REQUEST FOR PROPOSAL

SELECTION OF EXECUTIVE SEARCH FIRM

RFP: 2017

Proposals Due: August 21, 2012 @ 5:00 p.m.

Rio Hondo Community College District
3600 Workman Mill Road
Whittier, CA 90601

Created July 2012
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REQUEST FOR PROPOSAL

FOR

SELECTION OF AN EXECUTIVE SEARCH FIRM

1. INTRODUCTION

1.1 PURPOSE OF REQUEST

Rio Hondo Community College District is initiating a Request for Proposal (RFP) to solicit proposals from qualified executive search firms interested in serving as Consultant to the Board of Trustees in the recruitment and hiring for the Superintendent/President of Rio Hondo Community College District.

1.2 RIO HONDO COMMUNITY COLLEGE DISTRICT

The Rio Hondo Community College District was established by election in October 1960 and encompasses a 65.6 square-mile area which includes the cities of Whittier, Pico Rivera, Santa Fe Springs, South El Monte and portions of Norwalk, La Mirada, Downey, La Puente, Industry, some unincorporated areas of Los Angeles County, and a portion of the City of El Monte south and east of the Rio Hondo River.

2. TERMS AND CONDITIONS OF PROPOSAL

2.1 DEFINITIONS

2.1.1 Agency – Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting for this RFP.

2.1.2 Board – The Board of Trustees for the Rio Hondo Community College District.

- Ms. Norma Edith Garcia, President
- Ms. Vicky Santana, Vice President
- Ms. Madeline Shapiro, Clerk
- Ms. Angela Acosta-Salazar, Member
- Mr. Gary Mendez, Member
- Marcus Gomez, Student Trustee
2.1.3 Contractor – Any person having a contract with a governmental body.

2.1.4 Discussions – For the purpose of this RFP presentation, a formal structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

2.1.5 May – The term “may” denotes an advisory or permissible action.

2.1.6 Must and/or Will – The terms “must” and “will” denote mandatory requirements.

2.1.7 Proposer – A firm or individual who responds to an RFP.

2.1.8 Search Committee – A group appointed by the Board of Trustees.

2.1.9 Shall – The term “shall” denotes mandatory requirements.

2.1.10 Should – The term “should” denotes a desirable, advisory, or permissible action.

2.1.11 State – The State of California.

2.1.12 District – Rio Hondo Community College District.

2.2 SCHEDULE OF EVENTS

<table>
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<tr>
<td>2.2.1 RFP is advertised in various publications</td>
<td>Weeks of July 30, 2012 and August 6, 2012</td>
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<td>as well as being posted on the RHCCD Website</td>
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This RFP is available in its entirety in electronic form at the RHCCD website http://www.riohondo.edu/facilities/RFQ/index.htm (reference RFP 2017). It can also be obtained by submitting a written request to the attention of the Director, Contract Management and Vendor Services, Rio Hondo Community College District, at the address reflected on the cover page.

2.2.2 Pre-Proposal Conference                       Not Required

2.2.3 Deadline for Receipt of Proposal             August 21, 2012
                                                      5:00 p.m.

Each proposer shall submit one (1) signed original response. Five (5) additional copies of the proposal should be provided. Response and copies
2.3 ACCEPTANCE

2.3.1 PROPOSALS SHALL NOT BE OPENED PUBLICLY. ONLY THE NAMES OF PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

2.3.2 The proposer shall agree to a minimum of 120 calendar day acceptance period from the date of public opening.

2.3.3 Upon review and approval of the evaluation committee’s recommendation for award, Rio Hondo Community College District will issue a “Notice of Intent to Award” letter to the apparent successful Proposer. The college will provide a notice to all unsuccessful Proposers as to the outcome of the evaluation process.

2.3.4 The Rio Hondo Community College District does not provide a debriefing to unsuccessful proposers.

2.4 AWARD OF CONTRACT

2.4.1 The Contract will be awarded to the most responsible and responsive proposer whose proposal, confirming the Request, will be the most advantageous to the District for an initial contract period of one (1) year. The basis of award will be determined by evaluation of Items 1 through 3 as listed in paragraph 2.6 Evaluation of Proposals section with a recommendation of award to the highest scoring proposer.

