



November 1, 2021

**REQUEST FOR PROPOSALS
RFP 628, EXECUTIVE MANAGEMENT SEARCH FIRM CONSULTANT
FOR
CHANCELLOR**

The Board of Trustees (“Board”) of the Ventura County Community College District (“District”) is inviting qualified and interested executive management search firms to submit their proposals to provide consulting services to support the Board of Trustees in a national recruitment for a Chancellor. The services requested are detailed in the enclosed Request for Proposal. Copies may also be obtained in PDF forms at <https://purchasing.vcccd.edu>, click on “Current” and select RFP 628 Executive Management Search Firm Consultant for Chancellor.

Responses shall be pursuant to the instructions and guidelines in the enclosed Request for Proposals packet. All responses must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to Lisa Sorensen, Purchasing Specialist, Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93010. Proposals must reference on the outside of the sealed envelope, Request for Proposals 628, Executive Management Search Firm Consultant for Chancellor. Submission must include seven copies of the proposal and must be received no later than 5:00 p.m., December 1, 2021. Late submissions will be returned unopened.

Respectfully,

A handwritten signature in cursive script that reads 'Lisa Sorensen'.

Lisa Sorensen
Purchasing Specialist

c: David El Fattal
Laura Barroso

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I. BACKGROUND AND SCOPE OF REQUEST FOR PROPOSALS

The Ventura County Community College District (“District”) is seeking to retain a qualified executive management search firm to provide consulting services to support the Board of Trustees related to a national recruitment for a new Chancellor.

II. GENERAL INFORMATION

Ventura County Community College District (VCCCD) is a public community college district serving residents throughout Ventura County. VCCCD’s three colleges; Moorpark College, Oxnard College, and Ventura College offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. Each of the Colleges provides a wide range of programs and services to students, as well as focusing on its own specialty areas. As of Spring, 2021, VCCCD served 31,332 students. The Colleges are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

III. INFORMATION REQUIRED

The proposal shall contain information responsive to each of the following areas. Indirect, imprecise, or incomplete responses can serve only as a disadvantage to the proposer.

- A. Location of the firm’s main office and, if applicable, all California offices.
- B. The length of time the firm has been in existence and include a brief history of your firm.
- C. A statement of the firm’s qualifications
 1. Demonstration of experience with searches in the national community college arena.
 2. Demonstration of search engagements that have resulted in successful selection and placement of community college CEOs.

- D. The names and resumes of all individuals who will provide consulting services to the search process. Please note the lead individual(s) of search process.
- E. Prior or existing relationships with the District, employees, or Board members.
- F. Client experience.
- G. Provide a minimum of three references of selected current and previous clients including educational institutions, with the name address, telephone number, and email addresses of an appropriate executive who can be contacted for references on your firm.

IV. EXECUTIVE MANAGEMENT SEARCH FIRM CONSULTANT

The District requests that all interested firms submit their fee for a full service recruitment and selection process for a Chancellor that will include the following:

Recruitment and Selection Process

- A. Help clarify and verify realistic institutional priorities and leadership needs.
- B. Assist the Board of Trustees in the formation of the hiring committee.
- C. Assist the Board of Trustees and the hiring committee in development of characteristics and qualifications needed for the position.
- D. Prepare advertisement and the recruitment brochure.
- E. Provide appropriate internal and external communications.
- F. Provide clerical assistance for receipt of applications and letter to applicants.
- G. Recruit and attain a diverse pool of candidates. This is a high priority for the Board of Trustees. Please elaborate on your experience in successfully attaining a diverse pool of candidates and also describe the processes you will undertake to assure this will be achieved.
- H. Assist the Board of Trustees with the screening and interviewing of candidates.
- I. Assist the Board of Trustees with interviews of the finalists.
- J. Conduct reference checks and report information to the Board of Trustees.

K. Participate, as necessary, in the coordination of a site visit to the finalist's employer by at least two VCCCD trustees.

L. Be available for general consultation by phone.

All associated travel expenses (e.g., meals, lodging, and air fare) must be included in the fee. The District will not reimburse for these expenses separately.

V. PROCEDURE FOR SUBMITTING QUESTIONS AND PROPOSALS

A. Questions Regarding the RFP

1. Questions must be submitted in writing to Lisa Sorensen, Purchasing Specialist, lsorensen@vcccd.edu no later than 5:00 p.m. November 17, 2021.
2. Responses to questions will be released no later than November 22, 2021.

