Date Issued: June 1, 2021

Response Closing Date / Time: July 1, 2021 @ 2:00 pm (PST)

Bidders are invited to provide information on products and services for the above-mentioned project by providing a response to this RFP and forwarding it to the address indicated in this document by the date and time prescribed.

NO FAX OR EMAIL PROPOSALS WILL BE ACCEPTED.
1. **Background about Rio Hondo College:**

Rio Hondo Community College ("District") was established in 1961. The District primarily serves residents of Whittier, El Monte, South El Monte, Pico Rivera and Santa Fe Springs; residents of unincorporated Los Angeles County; and several cities outside District boundaries.

The District also provides transfer, vocational, and short-term courses for roughly 13,000 full-time equivalent students; is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; is governed by an independent five-member governing board who are elected at large for four-year terms; and administered by the Superintendent/President, who is appointed by the Governing Board.

There are approximately 2,700 parking spaces and approximately 500,000 square feet of classrooms and offices to be considered on the main campus.

There are three (3) Off Site Educational Centers within the Communities that are served:

- **El Monte Educational Center (EMEC)**
  3017 Tyler Ave.,
  El Monte, CA 91731

- **Rio Hondo Educational Center at Pico Rivera**
  9426 Marjorie St.,
  Pico Rivera, CA 90660

- **South Whittier Educational Center (SWEC)**
  14307 E. Telegraph Road,
  Whittier, CA 90604

The District also has a Fire Academy located at Santa Fe Springs:

- **Rio Hondo Regional Fire Training Center**
  11400 Greenstone Ave.,
  Santa Fe Springs, CA 90670

2. **RFP Objective:**

The District is soliciting proposals from qualified executive search firms interested in serving as Consultant to the District Board of Trustees in the recruitment and hiring of District Superintendent/President.

3. **Definitions:**

A. **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.

B. **Board** - The Board of Trustees for the Rio Hondo Community College District.

- Ms. Rosaelva Lomeli, President
- Ms. Vicky Santana, Vice President
- Ms. Kristal Orozco, Clerk
4. **RFP Schedule:**

The following are the schedule of events for this solicitation:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>Last Day for Submission of Questions from Bidders</td>
<td>June 16, 2021 @ 2:00 PM (PST)</td>
</tr>
<tr>
<td>Due Date and Time for Submission of Proposal</td>
<td>July 1, 2021 @ 2:00 PM (PST)</td>
</tr>
</tbody>
</table>

**Notes:**

A. *It is the District’s intent to identify the top ranked Bidders (up to 3) on or before COB of August 15, 2021.*

B. *It is the District’s intent to schedule the interview of top ranked Bidders with the District’s Board on August 25, 2021 @ 6:00 PM (PST).*

5. **Qualification Requirements:**

Bidders should be able to demonstrate their current capability and possess a record of successful past performance in providing substantially similar products and/or services as those specified in this RFP.
Accordingly, prospective Bidders should conform to the following minimum qualification standards and provide the required information in order to be considered for award:

a. Minimum of five (5) years of experience providing the required services in this RFP.
b. Ability to obtain and maintain the insurance required by the District.

6. Preparation of RFP:

Proposals should be completed in all respects as required by the instructions herein. A Proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A Proposal will be rejected if, in the opinion of the District, the information contained therein was intended to erroneously or improperly mislead the District in the evaluation of the Proposal.

7. Dissemination of RFP Information:

A. The District may revise or add to the RFP prior to the deadline for Proposals and, at its own discretion, may extend the deadline for all potential Bidders. Any changes to the RFP will be in the form of written Addendum issued by the District Contact. Response to any Bidder query will be issued as a Bulletin. Such Addendum/Bulletin issued will be sent to Bidders and shall be made part of this RFP.

B. Except as stated in this provision, no other person aside from the District Contact or its designee is authorized to amend any part of this RFP, in any respect, either in writing or by oral statement.

