**State Board of Education & Early Development**
**Commissioner Recruitment Proposed Procurement Process and Timeline**
September 7, 2022

<u>**Procurement Process**</u>
1. Human Resources Business Partner: Submit *Expenditure Memo* form to the Acting Commissioner for approval to spend an amount Not to Exceed $100,000 (2 days)
2. Deputy Commissioner, Human Resources Business Partner, and Procurement Officer: Outline criteria for search firm activities (2 days)
   a) The department outlines what the contractor will do in performance of the contract
   b) The contractor determines the cost to execute
3. Human Resources Business Partner: Complete Procurement Project Approval (1 day)
4. Human Resources Business Partner & Administrative Officer: Complete *Purchase Request* form (1 day)
5. Procurement Officer: Draft *Request for Quote* form and email notification to potential vendors (3 days)
6. Procurement Officer: Reach out to potential vendors for quotes via email and offer a reasonable period for response (recommend 14 - 21 days)
   a) This must include at least 1 vendor from Alaska
   b) The department recommends 2-3 vendors who specialize in Executive search and 2-3 vendors who specialize in Education Executive search
7. Deputy Commissioner, Human Resources Business Partner, and Procurement Officer: Review quotes for conformance to specifications and identify vendor (2 days)
   a) The department must utilize the lowest responsive bidder who meets minimum criteria listed on the RFQ (i.e. 5 years' experience, 3 references, etc.)
8. Procurement Officer: Execute contract award (1 day)
   c) Period of Contract Performance – 3 to 4 months

<u>**Timeline**</u>
September 6-7, 2022 – Board provides direction on recruitment process

September 2022 – 1 month to complete procurement and select contractor

October 2022 through December 2022/January 2023 – 3 to 4 months for contractor to complete recruitment and make recommendations to the Board

February 2023 – 1 month for the Board to complete interviews