Preamble:

Kellogg Community College (KCC) is a public institution of higher education, which provides academic, occupational, general, and continuing education opportunities, as well as lifelong learning for all people in its district and contiguous service area. The College is committed to providing a high quality learning experience for its students at a reasonable cost and to serving as a good steward of public funds.

This request for proposals implies no obligation on the part of Kellogg Community College. The College reserves the right to accept the proposal that it believes most nearly meets its requirements based on “best value” and not necessarily, the lowest price offered.
I. INSTRUCTIONS TO SEARCH FIRMS/AGENTS

General Comments

This document and all appendices are considered part of the required specifications to RFP # HR-15-001

Kellogg Community College reserves the right to modify any part of the document at its discretion. Notice of changes will be mailed to each participating vendor and placed at www.kellogg.edu.

Kellogg Community College reserves the right to reject any and all proposals.

Submission Requirements

One (1) original and four (4) copies of the proposal will be due on

Friday, July 10, 2015 at 12:00 pm (est).

Proposals should be delivered by the required date and time to:

Ms. Ali Robertson
Board of Trustees Liaison/Director of Human Resources
Kellogg Community College
450 North Ave
Battle Creek, MI 49017-3397

Electronic submission of proposals is acceptable. Late proposals will be disqualified. Proposals without a signature will be disqualified.

Start Date/Contract Term

The successful search firm/agent will begin consultation services on or about August 24, 2015.

Termination/Cancellation

Kellogg Community College reserves the right to terminate the contract for any reason with 15 day written notice to the vendor. Payments will be made for invoices covering products or services through the termination date. No settlement costs are due whether for termination for convenience or termination for default.
Payments

Payment for services will be made on a detailed invoice basis and should be sent to:

Ms. Ali Robertson
Board of Trustees Liaison/Director of Human Resources
Kellogg Community College
450 North Ave
Battle Creek, MI 49017-3397

After approval, the invoice will be forwarded for payment. Approximately 14 working days will be required for payment.

Contract Award

The selection of an agent/vendor is planned to be finalized and announced by August 19, 2015. This decision will be the one that Kellogg Community College Board of Trustees determines to be in its best interest, most responsive to its needs, and offers the greatest benefit for the proposed cost. The decision will include an assessment of the evaluation criteria identified in Appendix I.

A. Addenda

Any "Addenda" or additional instructions to agent/vendors issued by the Kellogg Community College prior to the time for receiving proposals shall be covered in the proposal, and in closing a contract; they shall become a part thereof.

B. Proposal Format

Proposals must be submitted according to the format outlined in this document. The materials submitted must be in sequence and related to the Request for Proposal. Kellogg Community College will make no reimbursement for the cost of developing, presenting, responding to this RFP or presenting proposals in response to this RFP.

C. Pricing

Proposals must fully detail all costs and fees for services.

II. REQUIREMENTS

The Board of Trustees is seeking to engage a firm/agent to support its search process for a new College President to replace the recently retired President. An Interim President is in place until a new President is selected.
A. Minimum Requirements

The College Board of Trustees is seeking Proposals from firms who have successful search and placement experience with Presidential positions in Community Colleges in the State of Michigan. *If you do not have this experience, please do not respond to this Request for Proposal.*

B. Scope of Work

The successful search firm/agent is expected to guide and counsel the Board of Trustees and to provide specific work products that facilitate the presidential search process for Kellogg Community College. The successful firm will:

1. Recommend the approach and methodology to be used for the search and selection process. Work with the Board of Trustees and Board Liaison to adjust that approach as needed for the College’s unique needs.
2. Serve as a consultant to the Board of Trustees/Board Liaison to develop and facilitate the search process including establishing and recommending a timeline and milestones.
3. Consultant is expected to respond to requests from the Board Chair/Subcommittee/Board Liaison within 24 hours.
4. Provide recommendations that will assist the Board of Trustees/Board Liaison in the establishment of an effective search committee.
5. Make recommendations regarding the development of the position profile and announcement/recruitment documents.
6. Recommend and develop recruitment strategies to achieve an appropriate pool of potential candidates.
7. Assist with review and screening of applicants as deemed appropriate by the KCC board chair and subcommittee within the structure and methodology established for the search.
8. Provide information to candidates, as appropriate, to help them understand the College, its needs, qualities of city of Battle Creek, Michigan, the College districts of Barry, Branch and Calhoun Counties, schools and communities that are located in the Calhoun Intermediate School District (College's Taxing District) as well as the Michigan community college structure.
9. Coordinate and/or complete reference and background checking for applicants in accordance with criteria developed with the Board of Trustees/Board Liaison.
10. Assist with agenda and schedule coordination of candidates for candidate interviews, visitation to Kellogg Community College’s main campus and Centers, and site visits to the candidate(s) current places of employment.
11. Provide and submit reports to the Board of Trustees at completion of major milestones or upon request.
12. Coordinate regularly with the Board Liaison on timelines, information and search progress.
13. All products and services provided will be in “final” form unless specified otherwise. Documents should be formatted, edited and proofed. Interface with the Board, subcommittee, Board Liaison, search committee, applicants or others involved in the process should be highly professional and maintain confidentiality at all times.
Consultants should be prepared upon arrival to meetings or conversations and are expected to do any validation or clarification ahead of these interactions to ensure the appropriate information is ready.

