

Meeting of the
Pierpont Community & Technical College
Board of Governors

November 24, 2009

By Phone Conference with Physical Meeting Location – 230 Hardway Hall
11:00am

AGENDA

Call to Order

1. Opening Comments
2. Approval of Firm Selection to Perform the Executive Search for President *J. Weist & RFP Review Committee* ***TAB 1***
3. Adjournment

Next Meeting date is Tuesday, December 15, 2009 at the Falcon Center Board Room.

**Pierpont Community & Technical College Board of Governors
Meeting of November 24, 2009**

ITEM: Approval of RFP Selection

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that Pierpont Board of Governors affirm the successful bidder, Myers McRae, as identified by the RFP process and RFP Review Committee and contract with this firm to provide Executive Search Services for Pierpont Community & Technical College.

STAFF MEMBER: Jennifer Weist

BACKGROUND:

Request for Proposals # 245 - Executive Search Consulting Services for the Presidency of Pierpont Community & Technical College was released by the Office of Procurement in late September. Seven firms responded. The RFP Review Committee consisting of Linda Aman, Dale Bradley, Kyle Hamilton, Rick Pruitte and Jennifer Weist met with ex-officio member Monica Cochran to review responses based on criteria established in the RFP. Points were awarded as follows as outlined in Section VI of the RFP:

Management Summary – maximum 20 points
Work Method – maximum 20 points
Experience and Reference – maximum 20 points
Project Schedule – maximum 15 points
Fee Proposal – maximum of 25 points

Final scoring was based on written responses and verbal responses provided through phone interviews. The successful bidder was identified as Myers McRae of Macon, GA with a final score of 83.8 points.

**Request
for Proposals**



Pierpont Community & Technical College
Procurement Office
1201 Locust Avenue
Fairmont WV 26554-2470

RFP #

RFP-245

For information contact:

Monica J. Cochran
mcochran@pierpont.edu

Phone: 304-367-4711

FAX: 304-367-4706

DATE

Questions Due: 3:00 pm on Monday, October 5, 2009

Answers Released by: Monday, October 12, 2009

Bids Due: 3:00 pm on Monday, October 19, 2009

9-19-09

Request for Proposals

The Pierpont Community & Technical College Board of Governors is seeking an executive search firm to assist in the process of selecting a president for Pierpont Community & Technical College. See attached pages for complete specifications.

Any questions must be submitted in writing to:

Monica Cochran, Director of Procurement
Pierpont Community & Technical College
1201 Locust Avenue
Fairmont, WV 26554

Phone: (304) 367-4711

Fax: (304) 367-4706

Email: mcochran@pierpont.edu

REQUEST FOR PROPOSALS
EXECUTIVE SEARCH CONSULTING SERVICES
FOR THE PRESIDENCY OF PIERPONT COMMUNITY & TECHNICAL COLLEGE
RFP # 245

SECTION 1 – OVERVIEW / INTENT OF RFP

- 1.1 The Pierpont Community & Technical College Board of Governors is seeking an executive search firm to assist in the process of selecting a president for Pierpont Community & Technical College.
- 1.2 It is the Board of Governors' intent to select and contract with a single executive search consultant (the Consultant) to work with the Executive Secretary of the Screening and Search Committee (the Committee) and assist it in the process of selecting a president for Pierpont Community & Technical College. As directed by the Committee, the principle services of the Consultant will be to identify potential qualified candidates for consideration, initiate contacts with prospective candidates, receive all nominations and applications, narrow the pool of acceptable candidates based on the qualifications and criteria set by the Committee, and perform a comprehensive credential review of the finalists. The Committee will consider recommendations from the Consultant on how the search shall be conducted to assure equal opportunity for all. All administrative functions of the search process will be performed by the Committee.
- 1.3 Pierpont Community & Technical College is a comprehensive community college serving thirteen counties in north central West Virginia. Pierpont offers more than 50 associate degree and certificate programs. Through its Center for Workforce Education, Pierpont offers a large number of non-credit workforce training programs. Combined annual enrollment is approximately 6700. Pierpont is one of ten public community colleges in the West Virginia Community and Technical College System.

