



ZILO

INTERNATIONAL GROUP

Explore the Possibilities

**Executive Search Services
Response for Qualifications and Informal Quote No. 24230**

**Betty Standley
Purchasing Director**

**Jefferson County School District No. R-1
Education Center, Purchasing Dept.
1829 Denver West Drive, Bldg #27, 3rd Floor
Golden, Colorado 80401-0001
Phone: 303-982-6830
Email: bstandley@jeffco.k12.co.us**

Due date: January 23, 2017 @ 2:00pm MST

**Submitted by
Milena Zilo, Managing Partner
Zilo International Group LLC**

January 23, 2017

Betty Standley
Purchasing Director

Jefferson County School District No. R-1
Education Center, Purchasing Dept.
1829 Denver West Drive, Bldg #27, 3rd Floor
Golden, Colorado 80401-0001

Dear Ms. Standley,

Zilo International Group, LLC is pleased to respond to your request for Executive Search Services Qualifications and Informal Quote No. 24230 for the Jefferson County School District R-1 (District) . Please accept this letter and accompanying proposal as our formal response to your RFQ for this opportunity.

I am the lead partner for this engagement and will serve as the main point of contact for this bid. If Zilo International Group, LLC is selected, the lead consultants will be Derek DeNero. Mr. DeNero has direct experience in executive recruiting and a more complete Biographies are included on page 4, resumes can be found in the Appendix on page 9.

We have read the RFQ, understand and can deliver the scope of services associated with this effort. The enclosed proposal is predicated upon the terms and conditions of the RFQ and any supplements or revisions thereof. It would be our privilege to assist the District on this opportunity. It is our hope to build a long-term relationship and assist you in other areas as well.

We look forward to partnering with you. If you have any questions please do not hesitate to contact me. I can be reached directly at (917) 225-1851, or via email at milena@zilointernational.com

Sincerely,

Milena

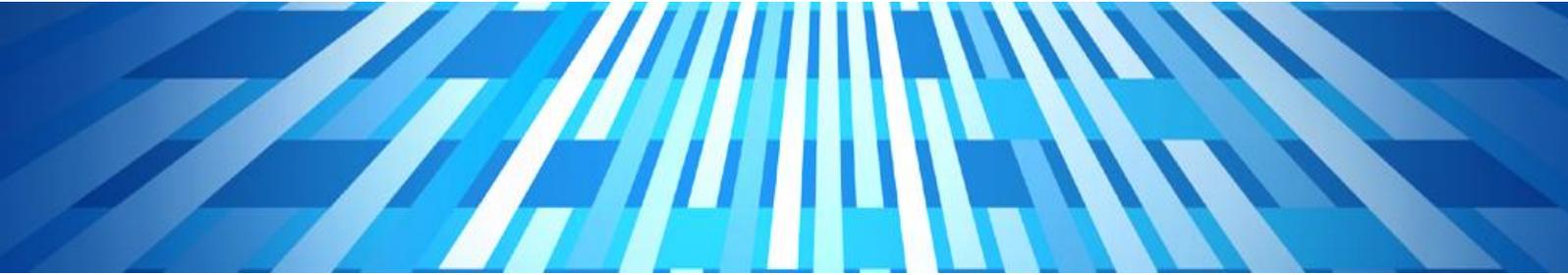


Milena Zilo
Managing Partner
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Zilo International Team

Zilo International Group LLC is a management consulting firm incorporated in 2014 and is privately held. We work with organizations across the private, public and social sectors to solve business challenges in the areas of finance, strategy and operations. We are invested in our client's success and work diligently in developing actionable strategic plans with a focus on directing limited resources to achieve measurable results and building for the future. We offer the following to our clients:

- **Innovation and Execution:** We support our clients with a lifecycle approach, from a simple idea to technical and operational execution
- **Small, Expert Teams:** Our client teams comprise of industry experts who will work with you throughout the process
- **Client Ownership Culture:** We work closely with clients' executives and staff to complement existing resources in a culture of collaboration and shared success

Below please find biographies and relevant experience for the team members that will be working on this project. Our team has the mix of skills, including breadth, depth, creativity and practicality, as well as the values required to be your partner. At times, we may use other experts from Zilo International Group based on the needs and experience required. We are very excited about this project and will provide you with the resources needed.



