

REQUEST FOR PROPOSALS

SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT

SPRING HILL SCHOOL DISTRICT NO. 230

SPRING HILL, KANSAS

RFP Number: SUPER USD 230

Issue Date: September 15, 2026

Proposal Submission Deadline: October 5, 2026 at 2PM CST

Anticipated Contract Award: October 26, 2026

Anticipated Selection and Offer to Superintendent Candidate: January, 2027

Anticipated Superintendent Start Date: July 1, 2027

I. INTRODUCTION

Spring Hill School District No. 230 (“District” or “USD 230”) invites proposals from highly qualified executive search firms and consultants with demonstrated expertise in the recruitment and selection of public-school superintendents.

The District seeks a search partner who will do more than identify qualified candidates. The successful firm will serve as a **thoughtful, strategic and trusted advisor to the Board of Education** throughout the search process and will help the Board identify an exceptional leader capable of guiding USD 230 through an important period of growth, opportunity and transformation.

The District is seeking a superintendent who can build upon the District’s strengths while thoughtfully challenging assumptions, identifying opportunities for improvement and positioning Spring Hill Schools for the future.

The successful search consultant will be expected to demonstrate an understanding that **the best candidate may not necessarily be the most conventional candidate**. USD 230 values leaders who are willing to ask difficult questions, examine established practices, embrace innovation and pursue new approaches when those approaches are demonstrably in the best interests of students, staff and the community.

The purpose of this RFP is to identify the search firm best positioned to assist the Board in attracting, evaluating and ultimately selecting that leader.

The District will consider both the quality and value of each proposal and reserves the right to reject any or all proposals when doing so is determined to be in the best interests of the District.

II. DISTRICT PROFILE

A. A District Positioned for Its Next Chapter

Spring Hill School District No. 230 is a vibrant, rapidly growing school district located in southern Johnson County and northern Miami County, Kansas.

The District encompasses approximately 71 square miles and serves portions of Spring Hill, Olathe, Overland Park and Bucyrus. The communities served by USD 230 offer strong quality of life, engaged families and significant opportunities for continued growth.

Spring Hill Schools currently serves approximately 6,055 students through:

- Five elementary schools serving grades K–5;
- Three middle schools serving grades 6–8;
- One high school serving grades 9–12;
- Spring Hill Early Learning Academy;
- K–12 Virtual Academy;
- Insight School of Kansas; and
- District administrative and support facilities.

The District has experienced exceptional growth and is widely recognized as one of the fastest-growing school districts in Kansas.

That growth presents both opportunities and responsibilities.

USD 230 is not simply planning for more students. The District is preparing for **what public education should look like in the future**.

The next Superintendent will therefore inherit a district with considerable momentum, strong community support and significant opportunity to shape the future.

B. Strong Community Support

The Spring Hill community has demonstrated a significant commitment to public education.

Most recently, voters overwhelmingly supported a \$60 million bond program that will provide new and enhanced learning environments throughout the District, including additions to three elementary schools, a high school addition, a Career and Technical Education wing, and significant HVAC and roof improvements.

These investments provide the District with an important foundation for its next phase of development.

The Board seeks a superintendent who understands that facilities are only one component of educational excellence. The greater opportunity is to leverage these investments to expand educational opportunity, strengthen workforce development, improve student outcomes and create learning experiences that prepare students for a rapidly changing world.

C. Build the Future

“Build the Future” reflects the District’s commitment to high expectations and continuous improvement.

Spring Hill Schools benefits from dedicated educators, engaged families, strong community support and a history of academic and programmatic success.

The District is now seeking a leader who can build upon that foundation without becoming constrained by it.

III. THE OPPORTUNITY

The Board of Education is seeking a superintendent who can lead USD 230 with **purpose, discipline, imagination and courage**.

