

Request for Proposal Superintendent Search

A. Background Information

The Board of Education of Indian Prairie Community Unit School District No. 204 seeks proposals from superintendent search firms/consultants for a search for a new Superintendent of Schools.

District No. 204 Superintendent, Dr. Adrian Talley, recently announced he will be leaving the district effective June 30, 2026. The Board of Education is beginning its search for a qualified candidate to become the new Superintendent of Schools on July 1, 2026. The Board is seeking to retain the services of a superintendent search firm or consultant with experience in searches for school districts of the size of Indian Prairie or larger.

Indian Prairie Community Unit School District No. 204 is a large, suburban, public school unit district located approximately 30 miles west of Chicago in the municipalities of Aurora, Bolingbrook, Naperville and Plainfield, Illinois. Specific information concerning the District is available on the District's website as follows:

[Indian Prairie School District #204 / Homepage](#)

B. Scope of Work

The Board of Education will work with the selected firm/consultant to develop a Superintendent of Schools search process and a timeline for the search activities. Included in the process will be (1) the development of a profile for the successful candidate, including specific qualifications and criteria that will be used to judge the applicants; (2) assistance with identification of an appropriate compensation package; (3) advertising and other solicitation of candidates; (4) screening of applications and scheduling of interviews; (5) assistance to the Board with the interview process and site visits; and (6) other consultation and involvement as determined by the Board.

C. Requirements for Proposals

To allow the Board of Education to fairly judge the merits of each proposal, responses to this RFP should include a response to each of the items listed below.

1. Cover Sheet — Include a cover sheet identifying this RFP.

2. Executive Summary — Provide a short summary that demonstrates an understanding of the scope of services required by the District and why the firm is best able to provide that scope of service.

3. Contact Information and Qualifications — Provide details on the following: Overview of the firm/consultant — address, telephone, e-mail; whether the firm/consultant is local, regional, or national; if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed.

4. Search Team — Provide names, titles, addresses, telephone numbers and e-mails of the person(s) who will be authorized to represent the firm/consultant. Specify the names, titles, addresses, telephone numbers and e-mails of the person(s) who are proposed to work directly on the search. Please note that the Board of Education will need to be consulted about and to approve all individuals designated to work on the search. The person authorized to represent the firm/consultant and the lead person directly involved in the search (if different) must be available for the presentation to the Board (see E below).

5. Experience — For each member of the search team, please provide a description of the member's experience and education, time with the firm, and how the member's experience suits their role on the team. Specify the number of superintendent searches in which each member has participated and in what capacity.

6. Work Plan — At a minimum, please provide details on the following:

- a. Methods you will use to communicate and work with the Board of Education, staff and community
- b. Methods to be used to identify prospective candidates
- c. A timeline for the search process, with a goal of completion by mid-December, 2025

7. Fees and Expenses — Identify the fees associated with each component of search services which may be selected by the Board, or a range of fees, where appropriate. The Board will give preference to proposals which are fixed in cost or include a "not to exceed" figure. Provide a breakdown of all anticipated expenses of the firm/consultant to be reimbursed by the Board of Education, including travel, publishing and advertising, postage and other expenses. The proposal should also include a warranty that should the new superintendent resign or be released for cause within a specified period of commencing duties the search firm will conduct another search at no cost to the District except for expenses.

8. References — Provide a minimum of five (5) school districts (of similar or larger size to the District) used by the firm for a superintendent search within the past three (3) years. Please also identify any searches (during the last three (3) years) where the selected candidate did not fulfill the full term of the employment contract.

9. Contract Form — If the firm/consultant intends to propose a form of professional services contract, please provide a sample copy of such contract form.

10. Litigation Record — If your firm or any predecessor firm been involved in litigation with any of your clients within the last five (5) years, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome. Please also provide a copy of, or internet reference to, any recent (two (2) years) and prominent mention of the firm/consultant in the media.

11. Additional Information — Please provide any additional information which might assist the Board in evaluating the proposal.

D. Proposal Submission Deadline

All proposals must be received prior to 4:00 p.m. central time on April 25, 2025. Email electronic submissions to:

laurie_donahue@ipsd.org

In addition, the submission can be sent to:

Laurie Donahue
President, Board of Education
Indian Prairie School District 204
Crouse Education Center
780 Shoreline Drive
Aurora, Illinois 60504

E. Additional Dates

Please note the following planned dates:

May 5, 2025 -- Board completes review of RFPs

May 19, 2025 – Finalist Firm/Consultant presentations to the Board of Education

June 1, 2025 -- Search firm selected is notified by the Board of Education