



San Francisco Unified School District

LEGAL DEPARTMENT

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DATE: September 23, 2016

TO: Prospective Firms

FROM: Danielle Houck, General Counsel

SUBJECT: Request for Statement of Qualifications for Executive Search Firm Questions and Answers

1. In “Section IV; reference list number 3” indicates a Budget Performance. Does this mean the total cost of services for each of the five client examples?

Answer: Yes.

2. In “Section IV; reference list number 4” indicates a Schedule Performance. What information is required? We can interpret this in different ways.

Answer: This question seeks a schedule by which the firm performed the major tasks for each of the searches for each of the five client examples.

3. On page 1 the “Key Dates” indicate that the Finalist Selected will be October 11, 2016 but on page 8 of the RSQ states a final determination will be made on October 25, 2016. Which date can we assume the Board will make its selection of a designated firm? This will help us as we prepare our preliminary timeframe for the executive search process.

Answer: The selection of the designated firm will occur on October 11, 2016. As with all of the dates contained in the Request for Statement of Qualifications, this date is subject to change.
