

Action

Agenda Item No. 3.1

Selection of a Presidential Search Firm and Authorization of Staff to Issue a Notice of Intent to Award Contract and Enter into a Contract

Background

A Request for Quotes was let on April 13, 2016 requiring responses from presidential search firms to be submitted by Friday, April 27. Two responses were received, one from Parker and the second from Witt/Kieffer.

Executive Staff met on May 3, 2016 and reviewed both responses. The review took into account company experience, staff experience, price, references, and each firm's proposal to complete the hiring process, including the timeline. Both firms are qualified but staff recommends the university enter into a contract with Witt/Kieffer.

Proposed timeline to execute a contract:

May 4, 2016 Executive Committee Authorization
May 5, 2016 Issue Notice of Intent to Award Contract (begin protest period)
May 8, 2016 Protest period ends
May 9, 2016 Begin drafting contract for execution

Recommendation

Staff recommend the Executive Committee select Witt/Keiffer as the presidential search firm, and authorize staff to enter into a contract with the firm subject to the protest period and issuance of a Notice of Intent to Award Contract.

Attachment

Witt/Kieffer proposal (under separate cover)