8. District Contact:

All communication should be sent via email and directed to the following District Contact:

    Felix G. Sarao  
    Director of Contract Management & Vending Services  
    3600 Workman Mill Road  
    Whittier, CA 90601-1616  
    Phone: (562) 908-3493  
    Email: fsarao@riohondo.edu / purchasing@riohondo.edu

Any requests for information or questions about this RFP are to be sent only to the District Contact above up by 2:00 pm on June 16, 2021.

NOTE: When communicating with the District Contact, please indicate in the subject line “RFP No. 2078 Query”

9. Restriction on Communications:

A. Except as specified in this Section, Bidders are not permitted to communicate with District staff regarding this solicitation during the period between the RFP issue date and the announcement of awards except during:

    1) The course of a Bidders’ conference, if conducted; and
    2) Oral presentations and site visits, if conducted.

B. If a Bidder is found to be in violation of this provision, the District reserves the right to reject its proposal.
10. Questions Regarding the RFP:

A. All inquiries, questions, and requests for clarification of the contents of this RFP should be sent by email to the District Contact. All inquiries should include:

1) A clear and concise question and reference page number; and
2) References to specific points within this RFP.

B. Questions are due by the date specified in the RFP schedule in Section 5 of this RFP.

C. Any person(s) other than the District Contact or its designee shall be deemed unauthorized to respond to questions regarding this RFP and may not be relied upon.

11. Errors and Omissions:

A. Each Bidder should fully be familiar with the specifications and requirements of this RFP. The failure or omission of any Bidder to receive or examine any form, instrument, addendum, or other document, shall in no way relieve any Bidder from any obligation with respect to his/her Proposal or to the contract. The submission of a Proposal shall be taken as prima facie evidence of compliance with this section.

B. If Bidder discovers any discrepancy, error, or omission in this RFP or any Attachments, the District should be notified immediately and a written clarification/notification will be issued as a Bulletin. No Bidder will be entitled to additional compensation for any error or discrepancy that appears in the RFP where the District was not notified and a response provided.

12. Proposal Preparation Costs:

All costs incurred in the preparation and submission of proposals and related documentation will be borne by the Bidder.

13. Submission of Proposals:

A. Bidders should submit their responses to this RFP in a sealed envelope with detailed financial information.

B. Bidder’s response should contain one (1) signed paper copy (bearing original signatures), eight (8) extra copies and one (1) electronic copy on a CD or flash drive, addressed to the District Contact above and identified by affixing a label containing the following information:

1) Date of the Bidder’s response
2) RFP Project Name
3) Name of Bidder’s representative, phone number, and e-mail

C. Bidders should forward their responses, in conformity with the requirements of this RFP, by the stated deadline to the District Contact above. Business hours are 8:00 am to 4:00 pm (Monday through Friday). The Bidder is responsible for the timely delivery of their response to the District. Bidders assume all risks for any problem(s) in the submission and/or method of delivery chosen. The District assumes no responsibility for any delay caused by any delivery service selected by the Bidder. A proposal that is not received by the due date and time (via hand delivery, mail, courier) will be subject to rejection, at the sole discretion and in the best interests of the District.
14. Acceptance of Bidder's Response to RFP:

A. The District reserves the right at its sole discretion to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal; amend, withdraw or cancel this RFP at any time without prior notice; postpone proposal openings for its own convenience; and request or obtain additional information about any and all proposal(s).

B. The District does not provide a debriefing to unsuccessful Bidders.

15. Withdrawal of Proposal:

Proposals may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

16. Rejection of Proposal:

Reasons for rejection of proposals by the District include the following:

A. Late proposals will not be accepted;

B. Proposals may be rejected for failure to conform to the rules or requirements contained in the RFP;

C. Failure to sign the proposal;

D. Proof of collusion among Bidders, in which case all proposals involved in the collusive action will be rejected;

E. Noncompliance with applicable law, unauthorized additions or deletions, conditional proposals, incomplete proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning; and

F. Provisions reserving the right to accept or reject an award or to enter into a contract containing terms and conditions that are contrary to those in the solicitation.

17. Proposal Acceptance Period:

All proposals shall remain available for District acceptance for a minimum of one hundred and twenty (120) days following the RFP closing date.