The college shares a 120-acre main campus in Fairmont, West Virginia, with our partner institution Fairmont State University. Pierpont operates the Robert C. Byrd National Aerospace Education Center in Bridgeport, West Virginia and the Braxton County Higher Education Center, in Flatwoods, West Virginia. Additionally, classes are offered at more than 15 sites throughout the service region. For more information visit www.pierpont.edu.

SECTION 2 - SPECIFICATIONS/SCOPE OF WORK

- 2.1 The Consultant selected for this project shall have extensive experience with academic executive searches, and there will be a preference for experience and demonstrated strengths and successes in searches for academic executive administrators in community and technical colleges. The successful proposer must have well developed search methodologies and candidate research skills, a national network of professional contacts, and a proven ability to identify and attract talented highly qualified individuals to this search process. The successful proposer must demonstrate an understanding of the academic executive search process both on campus and in the national market place.
- 2.2 The Consultant shall work under the direction of the Executive Secretary of the Screening and Search Committee and the direction of the Chairman of the Board of Governors in the final stages of the search process. The service provided by the Consultant shall include, but may not be limited to the following:

- A. Recruitment - The Consultant shall actively seek out individuals with superior qualifications and encourage them to become candidates for the position.
 - B. Applications and Nominations - The Consultant shall receive all applications and nominations and maintain a summary list of all candidates.
 - C. Preliminary Screening - The Consultant shall conduct a preliminary screening of the credentials of the candidates, including a review of information contained on resumes and the knowledge the Consultant has of such individuals and the organizations they have served, prior to any candidate being submitted by the Consultant for consideration by the Committee.
 - D. The Consultant may be requested to make contacts with individuals nominated by others.
- 2.3 The Consultant may be requested to meet with the Chairman of the Board of Governors, the Executive Secretary, the Committee and the Board of Governors during the early and subsequent phases of the search process in order to become familiar with the search and selection process and procedures, and the qualifications required for the position. Travel expenses may be reimbursed according to the College's Travel Regulation, or may be included in the fee and expense proposal during final negotiations upon mutual agreement of both parties.

SECTION 3 - SUBMITTING PROPOSALS

- 3.1 Please submit an original and six (6) copies of the proposal, plus one complete electronic copy. The original proposal should be bound in a three-ring, loose-leaf binder. Proposals will be received until 3:00 PM, October 19, 2009. Proposals must be submitted in a sealed envelope or package. Deliver proposals by the specific date and time to:

Monica J. Cochran, Director of Procurement
Pierpont Community & Technical College
Room 320 Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554

- 3.2 Faxed or electronically transmitted proposals will not be accepted. All documents/information submitted in response to this solicitation will be considered public information, pursuant to the West Virginia Freedom of Information Act.
- 3.3 Communications with employees of Pierpont Community & Technical College or with other representatives of the State concerning this request by you or on your behalf, except as is specified in Section 3, would not be appropriate during the submission and selection process.
- 3.4 Questions concerning this RFP will be received in writing until 3:00 PM, October 5, 2009, and must be directed to:

Monica J. Cochran, Director of Procurement
Pierpont Community & Technical College
1201 Locust Avenue
Fairmont, WV 26554
Phone: (304) 367-4711
Fax: (304) 367-4706
Email: mcochran@pierpont.edu

3.5 Questions will be answered in writing and by October 12, 2009

SECTION 4 - PROPOSER QUALIFICATIONS

- 4.1 Proposals are being solicited from firms that are engaged in the business of providing services identified in the RFP. Proposals shall include, at a minimum, the information in Paragraph 3.2 and Sections 4 and 5. Failure to include this information may be grounds for rejection of the proposal.
- 4.2 The proposal shall present evidence that the firm or its officers have been engaged for at least the past three (3) years in providing services as listed in the RFP. Furthermore, all firms responding to this RFP should have experience of offering a similar service. References must be included stating the name, position and telephone number of a contact person.