Milena Zilo
Managing Partner



Derek DeNero
Sr. Consultant

- Ms. Zilo is the Founder and Managing Partner as Zilo International Group. She has over 10 years of experience in Wall Street, Corporate Finance and Consulting. She started her career in New York and has worked at Merrill Lynch, Bloomberg and BlackRock in different capacities including investment management, equity research and private equity. She co-founded Zilo International in 2012 and has worked with companies of different sizes in multiple industries, both domestically and internationally. She has met and has presented in front of government officials, business professionals and financial agencies to discuss opportunities and business developments in the country and region. Her experience includes organizational development, leadership management, staff development and training. She has developed a powerful understanding of the connections between operational activities and financials through driving change and working across different business units.

Ms. Zilo graduated in 2005 from the University of Denver with a Bachelor degree in Finance and double minored in Economics and Legal Studies. At Denver, she held numerous leadership positions and currently serves on the Advisory Board for Daniels College of Business. In addition, she has served on other boards in the nonprofit sector and is actively involved in the community.

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- Mr. DeNero is a senior consultant with Zilo International Group. He is an innovative leader with over 10 years of product marketing, strategic planning and operations management. Diverse career portfolio includes Fortune 500 companies in the health-care, food management and cable/media industries, giving him a unique perspective on various aspects of business. He is known for progressive thinking, driving results and personal accountability.

Mr. DeNero holds certificates in FEMA Crisis Management from the Department of Homeland Security. He is currently finishing his MBA at University of Notre Dame and received his Bachelor's degree from Bluffton University in Marketing and Management.

In previous projects, Mr. DeNero has worked directly with Colorado Human Services Department, Colorado Department of Transportation (CDOT), City of Denver & Denver Water and their contractors on Project Launch & Marketing campaigns for over 50 publicly funded projects, and coordinated with 5,000+ businesses and community stakeholders impacted by construction projects. Below are a few highlights of his experience:

- ▶ Lead Consultant on staffing evaluation across three Colorado Department of Health Healthcare facilities
- ▶ Lead Corporate Communications Consultant on communications strategy for 20+ projects for the Colorado Department of Transportation
 - Worked in conjunction with CDOT to develop communications strategies for public consumption
- ▶ Led an operations team on a two-year construction project to build a new surgery center for the University of Chicago Medicine and Mayo Clinic: Oversaw and developed strategy to hire 300 new employees (125+ new FTEs) for new hospital
 - Positions across all levels of organization, included Department managers, Dietitians, Nutrition Assistants, Managers, Supervisors and Front Line Employees
 - Led team responsible for creating and implementing new position descriptions/job flows for new positions
 - Analyzed and adjusted job flows and labor models for 2 other hospitals no hospital campus
 - Developed 1, 3 and 5-year strategic plans for health care organization for marketing and labor departments
 - Developed new HR policy and procedures manual in conjunction with labor department for new hospital
 - Responsible for daily, weekly and monthly labor reporting metrics to hospital administration for both union/non-union positions to align with budget
- ▶ Provena St. Joseph Hospital: Responsible for daily labor monitoring and adjusting of labor model per the hospital census data, Responsible for hiring, evaluation and training of Food and Nutrition Department
- ▶ Worked with local councilman and City of Chicago representatives on hiring initiatives, construction impacts to community and benefits of new facility
- ▶ Time Warner Cable: Established & scheduled labor model for retail locations of 30+ employees. Responsible for showing cost value that additional/reduced labor brought to each retail location

Overview of the District / Scope of Work

OVERVIEW OF THE DISTRICT

Jefferson County School District R-1 (District), the largest school district in Colorado, serves a geographic area of approximately 800 square miles and has a current enrollment of approximately 86,000 students. The school district employs more than 14,000 full-time, part-time and casual staff members. Employees include teachers, bus drivers, food service workers, custodians, support staff, office personnel and administrators. The district has 88 elementary schools, 3 K-8 schools, 17 middle schools, 17 high schools, 9 option schools, 18 charter schools, one online school and 2 outdoor laboratory schools. For more information visit the website at <http://www.jeffcopublicschools.org/>

The District is overseen by a Board of Education that is composed of five members elected to alternating four-year terms. Elections are held every two years. Board members are elected at large, but represent a specific area of the county. Three board members terms expire November 2017 and two board members terms expire November 2019. Board members are not paid; they give freely of their time to serve the community.

