



Taos Municipal Schools

310 Camino De La Placita, Taos, NM 87571

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*Mrs. Valerie Trujillo
Superintendent*

*Mark Flores II, Board President
Whitney Goler, Board Vice-President
Susan K. Trujillo, Board Secretary
Pascualito Maestas, Board Member
Cynthia Spray, Board Member*

Formal Quotation Request

Superintendent Search Consultant Services

*Taos Municipal School District is seeking services from professional firms to assist the Board in their search for a **Superintendent of Schools**. The Board of Education will be considering proposals at its **January 17, 2024** Board meeting. Please submit proposals no later than **January 12, 2024**.*

DISTRICT BACKGROUND INFORMATION

Taos Municipal Schools (TMS) is located in Taos, New Mexico, northern New Mexico's high desert, bounded by the Sangre de Cristo Mountains. We are on the historic homeland of the Red Willow People within the original territory of Taos Pueblo. We strive to respectfully recognize the unique and enduring relationship that exists between Indigenous People and their traditional territories; and to honor, reconcile, and partner with the Red Willow People whose land and water we benefit from in this great valley today.

TMS has approximately 1779 students and 330 employees. The district has seven schools: three elementary schools; one middle school; one high school; a K-12 Online Academy; and a Cyber Magnet School. In addition, TMS has oversight of two community district K-8 charter schools.

We have an elected Board of Education composed of five members serving staggered terms of four years.

Our Purpose:

Providing an exceptional education to prepare every student for success.

Our Vision:

Inspiring learners to achieve life-long success through teaching, learning, collaboration, and engagement.

Our Mission:

Prepare all students academically, socially, emotionally, and physically to help them develop the knowledge, critical thinking skills and character necessary to succeed in college, careers, the world of work, and beyond.

GENERAL DESCRIPTION

While this is an informal solicitation, Offeror(s) must prepare and submit a brief proposal addressing each of the criteria listed below. Proposal(s) will be reviewed and evaluated based upon the submissions closely meeting the District's requirements. Selection will not be based solely on cost. Offeror(s) must provide evidence of their ability/their firm's ability to complete the Scope of Work and experience in completing similar works.

Offeror(s) must provide a thorough narrative describing the approach they/their firm will use to accomplish the Scope of Work including the tasks to be performed; and the proposed staff member(s), including subcontractors, designated for the completion of each task. Offeror(s) should clearly explain their ability/their firm's ability and approach to fulfilling the Scope of Work.

Offeror(s) must provide a timeline for completing each of the items within the Scope of Work, with work to begin in January/February 2024 upon approval of a proposal by the Board; and ending with the Board's selection of a superintendent, no later than June 1, 2024. Superintendent contract to commence on July 1, 2024. The District intends on entering into a single contract with a selected Offeror, for a term of no more than the estimated time proposed by the Offeror in its proposal within the Board's established timeline.

Offeror(s) shall propose a firm, fixed, fully loaded lump sum Cost Proposal. The firm, fixed, fully-loaded lump sum cost proposal will include travel to and from the off-site workplace to the on-site workplace, if applicable. The Cost Proposal shall include applicable New Mexico Gross Receipts tax in a separate line item.

Please email proposals, by end of business day, **January 12, 2024**, to:

Devona Maes
Chief Procurement Officer
Taos Municipal Schools
Yesenia.Maes@taoschools.org

SCOPE OF WORK

- *Identification of desired characteristics for the new superintendent.*
- *Facilitation of stakeholder involvement processes.*
- *Development of promotional advertising materials.*
- *Monitoring and responding to all applications for the position.*
- *Screening applicants against predetermined criteria.*
- *Facilitating the planning and conducting of the interview process.*
- *Supporting the board during interviews.*

Cost Proposal to include (broken down):

- *Basic Fee Negotiated based on size of district*
- *Advertising Depending on extent of search*
- *Office expenses, e.g. copying, printing Actual cost (As much as possible to be done through district)*

Taos Municipal Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX – CJ Grace (Taos High School Principal) and Section 504 – Renetta Mondragon (Compliance Officer).