



OWENS
COMMUNITY COLLEGE

**OWENS COMMUNITY COLLEGE (OHIO)
REQUEST FOR PROPOSAL
EXECUTIVE SEARCH FIRM CONSULTANT
VICE PRESIDENT INSTITUTIONAL ADVANCEMENT/
EXECUTIVE DIRECTOR OWENS COMMUNITY COLLEGE FOUNDATION
Issue Date ~ June 13, 2022
Due Date ~ July 1, 2022**

REQUEST FOR PROPOSAL

Owens Community College (College) is requesting proposals from eligible executive search consultant firms (Provider) to assist in a national executive search for qualified candidates for the position of Vice President of Institutional Advancement/Executive Director of the Owens Community College Foundation, in accordance with the terms, conditions and specifications in this Request for Proposal (RFP). The role is being elevated from an Executive Director, which is currently staffed by an Interim who is contracted to serve at the College through summer 2022. Additional information about Owens Community College is on page 4 of this RFP.

ELIGIBILITY

Eligible executive search consultant firms must demonstrate experience, qualifications and references specializing in vice president for advancement and/or foundation executive director personnel recruitment. To be eligible, the Provider must demonstrate that the company and the principal(s) assigned to the College's search have successfully completed specialized services of such roles, with a preference for placement in higher education institutions that are similar in size and complexity to the College and the Scope of Services.

The College assumes that if selected, the Provider entering into an agreement shall be fully knowledgeable of the Scope of Services being requested and any other conditions and requirements for implementing a successful vice president of advancement/foundation executive director search. Failure of such will be at the Provider's own risk and shall not be a basis for additional compensation. This Request for Proposal and the selected Provider's Proposal shall be exhibits of the executed agreement.

SCOPE OF SERVICES

The College expects the principal-consultant to:

1. Provide expert consultation to the President, Executive Director of Human Resources and Interim Executive Director of the Owens Community College Foundation throughout the performance period, beginning with the establishment of a preliminary timeline through to completion when an employment agreement is executed between the College and the Vice President-Finalist.

2. Provide consultation with working knowledge of institutional compliance obligations and the resulting practical implications of the Ohio Public Records Act (ORC 149.43).
3. Assist with position advertisement in appropriate local, state, national media for higher education.
4. Demonstrate knowledge of the philanthropic profession and of higher education.
5. Provide personal outreach and recruitment of highly qualified and diverse candidates who will thrive in Ohio.
6. Review applicant curriculum vitae and resumes and monitor the progress of the vice president search.
7. Assist the Vice President Search Screening Committee and clarify applications that best meet the position criteria and qualifications for a shortlist. Coordinate candidates' participation in the interview process. Assist with the development of an interview format and candidate questions.
8. Consult with the Interim Foundation Executive director regarding arrangements for meetings, interviews, campus visits, website, etc. (Any such candidate travel reimbursement will be made in accordance with the College's travel reimbursement procedures.)
9. Debrief with the Vice President Search Screening Committee.
10. Evaluate candidates for serious consideration by verifying educational degrees, credentials and employment records. Conduct a pre-employment background check of the finalist in accordance with the College's policy and procedures.
11. Recruit additional qualified candidates, if necessary or requested.

PROPOSAL RESPONSE

The Provider's proposal must include:

1. Understanding of Scope of Services. Convey an understanding of the Scope of Services and describe what the Provider can uniquely offer to the College.
2. Firm Background and Capacity. Describe the Provider's mission/purpose, history, size including number of employees, networking capacity and past experience with higher education and in particular, community colleges and vice president of advancement and higher education foundation searches. Disclose any current searches in progress or pending that could potentially conflict with the College's search. Describe any other resource(s) available that will benefit the College's vice president search.
3. Location. For convenience of proximity and responsiveness, providers or principal-consultants please advise on the location of your firm and the location of the principal-consultant.
4. Conferencing Capabilities. Provide a summary of video conference capabilities and platforms.
5. Firm Experience. Identify and list the qualifications of the proposed principal-consultant, professional and support staff to be assigned. Indicate the amount of time that the principal-consultant, professional and support staff will each dedicate to the vice president search. Specifically indicate the principal-consultant's role in the vice president search including in-person or virtual visits to the College and consultations with the Search Committee. List the firm's references of past clients, preferably with comparable clients and community college institutions, or of vice president of advancement or executive director of foundation

searches, identify the services provided, the specific position(s) filled and the length of time to fill the stated position(s).