The Superintendent serves at the pleasure of the Board and carries out the policies established by the Board. The District is looking for proposals and fees for executive search services for a superintendent. The search would be conducted this winter/spring for a term beginning July 1, 2017.

PURPOSE

Through this request for qualifications and informal quote process, the District desires proposals regarding fees and services associated with conducting a comprehensive nationwide superintendent search for Jefferson County School District No. R-1 in accordance with the terms and conditions of the Request for Qualifications. The District may or may not make an award and enter into a contract with a qualified firm as a result of this Request for Qualifications.

Our Proposed Approach / Cost

In accordance with the scope of work outlined, Zilo proposes the following approach:

“Best” or smart practices will be identified for consideration. The work plan for the components of the study as presented below is organized around the purposes for the study addressed in the request for proposal. We will foster and maintain an open communication throughout this project, ensuring that goals and objectives are met.

1 – Discovery: Meet with the District key stakeholders to determine job requirements and learn about what they believe makes a strong candidate. Get the future strategic direction of the District to see what professional skills a possible candidate would need to be successful with the position. Develop position description for the job posting if necessary.

2 – Recruitment: This stage will include an analysis of the current market for the District positions and benchmarking across the nation. Use of recruiting resources not limited to online networks, social networks and industry job placement networking resources.

Once possible candidates are initially identified, moving forward with the interview process will include initial phone interviews, background reference screening, in-person interviews and the final selection of the candidate. After short list of potential candidates are identified, specific methods of client qualifications will be established with the District.

3 – Proposed Timeline:

- Week 1 - 3
 - o Initial Client Discover
 - o Deep Dive into the District Analysis
 - o Market Analysis and Create the Candidate Specification
 - o Update/Build New Superintendent Job Description with the District
- Week 4 – 7
 - o Search Strategy Identified
 - o Candidate Identification
 - o Qualify and Interview Candidates
 - Interviews include initial phone screenings and candidate reference checklist
- Week 8 – 10
 - o Present Short List to Client
 - o Narrow potential candidates down to 3 -5
 - o Follow up with any outstanding needs for the District for the position
- Week 10-12
 - o Face to Face interviews with the District officials
 - o Begin offer to top candidate and negotiation if necessary
 - o Build integration and onboarding plan for the new candidate to transition

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4 – Candidate Suitability

- Competition File – Is the official record of the candidates and all documents required by policy and guidelines
- List of pre-established questions for all candidates will be established and documented for all interviewees. Questions will then be ranked based on order of relevance to create a scoring system.
- A personality or organization test can be utilized to aide in determining management/leadership style of the candidate.
- Other possible testing to include could include reasoning testing, critical and analytical thinking.

We will be open and flexible to changes in the strategies to improve effectiveness.

We estimate this search will take around 3 months to fill. Our proposed budget for this project is a flat fee of \$40,000. This fee includes all expenses such as hours worked for consultants and managing partner as well as travel, and/or per diem cost associated with this project. Invoices will be submitted monthly and payment is expected within 30 days of receiving the invoice.

We understand, that at times there may be budgetary constraints within a department and have done our best to estimate the need for this project based on the information provided in the RFQ. We hope to foster a long term professional relationship with the Jefferson County School District R-1 and are excited about this opportunity.

Appendix

A. Resumes

MILENA ZILO

Over 10 years of professional experience in Wall Street, Corporate Finance and Consulting. My competencies include a broad and deep knowledge of the global financial markets, the ability to identify, analyze and articulate successful investment events and opportunities. Visible level of leadership interaction and collaboration with all key areas of the organization and executive team. Experience with domestic and international partners, including government officials and business professionals, have lived abroad and visited over 20 countries.

