

SECTION – 1

GENERAL INFORMATION

A. Introduction

Public School Superintendents Association of Maryland (PSSAM) was organized in September 1954 to provide leadership for quality education in the State of Maryland by addressing educational issues with a unified voice. Membership consists of the 24 superintendents representing each of the local agencies in the State of Maryland. The purpose of this association is to actively take part in the legislative process at the State Board, General Assembly, and Congressional levels. PSSAM also promotes professional growth opportunities for superintendents; provides a networking mechanism to consider mutual concerns; a vehicle for collaboration with other organizations; and an atmosphere for collegial support. Projecting a vision for the future of public education is essential.

It is the intention of PSSAM to select a qualified candidate that exemplifies and supports the vision and purpose of our organization in the role of Executive Director.

B. Submission

Qualified candidates should respond to this Request for Qualifications (RFQ) and submit the required documentation (see Section 2) and any other supplementary materials that further describes and supports their capabilities and experience and demonstrates their qualifications as a candidate for this position.

One (1) original and four (4) copies shall be submitted or hand delivered on or before 2:00 p.m. on March 4, 2019, to:

Daniel D. Curry, Ed.D., Superintendent, President of PSSAM
curryd@calvertcounty.education
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Late submissions will not be accepted. Emailed Documents will be accepted. However, the preferred submission is by US Mail to the address above. Faxed documents will not be accepted.

C. Terms and Conditions

1. By submission of a Statement of Qualifications (SOQ) to this proposal, respondent acknowledges and accepts the evaluation and selection process. Proposors waive any rights to make claim against the organization in any way to the evaluation and selection process.
2. All submitted Statements of Qualifications become the property of PSSAM.
3. PSSAM reserves the right to the following:
 - a. Reject any SOQ submissions; waive any formalities, informalities and/or technicalities therein.
 - b. Change and/or cancel in part or in its entirety any elements of this RFQ.
 - c. Extend or change the submission deadline.
 - d. Request additional information, interviews, and/or clarifications from any or all responders to this RFQ.
 - e. Contact any responder of this RFQ, at its sole discretion; allow a responder to correct any and all formalities and technicalities in the best interest of PSSAM.

D. Questions

Questions regarding the submissions may be directed to Daniel Curry either by email or telephone. Email address – curryd@calvertcounty.education; Telephone 443-550-8009. Questions must be directed to Daniel Curry no later than March 4, 2019.

E. Incurring Costs

PSSAM accepts no responsibility for any expense incurred in the proposal preparation and interview. Such expense is to be borne exclusively by the respondent.

F. Selection Committee

Submissions that meet the mandatory requirements of this solicitation and received by PSSAM by the closing deadline will be evaluated by the Selection Committee consisting of a minimum of three (3) PSSAM members.

G. General Evaluation

PSSAM may make such investigations as are deemed necessary to determine the ability of a respondent to provide the work as specified herein. The evaluation criteria are set forth below and are intended to be the basis by which each submission shall be evaluated, measured, and ranked. PSSAM hereby reserves the right to evaluate, at PSSAM's sole discretion, the extent to which each submission received compares to the said essential functions and how each submission compares to each other.

- Experience
- Qualifications
- Finalist Interview
- References
- Background Check

Upon selection of a respondent, PSSAM and the selected respondent will proceed to finalize an acceptable contract agreement which may include salary negotiations. PSSAM reserves the right to terminate these discussions, if in PSSAM's judgment acceptable contract agreement and finalization are unsuccessful. If this occurs, PSSAM reserves the right to select for award the next most qualified respondent and conduct contract finalization discussions with him or her.

H. PSSAM reserves the right to extend the proposal submission timeline if an insufficient number of qualified proposal are received by the state deadline.

I. Addendum

An addendum entitled *PSSAM Roles and Responsibilities* is provided for information about the organization.

SECTION 2
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POSITION REQUIREMENTS
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SELECTION CRITERIA

A. Essential Functions

- Coordinates and facilitates all association meetings and activities.
- Maintains effective and timely communications with all constituent groups.
- Develops legislative priorities, submits them for approval and serves as the organization's legislative liaison in the Maryland General Assembly.
- Works collaboratively to establish constructive and productive relationships with other professional organizations such as the Maryland State Department of Education, Maryland Association of Boards of Education, Maryland State Education Association, Association of School Business Officials, and the Maryland General Assembly.
- Develops and maintains effective, collaborative, and productive communications with the State Superintendent of Schools.
- Develops and coordinates staff development programs for new superintendents and special topics for all superintendents.
- Maintains all financial accounting and keeps records in collaboration with the treasurer.
- Develops and preserves all organizational records including, but not limited to, correspondence, meeting minutes, and organization history.
- Maintains and updates all information and promotional websites with technical assistance provided as needed.
- Seeks alternative funding sources to support the ongoing expenses of the organization as directed.
- Stays current with educational legislation, law, and reform efforts on both a state and national level.
- Facilitates strategic planning and organizational priorities.

B. Preferred Minimum Qualifications:

- Hold a Master's Degree.
- Have served three successful years as a public school superintendent.
- Have demonstrated excellent communication and public relations skills.
- Demonstrate proficiency in various programs including Microsoft Office.
- Be able to work on a flexible schedule.
- Show a demonstrated history of strong leadership abilities.

C. Required Documents

- Respondents should provide, by the deadline submission, the following documents:
- Letter of Interest summarizing reasons for submission and an overview of qualifications and experience.
- Resume detailing relevant work history, qualifications, and any other biographical information specific to the essential functions of the position.
- At least three (3) letters of recommendation from individuals qualified to attest to the respondent's ability to be successful. Letters must include contact telephone numbers.

D. Selection and Contract Finalization

The approximate timeline for submission and analysis of the RFQ and subsequent award of contract is as follows:

Issue RFQ:	2/4/19
Proposals due:	3/4/19
Proposal evaluation:	3/4/19 – 3/15/19
Interviews:	4/5/19
Make Selection/Complete Contract Negotiation by:	5/3/19
Recommendation and Approval by PSSAM:	5/19/19

E. Terms of Contract

It is anticipated that the work on this project will commence July 1, 2019 and expire on June 30, 2020. Subsequent contracts will be renewed on a July 1 and expire on June 30 of the following calendar year. PSSAM anticipates that successful completion of the essential functions for consultant services will lead to contract renewals.

F. Salary and Benefits

Compensation - Minimum Salary - \$90,000. Actual salary will be commensurate with training, experience, and agreed work schedule. Reasonable business expenses will be reimbursed with advance approval by the PSSAM President. Business miles will be reimbursed at the approved IRS rate. Expenses for approved professional development activities with professional organizations will be reimbursed.

The successful respondent will be legally considered as an independent contractor and not be considered an employee of PSSAM. PSSAM will neither be legally responsible for any negligence nor and other wrong doing by the Contractor, nor will PSSAM otherwise indemnify the Contractor. PSSAM will not withhold from the contract payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any amounts for benefits to the contractor. Further, PSSAM will not provide to the Contractor any insurance coverage or other benefits, including Workers Compensation.