The successful candidate should be a leader who:

- Thinks strategically beyond the immediate demands of the school year;
- Develops and communicates a compelling vision for the future;
- Makes thoughtful and deliberate decisions based upon evidence, sound judgment and clearly articulated priorities;
- Is willing to challenge conventional thinking when circumstances warrant;
- Encourages responsible innovation and calculated experimentation;
- Understands that “the way we have always done it” is not, by itself, a sufficient reason to continue doing something;
- Can distinguish between innovation that creates meaningful value and innovation that merely creates activity;
- Builds strong relationships while maintaining appropriate accountability;
- Understands the importance of fiscal discipline and long-term sustainability;
- Develops and retains exceptional employees;
- Communicates candidly, respectfully and consistently;
- Engages the community as a partner rather than simply an audience;
- Can lead through growth and change without losing sight of organizational culture;
- Understands the changing expectations of students, families, employers and higher education;

- Can translate vision into measurable action; and
- Possesses the confidence and humility to listen, learn and change course when evidence demonstrates that a different approach is warranted.

The Board is particularly interested in candidates who have demonstrated an ability to **see around corners**—leaders who can anticipate changes rather than merely react to them.

The next superintendent should be capable of asking:

What will our students need five, ten and fifteen years from now?

And equally important:

What must we begin doing differently today to prepare for that future?

The District seeks a leader who is comfortable asking those questions—and who has the leadership capacity to turn the answers into action.

IV. PURPOSE OF THE SEARCH

The Board of Education seeks a search consultant with a strong record of identifying and recruiting exceptional educational leaders.

The selected consultant will work collaboratively with the Board to:

1. Define the leadership opportunity presented by USD 230;
2. Engage appropriate stakeholders in identifying the characteristics and capabilities most important to the District;
3. Develop a compelling superintendent leadership profile;
4. Attract a broad and highly qualified candidate pool;
5. Identify both traditional and non-traditional candidates who may bring exceptional leadership capacity to the District;
6. Evaluate candidates objectively and consistently;
7. Assist the Board in distinguishing experience from leadership capacity;
8. Provide candid professional counsel throughout the process;
9. Maintain confidentiality and professionalism appropriate to a superintendent search;
10. Assist the Board in selecting the candidate who best aligns with the District's current needs and future aspirations.

The District is not seeking a search process designed merely to produce a large number of applicants. **The objective is to identify the right leader.**

V. SCOPE OF SERVICES

The following represents the minimum scope of services expected. Proposers may recommend additional services or methodologies that they believe will improve the quality, efficiency or outcome of the search.

The final scope of work will be mutually agreed upon between the District and selected consultant.

A. Leadership Assessment and Search Design

The consultant shall:

1. Meet with the Board of Education to understand the District's history, current circumstances, opportunities, challenges and aspirations.
2. Assist the Board in identifying and articulating the leadership characteristics, competencies and experiences required of the next superintendent.
3. Facilitate an appropriate stakeholder engagement process involving, as directed by the Board, administrators, teachers, staff, students, parents, community members, business and civic leaders and other stakeholders.
4. Recommend effective tools and methodologies for gathering and synthesizing stakeholder input.
5. Review the District's existing superintendent job description and recommend revisions for Board consideration and approval.
6. Assist the Board in developing a comprehensive Superintendent Leadership Profile.
7. Identify both essential and preferred qualifications while helping the Board distinguish between qualifications that are truly necessary and traditional qualifications that may unnecessarily restrict the candidate pool.

B. Candidate Recruitment

The consultant shall:

1. Develop a comprehensive recruitment strategy designed to attract a diverse and highly qualified candidate pool.
2. Conduct proactive national, regional and state-level recruitment as appropriate.
3. Identify and personally contact potential candidates who may not otherwise apply through conventional advertising channels.

4. Explain how social media, professional networks and other contemporary recruitment methods will be incorporated into the search.
5. Recommend appropriate advertising outlets, publications, professional organizations and other recruitment channels.
6. Develop and manage the superintendent application package, including requirements, timelines and submission procedures.
7. Maintain timely and professional communication with candidates throughout the search.
8. Provide the Board with regular updates regarding recruitment activity, candidate interest and emerging trends.

C. Candidate Screening and Evaluation

The consultant shall:

1. Review and screen applications for completeness and compliance with established qualifications.
2. Evaluate candidates against the Board-approved leadership profile.
3. Conduct appropriate professional reference checks.
4. Verify credentials and employment history.
5. Conduct appropriate background checks on finalists.
6. Provide the Board with comprehensive candidate information sufficient to support informed decision-making.
7. Assist the Board in establishing an objective process for narrowing the candidate pool.
8. Develop recommended interview questions and evaluation criteria.
9. Develop a candidate scoring or evaluation rubric for Board consideration.
10. Facilitate candidate interviews and Board discussions as requested.
11. Provide candid professional advice regarding the strengths, limitations and leadership potential of finalists.

