



## Addendum to the Request for Proposal: Executive Search Firm – College President

September 29, 2023

### **CHANGES:**

Due to the short notice and change to the RFP Submission Deadline, the college has decided to **extend the deadline to Friday, October 13, 2023** to ensure an appropriate amount of time for interested parties to submit their proposals.

**REQUEST FOR PROPOSALS (RFP)**  
**EXECUTIVE SEARCH FIRM – COLLEGE PRESIDENT**  
**For**  
**GLEN OAKS COMMUNITY COLLEGE**

RFP Issued:	September 18, 2023
Proposals Due:	October 1, 2023
Submit Responses To:	By mail: Human Resources – Jamie Yesh Glen Oaks Community College 62249 Shimmel Rd Centreville, MI 49032 By email: <a href="mailto:hr@glenoaks.edu">hr@glenoaks.edu</a>

The college respectfully requests that respondents refrain from speaking with anyone at the college regarding this process. To have questions addressed, contact: [jyesh093@glenoaks.edu](mailto:jyesh093@glenoaks.edu)

## **INTRODUCTION:**

Glen Oaks Community College, an institution of higher learning located in SW Michigan is accepting proposals from qualified executive search firms to serve as Consultant to the Board of Trustees for the identification and recruitment of prospective candidates and eventual hiring for the position of PRESIDENT. The current President has announced his intent to retire at the end of June, 2024, and has served the college since January 2014 leading many initiatives as the institution has steered its way through the many challenges with enrollment, COVID, aging facilities, changing student interests, development of housing, and more. The information provided is intended to assist firms to respond completely to this Request for Proposal. It is not intended to limit a proposal's content or to exclude any relevant or essential data. Firms are encouraged to include additional information that will substantiate their product quality and service capabilities.

## **PURPOSE**

The purpose of this RFP is to obtain information that will enable the college to select a consultant to assist the college with the process of finding the next college President. Consultants should have in-depth experience in executive placement services in higher education, with preference for those that have significant experience with community colleges.

The objective of the RFP is to find and place an individual with the qualifications, skills, and emotional intelligence to provide the vision and strategic leadership of the college over the next several years. There will be a college steering committee led by the **Board Chair** and the search committee comprised of board members, institutional representatives, and community stakeholders who will be the key members to identify and recommend a final candidate. Input will also be gathered from college staff, faculty, students, and members of the community who will have the opportunity to meet the final candidates.

## **SCHEDULE OF EVENTS**

<u>EVENT</u>	<u>DATE</u>
Release RFP	September 18, 2023
Last Day to Submit Questions	October 1, 2023
RFP Submittal Deadline	October 11, 2023
Evaluation and Interviews	October 12-31, 2023
Board Selection Approval	November 9, 2023

Note: All dates are subject to revision by the college. Nothing herein binds or shall be construed to bind Glen Oaks Community College to enter into any agreement with any party, including any respondent hereto.

## **BACKGROUND**

### **College Overview**

Glen Oaks Community College is a small rural institution in SW Michigan serving primarily St. Joseph County. It has been offering educational opportunities since 1967. Part of the property that Glen Oaks now occupies was once a private farm. This farm of 120 acres with the farmhouse and other buildings had been in the Henry B. Hagen family name for 90 years, but in 1965 it was donated to the St. Joseph County community college district to be used as the central campus of Glen Oaks Community College to educate the county's young people. An additional 200 acres, adjacent to this property, were purchased to create the 320-acre campus. The original facility was completed in 1969 and there have been three additions in the years since and in 2017, the college opened a 106-bed housing facility. Over the past five years, the original facility has undergone total renovation. Over the last decade, \$25,000,000 has been invested in the campus infrastructure including the sewer and water systems, parking lots, athletics fields, and more.

College enrollment has been, on average, 1,250 over the past seven years with high school dual enrollment making up 50-60% of the total. The college offers an Early Middle College that graduates 40-50 associate degree completers each year.

