



Seattle Colleges
SOLICITATION NO. 800448
PROJECT TITLE: Executive Search Services
Bidder's Proposal Due: December 30, 2022
Email to lisa.gacer@seattlecolleges.edu

Bidder's Questions due: December 14, 2022 to lisa.gacer@seattlecolleges.edu

The Seattle College District, hereinafter referred to as the Purchaser, is soliciting proposals to lead a search for the next Seattle College District's Chancellor. The District's Board of Trustees will make the final selection of the successful search proposal for this project.

The search consultant will conduct a survey of the college district's community, internal and external, to help determine what traits/characteristics/abilities are required for the Chancellor position. The consultant will spend time connecting with and engaging key leaders, stakeholders and individuals, in discussions about the Seattle College District and its leadership needs. Based on the information gathered during this process, the consultant will develop and present to the Board of Trustees a profile of Chancellor leadership characteristics, requirements and qualities, developed collaboratively with the Search Advisory Committee, which will be subject to final approval by the Board of Trustees.

In collaboration with the Search Advisory Committee, the consultant will identify a pool of qualified candidates who meet the approved Chancellor leadership profile, which will be presented to the Board of Trustees. The search process conducted by the consultant will take into account the District's values for diversity and inclusion and will yield the highest quality of qualified candidates.

The Search Advisory Committee will recommend Chancellor finalist candidates to be interviewed by the Board of Trustees from the pool. The consultant will conduct extensive reference and background checking on final candidates, and will present results to the Board.

The process schedule/timelines developed by the Board of Trustees chair would have the new Chancellor selected in May 2023 in order to facilitate transition and orientation with the current Chancellor anticipated to begin July 2023, and be expected to fully transition September 2023.

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about February 1, 2023 and be in force until execution of the new Chancellor's contract with Seattle Colleges.

Any contract awarded under this solicitation shall be in an amount not to exceed \$98,000 before applicable taxes.

Minimum Qualifications

The solicitation is open to individuals or organizations that meet the following minimum criteria:

1. Respondents must be licensed to perform work in Washington State.
2. Respondents must have extensive experience providing national executive search services.
3. Respondents must have at least three (3) customer references for whom the Respondents has provided similar services during the past thirty-six (36) months preceding the response due date.
4. Respondents must generally comply with the insurance provisions specified in the General Terms and Conditions, which are available on the website at <http://www.seattlecolleges.edu/business>. Respondents who do not meet the insurance requirements may request a waiver of coverage or limits of insurance in their submittal.

Respondents who do not meet the above minimum qualifications shall be considered non-responsive, and their proposals will not be evaluated.

Proposal Requirements

The proposal is to be brief but should include:

1. Experience on comparable projects;
2. Staff qualifications;
3. Project work plan
 - a. The process by which the Consultant will attract a qualified pool that is reflective of the District’s diversity and includes student, workforce, and faculty population.
 - b. Schedule to accomplish the project;
4. Details on how the Consultant will use a fair and equitable process (using an equity lens) to screen applicants;
5. Costs or fees; and expenses; and
6. Names, addresses and telephone number of three (3) business references.

The following weights will be assigned for proposal evaluation purposes:

Evaluation Elements	Possible Points
1. Experience and Staff Qualifications	35
2. Project Work Plan	25
3. Equity Process	20
4. Cost	20
Total Possible Points	100

Proposals will be evaluated by the Purchaser based on the response to the information requested above. All six (6) items must be addressed for the proposal to be considered responsive. The deadline for submission of responses is stated on page one of this Informal Solicitation. Proposals submitted after the deadline will not be considered.

Interviews May Be Required

The Purchaser may after evaluating the written proposals elect to interview the finalists. If interviews become necessary, the Purchaser will contact the top-scoring Respondent(s) from the written evaluation for an interview with the evaluation committee. The Purchaser anticipates that

interviews will be conducted in mid-January 2023. Commitments made by the Respondent at the interview, if any, will be considered binding and should be confirmed in writing within three (3) business days.

Possible points for the interview/presentation evaluation, if required, shall not exceed 30. The scores from the written evaluation and the oral interview or presentation combined together will determine the apparent successful contractor.

Reservation of Rights

The Purchaser reserves the right at its sole discretion to reject any or all responses for any reason whatsoever, prior to the execution of a contract. This solicitation for Responses does not obligate the Purchaser to contract for the services specified herein. The final selection, if any, will be the response, which in the opinion of the Purchaser, best meets the requirements set forth in the solicitation and is in the best interest of the Purchaser.

The Purchaser is not obligated to select the lowest priced response. Therefore, the proposal should be submitted initially on the most favorable terms that the consultant can propose. There will be no best and final offer procedure. The Purchaser does reserve the right to contact a consultant for clarification of the proposal. The Purchaser shall not be responsible for any costs associated with a Respondent's preparation of a response to this Solicitation.

Other Terms and Conditions

In submitting a response to this solicitation, the Respondent agrees to accept the terms set forth in this solicitation. The selected consultant will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the Respondent to submit its own standard contract terms and conditions in response to this solicitation.

Proposals submitted in response to this competitive procurement shall become the property of the Purchaser. All proposals received shall remain confidential to the fullest extent permissible by law until the contract, if any, resulting from this RFP is signed by the Contract Administrator, and the apparent successful Contractor.

Any information in the proposal that the Respondent desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, *must be clearly designated*. The information must be clearly identified and the particular exemption from disclosure upon which the Respondent is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Respondent has marked as "Proprietary Information," the Purchaser will notify the Respondent of the request and of the date that the records will be released to the requester unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure, the Purchaser will release the requested information on the date specified. If a Respondent obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the Purchaser shall maintain the confidentiality of the Respondent's information per the court order.

Any protest of the selection process shall be resolved in accordance with the Purchaser's Protest Policy and Procedures, which can be obtained from the Procurement Coordinator. Protests after

Notice to Award will be considered only after a debriefing conference; respondents have three (3) business days after Notice to Award to request a debriefing conference.