INVITATION TO SUBMIT PROPOSALS
FOR THE PROVISION OF
SEARCH FIRM SERVICES RELATED
TO THE RECRUITMENT OF A NEW PRESIDENT
FOR

TOMPKINS CORTLAND COMMUNITY COLLEGE
170 NORTH STREET, PO BOX 139
DRYDEN, NY  13053

PROPOSAL DUE DATE:  SEPTEMBER 1, 2016 @ 2:00 P.M.

Contact:
Ms. Cathy A. Northrop, Assistant to the President
and Clerk of the Board of Trustees
Tompkins Cortland Community College
170 North Street, PO Box 139
Dryden, NY  13053
Phone: 607-844-8222, ext. 4367
Email: northrc@TompkinsCortland.edu
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Request for Proposal
Executive Search Firm for Recruitment of Community College President

Proposal Due Date: September 1, 2016 at 2:00 p.m.

Section 1: Background of Tompkins Cortland Community College

Tompkins Cortland Community College (“Tompkins Cortland” or “the College”) was founded in 1968 by its two sponsors, the counties of Tompkins and Cortland, and is part of the State University of New York (SUNY) System. The College is a municipal corporation established in accordance with the New York Education Law. The College offers A.A. and A.S. degrees for students wishing to transfer to four-year colleges, and the A.A.S. for students seeking employment after two years of study. The college also offers a wide range of continuing education and business training and development courses. Tompkins Cortland Community College has approximately 3700 full time equivalent students at this time.

Tompkins Cortland Community College is one of 30 community colleges and 64 campuses in the SUNY System. Located between the cities of Cortland and Ithaca in Dryden, New York, this rural college serves more than three thousand students in credit programs and another three thousand in non-credit workshops and customized training.

The College offers degrees and certificates in over 40 academic programs in areas such as nursing, business administration, criminal justice, chemical dependency counseling, new media, sport management, culinary arts, sustainable farming and food systems, wine marketing, and liberal arts programs, including education and general studies. The College attracts a diverse student body from most counties in New York State, several other U.S. states, and nearly 70 countries. The learning environment is enriched by students of all ages and backgrounds. About half of the College’s graduates transfer as juniors to bachelor’s degree programs at a wide variety of colleges and universities around the world, including Cornell University, Ithaca College, and SUNY Cortland. Tompkins Cortland students study both full-time and part-time, and the College is a leader in online education. The College operates extension centers in Ithaca and Cortland.

The College is extensively involved in our community. The College provides contract training for most major employers and provides an array of non-credit workshops designed to build skills relating to computers, leadership and supervision, personal growth, and many other areas.

As a learning-centered college, Tompkins Cortland is strongly committed to building on strengths to achieve student success.
Section 2: **Purpose of the RFP**

Due to the upcoming retirement of President Carl Haynes in August of 2017, Tompkins Cortland Community College is requesting proposals from qualified firms to assist the College in the search process which will result in the hiring of a new President by July of 2017.

Section 3: **Scope of Work/Services**

It is expected that the services to be provided will be in accord with the following "no later than" timeline:

- By late September 2016: Search firm ("contractor" or “firm”) hired.
- September – October 2016: Engage with Board of Trustees and Search Committee, as appropriate, to finalize job description, desired characteristics, and promotional materials.
- Mid-March – Late April 2017: Three to four finalists to come to campus for two to three day intensive and broad-based interviews.
- May 2017 – Board of Trustees will make decision and forward name of final candidate to the SUNY Board of Trustees for approval.