6. References. Provide a minimum of three references with complete and current contact information.
7. Services and Timeline. Provide a preliminary vice president search timeline and specifically describe the firm's services, process and recruitment strategy for conducting a vice president search for Owens Community College. Include the firm's success ratio and average time to complete search assignments. Outline any additional services or alternative approaches that would be in the College's best interest.
8. Budget. Provide a sample itemized budget for all expenses for conducting the vice president search.
9. Pricing Specifications. Provide firm, fixed, not to exceed pricing to carry out the College's vice president search. Provide a service guarantee. Provide a statement that the professional fee, as proposed, shall remain valid throughout the stipulated performance period, as stated in the Scope of Services. Under terms of a final contract, the direct/other expenses must be documented for reimbursement. **Please utilize the following format for the pricing specifications in the response proposal:**
 - a. Professional Fee: \$ _____
 - b. Direct Expense(s): \$ _____ Line Item Description (*specifically list estimates such as consultant travel, verification of credentials, background checks, advertising or optional assessments*)
 - c. Other Expense(s): \$ _____ Line Item Description (*specifically list estimates such as administrative charges*)
10. State of Ohio Contractual Provisions. Provide a statement of acknowledgment that if selected, the firm is eligible to enter into an agreement for services and that said agreement shall comply with State of Ohio contractual provisions and shall be governed by State of Ohio law and jurisdiction.
11. EEO Compliance. Owens Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, or other discriminatory factors.

EVALUATION OF PROPOSALS

The focus of evaluating the proposals will be the Provider's responsiveness to the RFP, an understanding of the Scope of Services, overall quality of search services offered, firm location and prioritization/timeliness of the College's vice president search, costs for services and reference checks. Representatives appointed by the President will conduct interviews of the Provider(s) who are shortlisted. The proposals and interviews are subject to Ohio's Sunshine Law for open meetings and public records.

The College reserves the right to reject any or all proposals or parts thereof or items therein and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the College. The College reserves the right to cancel the RFP at any time before entering into an agreement. Provider services are expected to commence **early August 2022** (see time line on page 4). The effective date of a contract shall be the date the contract is executed.

NOTICE OF INTENT AND SUBMISSION INSTRUCTIONS

The College appreciates your time and commitment to the College's mission by assisting in the search for the most qualified vice president candidates.

This RFP is being issued on **June 13, 2022** via PDF (Electronic Mail) from the Office of Human Resources.

At your earliest convenience, please reply via email with your acknowledgment or your firm's notice of the intent to submit a proposal to: Jason Morris, Executive Director of Human Resources at, jason_morris4@owens.edu. Thank you!

Submitted Proposals must be a PDF electronic copy and submitted via email to: jason_morris4@owens.edu.

Proposals must be received by the College no later than, July 1, 2022, 5:00 p.m. (EDT/DST).

If you have any questions, please email the question(s) to Jason Morris at jason_morris4@owens.edu.

Please do not solicit members of the Owens Community College Board of Trustees or Foundation Board. The Owens Community College Board of Trustees, Foundation Board and the Vice President Search process is obligated to the Ohio Ethics Law and the Ohio Sunshine Laws for public records and open meetings.

TIMELINE ~ The College will make every effort to adhere to the projected time line below:

| | |
|------------------------------|--|
| June 13, 2022 | Issue Date of RFP |
| July 1, 2022 | Proposal Due Date |
| Week of July 18, 2022 | Formal presentation for invited respondents via video conference |
| Week of July 25, 2022 | Notification date for search consultant services |
| Early August 2022 | Provider services to commence |

CONFLICT OF INTEREST

Vendor acknowledges that no conflict of interest exists between the Vendor and the College, or Vendor and its employees, or any members of their families in relation to any College policies or guidelines or state laws. Any person who acquires a conflicting personal interest as of the date the services begin must immediately disclose such interest to the College in writing. Vendor will not participate in any action affecting the services of this Agreement unless the College has determined that such participation would not be contrary to the public interest.

