



Request for Proposals No. 02-2018/2019 Executive Search for the President of Clark College

PURPOSE AND OVERVIEW

Clark College issues this Request for Proposals (RFP) seeking proposals from national executive search firms capable of assisting the College's Board of Trustees and Search Advisory Committee to identify and recruit a new **President** for Clark College. It is anticipated that the successful **Presidential** finalist would begin onboarding in the summer of 2020 in preparation for the 2020-21 academic year.

This RFP also includes assisting the College's Board of Trustees and others to identify and recruit an **Interim President** for Clark College. It is anticipated that the successful **Interim Presidential** finalist would begin transitioning/onboarding in July of 2019, continuing to the beginning of the successful President's start date in the summer of 2020.

Clark College is Southwest Washington's largest public institution of higher education. An open-enrollment community college, it welcomes more than 12,000 students of all ages and backgrounds pursuing their educational or career paths each quarter. Students can earn high school diplomas, GEDs, certificates, and degrees in a variety of programs including nursing, dental hygiene, and mechatronics, to name a few. Also, Clark's Running Start program is the largest in the state, with more than 1,800 high school students earning college credit for little or no cost.

Clark College strives to create a vibrant college community that supports a diverse student body, faculty, and staff. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building a diverse college community that fosters creativity, innovation and student success.

Founded in 1933 as a private, two-year, junior college, Clark College received its first accreditation in 1937 and has been accredited by the Northwest Commission on Colleges and Universities since 1948. It was incorporated into the statewide community college system in 1967.

Clark College's main campus sits on the beautiful 101-acre Vancouver Central Park in the heart of Vancouver, Washington. The college also offers classes on the campus of Washington State University Vancouver and at a satellite location in east Vancouver at the Columbia Tech Center. The college's non-credit Economic & Community Development program, offers corporate and continuing-education classes. The college is currently planning for a new satellite campus in north Clark County with a potential focus on advanced manufacturing. Clark College has collaborated on partnerships with many regional colleges, universities, and technical institutions, allowing students to apply credits earned at Clark toward their bachelor's degrees.

Athletic programs at Clark College include men's and women's basketball, co-ed cross country, men's and women's soccer, softball, volleyball, and baseball. Clark College is a member of the Northwest Athletic Conference. For more, please go to: <https://clark.edu/>.

SCOPE OF WORK

Clark College seeks proposals from search firms with extensive experience in conducting successful executive level searches, with a proven ability to recruit highly qualified, diverse, and nationally respected candidates. The selected firm will utilize industry best practices and processes to customize a plan and overall process tailored to Clark College's needs, while helping to ensure a smooth and successful search process.

The search firm, if selected, will perform some or all of the following services:

- Identify and mitigate any unconscious biases within the college, or search firm, related to the search, recruitment, and hiring process.
- Meet with members of the Board of Trustees, institutional leadership, and key stakeholders to gain an understanding of the institution's history and culture, structure and operations, and strategic direction.
- Identify key opportunities and challenges that the institution faces, and the type of leadership needed to fill the position.
- Evaluate the competitive strengths and weaknesses of the national market for the position opening.
- Employ creative strategies, research techniques, and a variety of channels to identify and recruit potential candidates who might not otherwise be aware of the opportunity.
- Develop written information about the position and the institution, including a position specification document that identifies the basic responsibilities, reporting relationships, desirable experience and professional characteristics required of candidates.
- Identify and develop roles and responsibilities for all phases of the search process.
- Assist with the development of a communications plan for the search.
- Manage candidate inquiries and educate prospective candidates about the position and the leadership needs of the institution through phone calls, in-person meetings, and through the distribution of information and materials.
- Assist with the screening and vetting of candidates for further consideration.
- Attend meetings with members of the Board of Trustees, committees and staff, and assist with the preparation of agendas and schedules.
- Guide the Search Advisory Committee through a critical evaluation of candidates, and assist with interviewing and recommending candidates to the Board of Trustees.
- Maintain schedules and timetables throughout the search process.
- Make travel arrangements for candidates and assist with other logistical arrangements, as necessary.
- Provide regular progress reports to the Search Advisory Committee.
- Assist if requested, with the negotiations to encourage a selected individual to accept the position.
- Assist in the development of a comprehensive 24-month onboarding plan for the successful candidate as required and agreed to. As agreed to, support first 120 days post hire monitoring and check-ins with successful candidate and Board of Trustees, or their representative.
- Conduct any offer contingent reference, background, and other pre-employment checks.

