

33290

**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 3, 2017**

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

**EXECUTIVE SEARCH SERVICES
AGB SEARCH, LLC
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE
(RENEWAL OPTION)**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the awarded professional service agreement with AGB Search, LLC to provide executive search services on an as needed basis, extending the agreement from August 3, 2017 through June 30, 2019, with an additional cost not to exceed \$468,000.

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

USER: District Wide

ORIGINAL TERM:

The original term of this agreement began on August 4, 2016 and ends on August 3, 2017.

RENEWAL TERM:

The renewal term of this agreement shall begin on August 3, 2017 and end on June 30, 2019.

SCOPE OF SERVICES:

AGB Search, LLC will facilitate the selection, by the Chancellor and Board of Trustees, of highly skilled and qualified candidates for positions of presidential leadership staff for the Colleges. In order to develop a pool of candidates for selection by the Chancellor and 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 College Presidents for the various 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:

AGB Search, LLC will play a major role in filling these the critical positions. The President is the chief executive of the College and is responsible for ensuring that the academic, fiscal and operational activities are conducted in alignment with the strategic plan and priorities of the District. Strong, decisive leadership is sought in candidate increase the number of students who earn college credit credentials of economic value, increase the rate of transfer to bachelor's degree programs following CCC graduation, measurably improve the outcomes for students requiring remediation as well as increasing the ABE/GED/ESL students who advance and succeed in college-level courses.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report #33046, the Board approved the execution of an agreement with AGB Search, LLC. 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.

Based on an in-depth review of all the written submissions, oral presentations and best and final pricing strategies, it was 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
- Responsiveness and thorough search process

- Commitment to a diverse candidate pool for consideration by the Chancellor and Board of Trustees.

Performance of AGB Search, LLC was outstanding during the initial award period and based on the need to undertake additional position searches, the renewal is requested. AGB Search, LLC will bill the District in three equal installments during each search process, billing separately for approved expenses as they occur.

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: \$468,000

Charge to: District Office

Source of Funds: Education Fund

FY18: 530000-00003

Respectfully submitted,

Juan Salgado,
Chancellor

August 3, 2017 - Office of Human Resources and Staff Development