Request for Proposal
Number #546-13

Executive Search Firm

Due:

April 12, 2013 at 2:00pm

Buyer:
Steve Boyd, Purchasing Manager
Colorado Mountain College
802 Grand Avenue
Glenwood Springs, CO 81601

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #546-13
Executive Search Firm

I. INTRODUCTION

Background:

Colorado Mountain College (CMC) is a junior college district with seven campuses serving 11 locations in many of Colorado's most beautiful mountain communities. With 24,000 degree and non-degree seeking students, our mission is to create better futures for our students while providing a unique learning experience in an ideal environment for experiencing the outdoor adventures of the Colorado Rocky Mountains.

Currently, CMC offers two and four year degree programs including the recent addition of bachelor degrees in Business Administration and Sustainability Studies. CMC is well positioned for growth and continues to build the necessary infrastructure to be a first-in-class destination institution through the delivery of state-of-the-art academic programs that engage its students in an exciting learning and living environment.

The Colorado Mountain College Board of Trustees is seeking proposals from executive search firms that have demonstrated experience in the successful search and placement of community college presidents.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

	CMC RFP 546-13 Executive Search Firm	DATE	TIME
1	ISSUE DATE	03-05-2013	4:00 PM
2	QUESTIONS DUE FROM PROSPECTIVE VENDORS VIA EMAIL (OPTIONAL)	03-22-2013	2:00 PM
3	ADDENDUM RELEASED WITH ANSWERS TO OUTSTANDING QUESTIONS (IF NECESSARY)	03-29-2013	4:00 PM
4	REQUEST FOR PROPOSALS (RFP) DUE	04-12-2013	2:00 PM
5	SHORTLIST FOR INTERVIEWS AND AGENDA RELEASED	05-03-2013	4:00 PM
6	SHORTLIST CANDIDATE INTERVIEWS WITH CMC SELECTION COMMITTEE	05-13-2013*	TBD
7	TARGET AWARD DATE	TBD	4:00 PM

*TENTATIVE DATE

NOTES:

- ALL QUESTIONS IN STEP 2 WILL BE COMPILED AND ANSWERED IN AN INFORMATIONAL ADDENDUM POSTED TO THE CMC WEBSITE. PLEASE SUBMIT YOUR QUESTIONS, IF ANY, TO SBOYD@COLORADOMTN.EDU PRIOR TO THE DEADLINE ABOVE.
- FIRMS THAT ARE IDENTIFIED ON THE SHORT LIST MAY BE REQUESTED TO TRAVEL TO GLENWOOD SPRINGS, COLORADO, FOR INTERVIEWS. HOWEVER, THIS PROCESS MAY BE AVAILABLE THROUGH A VIDEO CONFERENCE SESSION. THIS STEP TO BE DETERMINED ONCE THE SHORTLIST HAS BEEN IDENTIFIED. PLEASE SAVE THE TENTATIVE INTERVIEW DATE LISTED ABOVE IF POSSIBLE.
- ROCKY MOUNTAIN E-PROCUREMENT WILL BE USED TO ANNOUNCE THIS RFP AND COLLECT RESPONSES ONLY.

III. INSTRUCTIONS TO PROPOSERS

- CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow all of these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums cannot be considered by the College Selection Committee.

- Proposing firms must submit a complete proposal addressing the items listed in the Proposed Scope of Work. You are welcome to send hardcopies of work samples or other supporting documentation in addition, but your submittal must be received via BidNet to be considered. If you choose to send hardcopies of anything, please send six (6) copies to Steve Boyd, Purchasing Manager, 802 Grand Avenue, Glenwood Springs, CO 81601 to be delivered prior to the due date.

- All information related to this Proposal will be posted in the Bids, RFP's… section of the Purchasing Office's website at www.coloradomtn.edu/Purchasing. Please click on "Bids, RFP's…" and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions. Rocky Mountain e-Procurement may not contain the most recent addendums and/or other information related to this project.