2.4.2 The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received, published data in support of experience, financial or performance capability will be evaluated if such data reflects a current position and such data is submitted as a part of the response to the Request for Proposal.

2.4.3 The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
2.4.4 The RFP, its addendums, and the proposal of the selected Contractor will become part of any contract initiated by the District.

2.4.5 In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFP. The proposer should address the specific language in the sample contract and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.

2.4.6 A formal Contract will be signed by the successful proposer and Rio Hondo Community College District to perform this service.

2.4.7 The District reserves the right to enter into discussions with any one or all of the proposers after proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the Request for Proposal, unless otherwise modified.

2.4.8 If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign contract within seven (7) calendar days of delivery of it, the District may elect to cancel the award and award the contract to the next highest ranked Proposer.

2.4.9 Award shall be made to the Proposer whose proposal, conforming to the RFP will be the most advantageous to the District with the highest points, considering price and other factors.

2.4.10 The District intends to award contract to a single proposer.

2.5 PROPOSAL REQUIREMENTS

2.5.1 The proposer should set forth, in detail, the technical and management plans by which he intends to meet each of the requirements contained in Section 2.7, Scope of Services. The proposer, in his technical and management plan, should present the information necessary for the District’s evaluation of his technical and management qualifications. The proposal will be evaluated in light of the material and the substantiating evidence presented in the proposal, not on the basis of what may be inferred.

2.5.2 Table of Contents: Proposals should include a paginated table of contents to facilitate locating the information included.

2.5.3 Technical Discussion: This section should be presented in as much detail as practical and include the following:
2.5.3 Scope of Services

2.5.3.1 The proposer should prepare a scope of services which specifically responds (in order listed) to each item specified in Section 2.7. This section should present a detailed statement of the methodology to be utilized to carry out each task and a precise description of the deliverables to be received by the District as end products of the services rendered.

2.5.3.2 Project Organization and Management: This subsection should include the project team proposed for this work (identification of persons assigned to individual tasks reference Paragraphs 2.6 & 3.2).

2.5.4 Explanation of any additional tasks to be performed which are deemed necessary by the proposer for successful project completion; explanation of deviations from and/or deletion of any task listed in Section 2.7.

2.5.5 Personnel Qualifications: This subsection should contain a list of personnel to be used on this project and their qualifications. Resumes, including education, background, accomplishments and any other pertinent information, should be included for each of the key personnel to be assigned for direct work on the project. The proposer should provide three references from higher education clients for which this person(s) has conducted and executive search within the last two years. The proposer should specify a contact person and a telephone number at which a contact person can be reached.

2.5.6 Relevant Company Experience: This subsection should include the following:

2.5.6.1 Your firm’s experience in recruiting senior administrators in higher education.

2.5.6.2 Three references from higher education clients that have used your firm to conduct an executive search within the last two (2) years. Specify a contact person and a telephone number at which the contact person can be reached.

2.5.6.3 Description of a typical search conducted by your firm including how many contacts your firm makes. From where do the selected candidates typically come? What happens if the search is not completed after one round of candidates? When and how can the District terminate the search? What happens if the person recruited leaves or is fired?
2.5.6.4 Your firm’s success ratio in filling search assignments, and your firm’s average time to complete assignments.

2.5.7 Cost Proposal: The proposer shall provide a flat fixed fee for the services provided.

2.5.7.1 This fee shall include all costs or expenses necessary to provide the services outlined in this Request for Proposal including travel. Travel shall be identified for each element of the scope of service (items A-H under 2.7 Scope of Services).

2.5.7.2 For evaluation purposes, the flat fixed fee will be used to calculate the total cost of conducting the search. The following formula will be used to score cost:

\[
\frac{LPC}{PC} \times 25 = PCS
\]

Where \( PCS \) = Proposer’s Cost Score
\( LPC \) = Lowest Proposed Cost of all Proposers
\( PC \) = Proposer’s Cost

2.6 EVALUATION OF PROPOSALS

2.6.1 The proposal will be reviewed individually against the RFP by District Staff Members through an evaluation committee. Scores will be assigned.