- Budgeting and Forecasting
- Financial Reporting
- Business/Corporate Development
- Strategic Planning
- Risk Management
- Cross-Functional Team Leadership
- Corporate/Investment Finance
- Growth and Expansion Strategies
- Profitability and Cost Analysis
- International Business/ Asia/Europe
- Project Management
- Product Management and Marketing

Professional Experience

Zilo International Group LLC, US, Europe, Asia

International Consulting

2012 – Present

- Spent 2 years in Europe and Asia assisting organizations and entrepreneurs in underlying business tribulations and suggesting solutions to improve efficiency, financial decisions, cut costs and accelerate growth and optimize performance
- Met with government officials, business professionals and financial agencies to discuss opportunities and business developments in the country and region
- Lead teams in business planning and development, marketing activities, demand assessment and customer retention as well as strategic planning in entering new markets/launching new products, merger and acquisitions, raising capital and private funding
- Worked closely with senior executives and leadership as well as Corporate Development and Strategy group with market research, due diligence and valuation analysis on proposed plans to identify opportunities/threats, maximize efficiency, reduce cost structure and to align financial expectations, impact and overall company strategy
- Created and worked on complex financial models such as Net Present Value (NPV), Return on Investment (ROI), Payback Period, Discount Cash Flows (DCF), Value at Risk (VAR) and prepared presentations for senior management and leadership team
- Managed the financial planning and analysis for budgeting, forecasting, benchmarking and long range strategic planning on several projects
- Coordinated the preparation of financial reports and analyses on a monthly, quarterly and annual basis; Ensured maintenance of appropriate internal controls and financial procedures
- Experience with evaluating enterprise risk, through mitigation planning, implementation and progress monitoring, as well as managing the company's commercial insurance policy, accountable for obtaining all necessary insurance (commercial, umbrella, property, loss and control, worker's comp and cyber) and coordinating renewal process

BlackRock, Princeton, NJ

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Private Equity Partners Fund

2011 – 2011

- Prepared quarterly and annual financial reports as well as partner capital statements for distribution to limited partners and ensured compliance with appropriate GAAP standards and regulatory requirements
- Performed in-depth due diligence on new disclosure distribution calculations including waterfall calculations and cash positions

Bloomberg, New York, NY/ Princeton, NJ*Fundamentals and Earnings Equity Research*

2007 – 2010

- Responsible for Oil and Gas sector, covered over 30 companies primarily large and mid-cap
- Analyzed financial statements such as balance sheets, income statements, cash flows, 10K/10Q, in addition to company/industry reports to make accurate decisions in projecting a company's current and future financial performance
- Prepared valuation materials based on comparable, precedent transaction analysis, industry key drivers and market trends
- Performed ratio analysis, financial modeling and wrote research reports based on the findings
- Member of the Accounting Committee; discussed and examined current market practices and developments arising from accounting standards in accordance with GAAP, FASB, IASB, and SEC
- Extensive interaction with cross-divisional teams at Bloomberg, including news, company guidance as well as investor relations, management of companies under coverage and buy/sell side analysts

Merrill Lynch, New York, NY*Investment Management*

2004 – 2007

- Member of a team that worked primarily with institutions and high net worth individuals
- Analyzed investment strategies, prepared investment proposals based on client's needs and risk profile and held ongoing reviews to ensure effectiveness of portfolio and to identify necessary updates
- Utilized financial modeling techniques and Monte Carlo simulation to ensure that the asset allocation of client portfolios was diversified across the sectors of the Standard & Poor's 500
- Coordinator of managed account activities with responsibilities such as scheduling seminars, generating client-specific reports, and maintenance of marketing materials

Citi, New York, NY*Summer Internship*

2004 – 2004

- Participated in structured training program at Smith Barney; gained insight into sale practices, market trends and product/ service knowledge
- Prepared pitch books and managed multiple tasks among a variety of teams.