Under no circumstances may the firm contact administrators, members of the evaluation team, or any members of the Board of Trustees. Failure to comply with this provision will deem the firm's proposal as non-responsive.

B. Time and Place for Submitting Proposals

1. All proposals must be signed by a person authorized to act on behalf of the firm, clearly marked RFP #628, Executive Search Firm Consultant for Chancellor on the envelope. No e-mail or fax responses will be accepted. Deliver or mail to the following:

Lisa Sorensen, Purchasing Specialist
Ventura County Community College District
761 E Daily Drive, Ste 200
Camarillo, CA 93010

2. The proposal must be received no later than 5:00 p.m., December 1, 2021. Please submit seven (7) copies of the proposal. Proposals received after the time and date indicated will be rejected as untimely filed

C. Evaluation of Proposals

1. When proposals are opened, prices and other information may not be made public until the proposal is awarded. At that time, the contract and proposals will become public information. There shall be no disclosure of any firm's information to competing firms prior to the award of any contract pursuant to this RFP.

2. During the evaluation, validation, and selection process, the District may request meetings or written clarification with one or more firms to ask for answers to questions. The District may require that a firm make presentations that are pertinent to the evaluation process. The Board of Trustees may request an interview with the proposer if deemed necessary. Participation in the meetings and interviews will be at no cost to the District.
3. All proposals submitted in a timely manner will be analyzed and the District will select a firm to which the contract will be awarded.
4. The District's selection will be based on its evaluation of which proposal will provide the package most beneficial to the District. The firm selected may not necessarily be the one with the lowest fees.

The District will evaluate responses based on some of the following information:

- Firm's background, expertise, and experience with community colleges
 - Qualifications of personnel providing services
 - References of work done of a similar nature in community colleges
 - Fees
5. All information contained in the proposals submitted in response to this RFP may be subject to the California Public Records act. Any information deemed confidential and proprietary should be clearly identified as such. It may then be protected and treated with confidentiality only to the extent permitted by law.
 6. The District reserves the right to reject any or all responses, to request additional information concerning any responses for purpose of clarification, to accept or negotiate any modification to any response, following the deadline for receipt of all responses, and to waive any irregularities, if such would serve the best interests of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer. The District reserves the right to cancel this Request for Qualifications at any time, at its discretion.
 7. Responses become the property of the District and information therein shall become public property to disclose after a Notice of Intent to Award. The District reserves the right to make use of any information of ideas contained in submitted responses.

8. The District is not liable for any costs or expense incurred in preparation of a response to this RFP.

D. Information

For information regarding these specifications, contact Lisa Sorensen, Purchasing Specialist, at (805) 652-5559 or lsorensen@vcccd.edu.

E. Proposal Response Form

The Proposal Response Form (attachment) must be completed and returned, along with other requested information required per Section III of the RFP documents, or the proposal may be rejected as incomplete.

VI. PROPOSAL RESPONSE FORM

Proposal of _____ (herein after called Proposer), a Corporation/ Partnership/an Individual, doing business at:

Telephone: _____ Email: _____

The proposer, in compliance with your Request for Proposal, having examined the specifications and being familiar with all of the conditions surrounding the work, hereby agrees to perform the consulting services as set forth in the instructions and at the price stated hereafter. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

Please specify number of days required to commence work on the Executive Management Position: _____ days.

Proposer also agrees to perform the Ventura County Community College District's search described in the specifications, including all travel and per diem costs for each component/section as follows and described as:

RFP 628, Executive Management Search Firm Consultant for Chancellor

TOTAL

\$

(Total amount in figures)

Dollars

(Total amount in words)

Name:

Signature:

Title:

Date:

VII.

CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY FIRM AND SUBMITTED WITH PROPOSAL

The firm hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2021.

FIRM NAME _____
(Type or print complete legal name of firm)

BY _____
(Signature)

Name _____
(Type or print)

Title _____

VIII.

NON-COLLUSION AFFIDAVIT

In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The law firm has not directly or indirectly induced or solicited any other firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other law firm or anyone else to put in sham proposal, or to refrain from submitting a proposal.
4. The law firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other firm, or to fix any overhead, profit or cost element of the proposal price or that of any other firm, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The law firm has not, directly or indirectly, submitted his or her proposal or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District proposal and will see that our firms is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct this _____ day of _____, 2021.

FIRM NAME _____
(Type or print complete legal name of firm)

BY _____
(Signature)

Name _____
(Type or print)

Title _____