2.6.2 A contract will be awarded on the basis of which proposal the District deems best suited to fulfill the requirements of the RFP. The District also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of this RFP. The District requests the consultant provide seasoned senior personnel with a minimum 1-year experience to conduct the search.

2.6.3 The District will be the sole judge as to the acceptability, for our purposes, of any and all proposals. Proposals will be evaluated according to the following evaluation criteria:

2.6.3.1 Experience of proposer’s firm in recruiting at similar levels/firm’s overall experience in recruiting (30-points) and;

2.6.3.2 Qualifications of the specific personnel designated by the proposer to conduct the search (25-points) and;

2.6.3.3 Quality of the proposer’s performance as assessed by references (20-points); and
2.6.3.4 Total Cost of conducting the executive search (25-points).

2.7 SCOPE OF SERVICES
The scope of the work requested for the search for a Superintendent/President of Rio Hondo Community College District is as follows:

2.7.1 Needs Assessment – Working in partnership with the Board President and the Search Committee, the Contractor will determine the required set of skills and competencies, define the required experience and other characteristics necessary to meet the needs of the campus.

2.7.1.1 Support and assist, through the Board President and the Search Committee throughout all phases of the search and selection process.

2.7.1.2 Support and assist in the development and advertisement of the position announcement/brochures, including mailing of position announcement/brochures to prospective candidates.

2.7.1.3 Conduct outreach and recruitment beyond the scope and standard District practice.

2.7.1.4 Conduct confidential personal recruitment when needed.

2.7.1.5 Provide guidance and direction to the governing board during interviews, open forums, and site visits, as required.

2.7.1.6 Finalize a process with the Search Committee and Board President for interviews of the candidates during the first and second interviews.

2.7.1.7 Conduct in-depth reference checks of finalist candidates.

2.7.1.8 Assist and provide information to the Board of Trustees with the final selection and negotiations with the selected candidate as directed by the Board President.

2.7.1.9 Contractor shall be required to attend a minimum of three Board Meetings.

2.8 Contractor Requirements/Responsibilities:

2.8.1 Progress reports shall be submitted with each invoice for payment describing the status of progress of the Contractor’s Performance. The Contractor shall
submit a final summary report with the final invoice for payment within thirty (30) days following expiration of the contract.

2.8.2 Time Extensions – Request for time extensions to the contract completion date must be made in writing with adequate justification no less than forty-five (45) days prior to the end of the contract. Requested time extensions are not effective until approved in writing by the District.

2.8.3 Payment – Payment for work performed under this contract will not exceed the agreed upon contract amount. Payment will be made based on documented completion of the elements (items A-I under paragraph 2.7 Scope of Services) of the scope of services, after approval by the District, and shall be made with approximately thirty (30) days of receipt of each invoice submitted by the Contracting Party and upon approval by the District.

2.8.4 Available – Such material as pertain to this project are available for review, upon request of the District and may be used in this project, but may not take the place of items that the Contractor is required to develop.

2.8.5 Ownership of Documents – Upon completion or termination of the contract, all final documents prepared by Contractor for the District in connection with this work shall be the property of the District. Contractor’s personnel and administrative files shall remain the property of the Contractor. No other person shall have a property interest therein. At any time during the contract period, the District shall have the right to require Contractor to furnish copies of any or all data and all documents, notes and files collected or prepared by the Contractor specifically in connection with this contract.

2.8.6 Hold Harmless Indemnification – The selected contractor shall indemnify, defend and hold harmless the District, its officers, agents, employees and representatives, from and against any and all costs and expenses, claims, losses, liabilities, injuries, or damages, demands and action including payment of reasonable attorney’s fees arising out of or resulting from activities performed with respect to this contract.

2.8.7 Public Liability Insurance – Contractor shall take out and maintain during the life of this contract, public liability insurance in an amount not less than $1,000,000.00 (one million dollars) for injuries including accidental death, to any one person, and subject to the same limit for each person in an amount not less than $1,000,000.00 (one million dollars) on account of one accident, and property damage insurance in an amount not less than $250,000.00 (two hundred fifty thousand dollars). An insurance certificate or a signed copy of contractor’s insurance will be provided to the District.