Education**University of Denver, Denver, CO**

2001 – 2005

Bachelor of Science in Business Administration

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Field of Study: Major in Finance; Double Minor in Economics and Legal Studies

Activities and Societies: Elected by Undergraduate Student Body to Represent in Student Government (Senate)- Daniels College of Business Senator, University Programs Council Governing Board- Homecoming Committee Chair, Council of Undergraduate Business Students - CO Chair, St. Jude Hospital Foundation- Finance Chair, Alpha Gamma Delta Sorority - Risk Manager, Greek Judicial Board, Peak Leadership Program, Peer Mentor

Additional Information

- **Professional Affiliations/ Boards:** Daniels College of Business - Advisory Board and Committee Member (2014 - Present), American Cancer Society – Associate Board of Ambassadors and Gala Executive Planning Committee (2016 - Present), Colorado Symphony – Annual Ball Volunteer (2016), Denver World Affairs Council - Member (2014 - 2015), APEN - Co-Founder, Board Member and Advisory Board Chair (2006 - 2011), University of Denver NYC Alumni Chapter - Board Member (2006-2011), Street Wise Partners - Junior Board Member and Adult Program Mentor (2008 - 2010)
- **Professional Certifications:** Financial Industry Regulatory Authority: Series 7- General Securities Representative Exam, Series 66 – Uniform Combined State Law Exam (New York)
- **Computer Skills:** MS Office: Excel, PowerPoint, Word, Bloomberg Terminal, Capital IQ, Crystal Ball, Oracle, SAP, Serengeti Law
- **Honors and Awards:** Chutzpah Award - Oprah Winfrey, Mentor-Mentee Partnership Award - Street Wise Partners, Outstanding Student Leader Award by University of Denver Appeared on: ABC News, Fox News, Good Morning America, Oprah Magazine, Washington Post, Denver Post, Detroit News, Boston Globe, Milwaukee Journal Sentinel, Houston Chronicle, Clarion Newspaper, University Business, College Confidential, and several International Print and TV Media

DEREK DENERO

SUMMARY

An innovative leader with over 12 years of product marketing, strategic planning and operations management. Diverse career portfolio includes Fortune 500 companies in the health-care, food management and cable/media industries, giving him a unique perspective on various aspects of business. Known for progressive thinking, driving results and personal accountability.

PROFESSIONAL EXPERIENCE

Zilo International Group LLC

2016 – Present

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Sr. Consultant

US, Europe, Asia

- Project lead within the Public Sector, Healthcare and Telecommunication
- Develop and execute strategic plans to improve efficiency, financial decisions, cut cost and accelerate growth while optimizing performance
- Work in conjunction with senior executives and leadership on identifying and evaluating work processes and develop tailored business plans
- Provide support within the organization on strategic marketing and business development objectives

ZoZo Group

2016 – 2016

Corporate Communications Consultant

Denver, CO

- Developed communications strategies with Colorado Department of Transportation (CDOT), City of Denver and Denver Water and their contractors on PR and Marketing campaigns for major projects
- Developed and executed marketing campaigns for publicly funded construction and city projects ranging from \$500k to \$50+ million
- Provided transparency of tax funds to general public via media outlets
- Created press releases for newspapers, websites and other media outlets
- Coordinated with businesses and community stakeholders impacted by construction projects

Sodexo

2012 – 2014

General Manager – University of Chicago Medicine

Chicago, IL

- Largest single service account for Sodexo in North America
- Developed 1, 3 and 5-year strategic marketing plans for hospital
- Led operations of 8 Retail Food venues on hospital campus – Largest single service account in U.S.
- Responsible for 9 Managers and 10 Supervisor and 300+ hourly frontline staff
- Managed P&L budget including sales, forecasting, labor, scheduling, operating budget, marketing and promotions
- Performed HR duties including new hire info, background check initiation and new employee screening with hospital
- Monitored staffing levels and labor budget to maintain hospital labor unit competitiveness
- Developed emergency & disaster menu and rations for Joint Commission compliance
- Major project of opening \$750 million food & nutrition departments in Center for Care & Discovery
 - ▶ Worked with corporate brand teams on launching the licensed stores
 - ▶ Organized 3 local job fairs with community partners and local church to hire 120 new hourly positions
 - ▶ Liaison with construction project manager and hospital administration
- Responsible for daily, weekly and period closing financial reporting for units

