

33046

ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 4, 2016

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

EXECUTIVE SEARCH SERVICES AGB SEARCH, LLC OFFICE OF THE BOARD OF TRUSTEES DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional service agreement with AGB Search, LLC to provide executive search services on an as needed basis for the period commencing no sooner than August 4, 2016 through August 3, 2017, at a total cost not to exceed \$160,000.

VENDOR: AGB Search, LLC
1133 20th Street, NW, Suite 300
Washington, DC 20036

USER: District Wide

TERM:

The term of this agreement shall begin on August 4, 2016 and end on August 3, 2017.

SCOPE OF SERVICES:

AGB Search, LLC will facilitate the selection, by the Board of Trustees, of highly skilled and qualified candidates for the positions of Chancellor and Provost for the District. In order to develop a broad and diverse candidate pool with a range of experiences for these two critical roles.

AGB Search, LLC will facilitate the selection, by the Board of Trustees, of exceptionally skilled, experienced and qualified candidates for the positions of Chancellor and Provost/Chief Academic Officer for the District.

In order to develop a pool of candidates for selection by the board, AGB Search, LLC will undertake the following responsibilities including (but not limited to):

- 1) Develop a comprehensive procedure for a nationwide search and selection process for the new Chancellor and a parallel search for the Provost/Chief Academic Officer for the City Colleges of Chicago including a detailed recruiting plan and timeline;
- 2) Gather input for the development of the job specification (s) and the desired qualities of the ideal candidates;
- 3) Provide regular updates on the project progress;

- 4) Development and submit candidate slate and provide candidates profiles including a preliminary reference check, salary verification, etc. on all candidates; and,
- 5) Work with district staff to coordinate all aspects of the search process, including interviews with candidates.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Chancellor is the Chief Administrative Officer for the City Colleges of Chicago, reporting to the Board of Trustees. The Chancellor will be responsible for leadership and administrative management of the operations, programs, personnel and services of the District in conformity with the provisions of the Illinois Public Community College Act (“Act”), and other applicable law and for carrying out the policies and rules of the Board regarding the District and the Colleges as determined by the Board.

The Provost and Chief Academic Officer is responsible for ensuring academic integrity and quality in the academic programs and student life of the District. Ensures that all planning, implementation and administration of academic programs and programs for the student experience are in alignment with the strategic plan and priorities of the District.

The vendor identified in this report will play a major role in filling these two critical positions which will position the district to continue to build on its recent progress in the areas of student attainment, job placement, and career advancement.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Qualifications #SJ1606 was publicly advertised and issued to 17 firms on July 5, 2016. Four (4) firms submitted proposal on July, 15, 2016: 1) Association of Community College Trustees (ACCT), 2) AGB Search, LLC (AGB) 3) Greenwood/Asher and Associates, Inc. (GAA), 4) Kaye/Bassman International Corporation (KBIC).

Each committee member independently reviewed and rated the four proposals based on the criteria outlined in the RFQ, which included:

1. Resources of the firm and its the ability to support and manage the project;
2. Pricing strategy proposal;
3. Success on previous projects of similar scale as demonstrated by references provided;
4. Ability to develop a pool of candidates that reflect diversity in race, gender, ethnicity as well as in professional experience;
5. Engagement approach and plan;
6. Commitment of the firm to work with City Colleges’ management and comply with all relevant policies, including MBE/WBE.

Based upon this scoring the committee agreed to invite all four firms for oral presentations. On July 22, 2016, Procurement Services conducted oral presentations with the above mentioned firms. The committee members individually scored each vendor based upon the aforementioned criteria for the oral presentations.

The firms were also required to provide a best and final pricing strategy proposal as summarized below:

Firm	Professional Fees	Estimated Direct Expenses	Indirect Expenses	Estimated Total Cost Minimum*
ACCT	\$70,000 – Chancellor \$30,000 – Provost	Reimbursement of travel and shipping costs. Possible additional optional charges for comp. candidate reference reports at \$1,200 ea. And credit, civil and background reports using HireRight.	No charges	\$100,000
AGB Search, LLC (AGB)	\$110,000	Reimbursement of travel and advertising costs.	No charges	\$110,000
Greenwood/Asher & Associates, Inc. (GAA)	\$135,000	Reimbursement of travel, report reproduction, copying and supplies, research, express mail and communications.	10% of the fees	\$148,500
Kaye/Bassman International Corp. (KBIC)	\$106,400	Reimbursement of advertising, videoconferencing, background checks, consultant travel (i.e. airfare, ground transportation, lodging, and meals), and/or other out-of-pocket expenses that are all preapproved by the client.	No charges	\$106,400

Based on an in-depth review of all the written submissions, oral presentations and best and final pricing strategies, it is the recommendation of the evaluation committee that AGB Search, LLC be awarded the contract for executive search services for the following key reasons:

- Overall capacity of the organization to undertake the work
- Quality and experience of the search firm and consultants identified to serve on the project
- Competitive pricing
- Approach to the searches for Chancellor and Provost
- Commitment to a diverse candidate pool for consideration by the Board of Trustees.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to limited subcontracting opportunities.

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: \$160,000

Charge to: District Office

Source of Funds: Education Fund

FY17: 00003-0015502-80000-01000

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Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

August 4, 2016 - Office of the Board of Trustees