



Wyoming Department of Education

PRESS RELEASE

FOR RELEASE
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FOR MORE INFORMATION
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State Board of Education approves RFP for search firm to be used in Director search

CHEYENNE – The Wyoming State Board of Education (SBE) was presented and approved a proposed Request for Proposals (RFP) document seeking an executive search firm to assist the SBE with the search for a Director of the Wyoming Department of Education (WDE). The presentation came Monday during the Board’s teleconference.

Enrolled Act 1, which was signed by the Governor on Jan. 29, transfers the supervision of the Department of Education from the State Superintendent of Public Instruction to the newly formed Director of the WDE. According to the legislation, Governor Matt Mead was required to name an Interim Director of the WDE upon signing of the bill and did so by appointing Dr. Jim Rose. The SBE is statutorily charged with finding three qualified candidates to fill the position of Director. Those names must be submitted to the Governor prior to Dec. 1, 2013.

Monday, the State Board of Education was presented with a proposed RFP prepared by the State Department of Administration and Information. According to the RFP, responses must be sent to the state prior to Feb. 28. An evaluation team made up of members of the SBE will review the proposals and offer selected firms the opportunity to offer an oral presentation during the Board’s regularly scheduled March 11 meeting in Rock Springs.

The RFP offers search firm candidates background information on the reasons for the open position as well as the scope of the work. It also offers criteria for the selection of a search firm. The proposals from the search firms will be awarded up to 60 points based on their written response to the recruitment-related topics specified in the scope of work; 30 points for the search firm’s proposed cost summary and 10 points for the comprehensiveness and completeness of the proposal.

In the RFP, search firms will be asked to:

- Suggest responsibilities of the search firm and the board during the search and selection

process

- Develop a position description for the new director
- Develop a timeline for the recruitment and selection
- Develop a plan to involve staff and stakeholders in the recruitment and selection process
- Conduct background checks
- Develop a process for screening or ranking candidates
- Develop a process for interviewing the candidates including possible questions
- Contact candidates and arrange for in-person interviews
- Assist the State Board of Education in developing a method to choose the finalists
- Develop a plan to manage advertising and public relations during the search and after the finalists are chosen

The RFP must be submitted in Word format by 1 p.m. Mountain Time on Feb. 18, 2013 to:

Department of Administration and Information

Procurement Section

Lori Galles

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For more information on the RFP please contact Chelsie Bailey at 307-777-6213 or chelsie.bailey@wyo.gov.