

**32590**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MARCH 5, 2015**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**EXECUTIVE SEARCH SERVICES**  
**THE HOLLINS GROUP, INC.**  
**DAVID GOMEZ & ASSOCIATES, INC.**  
**OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT**  
**DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute professional service agreements with The Hollins Group, Inc. and David Gomez & Associates, Inc. to provide executive search services on an as needed basis for the period commencing no sooner than March 5, 2015 through June 30, 2016, at a total cost not to exceed \$150,000.

**VENDOR:** The Hollins Group, Inc.  
225 West Wacker Drive, Suite 1575  
Chicago, Illinois, 60606

David Gomez & Associates Inc.  
65 East Wacker Place, Suite 1610  
Chicago, Illinois, 60601

**USER:** District Wide

**TERM:**

The term of the agreement shall commence no sooner than March 5, 2015 and will continue through June 30, 2016.

**SCOPE OF SERVICES:**

The executive search firms' services will consist of, but are not limited to, soliciting candidates in order to develop a broad and diverse talent pool of qualified senior level executives with a demonstrated record of accomplishments in a results driven organization and a diverse range of experience from academics, educational practitioners, and senior level corporate or private sector management experience.

Responsibilities include: 1) Review resumes of each candidate and determine those meeting minimum qualifications within four (4) weeks of notification by City Colleges of Chicago; 2) Follow-up with interviews to clarify each applicant's experience; 3) Rigorously screen candidates' educational and professional background and references; 4) Recommend a pool of candidates for further screening by District leadership and the Board of Trustees, as needed; 5) Prepare a written summary of candidates with the most promising qualifications; 6) Coordinate candidates' participation in interviews; 7) Participate in the interviews and final selection process; 8) Notify applicants who are not

selected; and 9) Re-initiate a one-time additional executive search in accordance with the specification set forth above, at no fee to the City Colleges of Chicago, if the successful candidate leaves the employment of the City Colleges of Chicago within one year of placement. CCC will also have the right to hire selected candidates from any search candidate pool as appropriate for other CCC opportunities at a negotiated fee.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Effective executive search services will assist City Colleges of Chicago in identifying a pool of highly qualified and professional senior level executive candidates to fill upper-level management positions.

**VENDOR SELECTION CRITERIA:**

In Board Report 29816 adopted November 2, 2009, the Board approved CCC's participation in the Illinois Public Higher Education Cooperative (IPHEC) of which The Hollins Group, Inc. and David Gomez & Associates are approved vendors. Pursuant to State Law, contracts for goods and services procured from another governmental agency are exempt from the District's competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

The Office of MBE/WBE Contract Compliance has reviewed the renewal request referenced above and has determined that the vendors are in compliance with the Board Approved Participation Plan.

<b>Vendor</b>	<b>MBE or WBE</b>	<b>%</b>	<b>Participation</b>	<b>Certifying Agency</b>
The Hollins Group 225 West Wacker Dr., Suite 1575 Chicago, IL 60606	MBE	93	Direct	CMBDC
Inner-City Supply 8830 S. Dobson Chicago, IL 60649	WBE	7	Indirect	City of Chicago
David Gomez & Associates 65 East Wacker, Ste. 1610 Chicago, IL 60601	WBE	93	Direct	City of Chicago
Ahmed & Harvell 8 South Michigan Chicago, IL 60603	WBE	7	Indirect	City of Chicago

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total:** \$150,000

**Charge to:** District Wide

**Source of Funds:** Education

**FY15:** 532100-00003-0025001-8600

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**March 5, 2015 – Office of Human Resources and Staff Development**