

POTEET INDEPENDENT SCHOOL DISTRICT

Amanda C. Garcia
1100 School Drive
P. O. Box 138
Poteet, Texas 78065



Executive Director of Business and Operations
Phone: (830) 742-3567 Ext. 1714
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January 25, 2018

Re: Request for Information

The Poteet Independent School District (PISD) is seeking professional services of a firm to conduct a search for a superintendent.

Please submit **eight (8) copies** of a letter of interest and a proposal that includes, but is not limited to, the following:

- Information about your firm;
- Contact name of the individual(s) assigned to our search and their resume(s);
- Description of your superintendent search process;
- Names of candidates (and districts) who have been placed within the past three years;
- The scope of your searches;
- Fee schedule and the scope of services;
- References – School Districts;
- Service contract.

Please send information to the attention of Amanda Garcia, Executive Director of Business & Operations. The deadline is 4:00 p.m. on Thursday, February 8, 2018. Information shall be submitted in a sealed envelope and mailed or delivered directly to Poteet ISD Board of Trustees President, Jo Marie Cervantez, 1100 School Drive, Poteet, Texas 78065.

The Poteet ISD Board of Trustees will review the information received and may consider selecting firms for presentations. If presentations are to be held, they will be held at a regular board meeting on February 19, 2018. If your firm is selected to give a presentation, you will be notified.

Sincerely,

A handwritten signature in blue ink that reads 'Amanda C. Garcia'.

Amanda C. Garcia
Poteet Independent School District
Executive Director of Business and Operations