The college has great success preparing students to transfer to four-year institutions as well as career programs in the health sciences, business, and trades. The college regional accreditation is via the HLC and has its next comprehensive visit in fall, 2024.

Six athletic teams compete in the Michigan Community College Athletic Conference and are sanctioned by the NJCAA. Recently, eSports was added to the sanctioned NJCAA competitive catalog.

### **Vision**

*Transforming Lives and Advancing Communities*

### **Mission**

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

### **Values – “Glen Oaks CARES”**

**C – Communication and Civility:** Glen Oaks values the open and responsible exchange of ideas. We uphold the importance of interacting in ways that demonstrate caring, civility, and respect while encouraging improved models for using technology to connect and improve the linkages among individuals and communities.

**A – Access and Academic Success:** Glen Oaks values having an open door to all students and believes that appropriate support is vital to the success of all students. Holding students and ourselves to high expectations, we celebrate learning within an educationally transformative

environment: one that embraces diverse perspectives and creates meaningful connections between students, faculty, and student affairs professionals.

**R – Responsiveness and Service:** Glen Oaks values targeted actions to address community needs and internal needs. Recognizing that existing needs change dynamically, we value the role of the college in helping our communities prepare for the future as they develop, succeed and prosper.

**E – Ethical Conduct and Transparency:** Glen Oaks values acting on the basis of mutual respect. We hold ourselves accountable to the communities we serve and seek to model integrity in all we do. Information related to the college and its performance is understood as public and is made accessible and transparent.

**S – Sustainability and Stewardship:** Glen Oaks values the ability to acquire, develop, use, and manage resources to sustain the college’s mission. We exercise appropriate control over the college’s human, financial, and academic and support services, and physical plant as essential to effective public stewardship.

## **SCOPE OF SERVICES**

The college seeks to contract with an executive search firm and/or consultant to assist with the hiring of a President. Such services may be firms or individuals paid by retainer or hourly. The college seeks a search firm with demonstrable expertise in developing executive level active and passive candidate pools within higher education. The firm(s) or individual(s) hired for the President search will report to a steering committee of the Board of Trustees.

The President is the Chief Executive Officer of the College. The President derives his/her authority from and is directly responsible to the Board of Trustees and the public. The primary responsibility of the President is to provide the leadership that enables the college to establish and achieve its mission and strategic plan goals, while adhering to college vision, as approved by the Board of Trustees.

### **The firm/individual(s) hired will be expected to:**

1. Execute a search for candidates with qualifications meeting the position description.
2. Screen and interview candidates as appropriate to ascertain legitimacy of potential candidate.
3. Provide at least seven (7) to ten (10) well-qualified candidates to the college for interviews.
4. Coordinate interviews and travel as appropriate.
5. Make presentations to college parties of interest as appropriate.
6. Screen candidates for conflicts of interest.
7. Perform reference and background checks on the top candidates.
8. Work with the Board of Trustees and/or a search committee appointed on behalf of the Board and engage in appropriate communications with the Board/committee/stakeholders.
9. Assist with the cultivation of a Search Profile for the College President position.
10. Assist with presidential transition activities.

### **Minimum Qualifications:**

As a result, the firm(s) and/or individual(s) must possess the following attributes at a minimum:

1. Demonstrated expertise completing senior, executive level searches, including successful searches in higher education.
2. Evidence of conducting at least five (5) successful searches of a similar nature in the last five (5) years and must have been in the search field for at least the last five (5) years.
3. Recognized as a leader in academic executive searches in connection with academia or high performing positions at institutions or entities with fifty million-dollar annual budgets or more.
4. Have available and capable staff to complete the search.
5. Demonstrated track record of client success as evidenced through references. Provide a list of three (3) clients, with at least one (1) being in higher education, that you have completed similar executive level searches for in the past that resulted in a successful hire. Please include the title of the position along with complete contact information for each: for the hiring institution and the candidate who was hired for the position.

### **Insurance:**

The Respondent shall not commence work under this contract until all insurance required herein is obtained and approved by the college. Nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.