18. Disclosure of Records:

A. All proposals, supporting materials and related documentation will become the property of the District.

B. All information submitted as part of the proposal must be open to public inspection (except items marked as trade secrets and considered trade secrets under the California Public Records Act) after the award has been made. Should a request be made of District for information that has been designated as confidential by the Bidder and, on the basis of that designation District denies the request for information, the Bidder may be responsible for all legal costs necessary to defend such action; if the denial is challenged in a court of law.
19. Conflict of Interest:

A. Bidder shall not hire any officer or employee of the District to perform any service under this RFP or any agreement resulting from this RFP.

B. Bidder affirms that to the best of his/her knowledge there exists no actual or potential conflict between Bidder's family, business, or financial interest and the service under this RFP or any agreement resulting from this RFP, and in the event of change in either private interests or service under the award, any question regarding possible conflict of interest which may arise as a result of such change will be raised with the District.

C. Bidder shall not be in a reporting relationship to a District employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Bidder.

20. Ethics:

A. Bidder shall exercise extreme care and due diligence to prevent any action or conditions which could result in conflict with the best interest of the District.

B. Throughout the term of any agreement resulting from this RFP, Bidder shall not:
   
   1) Accept any employment or engage in any work which creates a conflict of interest with the District or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP.
   2) Offer gifts, entertainment, payment, loans, or other gratuities or consideration to District employees, their families, other suppliers, subcontractors, or other third (3rd) parties for the purpose of influencing such persons to act contrary to the District’s interest or for personal gain.

C. Bidder shall immediately notify the District of any and all such violations of this clause upon becoming aware of such violations.

21. Proposal Format:

Bidder’s Response to the RFP should be prepared in a concise and economical format, providing a straightforward description of the information requested. If there are any required specifications that may not be applicable to the Bidder’s proposed product/services, the Bidder should mark the requirement as “Non-Applicable” and include the section in the Bidder’s Response.

22. Proposal Content:

Bidders should include the following as part of their response to the RFP:

   a. Bidder Experience
   b. Bidder Personnel Qualifications
   c. Financial Proposal
   d. References/Others

A. Bidder Experience

This section of the proposal should provide a general description of the Bidder’s background, nature of business activities, and verifiable experience providing the required products and/or
services. It should explain the ability of the Bidder to satisfactorily perform the required work as a result of: (i) experience in performing work of a similar nature to that identified in the RFP; (ii) demonstrated experience working with similar organizations to District; (iii) strength and stability of the Bidder; (iv) current staffing capability and availability; (v) current work load; (vi) financial soundness and (vii) proven record of meeting schedules on similar type of work.

Bidder should:

1) Describe its experience in recruiting CEOs in higher education.
2) Provide description of a typical search conducted, including how many contacts were made for the search. 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?
3) Provide its success ratio in filling search assignments and its average duration to complete search assignments.

B. Bidder Personnel Qualifications

This section of the proposal should include resumes of Bidder’s key personnel to be assigned to the project, with information on their roles and responsibilities and project organizational chart. The project organization chart should clearly delineate communication/reporting relationships among the project staff, including sub-contractor(s) (if applicable). All key staff will be named in the proposal. Bidder should include a statement that key personnel will be available to the extent proposed for the duration of the project and, acknowledge that no person designated as key personnel shall be removed or replaced without the prior written concurrence of the District.

Bidder should include information that will address the following:

1) Describe qualifications of its designated personnel to conduct the search.

C. Financial Proposal

1) The Financial Proposal should be a “Flat Fixed Fee” (Fee) for the services to be provided.
2) The Fee shall be inclusive of all costs or expenses necessary to provide the services outlined in this RFP (including travel and lodging).
3) Bidders are encouraged to submit their best prices in their Proposals, and the District intends to negotiate only with the Bidder(s) whose Proposal most closely meets District’s requirements. The Contract, if any is awarded, will go to the Bidder whose Proposal best meets District’s requirements.