PERIOD OF PERFORMANCE

The anticipated period of performance of the contract, if one is awarded, will begin immediately and will run through start date of successful Presidential candidate plus initial onboarding period as agreed to. The decision to award a contract rests with the College's Board of Trustees who reserves the right to cancel or to reissue the Request for Proposals in whole or in part, prior to execution of a contract.

SEARCH FIRM REQUIREMENTS

To be considered responsive, the search firm must demonstrate and provide the following:

1. Deep, long-standing experience in conducting successful nationwide collegiate presidential/chancellor searches for higher education institutions similar in size, scope, complexity, and structure to Clark College;
2. Proven track record of employing creative strategies and research techniques -- as well as using a variety of channels and methods -- to identify, attract, and recruit potential candidates who might not otherwise be aware of the opportunity presented. Use of an equity lens to guide search process/procedures/policies;
3. A demonstrated ability to make successful presidential placements, ideally with long tenure following placement, of highly qualified, diverse (reflecting Clark College's student community), and nationally-respected candidates in higher education institutions;
4. A senior consultant assigned to the search who has the background, skills and abilities to facilitate the search pursuant to the selection criteria presented in this RFP, and who can effectively and appropriately represent the institution to key institutional stakeholders and potential candidates;
5. Effective project management practices and procedures (search preparation through onboarding) to achieve timelines and milestones, with the flexibility to customize and tailor the search process to fit the needs of the institution, and facilitate a smooth and successful process;
6. Capability and capacity to work effectively with the college including: (a) knowledge of the Board of Trustees' role/scope of work and ability to work with the Board to provide guidance and best practices, (b) utilization of shared governance/community feedback processes to understand Clark College's needs in creation of the Presidential profile, (c) ability to act as principal of the presidential search process while sharing information with college Human Resources office, (d) partnering with the college Chief Communication Officer to utilize various forms of communication with internal and external stakeholders to ensure transparency throughout the search process, and (e) information sharing and guidance and/or training for large presidential Search Advisory Committees; and
7. Availability for this project immediately upon the award of a contract.

REQUIREMENTS OF PROPOSAL CONTENT

Proposals shall be limited to 30 pages and presented in 9 sections as prescribed below. Incomplete responses may be disqualified from further consideration.

SECTION NO.	SECTION TITLE	SECTION DESCRIPTION
SECTION 1	INTRODUCTION	Cover letter expressing desire to be considered for the opportunity and demonstrating an understanding of the particular requirements of the Scope of Work required.
SECTION 2	EXPERIENCE	Describe experience with similar projects, including successful recruitment experiences with Clark College or other higher education clients, presidencies, and examples of strategic or creative approaches to recruiting candidates.
SECTION 3	SUCCESSFUL PLACEMENTS	Supporting documentation that would be pertinent to this RFP including, but not limited to, its record of placement of diverse candidates, and the longevity of its candidates once placed.
SECTION 4	PROJECT APPROACH	A proposed approach for the Scope of Work meeting the standard of performance described in this RFP and to meet the stated objectives
SECTION 5	REFERENCES	At least three comparable client references with contact information.
SECTION 6	COST	<p>In this section of the proposal, the firm is to identify a firm and fixed project maximum cost, incorporating all costs to be charged for performing the tasks necessary to accomplish the objectives of the contract. This shall be accompanied by a fully detailed budget breakdown including all staff costs, travel and any non-labor expenses necessary to accomplish the tasks and to produce the deliverables required under the contract, and rates for work done beyond the contract date, if necessary.</p> <p>Costs not identified in the proposal will not be allowed or considered for a final contract.</p> <p>The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFP.</p>
SECTION 7	STAFF QUALIFICATIONS	<p>Project Lead: State the name, title or position, and telephone number of the individual who would have primary responsibility for the project resulting from the RFP. Disclose who within the firm will have prime responsibility and final authority for the work under the proposed contract. Describe the experience and qualifications of the Project Lead.</p> <p>List of personnel to be assigned to this project along with information on their experience and certifications.</p>
SECTION 8	OTHER INFO	<p>Any additional information relevant to this request.</p> <p>Also, if the Firm has had a contract terminated for default in the last ten years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Submit full details of the terms for default including the other party's name, address, and phone</p>