### **Other Contractual Terms:**

The contract shall contain a unilateral cancellation clause for Glen Oaks Community College at any time within the first sixty (60) days of the contract, and a unilateral cancellation clause for the college at any time during the contract period with fifteen (15) days written notice, or other terms as mutually agreed upon by the search provider and the college.

Reinitiate additional executive searches, at no fee to the college, if successful candidate leaves (via resignation or termination with or without cause) the employment of the college within one (1) year of placement.

After the initial evaluation, the top finalists may be requested to give a webinar or in-person presentation, or to further negotiate the terms and conditions of the contract. If notified, the firm must be prepared to be present within five (5) business days from the date of email notification. Specific instructions regarding the presentation will be included in the notification.

### **GENERAL INSTRUCTIONS:**

1. RFP is not binding on GOCC. This RFP is not a binding offer by the college and acceptance of the terms of this RFP by any Respondent shall not create a binding contract with the college. GOCC reserves the right to negotiate the terms and conditions of any agreement that may result from this Request for Proposal process, including the terms set forth herein and in any proposal. Any future contract that may be awarded must comply with college procurement requirements.

2. Proposals Shall Constitute an Offer. A proposal submitted in response to this RFP shall constitute an offer of the Respondent. The signature of a person who is legally authorized to execute contractual obligations on behalf of the Respondent shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the Respondent of all terms and conditions as set forth herein, unless the response specifically indicates otherwise. Respondent shall identify clearly and thoroughly any variations between its proposal and the RFP in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of any contract that may result from this RFP, except as outlined or specified in the RFP.
3. The college reserves the right to reject or accept any or all responses, to extend the due date, to waive technicalities in the documents or repost prior to award of the Contract.
4. Respondents may not contact any college employee directly to discuss this RFP. All correspondence or questions concerning the RFP should be addressed to:  
[jyesh093@glenoaks.edu](mailto:jyesh093@glenoaks.edu).
5. All questions will be responded to by addendum and posted to the college's website. Do not expect an immediate answer.
6. Proposals may be withdrawn by written request from Respondent prior to the date and time established for the opening.
7. All late proposals will be rejected.
8. All proposals must be signed by a duly authorized representative of the firm; all unsigned proposals will be rejected.
9. Proposal prices must be good for a period of ninety (90) days from the date of opening.
10. There is no express or implied obligation for the college to reimburse firms for any expenses incurred in preparing proposals in response to this request.
11. Invoices are paid monthly for work completed or as negotiated in the executed contract.
12. The college's payment terms are net 30 days.
13. Glen Oaks Community College encourages the participation of qualified businesses owned by minorities, females and persons with disabilities in contracts the college awards.

## **PROPOSAL CONTENT AND EVALUATION CRITERIA**

Prepare your Response to this RFP in the format and sequence specified below. Respond specifically to each item in the order as provided. Failure to comply may result in the college rejecting your proposal as non-responsive.

### **Proposal Content**

#### **TAB 1: Transmittal Letter and Required Forms Include the following:**

- 1) Transmittal Letter - signed by an individual authorized to legally bind the Respondent.
  - a) Statement referencing all addenda. If no addenda have been received, a statement to that effect should be included.

- b) Statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.
- 2) Complete - Appendix A: RFP Authorization Page

**TAB 2: Company Information / Summary Include the following:**

- 1) General information
  - a) Name of company, primary contact person, address, email address, and telephone and fax number of the firm.
  - b) Brief overview of your organization, including general information about your firm, including the size of the organization, location of offices, years in business, number and position titles of staff, and qualities which differentiate your company from your competitors.
- 2) Provide an organization chart and resumes of the lead and/or team lead responsible for the success of the engagement and staff and that will complete the search.
- 3) Specify the location of the individuals or team that would provide the services.
- 4) Provide a brief statement of qualifications/executive summary including an understanding of the college's intent and objectives and how your proposed plan will achieve those objectives.