Note:

The awarded Bidder will be required to make their financial records available to the District’s independent auditors; as part of the District’s annual financial audit.

D. References/Others

Bidder should also include information that will address the following:

1) Please provide three (3) references from your higher education clients that have used your firm to conduct an executive search within the last two (2) years. References should include contact person, address, phone number and email address.
2) Is your firm or any member of your firm involved in any litigation relative to your transactions
with other educational institutions?
3) Please disclose any conditions that may affect your firm’s ability to perform contractually such as:
   (a) Financial issues
   (b) Planned office closures
   (c) Impending merger
   (d) Disbarment / suspension imposed by any federal, state, or local public agency

23. Method of Evaluation / Award of Contract:

A. Proposals will be evaluated by the District based on the response to the information requested above and the following weights are assigned for evaluation purposes:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder Experience</td>
<td>30%</td>
</tr>
<tr>
<td>Bidder Personnel Qualifications</td>
<td>25%</td>
</tr>
<tr>
<td>Bidder Financial Proposal</td>
<td>25%</td>
</tr>
<tr>
<td>Bidder Performance as Assessed by References</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

B. All proposals will be examined for merit and ranked according to quality and responsiveness.

   Note: Selected Bidder will comply with District Administrative Policy [AP 2431 (CEO Selection Process)]. See link below:


C. The District reserves the right, at its sole discretion, to select the Contractor, to negotiate any price or provisions, negotiate any and all cost factors and/or aspects regarding the scope of work accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal; amend, withdraw or cancel this RFP at any time without prior notice; postpone proposal openings for its own convenience; and request or obtain additional information about any and all proposal(s), whenever, in the sole opinion of District, such action shall serve its best interests and those of the tax-paying public.

   In the event of any such rejection, or in the event a Bidder’s offer is not rejected but does not result in a contract award, the District shall not be liable for any costs incurred by the Bidder in connection with the preparation and submittal of the proposal.

D. 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.

E. This RFP does not obligate the District to contract for the services specified herein. The final selection, if any, will be the proposal, which in the opinion of the District best meets the requirements set forth in this RFP and is in the best interest of the District. The District is not obligated to select the lowest priced proposal.
F. The RFP, its addendums, and the proposal of the selected Contractor will become part of any contract initiated by the District.

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

H. 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.

I. 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.

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

24. Incorporated Documents:

A. Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP, any addenda to this RFP issued by the District, as well as the contents of the Bidder’s proposal as accepted by the District.

B. The following exhibits shall also apply and incorporated by reference:

   Exhibit A: Scope of Work
   Exhibit B: Bidder Information

Thank you for considering this solicitation.
EXHIBIT A: Statement of Work  
RFP No. 2078 Executive Search Services

1. General:

Consultant will assist the District Board of Trustees in the recruitment and hiring of District Superintendent/President.

2. Service Requirements:

Working in partnership with the District Board President and the Search Committee, the Consultant shall:

A. Determine the required set of skills and competencies, define the required experience and other characteristics necessary to meet the needs of the District.

B. Provide support and assistance throughout all phases of the search and selection process.

C. Provide support and assistance in the development and advertisement of the position announcement/brochures, including mailing of position announcement/brochures to prospective candidates.

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

E. Conduct confidential personal recruitment when needed.

F. Provide guidance and direction during interviews, open forums, and site visits, as required.

G. Facilitate the interviews of the candidates during the first and second interviews.

H. Conduct in-depth reference checks of finalist candidates.

I. 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.

J. Attend a minimum of three (3) Board Meetings.

3. Additional Terms and Conditions:

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

B. 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 Agreement. Requested time extensions are not effective until approved in writing by the District.

C. Payment - Payment for work performed under this Agreement will not exceed the agreed upon contract amount.
EXHIBIT B: Bidder Information
RFP No. 2078 Executive Search Services

Bidder should fill out the following:

Authorized Representative (Name & Position): __________________________________________

Company Name: _________________________________________________________________

Address: ______________________________________________________________________

Phone: _________________________________________________________________________

Email: _________________________________________________________________________