

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: _____
May 17, 2006

**AWARD OF CONTRACT, PRESIDENTIAL SEARCH CONSULTING SERVICES,
BID NO. 406-016**

BACKGROUND

Montgomery College is seeking proposals from qualified firms for presidential search consulting services to assist the Board of Trustees in its search for a chief executive officer. Consultants are generally used by colleges and universities because of their knowledge and experience in conducting academic and executive professional recruitment efforts. The goal of the services is for the consultant to assist the Presidential Search Committee and the Board of Trustees in hiring the best qualified individual for its next President. The presidential search firm will be responsible for meeting with the Board of Trustees and the Presidential Search Committee, participating in the development of the search process, recruiting the candidates, checking references and background, and other related services.

A request for proposals was developed by appropriate College staff and a subcommittee of the Board. 36 consultants/search firms were invited to submit proposals by 3:00 p.m. on April 27, 2006. Proposals were evaluated by the Board subcommittee using established criteria. After a review of the nine proposals received, it was determined that four responses merited continued consideration and were invited for interviews. The proposal submitted by Academic Search was the highest evaluated firm meeting all College requirements. The total price for the presidential search firm for the 18-month term is \$50,000 plus negotiated reimbursable expenses.

Time is of the essence for completing the presidential search. The first meeting with the full Board to launch the search process is scheduled for June 8, 2006. It is anticipated that the process will be completed by January 2007. Board approval is required for contract awards above the small procurement threshold of \$25,000. To ensure completion of this process within the timeframe required, Board approval by poll would be appropriate in this case since the next scheduled meeting of the Board occurs after the critical date for commencement of this process. Ratification of this award would occur at the next scheduled public meeting of the Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to Academic Search, Washington, DC, for the provision of presidential search consulting services, for an 18-month term, beginning in May 2006, for a total price of \$50,000 plus negotiated reimbursable expenses. It is also requested that the Board of Trustees authorize extension of the contract for two six-month terms, if needed, provided that funds have been authorized and the fees for the extended contracts are considered reasonable, the quality of past services has been acceptable to the College, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board members only)
Bid Summary (Board members only)

RESOURCE PERSONS

Mr. Cephas
Mr. Moore
Ms. Wormack

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Resolution Number: **06-05-042**
Adopted on: 05/17/06

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May 17, 2006

Subject: Award of Contract, Presidential Search Consultant Services

WHEREAS, the College has need of a qualified presidential search consultant for recruitment of a new president as the current president will retire in June 2007; and

WHEREAS, presidential search firms are used by colleges and universities for their expertise and experience in conducting national academic and executive professional recruitment efforts; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds have been requested in the FY2006 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on April 5, 2006, and posted to College, County, and State procurement websites on April 4, 2006; mailed to four vendors and downloaded from the Internet by 23 vendors; 36 responses were received, including four no bids, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on April 27, 2006; and

WHEREAS, upon evaluation by the proposal evaluation committee, it was determined that the bid submitted by Academic Search, Washington, DC, meets all College requirements and is therefore the highest evaluated responsible bidder; and

WHEREAS, the President of the College recommends the following action; now therefore be it

Resolved, That the contract is awarded to Academic Search, Washington, DC, for presidential search consulting services for an 18-month term, beginning May 2006, for a total price of \$50,000 plus negotiated reimbursable expenses by a polling of the Board; and be it further

Resolved, That the Board of Trustees authorizes extension of the contract for two six-month terms, if needed, provided that funds have been authorized and the fees for the extended contracts are considered reasonable, the quality of past services has been acceptable to the College, and it is in the best interest of the College.

CRN:abg