- Questions regarding this RFP should be directed to the Steve Boyd, Purchasing Manager via email at sboyd@coloradomtn.edu. The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address in our addendum. However, inquiries seeking information that is already posted on the College website will not be answered. Answers will be posted to the College website and may not appear on Rocky Mountain e-Procurement, or any other platform. Please do not contact other college personnel, Trustees or Selection Committee members directly regarding this solicitation. Any attempt to do so may result in disqualification.

- To promote sustainability and a fair Proposal process, CMC utilizes Rocky Mountain BidNet to generate awareness and collect timely responses. Therefore, Rocky Mountain e-Procurement, http://www.govbids.com/scripts/CO1/public/home1.asp, will serve as the ONLY way to submit a qualified initial response for this project. Proposers must have an existing Rocky Mountain BidNet account or may establish one (currently) free of charge. Please be sure to allow time for technical or other difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with BidNet **PRIOR TO CLOSING, there are no exceptions to this - REALLY.** It is a good idea to submit a day before the closing period to be certain there is sufficient time to deal with any unexpected delays. Please do not attempt to start the submittal process shortly before the deadline. If the deadline passes while your submittal is loading it will not be considered.The Rocky Mountain e-Procurement system will not accept bids after the closing time posted. This will be the official and only determinant of timely bids. Proposers may contact Rocky Mountain BidNet staff directly or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your BidNet experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to BidNet, the CMC Purchasing website listed above is the official venue for information. No college purchasing staff or other personnel has access to any information, including the number or identity of bidders, regarding bid submittals until the closing period has expired. Therefore we cannot confirm acceptance prior to closing. However, to date we have not experienced problems accepting submittals. If you submit your bid prior to closing without receiving an error message you may reliably assume successful submittal.

IV. SELECTION CRITERIA

Our Screening Committee for this project will evaluate submittals to identity the best value for the College. Specifically, the Screening Committee will select the winning proposer based on the following criteria in **no order of importance or weighting**:

A. Overall quality of submittal
B. Company experience with community college presidential searches and other indications of qualification as determined by the ability to meet CMC's goals
C. References and list of current clients similar to Colorado Mountain College

Criteria may be modified in subsequent Addendums

V. TERMS & CONDITIONS

A. *Submittal Instructions*: All submittals must adhere to the instructions provided above to be considered by the Selection Committee. You may submit your proposal early and are encouraged to do so.

B. *Copies*: No electronic or paper copies of submittals are required other than your post to BidNet.

C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it "Proprietary Information." If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion, or may be compelled to release certain information under the Freedom of Information Act or a court order. CMC will take all reasonable steps to avoid distributing any information that may impair a submitter's competitive position.

D. *Signature Block:* Bids are accepted via BidNet, any firm or individual submitting a proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.

E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.

F. *Withdraw Proposal*: You may withdraw your proposal at any time prior to the date and time set for closing.

G. *Discussions/Negotiations*: CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.

H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the "Best and Final Offer" from any or all Proposers.

I. *Pre-award Presentations*: The College may ask highly ranking firms to attend one or more interviews.

J. *Contract*: The successful proposer is expected to enter into a standard contract with Colorado Mountain College that will include the College's standard terms and conditions attached to all purchase orders.

K. *Indemnification*: Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.

L. *Insurance*: Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. "Colorado Mountain College" shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.

M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

N. *Limitation of Multiple-Fiscal Year Obligations*: All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

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Exhibit 1 – Proposed Scope of Work

Colorado Mountain College is requesting proposals for the following scope of work:

Minimum Requirements:

The Colorado Mountain College Board of Trustees is seeking Proposals from executive search firms that have demonstrated experience in the successful search and placement of community college presidents. If you do not have this experience, please do not respond to this Request for Proposal.