**TAB 3: Qualification and Background Provide evidence of the following:**

- 1) Demonstrated expertise completing senior, executive level searches, preferably with higher education.
- 2) Provide evidence of conducting at least five (5) successful searches of a similar nature in the last five (5) years and must have been in the search field for at least the last five (5) years.
- 3) Provide an overview of the anticipated challenges in an academic search of this level and plans to overcome them.
- 4) Demonstrated track record of client success as evidenced through references. Provide a list of three (3) clients, preferably in higher education, that you have completed similar projects for in the past. Include a contact name and full contact information for each.
- 5) Identify, if any, relevant entities where you have an "off-limits" or "hands off agreement" that would prevent you from recruiting.

**TAB 4: Proposed Methodology**

- 1) Provide a detailed work plan including timeline, milestones and tasks that you or your firm are proposing. Include a proposed methodology to secure input (including from the Board and college stakeholders) responsibilities for the college, you/your firm and key decision points.
- 2) Describe your strategy for implementing the President recruitment (including submission and name of various publications, both hard copy and electronic format, in which the positions will be advertised), and identify potential contacts through personal outreach to encourage applicants from diverse backgrounds to apply.



- 3) You will be expected in conjunction with the Board and/or search committee operating on behalf of the Board to screen/review resumes for background and qualifications followed by telephone or in-person (whichever is agreed to by the college) interviews to clarify each applicant's experience and credentials and to prepare a written summary of a maximum of ten (10) to fifteen (15) candidates, for the position, with the most promising qualifications. You will be expected to work with the Board and/or search committee operating on behalf of the Board to provide periodic updates to the Board on the process. Please provide either the interview format or what information will be assessed at each stage of screening/review process with your firm.
- 4) What is the process you will use to identify the candidate(s)? What types of backgrounds would you target? Please be as specific as possible. Demonstrated leadership and strategic thinking to manage groups with different interests and viewpoints; and knowledge of how to manage complex compliance structures are of interest to the Board.
- 5) What methodology do you use to screen candidates, including identification of potential conflicts of interest?
- 6) What risk do you see in the search?
- 7) What outcomes do you anticipate for this search?

**TAB 5: Cost Proposal / Professional Fees:**

- 1) Cost Proposal / Professional Fees Please provide a detailed, all-inclusive, not-to-exceed price for proposed services including the proposed number of hours and proposed staffing.

**EVALUATION**

- 1) Affirm that the Consultant who will be providing the services in this contract is free from obligation and interests that might conflict with Glen Oaks Community College or the State of Michigan. Disclose any information about the Consultant that presently or in the future could impair their ability to provide the required level of services.
- 2) Expertise, experience, and qualifications of the Consultant's personnel in each discipline that may provide services relevant to the RFP; Expertise, experience, and qualifications of any special consultants proposed. **(20 points)**
- 3) Experience with higher education clients to include executive searches and realistic understanding of current needs and trends in higher education facilities, emphasizing community colleges. **(20 points)**
- 4) Expertise, experience, and results of the Consultant in providing services on other term contracts or on other projects of similar size, scope, and features as those identified in this RFP. **(20 points)**
- 5) Overall suitability to provide the services outlined in the RFP within the time, budget, and operational constraints that may be present and the comments and/or recommendations of the Consultant's previous clients and references. **(20 points)**
- 6) Provide a fee and expense proposal for the cost of the service. Actual fees and expenses may be negotiated but may not exceed the amount specified in your proposal. **(20 points)**

All acceptable proposals will be evaluated by a Glen Oaks Community College Board Transition Committee based upon the criteria listed in this RFP. Any decision of this committee is subject to the Board of Trustees' approval.