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		number. Present the Consultant's position on the matter. The College will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Consultant in the past ten years, so indicate.
SECTION 9	CLARK COLLEGE FORMS	Exhibit A Certification and Assurances

EVALUATION OF PROPOSALS

Clark College will evaluate proposals for this project based on the following factors, which correspond to the above-listed requirements.

EVALUATION CRITERIA	POSSIBLE POINTS
1. Deep, long-standing experience conducting searches in higher education institutions of similar size, complexity, and structure as the Washington State Community College system.	15
2. Proven use of an equity lens to guide search process, procedures, and policies.	15
3. Proven track record of employing creative strategies, research techniques, channels, and methods in recruitment.	15
4. Demonstrated ability to make successful presidential placements in higher education.	15
5. Senior consultant assigned to facilitate the search and represent the institution.	15
6. Project management practices and procedures, with the flexibility to customize and tailor the search process, and facilitate a smooth and successful process.	10
7. Capability and capacity to work effectively with the college.	10
8. Perceived overall quality of work, based upon the thoroughness, content, and professionalism of the written proposal.	10
9. References. References will be contacted for the top scoring firms(s) only.	10
10. Budgetary considerations – Cost.	10
11. Other criteria deemed important by Clark College.	5
TOTAL POSSIBLE POINTS	130

ORAL PRESENTATION/INTERVIEW: After the initial evaluation of responses, the top-scoring firms will be asked to participate in an on-site presentation in Vancouver, Washington (optionally by Skype on request of firm), for further evaluation and consideration with the evaluation team. Evaluation Criteria for the on-site presentation will be provided to top-scoring firms only.

Please see the “Schedule of RFP Events” below that outlines the anticipated dates and times for the RFP process.

SCHEDULE OF RFP EVENTS

EVENT	DATE AND TIME
Issue Request for Proposal posted on WEBS https://des.wa.gov/services/contracting-purchasing/doing-business-state	March 29, 2019
Questions due to mailto: lhasart@clark.edu	April 8, 2019 by 12:00pm
Addendum with answers to questions posted on WEBS https://des.wa.gov/services/contracting-purchasing/doing-business-state	April 9, 2019 by 5:00pm
Responses due to RFP Coordinator	April 19, 2019 by 4:00pm
Initial evaluation period conducted by Purchasing Manager	April 22 - 23, 2019
RFP evaluation conducted by Search Advisory Committee	April 29, 2019
Issue invitations for short-list of top-rated search firms for an on-site presentation to the evaluation team in Vancouver, WA	April 30, 2019
Invited on-site presentations in Vancouver, WA	April 30 – May 2, 2019
Board of Trustees decision	May 3, 2019
Announcement of Apparent Successful Contractor	May 6, 2019
Successful Contractor will meet in Vancouver, WA with full Board of Trustees or a committee of the Board at the Chair’s discretion	May 13 - May 17, 2019
Contract Execution	May 13, 2019

Clark College reserves the right to revise the above schedule. Evaluation of proposals, interviews or presentations if requested, announcement of “Apparent Successful Contractor”, notifications to unsuccessful proposers, debriefings, and contract negotiations will all be subject to change and to the availability of the evaluation team.