D. Board Engagement and Communication

The consultant shall:

1. Meet with the Board at appropriate intervals throughout the search.

2. Provide written progress reports to the Board designee.
3. Maintain a clear search schedule and communicate any changes promptly.
4. Provide timely notification of significant developments.
5. Assist the Board in maintaining a disciplined, equitable and consistent selection process.
6. Serve as an objective advisor to the Board, including when professional advice may differ from the assumptions or preferences of individual participants.

E. Finalist Process

The consultant shall assist with:

1. Finalist selection;
2. Candidate communications;
3. Interview scheduling;
4. Candidate travel arrangements;
5. Community or stakeholder engagement activities as directed by the Board;
6. Candidate site visits;
7. Final reference checks;
8. Comparative finalist assessments;
9. Final Board deliberations; and
10. Selection of the preferred candidate.

F. Employment Offer and Contract

The consultant shall:

1. Assist the Board with development of an appropriate offer to the preferred candidate.
2. Provide consultation regarding employment contract terms.
3. Provide a compensation and benefits recommendation based upon an appropriate market analysis.
4. Assist the Board in evaluating compensation relative to comparable districts and the leadership demands of the position.
5. Provide consultation during negotiations as requested by the Board.

The Board of Education shall retain final authority for selection, negotiation and approval of the Superintendent's employment contract.

VI. DESIRED SEARCH CONSULTANT QUALIFICATIONS

The District seeks a search firm that can demonstrate more than experience conducting superintendent searches.

Proposers should demonstrate:

1. Proven Superintendent Search Experience

Demonstrated success conducting superintendent searches for public school districts of comparable size, complexity and growth characteristics.

2. Candidate Recruitment Capacity

A demonstrated ability to proactively identify and recruit high-caliber candidates, including candidates who may not be actively seeking a new position.

3. Strategic Leadership Expertise

A demonstrated understanding of the leadership competencies required to guide rapidly growing school districts through organizational, demographic, technological and educational change.

4. Innovation in Search Methodology

The District values firms that continuously evaluate and improve their own search practices.

Proposers should identify any contemporary or innovative recruitment, assessment or engagement methods they believe would strengthen this search.

5. Executive Judgment

The successful consultant must be willing to provide candid advice to the Board, including constructive disagreement when appropriate.

6. Communication

The successful consultant must demonstrate exceptional communication skills and the ability to establish trust with Board members, candidates and stakeholders.

7. Integrity and Confidentiality

The search must be conducted with the highest standards of professionalism, confidentiality, fairness and ethical conduct.

VII. PROPOSER RESPONSE REQUIREMENTS

Each proposal shall include the following.

A. Organizational Information

Provide:

- Full legal name and address of organization;
- Primary contact name, telephone number and email address;
- Years operating under the current organization name;
- Organizational structure;
- Relevant areas of specialization; and
- Description of the firm's superintendent search practice.

B. Relevant Experience

Provide a description of the firm's experience conducting searches of similar scope and complexity.

Include no fewer than seven references for comparable searches conducted within the previous two years, including:

- Organization name;
- Address;
- Telephone number;
- Date of search;
- Board or governing-body contact; and
- Brief description of the search.

C. Proposed Search Team

Identify each individual who would participate in the search.

For each individual, provide:

- Name;
- Role;
- Relevant experience;
- Education and professional qualifications;
- Brief biography or résumé; and
- Expected level of involvement.

Particular emphasis should be placed on the individual who will serve as the primary contact and lead consultant for USD 230.

D. Proposed Approach

Provide a detailed preliminary work plan.

The proposal should explain:

- The proposed search methodology;
- Major phases and milestones;
- Stakeholder engagement strategy;
- Candidate recruitment strategy;
- Candidate assessment methodology;
- Approach to identifying non-traditional or emerging candidates;
- Communication strategy;
- Board engagement process;
- Finalist evaluation process;
- Anticipated timeline; and
- Specific ways the firm will add value beyond the minimum requirements of this RFP.