In accordance with Executive Order 2007-01S, Vendor certifies through its response that: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. Vendor understands that failure to comply with Executive Order No. 2007-01S is, in itself, grounds for termination of this contract and may result in the loss of other contracts with the State of Ohio.

OWENS COMMUNITY COLLEGE

Owens Community College is a fully accredited, comprehensive state community college, established in 1965, in northwest Ohio. The College has two campus locations including: the Toledo-area Campus in Perrysburg (main campus) in Wood County, and, Findlay Campus in Hancock County. The College confers associate degrees that transfer to baccalaureate degrees in the Arts and Sciences and offers 70 academic programs and certificates from the four academic schools of: School of Business, Information and Public Services; School of Liberal Arts, School of Nursing and Health Professions and School of Science, Technology, Engineering and Mathematics. The College also has non-credit offerings through its Workforce and Community Services.

The Owens Community College Foundation is a 501(3)c governed by a 23-member Board of Directors. The Foundation has \$8M in assets, with 93% of each dollar raised supporting student scholarships and College initiatives.

Link to Owens Website

<https://www.owens.edu/>

Link to the Owens Community College Foundation

<https://www.owens.edu/foundation/>

Link to learn more about Owens' President Dione Somerville

[Office of the President - Owens Community College](#)

Link to learn more about Equal Opportunity and Inclusiveness

[Equal Opportunity and Inclusiveness - Owens Community College](#)

Link to Academic Majors, Fast Facts Sheets and Strategic Plan

<https://www.owens.edu/ie/quick-facts/>

<https://cdn.owens.edu/academics/program-list.pdf>

<https://www.owens.edu/strategic/>

Signature and Agreement to College Rights and Conditions

It is required that your proposal include the following acknowledgements signed by either the owner or an officer of your firm.

College Rights and Conditions Acknowledgement

Circle One

- | | | |
|--|-----|----|
| 1. Does respondent acknowledge and agree to: | Yes | No |
| • Submission Deadline and Certain College Rights (Section 2.5) | | |
| • Projected Timeline (Section 2.5) | | |
| • General Conditions (Section 3.0) | | |
| 2. Do you acknowledge that all submitted proposals and information included therein or attached thereto are considered as public record upon delivery to the College? | Yes | No |
| 3. Do you agree to comply with all applicable federal, state and local laws, rules, regulations, or ordinances and shall hold the College harmless from any liability from failure of such compliance? | Yes | No |
| 4. Do you certify that none of your directors, principal officers or employees are employed or affiliated with the College? If no, please provide their name(s) and title(s). | Yes | No |
| 5. Do you certify that you/your firm can maintain an independent and objective assessment of proposals subsequently received from the ESCOs? | Yes | No |

By: _____
Signature

Printed Name

Title

Company

Date

Affirmation & Disclosure Form

By the signature affixed hereto, the Contractor affirms and understands that if awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States, nor allow State data to be sent, taken, accessed, tested, maintained, backed-up, stored or made available remotely (located) outside of the United States unless a duly signed waiver from the State has been attained.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed and where data is located in the spaces provided below or by attachment. Failure to provide this information may result in no award. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be located, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be located by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

Contractor also affirms, understands and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure Form and have read and understand that this form is a part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____

Bid Form

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REQUEST FOR PROPOSAL
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EXECUTIVE DIRECTOR OWENS COMMUNITY COLLEGE FOUNDATION
BID FORM**

FEDERAL TAX ID NO. _____

VENDOR NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PRINCIPAL OFFICER'S SIGNATURE: _____

NAME OF SIGNEE: _____
(Please Print or Type)

TITLE: _____

DATE: _____