REQUIREMENTS FOR PROPOSAL SUBMISSION

Consultant’s proposal shall be submitted to the RFP Coordinator as follows:

- **One staple-bound original proposal.** Loose leaf and wire bound originals are undesirable.
- Two hard copies for evaluation team bound with staple or coil binding. Copies in loose leaf binding will not be accepted.
- One electronic copy on flash drive or CD, labeled with Consultant’s name.

The package containing Consultant’s proposal should be addressed as follows and must arrive in the office of the RFP Coordinator by the due date and time specified below:

DELIVERY ADDRESS FOR PROPOSALS	DUE DATE, TIME AND DETAILS
Clark College	April 19, 2019
Lisa Hasart, RFP Coordinator	4:00pm
ATTN: RFP No. 02-2018/2019	Emailed submissions will not be accepted
1933 Fort Vancouver Way	Faxed submissions will not be accepted
Vancouver, WA 98663	

Consultants submitting proposals should allow adequate delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Consultants assume the risk for the method of delivery chosen. Clark College assumes no responsibility for delays caused by any delivery service. Late proposals will be automatically disqualified from further consideration. All proposals and any accompanying documentation

become the property of Clark College and will not be returned.

COORDINATOR FOR THE REQUEST FOR PROPOSALS

RFP COORDINATOR	Lisa Hasart
CONTACT INFORMATION	lhasart@clark.edu
PHYSICAL AND MAILING ADDRESS	Clark College Lisa Hasart, RFP Coordinator 1933 Fort Vancouver Way Vancouver, WA 98663

Consultants are to rely on written statements issued by the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the College. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published on the Washington Electronic Business Solutions (WEBS) website at: <https://fortress.wa.gov/ga/webscust/> . For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on this website. For further information on registering with the WEBS go to: <https://des.wa.gov/services/contracting-purchasing/doing-business-state>

THE COLLEGE RESERVES THE RIGHT TO CANCEL OR TO REISSUE THE REQUEST FOR PROPOSALS IN WHOLE OR IN PART, PRIOR TO EXECUTION OF A CONTRACT.

GENERAL TERMS AND CONDITIONS

In submitting a bid in response to this RFP, the bidder agrees to accept the terms set forth in this RFP.

- Contract Template with Terms and Conditions:** The apparent successful contractor will be expected to enter into a contract approved as to form by the state of Washington. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The Consultant may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A to this solicitation. All exceptions to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. Clark College will review requested exceptions and accept or reject the same at its sole discretion.
- Most Favorable Terms:** Clark College reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. There will be no best and final offer procedure. Clark College does reserve the right to contact a Consultant for clarification of its proposal. The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Consultant’s proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to Clark College.
- Responsiveness:** All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. Clark College also reserves the right at its sole discretion to waive minor administrative irregularities.

4. **Costs to Propose:** Clark College will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.
5. **Contracting with Current or Former State Employees:** Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.
6. **Minority & Women-Owned Business Participation:** In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.
7. **Proprietary Information / Public Disclosure:** Proposals submitted in response to this competitive procurement shall become the property of Clark College. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Purchasing Manager, or their Designee, and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW). Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Consultant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored. If a public records request is made for the information that the Consultant has marked as "Proprietary Information," the Clark College will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, Clark College will release the requested information on the date specified. If a Consultant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, Clark College shall maintain the confidentiality of the Consultant's information per the court order.
8. **No Obligation to Contract:** This RFP does not obligate the state of Washington or Clark College to contract for services specified herein.
9. **Rejection of Proposals:** Clark College reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.
10. **Commitment of Funds:** The Vice President of Administrative Services for Clark College or his delegates are the only individuals who may legally commit Clark College to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.
11. **Evaluation Procedure:** Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by Clark College, which will determine the apparent successful proposal. Clark College, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation. The RFP Coordinator may contact the Consultant for clarification of any portion of the Consultant's proposal. Clark College reserves the right to award the contract to the Consultant whose proposal is deemed to be in the best interest of Clark College and the state of Washington.
12. **Notification to Proposers:** Clark College will notify the Apparently Successful Contractor of their selection in writing via email upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