Sodexo

2011– 2012

Operations Manager – Mayo Clinic

Rochester, MN

- Supported Mayo Clinic and Sodexo with business operations project and contract work

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- Revamped emergency patient menus for Joint Commission compliance
- Monitored daily productivity numbers of department using hospital census, meals provided and daily needs
- Assisted in staffing planning and implementing a union re-bid of job positions – Previous one done in 2007
- Completed Audits for Mayo Clinics 14 Dietetic Locations on campus
- Responsible for marketing research for new products to be offered by Nutrition Department (ex: Expanding Gluten Free Menu across Mayo Clinic campus)
- Completed Successful Joint Commission survey for 2 Mayo Hospitals
- Assisted in Planning Mayo Events: Heritage Day Social for 30,000 employees, Admin Luncheons and Fundraising Events

Sodexo

2009 – 2011

Operations Manager – Provena Saint Joseph Hospital

Elgin, IL

- Managed the daily business operations of the Food & Nutrition Department
- Responsible for hiring, training and on-boarding new employees
- Oversaw Retail Café, Catering and Coffee Shop
- Set-up and roll out of Food Management System for ordering and inventory
- Worked as a part of a team that manages a department of 45+ employees
- Analyzed labor & restructured job descriptions to minimize department overtime
- Oversaw over \$600,000 in retail sales and over 550 catering & events at the hospital in 2010
- FEMA Certified: Crisis Management
- Cash Controller for Account

Time Warner Cable

2006 – 2009

Sr. Retail Marketing Coordinator – Sales & Marketing

Cleveland, OH

- Developed relationships and training seminars with national retailers such as Best Buy and Wal-Mart to grow Time Warner Cable (TWC) business
- Developed training materials for sessions ranging from 5 – 100 employees
- Marketing and Logistics for new product launches: example, New Channels & DVR Launch
- Served as point of contact for TWC customer service in retail and online marketing
- Managed launch of 60 new retailers with TWC: example, Walmart (April 2008)
- Initiated new marketing tactics to use at Time Warner sponsored events to develop business, exp: trip to a taping of a Food Network program when you sign up for a Time Warner Cable product
- Responsible for marketing & logistics of TWC sponsored events: example, Cleveland Home & Garden

Cleveland Barons, American Hockey League

2005 – 2006

Sales & Entertainment Manager – Sales & Marketing

Cleveland, OH

- Oversaw in-game production of 40 home games played at The Quicken Loans Arena every season

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- Managed schedule of pre-game, in-game and post-game activities including but not limited to the national anthem and intermission activities
- Managed logistics of promotional item giveaways
- Planned staffing levels for game days based on ticket sales, sponsorships and promotions
- Part of arena event committee that covered topics such as emergency preparedness and emergency procedures
- Generate ticket sales, group sales and season ticket sales throughout the year
- Approved and oversaw all concourse activities and tables during games
- Generated new clients through building relationships for 400 season ticket holders, group outings and corporate sponsorships
- Managed the fulfillment of all corporate agreements

EDUCATION

Notre Dame, Mendoza School of Business
Candidate: Masters of Business Administration
Concentration: Corporate Strategy

May 2017
South Bend, IN

Bluffton University
Bachelor of Business Administration
Concentration: Marketing and Management

1999 – 2003
Bluffton, OH

B. References

Derek DeNero

Recent Hiring Initiatives

- University of Chicago Medicine
 - o Hiring initiative of 150 new FTE's for the new surgical hospital
 - o Process included all levels of Healthcare Business – Directors, Managers and Front Line Employees
 - o Process included all stages of hiring process
 - Job Fairs
 - Building Job Descriptions and Flows
 - Candidate Background and Reference Checks
 - Candidate Onboarding Planning

■ [Redacted]

■ [Redacted]

■ [Redacted]

ZILLO

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THANK YOU!