- 1) The college reserves the right to:
  - a) Accept or reject any or all proposals.
  - b) Select the proposal most responsive to the college's needs.
  - c) Award the contract to the firm who will best serve the interests of the college at the college's sole discretion.
  - d) Require a firm to submit any evidence of its qualifications as the college may deem necessary and to consider any evidence available such as financial, technical, and other capabilities, including performance experience with past and present users.
  - e) Request additional information or clarifications and allow corrections of errors and omissions.
  - f) Waive minor irregularities or variations to specifications in the process.
  - g) Conduct any investigation of the qualifications of any firm that it deems appropriate.
- 2) A selection committee from the college will review all proposals and make a recommendation. Some factors may include:
  - a) Professional capacity to take on the work.
  - b) Proposed fee structure
  - c) Ability to perform within time and budget constraints.
  - d) Evaluation of potential work plans
  - e) Previous work experience and performance with similar institutions
  - f) Recommendations by references
  - g) Other pertinent information submitted.
- 3) The committee may elect to interview one (1) or more consultants. Interviews may be conducted in person or by telephone/video conference call. If interviews are held, final adjustments in the evaluation scoring may be made following the interview.
- 4) The college will not be liable for expenses incurred in attending this interview.
- 5) At the college's discretion, the college may invite one (1) or more finalists for a second interview. The college will not be liable for expenses incurred in attending this interview.
- 6) The college will conduct contract negotiations with the firm whose proposal is deemed most responsive to the college's needs. Until the college acts formally to approve a contract, and until such contract is signed by both parties, the college is legally obligated in no respect. By this Request for Proposal, the college has not committed itself to undertake the work set forth.
- 7) In accordance with the requirements of the RFP, the college shall negotiate final terms, conditions, and fees with the successful respondent. If terms and conditions cannot be agreed upon, the college reserves the right to terminate the award and begin negotiations with the next highest ranked respondent.

### **Proposal Format and Submission**

- 1) Glen Oaks Community College will receive proposals **until 4:00 p.m., Wednesday October 11, 2023.**

- 2) Respondents mailing a Response should allow sufficient time for mail delivery to ensure timely arrival. Any proposal received after the bid closing date will be immediately disqualified.
- 3) Firms shall provide a straight-forward, concise description of your firm's capability to satisfy the requirements of this RFP and perform the work described in this RFP.
- 4) The Response should be concise, well organized, and demonstrate the Respondent's qualification. The Response may be no longer than 30 pages on 8 ½" x 11" paper, exclusive of the cover letter, exhibits, and pictures.
- 5) Each copy of the Response must be bound, be single-sided, tabbed, and organized, and shall include all of the information as stated in this document. Company/Organization submitting a Response must submit ten (10) copies of the Response and one (1) USB drive with a PDF version of the Response.
- 6) Note for the PDF Version of the Response: The filename of the PDF version of the RFP must be named in the following manner substituting the Company/Organization/Firm name in the appropriate location: "[INSERT COMPANY/ORGANIZATION/FIRM NAME] PRESIDENT SEARCH RFP.PDF," The PDF version of the RFP must be comprised of a single document, NOT MULTIPLE DOCUMENTS where the company/organization/firm introduction letter, exhibits, etc., are saved as separate PDF documents. Only one (1) complete copy of the PDF version will be accepted per USB.
- 7) Note for Exhibits: All Exhibits should be tabbed, labeled, and included as part of the appendix. At the Company/Organization/Firm discretion, it is at the Responder's discretion to determine how to reference the location of the Exhibits in the appendix in the body of the RFP. All Exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFP. The PDF forms intend to keep all the requested information in a uniform format.
- 8) Ten (10) copies in a sealed opaque envelope or box shall be delivered no later than **October 11, 2023, 4:00 p.m.**

### **Confidentiality & Proposal Ownership**

- 1) RFP Ownership: All proposals to the RFP will become the property of Glen Oaks Community College and will not be returned.
- 2) Public Records Act: All materials received or created by the college are considered public records and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
- 3) If the Respondent requests that the college withhold their trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
  - a) A written notification specifically identifying such information.
  - b) A statement that disclosure of such information will cause competitive harm to the Respondent.
- 4) Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection.

**Appendix A: RFP AUTHORIZATION FORM**

All Respondents are required to complete and sign this form.

I HEREBY AUTHORIZE THIS PROPOSAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS RFP. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION.

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Name of Company

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Address

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City, State, Zip, Code

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Telephone Number

Fax Number

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Signature

Date

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Print Name

Title

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Email Address