13. **Complaint Process:** In compliance with RCW 39.26.170 Clark College has established the following Complaint and Protest Process; which shall apply to College solicitations posted to WEBS (Washington Electronic Business Solutions). The complaint process allows bidders to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough to allow Clark College to correct a problem before bids are submitted and time expended on evaluations. The procurement complaint process will meet the following minimum requirements:
- 13.1 Bidders will be given an opportunity to submit a complaint to Clark College based on any of the following:
 - a. The solicitation unnecessarily restricts competition;
 - b. The solicitation evaluation or scoring process is unfair or flawed; or
 - c. The solicitation requirements are inadequate or insufficient to prepare a response
 - 13.2 Bidders will be allowed to submit complaints until the deadline for questions within the solicitation has expired or five (5) business days before the solicitation is due; whichever is earlier. Complaints must meet the following requirements:
 - a. Must be in writing.
 - b. Must be sent to the procurement coordinator, or designee.
 - c. Should clearly articulate the basis for the complaint.
 - d. Should include a proposed remedy.
 - 13.3 The RFP Coordinator will respond to complaints in writing.
 - 13.4 The response to complaints including any changes to the solicitation will be posted as an amendment on WEBS.
 - 13.5 The Purchasing Manager will be notified of all complaints and will be provided a copy of the response.
 - 13.6 The complaint may not be raised again during the protest period.
 - 13.7 The complaint process does not include an appeal process.
14. **Protest Process:** In compliance with RCW 39.26.170 Clark College has established the following Protest Process; which shall apply to College solicitations posted to WEBS (Washington Electronic Business Solutions)
- 14.1 Protests may be made only by bidders who submitted a response to the solicitation document and who have participated in a debriefing conference. Bidders will be given three (3) business days after the apparent successful bidder is announced to provide a written request for a debriefing. Upon completing the debriefing conference, the bidder is allowed three (3) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 4:30 PM, local time, in Vancouver Washington on the third business day following the debriefing. Protests may be submitted by e-mail, but must then be followed by the document with an original signature.
 - 14.2 Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to bidders under this procurement.
 - a. All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.
 - b. Only protests stipulating an issue of fact concerning the following subjects shall be considered:
 - i. A matter of bias, discrimination or conflict of interest on the part of an evaluator;
 - ii. Errors in computing the score;
 - iii. Non-compliance with procedures described in the procurement document or Clark College policy.
 - 14.3 Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) Clark College' assessment of its own and/or other agencies needs or requirements.
 - 14.4 Upon receipt of a protest, a protest review will be held by the Clark College Purchasing Office. The Purchasing Manager or an employee delegated by the Manager who was not involved in the procurement will consider the record and all available facts and issue a decision within five business

- days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
- 14.5 In the event a protest may affect the interest of another bidder that also submitted a proposal, such bidder will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.
- 14.6 The final determination of the protest shall:
- a. Find the protest lacking in merit and uphold Clark College's action; or
 - b. Find only technical or harmless errors in Clark College's acquisition process and determine Clark College to be in substantial compliance and reject the protest; or
 - c. Find merit in the protest and provide the Clark College options which may include:
 - i. Correct the errors and re-evaluate all proposals, and/or
 - ii. Reissue the solicitation document and begin a new process, or
 - iii. Make other findings and determine other courses of action as appropriate.
- 14.7 If Clark College determines that the protest is without merit, Clark College will enter into a contract with the apparent successful bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken. The outcome and decision of this protest procedure are final.