The services to be provided shall include, but are not limited to, the following:

- Support the College’s Board of Trustees in the development of the job description for the position of president of the College.
- Support the College’s Search Committee in the development of position announcement materials to solicit prospective candidates. The contractor will use its resources to identify relevant higher education and industry sources where prospective candidates are likely to be found.
- Make selective calls to sources and solid prospects to encourage interest in the position and to identify candidates who meet the position qualifications. The contractor must have demonstrated experience in attracting candidates to support the College’s diversity, inclusion and equity strategic plan.
- Provide guidance and assistance to the College’s search committee chairperson and/or the College’s Board of Trustees during the interview and candidate selection process. The contractor will present the most qualified applicants to the search committee.
- Conduct in-depth reference and background checks of finalist candidates to include but not be limited to degree verification, driving record, credit record, criminal record, records of involvement in civil suits, tax records as available, Google and other internet search records, and any other public records including public registry records. The contractor also will assist the search committee in the evaluation of each finalist’s and each qualified applicant’s management ability, technical competency and other relevant characteristics.
- As needed, assist and provide guidance to the Board of Trustees with respect to negotiations, terms and conditions of employment.
The goal is to have the new president appointed and working by approximately mid-July, 2017, in order to provide some brief overlap with President Haynes for transitional purposes before President Haynes departs.

Section 4: Time Frames for RFP

- Release of RFP, 8/10/16
- Submittals of written questions or requests for clarifications, by 8/23/16 via email to Northrc@TompkinsCortland.edu
- Sealed proposals due, 9/1/16 at 2:00 p.m.
- Review of submitted proposals, and finalists determined, by 9/14/16
- On-campus interviews of and related presentations by finalists, 9/15/16 through 9/30/16 as scheduled by the College.
- College’s selection of contractor, by 10/6/16.

Section 5: General Instructions for Submittal of Proposal

Proposal shall be enclosed in a sealed envelope and marked clearly with the name of the proposed contractor; it must be submitted by first class mail, overnight delivery, hand delivery, or express mail service. Receipt of the printed copy will be considered the official proposal. Proposals must be received at the College as specified by 9/1/16 at 2:00 PM.

Submit one printed copy of your proposal to:

Tompkins Cortland Community College  
Attn; Cathy Northrop, President's Office, Room 221  
PO Box 139, 170 North Street  
Dryden, NY 13053

Additionally, each proposal must be sent in PDF format to: Northrc@TompkinsCortland.edu, and must be received electronically no later than 9/1/16 at 2:00 PM.

Cover Letter – Included on company stationary must be an indication that the instructions of this document were understood and that, should the contract be awarded to the firm, the designated person defined below will be able to begin service in October 2016 and continue through June 30, 2017.

The successful proposal will become part of the Contract for Services. Therefore, the proposal must be signed by a partner, corporate officer, or other person authorized to commit their organization to all provisions of the proposal as submitted.
Section 6: Content of Proposal and General Conditions

A. Proposals must be submitted as specified and are subject to the following:

1. It is the intent of the College to select one contractor and to make one award under this RFP.

2. The College reserves the right to waive any or all informalities, to reject any or all proposals, and to award a contract which in its own judgment will best serve the interests of the College.

3. The contractor assumes the risk of any delay in the mail. Whether sent by mail, by means of personal delivery, or by any other means, the contractor assumes responsibility for having its proposal received on time at the College as set forth above.

4. All proposals received after the designated time will not be considered and will be returned to the vendor unopened.

5. The competency and responsibility of the company will be considered in making the award. While cost will be a factor in determining choice of a contractor, the College does not obligate itself to accept the lowest or any other proposal. Consideration will be given to the proposal providing the best comprehensive service at a reasonable cost.

6. No charge will be allowed for federal, state, municipal sales and excise taxes from which all entities are exempt. Exemption certificates, if required, will be forwarded to bidders.

7. Payment will be made only after correct presentation of itemized invoices. Payments of any claim shall not preclude the College from making claim for adjustment on any item found not to have been in accordance with general conditions and specifications.

8. The successful contractor must maintain an office with staff adequate to service the College. A staff member must be available, in such office, during business hours that is familiar enough with the College to answer routine questions.

9. The Contractor must designate and identify the person who will be primarily responsible for the work to be provided and who will be present at all meetings with the College during the search process and who otherwise will be available to the Search Committee Chair by email and telephone at all times (“designated person”).
B. General Information

1. Tompkins Cortland Community College makes a commitment to participate actively in the development of minority and women owned businesses. We will seek them out, review their capabilities and give them the opportunity to demonstrate their ability to provide the College with goods and services.

