



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

REQUEST FOR PROPOSALS **SUPERINTENDENT SEARCH FIRM SERVICES**

PALO VERDE COMMUNITY COLLEGE DISTRICT
August 2023

INSTRUCTIONS & CONDITIONS

NOTICE is hereby given that the Board of Trustees of the Palo Verde Community College District, located in Blythe, California, hereinafter referred to as the District, will receive up to, but no later than 3:00 p.m. on August 22, 2023, proposals for the award of a contract for search firm services to assist the District in selecting an interim and/or regular Superintendent.

The Palo Verde Community College District is governed by a Board of Trustees composed of seven members elected to serve four year terms, in addition to a Student Trustee who is elected by the District's student body. The Board of Trustees has responsibility for setting policy, overseeing fiscal stability, and establishing an effective educational program for the students and the community we serve.

Palo Verde College was founded on September 15, 1947, six miles northwest of Blythe on the site of the former Morton Air Academy. It opened its doors as a junior college within the Palo Verde Unified School District with seventeen students enrolled. As of 2023, the District serves nearly 7,000 students that annually participate in a variety of academic programs offered at two primary education sites. Palo Verde College is located along the Colorado River in the fertile Palo Verde Valley, 150 miles west of Phoenix, 120 miles east of Palm Springs, and 100 miles north of Yuma, Arizona. Its service area includes approximately 17,817 people, 12,456 of whom reside in Blythe. The Palo Verde Community College Needles Educational Center was established to reach traditional, non-traditional and potential students in the San Bernardino County area of the District. The site is located in Needles, California, approximately 100 miles north of the main campus in Blythe. The Needles Educational Center is a comprehensive source of instruction and technology services which are coordinated with the main campus. Palo Verde College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Interested firms are invited to submit one PDF original signed proposal and one Searchable PDF electronically to Carrie Mullion at carrie.mullion@paloverde.edu. The complete proposal, together with any and all additional materials, shall be enclosed in the same PDF addressed and delivered to the aforementioned e-mail inbox no later than 3:00 PM PDT on August 22, 2023. This Request for Proposals and qualifications does not commit the District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

The email subject line shall be titled "PVCCD Search Firm Services RFQ-RFP – [Firm name]." It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled

closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

To simplify the College's review process, the format of all proposals received must be consistent with the information requested below, and responses to specific items and sub-items (e.g. #3.2) should be clearly labeled. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking with the District website periodically for any updates or revisions to the RFQ/RFP.

Qualified respondent's, including the team leader anticipated to be responsible for direct oversight and coordination with the Board, must be available to attend a Special Meeting of the Board of Trustees, to be held on September 5, 2023, during which a final determination shall be made.

RFP QUESTIONS

Questions related to this RFQ/RFP should be submitted electronically via *email* to Carrie Mullion at carrie.mullion@paloverde.edu no later than 3:00 PM PDT on August 18, 2023. Specify "PVCCD RFQ/RFP for Search Firm Services" in the subject line. Responses to all questions received will be posted on the District's website.

QUALIFICATIONS

All consulting firms may be required to furnish evidence of their technical ability, experience, and financial responsibility.

ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal shall be valid unless made or confirmed in writing and signed by the parties hereto and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

ASSIGNABILITY

The contract with the selected firm is not assignable by the consulting firm either in whole or in part.

COMPLIANCE WITH STATUTE

By responding to the Request for Proposal, the consulting firm hereby warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

PROPOSAL RESULTS

Proposal results will be available for inspection on the district website for this search process, and the final determination of the Board of Trustees will be reflected in the public minutes for the Special Meeting anticipated to occur on September 5, 2023.

PRICE, TERMS, AND CONDITIONS

The proposed price, terms, and conditions of this proposal are valid for ninety (90) days, from the date of proposal opening, unless the offering party in writing allows for a longer period of time, and for the duration of the search process if the firm is selected.

MODIFICATIONS

Changes in or additions to the submitted Proposal, recapitulations of the work bid upon alternative proposals, or any other modifications of the submitted Proposal which is not specifically called for in the contract documents may result in the rejection of the proposal as not being responsive.

WITHDRAWAL OF PROPOSALS

Consulting firms may withdraw their proposal electronically via email to Carrie Mullion at carrie.mullion@paloverde.edu at any time prior to the scheduled closing time for receipt of proposals.

EVIDENCE OF RESPONSIBILITY

Upon the request of the District, a consulting firm whose proposal is under consideration for award may be required to submit promptly to the District's satisfaction evidence showing the consulting firm's financial resources, experience, and organization for the performance of the contract.

WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the California Labor Code, the consulting firm shall secure the payment of compensation to employees. The consulting firm shall sign and file with the District the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The certificate is included herein.

NON-DISCRIMINATION

The consulting firm shall comply with the District's Board policies, including but not limited to Board Policy 3430. The consulting firm shall sign the enclosed "Certification of Nondiscrimination by Supplier" form and submit it with the proposal.

INSURANCE REQUIREMENTS

Consulting firm shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

1. Public Liability Insurance for injuries, including accidental death to any one person in an amount not less than \$1,000,000;
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000;
3. Property Damage Insurance in an amount not less than \$500,000;
4. Worker's Compensation Insurance in an amount adequate to cover all employees;
5. Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000; and
6. Automotive and truck where operated in amounts as above.