The District encourages proposers to explain **what they believe the Board should be thinking about that may not be explicitly addressed in this RFP.**

E. Innovation and Differentiation

Proposers shall identify the characteristics that distinguish their search methodology from conventional superintendent searches.

Specifically address:

- How the firm identifies candidates who may not apply through traditional channels;
- How the firm evaluates leadership potential beyond résumé credentials;
- How the firm assesses a candidate's capacity to lead innovation and organizational change;
- How the firm helps Boards avoid hiring based solely on familiarity or conventional experience;
- How the firm uses data, technology and contemporary recruitment practices; and
- What the firm believes makes a superintendent search successful.

F. Sample Contract

Include a sample contract addressing the proposed scope of services and incorporating the requirements of this RFP.

Any exceptions or deviations shall be clearly identified.

VIII. PROJECT TIMELINE

The District anticipates the following general schedule:

Milestone	Anticipated Date
RFP Issued	09/15/26
Proposer Questions Due	09/25/26
Responses to Questions Issued	09/29/26
Proposal Submission Deadline	10/05/26
Phase I Evaluation	10/09/26
Finalist Interviews	10/23/26
Anticipated Award	10/26/26
Search Commences	11/01/26
Anticipated Selection/Offer Supt	January 2027 07/01/27
Superintendent Contract Begins	

The District reserves the right to modify the schedule as necessary.

IX. INSURANCE REQUIREMENTS

The successful proposer shall provide evidence of appropriate insurance coverage prior to execution of a contract.

Minimum requirements include:

1. Professional Liability Insurance with annual occurrence and aggregate limits of not less than **\$1,000,000**.
2. Errors and Omissions Insurance with annual occurrence and aggregate limits of not less than **\$1,000,000**.

A certificate of insurance shall be provided with the proposal or, at minimum, the proposer shall demonstrate the ability to obtain the required coverage prior to contract execution.

X. GENERAL RFP CONDITIONS

1. The Board of Education reserves the right to reject any or all proposals and to waive any informality in any proposal.
2. The District may accept any proposal or combination of services it determines to be in the District's best interest.
3. All proposed fees shall remain firm for 90 days following the proposal deadline.
4. The District anticipates a one-year contract for search services, subject to the terms negotiated with the selected proposer.
5. The contract may be terminated by the Board upon 30 days' written notice, subject to the terms of the final agreement.
6. The successful proposer shall comply with all applicable federal, state and local laws and regulations.
7. The successful proposer shall comply with applicable Kansas anti-discrimination requirements.
8. The District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended. Proposers acknowledge that materials submitted in response to this RFP may be subject to disclosure as required by law.
9. Any contract shall be governed by the laws of the State of Kansas.
10. The successful proposer shall provide appropriate indemnification and hold-harmless provisions consistent with applicable law and the requirements of the District.
11. The District is exempt from applicable state and local sales taxes pursuant to K.S.A. 79-3606.
12. The successful proposer shall comply with all District policies and applicable requirements concerning conduct on District property.
13. Contracts entered into pursuant to this RFP shall be revocable if contrary to applicable law.
14. The District shall have no obligation to reimburse proposers for expenses incurred in preparing or submitting proposals.
15. Advertising and candidate travel expenses shall be treated as pass-through expenses without markup unless otherwise approved by the District.

XI. PRICING RESPONSE

The District seeks a **fixed project fee** for the proposed superintendent search services, exclusive of approved travel, advertising, marketing and candidate travel expenses.

The project fee shall be invoiced according to mutually agreed-upon milestones.

The final milestone should be associated with the successful selection and hiring of a Superintendent of Schools.

A. Fixed Project Fee

Fixed Search Fee: \$ _____

B. Consultant Travel

Please identify:

- Estimated number of trips;
- Estimated number of days per trip;
- Estimated airfare;
- Mileage;
- Ground transportation;
- Lodging; and
- Applicable per diem.

Estimated Consultant Travel Budget: \$ _____

Travel expenses shall be reimbursed at actual, reasonable and documented cost unless otherwise agreed upon.

C. Other Fees

Identify all additional or optional fees, including the nature and purpose of each fee.

If none, state:

“None.”

Candidate travel expenses for finalist interviews will be reimbursed separately as approved by the District and shall be passed through without markup.

