

**Houston Community College System
Procurement Operations**



**REQUEST FOR QUALIFICATIONS
FOR
EXECUTIVE SEARCH FIRM SERVICES
Chancellor
PROJECT NO. 06-37**

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GENERAL INFORMATION

Date: August 11, 2006
To: Prospective Respondents
Subject: Executive Search Firm Services
Request for Qualifications, Project No.06-37

I. Project Overview and Scope of Work

The Houston Community College System ("HCC") is soliciting qualification statements with the intent to enter into a contract with a professional **executive search firm** that is qualified to provide all of the following services and activities:

- A. Conduct a nationwide search for a new **Chancellor** of the Houston Community College System,
- B. Consult with the HCC Board of Trustees' Chancellor Search Committee in one or more special meetings to seek its opinion, guidance and direction,
- C. Assist in developing a position profile (Recruitment Brochure) which identifies the Board of Trustees' requirements in delivering quality educational services and in advancing the Board's education objectives, the importance of the role of the position, and the recruitment criteria,
- D. Assist in identifying, recruiting, prescreening, interviewing, and assessing the qualifications of a pool of qualified candidates,
- E. Conduct a thorough, in-depth background and reference investigation on all candidates,
- F. Recommend selected candidates to the Board of Trustees' Chancellor Search Committee for further consideration and interviews by the committee,
- G. Assist the Board of Trustees during the final interviews,
- H. Provide leadership and direction to the Board of Trustees throughout the search process,
- I. Assist the Board of Trustees develop a final report detailing the selection process.

The objective is to identify and contract with a professional executive search firm that has the personnel resources, national contacts, and management skills to take a proactive role in recruiting a skilled community building-minded professional with strong educational vision, demonstrated leadership ability, proven fiscal responsibility, diversity advocate, and political astuteness to be the Chancellor of the Houston Community College System in the fourth largest city, and in the third largest county in the United States.

All qualified executive search firms are encouraged to respond. HCC reserves the right to reject any or all submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any submission documents. The RFQ solicitation does not in any way obligate HCC to select a particular firm for this project. HCC shall not be responsible or liable for any expenses or costs incurred by any firm(s) responding to this RFQ.

II. Conflict of Interest

If a firm responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in the contract resulting from this solicitation, the firm must disclose this to HCC. Persons submitting a response to this RFQ must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code.

III. Inquires/Pre-Submittal Meeting

Inquiries concerning this Request for Qualifications shall be addressed only when submitted via e-mail. Inquiries must be submitted no later than **August 25, 2006 @ 4:00 P.M. (local time)** and shall be addressed to:

Houston Community College System
Michael Kyme
Executive Director – Procurement Operations
Reference: Project No. 06-37
E-mail: Michael.kyme@hccs.edu

Responses to inquiries shall be posted only on the procurement website (www.hccs.edu). Click Business and Community, click Vendor Information, click Bids and Proposals, and click Project #06-37.

Note: There will be no pre-submittal meeting required for this solicitation.

IV. Document Format and Submission

Qualification Statements should be in the form of a bound 8-1/2 inch by 11-inch report with a Table of Contents and all pages numbered in sequence. Binding must allow reports to lay flat when open and may be either wire or spiral bound. Format of the report may be either "portrait" or "landscape" with binding on the left long or short side. The entire set of documents, including attachments and amendment, (if any) constitutes the RFQ. The RFQ submittal must contain all information necessary. All RFQ documents shall be submitted in a sealed envelope/box clearly marked "**Executive Search Firm Services RFQ Project#06-37**". The document shall contain at least the following information in the following order:

1. Table of Contents:
2. Cover Letter: Provide a cover letter introducing the RFQ submittal document, including project title and project#, as to its content and purpose. The cover letter must identify the individual within the firm who is the authorized contact person. Include title, phone number(s), fax number, e-mail address, and mailing address where person may be contacted. Please include specific highlights of the company. One (1) page maximum.

3. Executive Summary: Provide a brief executive summary detailing the company qualifications, including any conclusions, assumptions, and general recommendations related to the Chancellor recruitment. The summary should not exceed two (2) pages.
4. Firm Overview: Provide overview of firm's services, products and capabilities related to the Chancellor search. Identify year firm was established, and firm's former names (if any). Identify type of ownership and parent company, if applicable. Identify Project Manager and specifics i.e. (name, address, e-mail, phone numbers, etc.).
5. Management and Search Approach/Techniques: Provide the firm's knowledge and experience with the management and search techniques necessary to successfully recruit and ultimately retain a Chancellor for HCC. Provide detailed information about the proposed search approach, management methods, project reporting, and management personnel. Due to the nature of the search project, firms are encouraged to propose solutions comprised of services and methods that will fit the unique requirements of HCC.
6. Project Implementation Plan and Schedule: Include an implementation plan and timeline schedule for optimization of search operations and interview activities.
7. Firm Composition: Provide organization chart, profiles, and resumes of key personnel. Describe how the team will be organized and supported for this project. Provide relevant experience of the key personnel assigned to the Chancellor Search.
8. References/ Letters of Recommendation: Provide five (5) client references, including client name, contact person, address, telephone numbers(s), and e-mail addresses. Provide a brief description of the work conducted and services provided for each client. Provide Letters of Recommendation from college or higher education clients listing recently completed executive search projects, specifically related to Chancellor/President/CEO level positions.
9. Previous Search Project Descriptions: Describe three (3) similar projects with similar tasks that exhibit the firm's capabilities and qualifications. Provide specific detail in describing the search projects, including management scope, innovative solutions, tasks involved, project duration and project costs. Discuss the firm's success rate specifically related to the recruitment and retention of Chancellors-Presidents and CEO's. Provide sample recruiting brochures, including position profile as well as CEO/Chancellors/Presidents/CFO's placed and years retained.
10. Guarantees. Provide any guarantees regarding the Board of Trustees satisfaction related to the search process.