DISTRICT RIGHTS AND OPTIONS

The District reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection or to negotiate with any, all, or none of the respondents to the RFP. This RFP does not obligate the District to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to the preparation of any proposals. The District also reserves the right to waive any minor irregularities in proposals submitted.

CONFLICT OF INTEREST

Responsive proposals shall identify any current or former District employee or relative of a District employee, employed by or serving on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If, following a review of this information, it is determined by the District that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.

SERVICE REQUIREMENTS & SELECTION CRITERIA

INTRODUCTION

At the direction of the Board of Trustees, the District is inviting interested search firms to demonstrate their ability to provide assistance with the identification and recruitment of candidates for the position of Superintendent/President of the Palo Verde Community College District. The District will be selecting a search firm to supply the above-referenced services based on their areas of expertise, experience responses to the requirements of section of this RFP, and the interview process.

TIMELINE	
ITEM	DATE
RFP Issuance	August 14, 2023
RFP Questions	August 18, 2023
RFP Due to District	August 22, 2023
Special Board Meeting Presentations/Contract Award	September 5, 2023

CONTRACT TERM

Contract award date through the successful hiring of a Superintendent, anticipated to occur before July 1, 2024.

PROPOSAL REQUIREMENTS

1. Provide a detailed description of the process and all associated costs is provided in an itemized format. The selected search firm will work in collaboration with a District liaison. Some services may be provided by or in collaboration with the District liaison.
2. Timeline for the processes:
 - 2.1 The timeline for the process required to search, select, and place an **interim** Superintendent with the District, preferably within 30-60 days of award.
 - 2.2 The timeline for the process required to search, select, and place a regular Superintendent with the District, subsequent to the selection of an interim Superintendent, and prior to July 1, 2024.
3. Services:
 - 3.1 Assist the Board with the development of a hiring profile that is informed by the Palo Verde College community.

- 3.2 Assist Board with local (Blythe, CA), national, and/or statewide advertising of the position.
- 3.3 Assist Board with national/statewide recruitment of high-quality applicants that match the established profile.
- 3.4 Assist the Board with the facilitation of the applicant screening process.
- 3.5 Assist the Board with the facilitation of the interview process.
- 3.6 Conduct preliminary background check including degrees and credentials earned.
- 3.7 Solicit community input to inform the hiring profile through a variety of clearly articulated outreach efforts and community meetings.
- 3.8 Collaborate and involve the District's EEO Officer during the recruitment process.
4. Management of a community interview panel process to facilitate input into the decision-making process.
5. Description of the procedure Consultant will use to disclose to the District prior recruiting/searches involving any candidate that is screened.
6. Samples of related materials (advertising, survey forms, reports, etc.).
7. Experience References:
 - 7.1 Background information about your firm.
 - 7.2 Describe searches conducted for California Community College districts, school districts, and County Offices of Education; including the average length of time necessary to secure a candidate and the average length of time the candidates remained with the contracting district.
 - 7.3 Provide resumes of key members of the project team, specifically the team leader assigned to facilitate this proposal.
 - 7.4 Provide the names, addresses, phone numbers, and email addresses of three past or current clients who may be contacted to attest to your ability to perform the requested services.
8. Describe the guarantee, if any, that your firm provides in the event of an unsuccessful search.
9. Provide a separate estimated cost breakdown for each process described in question 2.1 and 2.2, concerning the search for an interim Superintendent and subsequent search for a regular Superintendent.
10. Please attach a copy of the proposed contract.

SELECTION PROCESS

Written responses will be evaluated and screened down to a group of finalists that will be asked to meet with the Board for interviews and to introduce their firm and services at a Special Board meeting to occur on September 5, 2023. The Board will negotiate the final terms, conditions, and

pricing of the agreement with the top-rated firm.

The evaluation of proposals and the basis of the award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

1. The consulting firm's detailed process for conducting the requested services.
2. The consulting firm's background, qualifications, experience and guarantee in providing work as identified in the Proposal Requirements section of this RFP.
3. The consulting firm's ability to deliver an effective community input process.
4. References of work done of a similar nature. Include the number of clients nationally and in California, number of clients in Riverside County and adjacent counties, number of years in education services, and all other factors that indicate the firm's commitment to perform satisfactorily, including responsiveness and availability.
5. Costs, including hourly rates for all levels of service, different personnel costs, travel time cost, and all associated costs for all support and services related to the search. All costs must be identified in your proposal. All costs are negotiable until contract signing. Suggestions: consulting firms are encouraged to offer cost reduction suggestions.

NONDISCRIMINATION CERTIFICATION

I am aware of and hereby certify that Contractor shall comply with Section 1735 of the Labor Code, which provides as follows:

No discrimination shall be made in the employment of persons upon public works because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, handicap, medical condition, marital status, or gender of such persons, except as provided in Section 12940 of the Government Code, and every contractor for public works violating this Section is subject to all the penalties imposed for a violation of [Chapter 1 of Part 7, Division 2 of the Labor Code].

By _____
Signature

Typed or Printed Name

Title

Date

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Title

Company

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

Project: PVCCD – Superintendent Search Firm Services

I, _____, declare that I am an authorized agent of the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price 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 corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Company Name _____

Company Address _____

Signature of Officer _____

Title _____

Date _____