XII. DEVIATIONS OR EXCEPTIONS

Proposers shall identify any deviations or exceptions to the requirements of this RFP.

Failure to specifically identify a deviation or exception may be interpreted by the District as acceptance of the applicable requirement.

Exceptions/Deviations:

XIII. EVALUATION AND SELECTION

The District intends to evaluate proposals based upon both objective and subjective criteria.

The Board of Education and/or its designated evaluation committee will review proposals.

Phase I – Proposal Evaluation

Evaluation Category	Points
Service Provider Capability and Experience	25
Proposed Approach and Methodology	25
Fixed Project Fee	25
Insurance Requirements	5
Sample Contract	5
Travel and Other Fees	5
Deviations/Exceptions	5
Overall Quality, Organization and Professionalism	5
Total	100

The District may shortlist proposers based upon Phase I results.

The District reserves the right to make an award following Phase I or proceed to a finalist interview process.

Phase II – Finalist Interviews

The District may invite one, several, all or none of the shortlisted proposers to participate in finalist interviews.

Phase II evaluations will be scored independently from Phase I.

Phase II Evaluation

Evaluation Category	Points
Proposal Clarification and Finalist Interview	100
Total	100

The District may request additional written information or clarification from finalists.

XIV. SUBMISSION REQUIREMENTS

Proposals must be received by the District no later than:

October 5, 2026 at 2:00PM CST

Late proposals will not be considered.

Proposals shall be submitted in a sealed package clearly marked:

RFP # SUPER USD 230

SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT

Submit proposals to:

Spring Hill School District No. 230

Attention: Greg Goheen

MVP Law – Legal Counsel for the District

10 E Cambridge Cir Dr

Kansas City, KS 66103

The proposer shall provide:

- One (1) original proposal;
- Twelve (12) copies; and
- One electronic copy in PDF or Microsoft Word format.

The sample contract shall also be provided in Microsoft Word format.

No faxed or emailed proposal submissions will be accepted unless the District subsequently authorizes an alternative submission method through an addendum.

The original proposal must be signed by an authorized representative of the proposer.

XV. SEPARATE PRICING RESPONSE

The pricing response shall be submitted in a separate sealed envelope within the primary proposal package.

The envelope shall be clearly labeled:

PRICING RESPONSE – RFP # SUPER USD 230

Pricing information shall not be included elsewhere in the proposal, except that proposers may describe services without identifying their associated cost.

This separation is intended to allow the District to evaluate the substantive quality and value of each proposed search methodology before introducing pricing into the evaluation.

XVI. QUESTIONS AND COMMUNICATION

All questions concerning this RFP must be submitted in writing to:

Greg Goheen

MVP Law

Email: ggoheen@mvplaw.com

Questions must be received no later than:

September 25, 2026 at 2:00PM CST

Responses to substantive questions will be distributed to known participants in accordance with the District's RFP procedures.

Proposers should not contact individual Board members regarding this RFP outside the established communication process.

XVII. THE LEADERSHIP OPPORTUNITY

Spring Hill USD 230 is entering an important period in its history.

The District has growth.
The District has community support.
The District has facilities investment.
The District has talented educators.
The District has momentum.

What it seeks now is **leadership capable of converting those advantages into a compelling future.**

The next Superintendent will have the opportunity not simply to manage a successful school district, but to help define what a successful school district can become.

The Board seeks a leader who is thoughtful without being hesitant; deliberate without being slow; visionary without losing sight of execution; innovative without being reckless; and confident without losing the humility to listen.

Most importantly, the Board seeks a leader who understands that **responsible leadership sometimes requires doing something differently simply because doing the same thing is no longer good enough.**

The successful candidate should be willing to respectfully challenge assumptions, explore possibilities beyond traditional institutional norms, and pursue better outcomes when evidence and sound judgment support a different path.

At the same time, the Superintendent must understand that innovation is not change for its own sake.

Innovation must have a purpose.

That purpose is better opportunities and better outcomes for students.

The Board's expectation is that the selected search consultant will approach this assignment with the same mindset: thoughtful, deliberate, strategic, courageous and forward-looking.

The District is not looking merely for a candidate who can fill a vacancy.

USD 230 is seeking a leader for its future.

XVIII. AUTHORIZED SIGNATURE

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

END OF REQUEST FOR PROPOSALS