2. Tompkins Cortland Community College is committed to equal opportunity in employment, admission and treatment for all qualified individuals without unlawful regard to race, color, creed, national origin, sex, age, marital status, disability, sexual orientation preference or identification, veteran status or any other basis as prohibited by Federal or New York State law.

3. Contractors of the College must agree to comply fully with the College’s responsibilities under Section 504 of the Rehabilitation Act of 1973 and regulations issued by the Department of Health, Education, and Welfare. In particular, the Contractor agrees to assure access for the handicapped to all functions and services it provides to the College, and of its willingness to make reasonable accommodations to its operations, its facilities, and its employment to assure access for the handicapped.

C. Insurance

1. Throughout the term of this Agreement, the Contractor shall, at its expense, provide and maintain in full force and effect:
   a. Worker’s compensation insurance – statutory per New York State law; employer liability, $100,000.
   b. New York State disability insurance and unemployment insurance.
   c. Comprehensive general liability insurance (including products) in the amount of $1,000,000 per occurrence single limit B.I.P.D.
   d. Business Auto Coverage.

2. The College shall in no way be liable for the loss of, or damage or injury to, any foodstuff, equipment, supplies, or other properties of the Contractor caused or contributed by fire, sprinkler leakage, flood, hurricane, rodents, pests, acts of public enemies, strikes, riots, or civil commotions, or acts of God, or any other causes whatsoever, similar or dissimilar.

3. The insurance policies shall name Tompkins Cortland Community College as an additional insured party; and a certificate of such coverage shall be delivered to the Contract Administrator and kept by the College. This coverage must include a clause that states 30 days prior notice to be given to the College in the event of cancellation or any change of the insurance policy. The College will provide fire and extended coverage insurance for its own facilities and equipment, and the Contractor is responsible for its own property and equipment.

4. Indemnification – The Contractor agrees to indemnify and save harmless the College against any and all claims arising from or incident to the conduct or management of
operations performed in connection with and pursuant to this agreement, or arising from any act or negligence of the Contractor or any of its agents or employees, or arising from any accident, injury or damage whatsoever, however, caused to any person or persons, occurring during the term of or performance of this agreement by reason or incident of the negligence of the Contractor, its agents or employees, and from and against all costs, attorneys fees, expenses and liabilities incurred in or above any such claim or any action or proceeding brought thereon.

D. Content of Proposal

Reminder: Proposals must be received as specified no later than 9/1/16 at 2:00 PM

The following information must be compiled and presented in the order listed:
1. Letter of Submittal, including signed Certifications (Exhibits “A-C” to this RFP)
2. Table of Contents
3. Technical Discussion: This section should be presented in as much detail as practical and include the following:
   a. Scope of Work/Services – The proposal should present a scope of work/services which includes, but is not necessarily limited to, and specifically responds (in order listed) to each item specified in the Scope of Work/Services (Section 3). This section should present a detailed statement of the methodology to be utilized to carry out each task and a precise description of the deliverables to be received by Tompkins Cortland Community College as end products of the services rendered.
   b. Project Organization and Management – This section should include the project team proposed for this work (identification of persons assigned to individual tasks), and the identity of the designated person who is primarily responsible to the Board of Trustees and the Search Committee.
   c. The Contractor must designate and identify the person who will be primarily responsible for the work and who will be present at all meetings with the College during the search process and who otherwise will be available to the Search Committee Chair by email and telephone at all times (“designated person”).
4. Personnel Qualifications: This section should contain a list of personnel to be used on this project and their qualifications. Resumes including education, background, accomplishments and any other pertinent information should be included for each of the key personnel to be assigned for direct work on the project. The proposal should provide three references from higher education clients for which the designated person and the firm have conducted an executive search within the last five years, specifying the dates of each such search; one such reference must be from a search conducted no less than two years ago. The proposal should specify a contact person at each reference, and include a telephone number and email address at which the contact person may be reached. Please use Exhibit D to provide the reference information.
5. Relevant Company Experience: This section should include the following:
   a. The firm’s experience in recruiting senior administrators in higher education.
   b. Three references from higher education clients that have used the firm to conduct an executive search within the last five years. Specify a contact person and a telephone number and email address at which the contact person may be reached.
   c. Description of a typical search conducted by the firm, including how many contacts the firm makes and the duration of the search process. From where do the selected candidates typically come? What happens if the search is not
completed after one round of candidates? When and how can the college terminate the search? What happens if the person recruited leaves or is fired? What is the firm’s success rate?