Proposed Scope of Work:

The successful search firm is expected to guide and counsel the Board of Trustees and the Screening Committee and provide specific work products and assistance that will facilitate the presidential search for Colorado Mountain College. This will include:

1. Recommend the approach and methodology to be followed by the Board of Trustees and the Screening Committee in the search and selection of a Colorado Mountain College President.
2. Recommend and guide the Board of Trustees and the Screening Committee in a search approach that will address the unique needs of the College.
3. Serve as a consultant to the Board of Trustees and Screening Committee to develop the search process including assistance with establishing and recommending a timeline for the search process.
4. Provide recommendations to the Board of Trustees that will assist in identifying the appropriate participants of an effective Screening Committee including Board, College and external representation on the Committee.
5. Review and make recommendations that will assist the Board of Trustees in the development of the position profile.
6. Develop and make recommendations of announcements, recruiting documents and website development for the presidential search.
7. Recommend and develop recruitment strategies to provide for a qualified pool of candidates for evaluation.
8. Assist with the review and screening of applicants as deemed appropriate by the Board of Trustees and the Screening Committee within the defined process and methodology as established by the Board for the search.
9. Develop and provide information to the candidates to assist with their having an understanding of the unique needs to the College, the communities and students that are served, the structure of the campuses and programs that are provided to meet the students' needs.
10. Coordinate and/or complete reference and background checks on applicants in accordance with instructions provided by College policy and the criteria provided by the Board of Trustees and/or the Screening Committee.
11. Assist with the agenda and schedule coordination of candidates for phone/video conferencing interviews, campus-site interviews, and other related activities to provide the candidates with the broadest introduction to Colorado Mountain College, the Board of Trustees, the campuses and surrounding communities, faculty, staff and community members.
12. Assist with site visits to the candidate(s) current places of employment.

13. Provide and submit reports and updates on the status of the search in accordance with a reasonable timeline as determined by the Board of Trustees.
14. Coordinate with the College Search Liaison and the Chair of the Screening Committee on timelines, information and search progress.
15. Perform duties within the scope of the presidential search as designated by the President of the Board of Trustees.

Proposal Format:

1. Please provide a profile of the firm including a brief history, organizational structure, your key contact's name, address, email and telephone number as the point of contact for questions related to the proposal submission.
2. Provide the name(s), title(s) or position(s) of the person(s) who will have primary responsibility for College's search process. Identify any other person(s) proposed roles and responsibilities as it will relate to the College's search.
3. Provide a resume for each person(s) named in Item #2 which includes the person's experience related to community college presidential searches, particular skills, education and other relevant experience that identifies significant demonstrated experience in a presidential search of this nature.
4. Describe your firm's approach and methodology in conducting a community college presidential search including an outline of the process, project requirements, communication timetables and responsibilities that will be conducted/completed by the search firm.
5. Describe the firm's strengths and previous experience in conducting an executive search for a community college president.
6. Identify any particular strategies that the firm would recommend to ensure that an appropriate and diverse pool of candidates would be developed and evaluated.
7. Identify advertising strategies and additional recruitment efforts that would be undertaken by the search firm to ensure a successful search.
8. Identify the process that will be utilized to address personal privacy issues related to the candidates as well as with any federal, state or local legal compliance requirements.
9. Disclose any work that the search firm may be engaged in that could potentially be seen as a conflict of interest including current searches for other educational entities.
10. Although the final total cost of the search firm's services contract will depend on the finalization of the scope of services and work to be performed, please submit information on how fees for services are calculated, the rates of the participating consultants, and the level of detail that will be provided with the billings, schedule of billings and how they relate to the completed work.
11. Provide a sample of your consulting and services contract.
12. Provide examples of specific work product that the firm created or assisted in creating for prior searches including presidential and institution profiles, position descriptions, advertisements, interim reports, and applicant package.
13. Provide a comprehensive list of current and recent community college clients. These schools will not be contacted without your prior approval unless you list them as references below.
14. Provide references and contact information specifically related to community college presidential searches. Our Screening Committee may contact some or all of your references.

Colorado Mountain College values your firm's experience. You are encouraged to submit additional recommendations that may assist the College's Board of Trustees and the Screening committee's consideration of the proposal. The ultimate scope of work and contract terms will be subject to further definition as mutually agreed. Thank you for your interest in our search and we look forward to working with you.