V. Submittal Due Date/Time

HCC will receive Letters of Interest and Qualification Statements from qualified firms interested in entering into a contract to provide professional executive search services. Firms meeting the qualifications as described herein should submit One (1) original and eleven (11) copies of their Letters of Interest and Qualification Statement to the address listed below no later than

September 7, 2006 @ 2:00 p.m. (local time):

Houston Community College System
Michael Kyme-Procurement Operations
3100 Main Street (11th Floor Vendor Room#11A06)
Houston, Texas 77002

Reference: Project No. 06-37

Executive Search Firm Services

VI. Selection Requirements, Process and Oral Presentations

All RFQ submittals will be reviewed and evaluated based on the required criteria specified in Section VII of this solicitation. HCC reserves the right to waive any irregularities in any RFQ submittal, to reject any or all submittals, and to accept the submittal which, in the judgment of HCC, is deemed the most advantageous. Any RFQ submittal which is incomplete, conditional, obscure, or which contains irregularities of any kind may be cause for rejection of the submittal.

No RFQ submittal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to HCC upon any debt or contract, or that is a defaulter as surety or otherwise, upon obligations to HCC, or has failed to perform faithfully any previous contract with HCC.

Within thirty (30) days after opening, HCC will complete the submittal evaluations. Oral presentations may be required to the evaluation team and to the Board of Trustees to elaborate on the submittals. Once the evaluations have been concluded, a final recommendation will be submitted for approval by the Board of Trustees. Immediately following the approval from the Board of Trustees, a contract, including fee structure shall be negotiated with the firm of record. If contract negotiations are unsuccessful, HCC shall formally end negotiations, and enter contract negotiations with the next ranked vendor.

HCC is an equal opportunity/educational institution that does not discriminate on the basis of race, gender, age, disability, residence or location, or involvement in community activities.

VII. Selection Criteria:

Selection of the most highly qualified firm(s) shall be made on the basis of demonstrated competence and qualifications to perform the required services. The evaluation shall be based upon requirements listed in Section IV of this solicitation. In addition, the firm is required to demonstrate that they have the necessary management staff, experience, equipment, and financial resources to provide the services required for a successful executive search. The firm is required to provide all requested information, supporting documentation, attachments in the required format requested. The factors to be used in the evaluation process are listed below.

<u>Factor</u>	<u>Weight</u>
Firm's experience in performing the required tasks as specified in Section IV	.25
Firm's project approach and proposed techniques as specified in Section IV	.25
Firm's capacity to provide the necessary management staff and financial resources to successfully complete the project.	.25
Firm's past performance with educational institutions. Firm's past performance related to the three (3) projects specified in Section IV.	.25
Total Weight	100%

During the process of selecting a firm to provide the required services, oral presentations may be required. Each firm should be prepared to make a presentation to HCC. The presentations must show that the firm clearly understands the requirements of the solicitation, has a strategic plan, and a sound approach to complete the requested assignment. Please note that HCC shall not be liable for travel reimbursements or any fees associated with the preparation of the submittals.

VIII Drug Policy:

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on any HCC premises is strictly prohibited.

IX Taxes:

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

X Prohibited Communications:

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and
- Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first. The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

ATTACHMENT NO. 1

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 2

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual: YES or NO
Have you been convicted of a felony? _____

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006

Notary Public for the State of _____

ATTACHMENT NO. 3

STATE OF TEXAS AFFIDAVIT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006.

Notary Public for the State of _____

ATTACHMENT NO. 4
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College?
_____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located _____?

If headquarters is located out of state, does that state have preferential treatment on Bids? _____

If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____

Title _____

Is firm aware of any HCC employee, or official that may benefit directly or indirectly, as a result of the firm responding to this solicitation? **Circle Yes or No** If yes, please explain:

Please indicate how you became aware of this procurement? Source:

Example: Newspapers (Houston Chronicle, El Dia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 5 VENDOR APPLICATION

HCC Procurement Operations has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within the Houston Community College System.

Please visit to the procurement website and register as a vendor. The website address to access the vendor registration form is as follows:

http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access, you are welcome to use a computer at any HCC library to access the website and register. You may also utilize the procurement operations vendor room located at 3100 Main Street, Houston, Texas, Room 11A06 to register your firm.