SECTION 5 – THE SELECTION PROCESS

- 5.1 Acceptable proposals will be evaluated by a committee in accordance with the Higher Education Purchasing Regulations based on the criteria listed in this RFP.
- 5.2 The evaluation committee may elect to interview one or more firms. Interviews may be conducted in person or by telephone conference call. If interviews are held, final adjustments in the evaluation scoring will be made following the firm's presentation. The evaluation committee may request additional information prior to making a contract award. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the Chief Procurement Officer reserves the right to undertake negotiations with the next most advantageous proposer without undertaking a new procurement process.
- 5.3 Evaluations will be based on overall services to be provided, qualifications, including recent experience, and costs. Award will not necessarily be made to the firm submitting the lowest cost proposal. The proposal receiving the highest overall score will be declared the most advantageous firm.
- 5.4 After an award, all proposals will become a matter of public record and open for inspection. After the opening, proposals shall become the property of Pierpont Community & Technical College and will not be returned. The successful firm will receive a purchase order issued by Pierpont Community & Technical College.

SECTION 6 - PROPOSALS / EVALUATION CRITERIA

- 6.1 Proposals shall include the following information in the order specified. If the proposer fails to provide any of the following information, the evaluators may, at their option, ask the proposer to provide the missing information or they may evaluate the proposal without the missing information.
 1. Management summary. (20 points maximum)
 - A. The proposer shall prepare an organization staffing chart of those employees to be utilized in performing this contract.
 - B. Detailed resumes of key personnel that will be assigned to this engagement, including relevant technical qualifications, and those of principals are required.

2. The proposed method of doing the work. (20 points maximum)
 - A. Provide a detailed summary of your approach to complete the work
 - B. Provide a description of special resources, skills or services which the firm possesses, which are not addressed as part of this RFP, that would be available as part of an agreement with successful proposer. Please demonstrate any advantages that would be realized by the Board of Governors as result of these resources.
3. Experience and References (20 points maximum)
 - A. Provide a description of your firms experience with similar engagements, specifically with presidential searches for community and/or technical colleges within past five years.
 - B. Provide a minimum of three references of previous clients. Include college/university name, contact person, address and phone number.
4. Proposed project schedule. (15 points maximum)
5. Fee proposal. (25 points maximum)

SECTION 7- ADDITIONAL INFORMATION

- 7.1 Pierpont Community & Technical College reserves the right to reject any and all proposals with or without cause, and to waive any irregularities in the responses received as a result of this request, when such irregularities are not in conflict with the West Virginia Code or the Higher Education Purchasing Regulations. In addition, Pierpont Community & Technical College reserves the right to make such investigations as it deems necessary as to the qualification of any and all proposers, and to conduct pre-contract negotiations.
- 7.2 Discussions and interviews may be held with firms under final consideration prior to making a selection for award; however, proposals may be accepted without such discussions or interviews.
- 7.3 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, Pierpont Community & Technical College reserves the right to undertake negotiations with the next most advantageous firm without undertaking a new procurement process. The State's WV-96 form is attached to demonstrate the State law and guidelines that must be adhered to in any contracts presented to Pierpont Community & Technical College for execution. A copy of additional terms and conditions that a firm wished to offer for consideration should be enclosed with the proposal. The successful firm must be a registered vendor with the Purchasing Division, WV Department of Administration, and have a valid vendor number. (See Exhibit F for vendor registration form.)
- 7.4 Payment of fees and expenses, not to exceed the maximum proposed, will be made upon satisfactory completion of the required services. Progress payments may be approved at the discretion of Pierpont Community & Technical College's Chief Procurement Officer.
- 7.5 The following is a list of Exhibits that are attached and are applicable to this RFP:

Exhibit A, Instructions to Bidders

Exhibit B, Terms and Conditions

Exhibit C, Agreement Addendum WV-96

Exhibit D, Prompt Pay Act of 1990 (WV Code §5A-3-54)

Exhibit E, No-Debt Affidavit

Exhibit F, Vendor Registration and Disclosure Statement