14. Consultant and any staff assigned to the search will sign and adhere to a confidentiality agreement regarding the exchange of information during and after the search.

15. Perform duties within the scope of a Presidential search as designated by the KCC Board and subcommittee.

C. Proposal Format

1. Please provide a brief profile of the firm and its location and main telephone number. Also include the key contact person’s name, address, email and telephone.

2. Provide the name, title or position, email and telephone number of the person who would have primary responsibility for the College’s project. Identify any other persons(s) proposed and the role and responsibilities as it relates to the College’s project. Provide a resume for each of the named persons; specify the person’s experience related to this kind of search, particular skills, education, other experience, significant accomplishments and any other pertinent information. Each resume should include at least two professional references and contact information. The successful firm is expected to commit that the staff identified in its proposal will actually perform the assigned work. Any staff substitution must be approved by the College.

3. Describe your firm’s general approach and methodology, and how you interpret your role when filling executive leadership positions. Include an overview of the process, project requirements, and tasks to be completed.

4. Describe your firm’s particular strengths and experience in executive searches for the chief executive officer of community colleges. Include at least three (3) references of successful searches your firm has performed in the last five (5) years and note the name of the firm’s representative on each of these searches. Provide reference contact names for each of those searches including both Chair of the Board of Trustees and College/Board Liaison at the time of the search.

5. Identify any particular strategies you would recommend to ensure an appropriate and diverse pool of candidates, including advertising strategies, additional recruitment efforts, etc.

6. Identify methods used to ensure confidentiality of the search process as well as compliance with legal requirements.

7. Disclose any work your firm does in support of applicants, paid or nonpaid, including placement services, candidate preparation or candidate coaching. Disclose any other work your firm is engaged in that would potentially be seen as a conflict of interest including current searches for other educational entities.

8. Although the total cost of the consulting services contract will depend on finalization of the scope of services, please submit information on how fees are calculated, the rates of named consultants, and the level of detail provided with billings, schedule of billings and how they relate to completed work. (Provide a sample invoice showing detail).

9. Provide a sample of your consulting services contract.
10. Provide examples of specific work products your firm created/assisted in creating for prior searching including, profile, job description, advertisements, interim reports, and applicant package.

III. Request for Information/Clarification

All requests for information/clarification must be received in writing by 12:00 pm (EST) Thursday, July 2, 2015 so that responses can be disseminated to prospective respondents. All requests for information/clarification should be sent to:

Kellogg Community College  
Attn: Ms. Ali Robertson  
Board Liaison/Director, Human Resources  
450 North Ave.  
Battle Creek, MI 49017-3397  
(269) 660-2363  
e-mail: robertsona@kellogg.edu

IV. PROPOSAL SUBMISSION

All submissions must be complete to be forwarded to the Board of Trustees/Board Liaison for consideration.

Hardcopy submissions:

- Submit one (1) original and four (4) copies of each package. Mail to:
  
  Ali Robertson  
  Board Liaison/Director, Human Resources  
  Kellogg Community College  
  450 North Avenue  
  Battle Creek, MI 49017-3397

Electronic submissions:

- Email package in PDF format to robertsona@kellogg.edu. Please make the following separate PDF files:
  
  File 1: Written response to questions  
  File 2: Resumes and other textual examples  
  File 3: Pamphlets/brochures or other samples from previous searches.

Note: If submitting e-response, but desiring to provide hardcopy examples of previous search materials, those materials may be forwarded separately to the hardcopy address above with a copy of the submitting email by Friday, July 10, 2015 at 12:00 pm (EST).
V. EVALUATION CRITERIA

All proposals will be evaluated by the Board of Trustee search subcommittee using the criteria contained in Appendix I of this RFP.

One or more finalist may be requested to provide a formal presentation to the search subcommittee.

VI. PROPOSAL DUE DATE

All responses, hardcopy or electronic, to this RFP are due to Kellogg Community College, Attn: Ms. Ali Robertson, 450 North Ave., Battle Creek, MI 49017-3397 by 12:00 pm (EST) Friday, July 10, 2015. Electronic submissions must be sent to: robertsona@kellogg.edu.

Reba Harrington
Kellogg Community College
Secretary, Board of Trustees
### APPENDIX I

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Criteria Points</th>
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<tbody>
<tr>
<td><strong>A. Qualifications (Firm/Agent)</strong></td>
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<tr>
<td>1. Experience with community college presidential searches in Michigan</td>
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<td>2. References</td>
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<tr>
<td><strong>B. Personnel</strong></td>
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<tr>
<td>1. Staffing committed to search</td>
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<tr>
<td>2. Qualifications of staff assigned to search</td>
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<td>3. Experience of staff assigned to search</td>
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<td>4. Staff references</td>
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<td><strong>C. Search Process</strong></td>
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<tr>
<td>1. Overall approach methodology and strategy for search</td>
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<td>2. Recruitment strategies</td>
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<td>4. Schedule and major milestones for search</td>
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<td><strong>D. Pricing- Value</strong></td>
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Total 100