be able to dedicate a full team to this search during the time frame described below.

Time Frame

The School will commence the search process September 1, 2021, with the aim of announcing the new CEO as early in 2022 as possible.

PRE-QUALIFICATION (2-page limit)

The selected firm must demonstrate a strong track record in charter school executive level searches both nationally and in the Washington, DC metropolitan area. Each proposal shall briefly describe the qualifications of the firm and a biography of each employee of the search firm who will serve on the team assigned to the School and specify the percentage of their time that each will dedicate to the School's search.

FORM OF PROPOSAL

Proposals should consist of the following information:

Each proposal shall describe how the responding firm would undertake and complete during the specified time frame the following key responsibilities:

- Understanding the School's culture and priorities as expressed in its current strategic plan
- Identifying a deep pool of candidates who are qualified for and interested in the new CEO position
- Managing the interview and decision-making process within the School
- Preparing the written offer to the selected candidate and negotiating the terms of the contract between the School and the selected candidate



- Assisting the School's Board of Trustees in communicating with the internal and external communities throughout the search process
- Assisting the new CEO in creating and implementing a transition plan to facilitate the operation of the School

Past Performance (ten-page limit)

- Each proposal shall include three to five narrative descriptions of completed executive level searches conducted by the responding search firm during the past five years that demonstrate its ability to successfully undertake the key responsibilities set forth above.
 - The completed searches should be for searches that are similar in time frame and deliverables to this search and conducted by the same team members proposed for this search. Included in this information should be the percentage of candidates of color placed in executive level positions.
 - Each completed narrative should include the name of the organization for which the search was conducted, the title and description of the subject of the search, the size of the organization, the period of performance, the processes and methods used in conducting the search, contrast and comparison to this RFP requirement, lessons learned after the search, and the name, title, telephone number and email address of the appropriate contact person for reference check purposes.

Fees (one-page limit)

- Each proposal shall provide a proposed budget and fee structure for the requested services, and if applicable, any other alternate fee structure. Such budgets shall be in accordance with industry best practices and cognizant of the obligation of the School's Board of Trustees to be good stewards of the School's resources.

References (one-page limit)

- Each proposal shall include three reference with preference given to national and/or Washington, DC searches.

SUBMISSION OF PROPOSAL

Proposals should be submitted by email to bids@achievementprep.org with a size limit of 7 MB. Submission of paper copies is optional. Paper copies can be sent to:

Coy Nesbitt
Managing Director of Operations
Achievement Prep
908 Wahler Place SE
Washington, DC 20032

SELECTION SCHEDULE

RFP distribution: Tuesday, July 9, 2021

Submission deadline: Friday, July 27, 2021

Evaluation

All proposals will be reviewed and evaluated against the requirements set forth in the RFP, based on qualifications, past performance, technical approach, references, and then price.

QUESTIONS

Achievement Prep Network Office



Please address inquiries concerning this RFP to:
Coy Nesbitt
Managing Director of Operations
Achievement Prep

908 Wahler Place SE
Washington, DC 20032

202.562.1214 (phone)
202.562.1219 (fax)
bids@achievementprep.org (email)