d. While maintaining client confidentiality, describe a failed search. Why did it fail? What, if anything, was done to turn the failure around and into a success?

e. Indicate inclusion strategies utilized to recruit women and minorities for executive level placement. Indicate the percentage of actual executive level placements of women and minorities the firm has made over the last five years. Identify strategies the firm will use to recruit women and minorities.

6. Cost Proposal: It is the College’s policy to competitively purchase goods and services in order to assure the prudent and economic use of public monies in the best interests of the taxpayers of Tompkins and Cortland Counties and the State of New York. Thus, the evaluation process is designed to award a contract to a firm whose services offer the maximum quality at the lowest cost to the College. The proposal must specifically set forth the firm’s professional fees and anticipated expenses in a “total not to exceed” amount. This amount must include all costs and expenses necessary to provide the services outlined in the RFP, including travel. The proposal also must set forth the hourly rate or other incremental charges that will be charged for any additional services that the College may request during the search process that are outside of the scope of work/services under the contract.

7. Guarantees: The proposal must specifically set forth what guarantees are being provided with respect to costs and expenses should the search fail in producing an acceptable candidate who is willing to take the job, or should a successful candidate within the first year of employment give notice of intent to leave the position. Such guarantees may include: a refund or reduction of fees; and/or provision of further search services at no or reduced additional cost to the College.

E. Proposal Evaluation

1. Initial Review

The College shall evaluate each proposal in the following areas in selecting finalists to come to campus for further consideration. Such criteria are not necessarily listed in order of importance. The College reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

- Technical Discussion
- Personnel Qualifications
- Relevant Company Experience
- Cost Proposal
- Guarantees

2. Oral Presentations and Related On-Campus Consideration

Upon initial review, the top firms will be invited to come to campus for further consideration as finalists. Additional detail concerning this on-campus visit will be provided at or about the time of the invitation. The firm’s designated person as defined above must be present. All travel, per diem, and any associated costs of this visit to campus and related oral presentation will be borne solely by the firm. Refusal to come to campus to provide an oral presentation, failure to appear for a scheduled
presentation, or lack of mutual agreement on a date/time for the presentation shall constitute complete grounds for disqualification of the firm from further consideration.

During the evaluation period, proposing entities may be requested to provide supplemental information.

Any supplemental information will be considered a formal part of the original proposal.

F. Legal Understandings

Please take notice, by submission of a proposal in response to this RFP, proposing entity agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this RFP constitute merely a suggestion to negotiate with the College and is not a bid under section 103 of the New York State General Municipal Law;
- Submission of a proposal, attachments, and additional information shall not entitle the proposing entity to enter into a service agreement with the College for the required services;
- By submitting a proposal, the proposing entity agrees and understands that the College is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- That any and all counter-proposals, negotiations or any communications received from the College, its trustees, officers, employees or agents by a proposing entity, its officers, employees or agents shall not be binding against the College unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and duly approved by the Board of Trustees of the College.

In addition to the foregoing, by submitting a proposal, the proposing entity also understands and agrees that the College reserves the right to, and may at its sole discretion, exercise the following rights and options with respect to this RFP, except to the extent restricted by applicable law, including but not limited to the Tompkins Cortland Community College Procurement Policy:

- To reject proposals that do not conform in all material respects to the RFP or meet the minimum evaluation criteria;
- To reject all proposals;
- To issue additional solicitations for proposals and/or amendments to this RFP;
- To waive any irregularities in proposals received after notification to all proposers;
- To negotiate for amendments or other modifications to proposals;
- To conduct investigations with respect to the qualifications and background of each proposing entity and its staff, including the designated person;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposing entities;
- To select the proposal that best satisfies the interests of the College and not necessarily on the basis of price or any other single factor of the evaluation criteria;
While this is an RFP and not a bid, the College reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposing entity is a responsible vendor for the purpose of this RFP process;

The College assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

The College is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

G. Proposals Subject to Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90 (“FOIL”), mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposing entity’s competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a) insert the following notice in the front of its proposal:

"NOTICE
The data on pages _ of this proposal identified by an asterisk (*) contain technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the College considers proper under the law. If the College enters into an agreement with this proposer, the College shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

And

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " * THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."

The College assumes no liability for disclosure of information so identified, provided that the College has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction. The contents of the proposal which is accepted by the College, including those portions thereof that may be protected from disclosure under FOIL, shall become part of any agreement resulting from this RFP.
SIGNATURE PAGE

The undersigned hereby understands all instructions and services to be performed, and offers this proposal for the right to so enter into an agreement to provide presidential search services to Tompkins Cortland Community College.

Respectfully submitted,

AUTHORIZED SIGNATURE: ______________________________________________

TITLE: ________________________________________________________________

COMPANY NAME: ______________________________________________________

ADDRESS: ____________________________________________________________

PHONE NUMBER: ______________________________________________________

EMAIL ADDRESS: ______________________________________________________
Exhibit “A” Non-Collusive Bidding Certification

REQUIRED BY SECTION 103(d) OF THE GENERAL MUNICIPAL LAW

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1. The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE 1, 2, 3 ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FOREGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFOR:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Exhibit “A” Non-Collusive Bidding Certification – Continued

IF BIDDER(S) (IS/ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:
NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

IF BIDDER(S) (IS/ARE) A CORPORATION(S), COMPLETE THE FOLLOWING:
NAME LEGAL RESIDENCE

President: __________________________________________________________
Secretary: __________________________________________________________
Treasurer: __________________________________________________________

President: __________________________________________________________
Secretary: __________________________________________________________
Treasurer: __________________________________________________________

Identifying Data

Potential Contractor: _________________________________________________
Address: __________________________________________________________
                                                                 __________________________________________________________________
Phone: _____________________________________________________________
Title: ______________________________________________________________
Name: ______________________________________________________________
Signature ___________________________________________________________
Joint or combined bids by companies or firms must be certified on behalf of each participant.

Legal name of person, firm or corporation

By

Title

Street

City, State

SIGNED:

PRINTED:

Subscribed to under penalty of perjury under the laws of the State of New York, this ____ day of ___________, 20____ as the act and deed of said individual, corporation or partnership.

Notary Public, State of New York
Exhibit “B” For Corporate Bidders Only

RESOLVED that _______________________________ be

(Name of Corporation)

Authorized to sign and submit the bid or proposal of this corporation for the following project:

And to include in such bid or proposal the certificate as to non-collusion required by section one hundred three, d, of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under penalties and perjury.

The foregoing is a true and correct copy of the resolution adopted by

________________________________________________________ Corporation at a

meeting of its Board of Directors held on the _____ day of ____________, 20 __.

__________________________________  
(Secretary)

(SEAL)

Attention Bidder: If your company is incorporated, this form must be signed.
Exhibit “C” Conflict of Interest Certification

No member of the Tompkins Cortland Community College, nor any officer or employee thereof, has a direct or indirect interest in either the bidder or this bid.

________________________________________
Signature

________________________________________
Print Name

Sworn to before me this ____ day of ____________, 2016

________________________________________
Notary Public, State of New York
Exhibit “D” References

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<thead>
<tr>
<th>Name</th>
<th>Name of Organization</th>
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