

EXECUTIVE SEARCH FIRM
ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION
ALABAMA COMMUNITY COLLEGE SYSTEM
REQUEST FOR PROPOSAL

1. BACKGROUND

Section 16-60-111.1, Code of Alabama 1975, assigns the State Board of Education the responsibility to appoint a Chancellor who serves as the Chief Executive Officer of the Department of Postsecondary Education. The Chancellor is also, pursuant to Section 16-60-111.2, Code of Alabama 1975, responsible for the operation, management, control, supervision, maintenance, and regulation of the colleges controlled by the State Board of Education.

The Department of Postsecondary Education was established as a separate state agency in May of 1982 by the passage of Act No. 82-486 by the Alabama Legislature. This Act authorized the State Board of Education to appoint a Chancellor for the purpose of: (1) assisting the State Board in carrying out its authority with respect to the management and operation of the community, junior, and technical colleges, and Athens State University; and (2) administering the Office of the Chancellor, including the appointment of personnel as needed to carry out the tasks and responsibilities of the Department.

MISSION STATEMENT

The Department of Postsecondary Education (DPE) has direct responsibility to the State Board of Education for the direction and supervision of educational programs and services provided by the Alabama Community College System. The Department's Mission is "to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education and workforce development." Its Vision is "to develop an educated, prosperous population by providing an affordable pathway to help citizens of any walk or stage of life succeed through quality education and training; a community college system where education works for all," while it holds true to the transcendent Values of "Integrity, Excellence, Accessibility, Accountability and Diversity."

THE DEPARTMENT

The Department of Postsecondary Education is supported by both state and federal funding. Department employees are not subject to or governed by the provisions of the State Merit System laws, but are entitled to all benefits accruing to Merit System employees, including the right to accumulate leave and participate in the Teachers' Retirement System and State Employee's Health Insurance Plan. All personnel serve at the pleasure of the Chancellor.

ALABAMA COMMUNITY COLLEGE SYSTEM

Governed by the State Board of Education, the Alabama Community College System (ACCS) consists of 22 comprehensive community colleges and four technical colleges, Athens State University, and extensive workforce development programs and initiatives, including the Alabama Industrial Development Training Institute (AIDT) and the Alabama Technology Network (ATN). Approximately

300,000 people are served annually by all of the entities of our system, including AIDT, ATN, workforce development, and adult education. Of those served, approximately 125,000 are enrolled in credit courses. The Alabama Community College System's commitment to access is characterized by statewide geographical locations, open enrollment, and low-cost tuition, as well as a variety of programs and services that remove barriers to college entrance, education pathways and workforce training opportunities. In addition, thousands of citizens statewide enjoy access to our facilities for community activities and enrichment programs. The Alabama Community College System is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development.

The Alabama Community College System provides:

General education and other collegiate programs at the freshman and sophomore levels that prepare students for transfer to four-year institutions to complete baccalaureate degrees, as well as an upper division university that provides selected baccalaureate programs.

Adult Education that focuses on improving individuals' skills, productivity and training with GED preparation and testing, basic skills, and English as a Second Language.

Workforce development initiatives that provide customized, flexible, short-term training programs that are responsive to industry needs—from highly specialized training to programs that help prepare entry level employees to meet growing demands.

THE PLANNING EFFORT

The State Board of Education accepted the resignation of Chancellor Bradley Byrne effective the close of business May 28, 2009. The State of Board of Education immediately appointed Joan Davis as Interim Chancellor until such time that a nationwide search could be conducted. The Board of Education also adopted a resolution on May 28, 2009, that established the Board, acting as a committee of the whole, will conduct the search with help from outside consultants to be selected by the Board. The State Board of Education will invite applications for the position of Chancellor of the Alabama Community College System. The successful candidate will possess all minimum educational requirements. The successful candidate will also possess a minimum of five years of senior-level, full-time administrative experience at a public community or technical college, an agency responsible for the oversight and direction of public community or technical colleges, a government agency, or business and industry. A high level of commitment to the mission of postsecondary education and workforce development is also a required qualification. The Board has also established preferred professional experience for the incumbent. The successful candidate will preferably have the ability to understand, articulate, and promote the philosophy and mission of two-year institutions to internal and external constituents, including members of the Alabama Legislature, elected and appointed local, state and regional leaders; demonstrated dynamic leadership and teamwork; ability to communicate effectively with students, faculty, staff, alumni, board members, system staff, local and state officials, business and industry, and the community; demonstrated support of high standards of academic and professional excellence; a thorough understanding of budgeting and funding processes, more specifically a basic understanding of how two-year institutions are funded at the state level and the seeking of federal appropriations with federal agencies, Congress and private sources; experience with and commitment to strategic planning; demonstrated understanding of the complexity of working with large, diverse geographic areas.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

- Release of RFP: June 11, 2009
- Deadline for Written Questions: June 15, 2009 (All questions and answers will be posted on the website within 24 hours of receipt)
- Proposals are Due: 4:00 p.m. CDT, June 19, 2009
- Proposal Evaluation Completed and Approved by State Board of Education: June 25, 2009
- Final Approval of Contract: On or before July 3, 2009

3. SCOPE OF SERVICES

- A. Advise and assist the Chancellor Search Committee, which consists in whole of the State Board of Education, in recruiting and selecting a Chancellor for the Alabama Community College System. This includes assisting with interview questions, assisting with evaluation of applicants, and assisting with any part of the selection process deemed necessary by the State Board of Education.
- B. Recruitment of regional, national, and international candidates for the vacancy. Direct solicitation of candidates to strengthen the diverse and geographic dynamic of the selection pool is expected.
- C. Provide background and exhaustive reference reports in writing for at least 10 final candidates. Work with DPE officials to complete the selection process as determined by the State Board of Education. All application materials for consideration will be sent to the Chancellor Search Committee. The Chancellor Search Committee will be the final authority on the search process.
- D. Assist the Chancellor Search Committee and provide (if needed) consultation and expert advice during all called committee meetings.

4. PROPOSAL FORMAT GUIDELINES

Interested contractors are to provide the DPE with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 10-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections.

Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of the offer. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

The following proposal sections are to be included in the proposer's response:

A. Cover Letter

A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the price will be valid for a period of at least 30 days. Indicate the address and telephone number of the contractor's office from which the project will be managed.

B. Background and Project Summary Section

The Background and Project Summary Section should describe your understanding of the DPE and the ACCS, the work to be done, and the objectives to be accomplished. Refer to Scope of Services of this RFP.

C. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. The Methodology Section should include:

- (1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and recruiting candidates; and (iii) any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- (2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Services" section.

D. Staffing

Provide a list of individuals who will be working on this project and indicate the functions that each will perform. Include a detailed resume for each designated individual.

E. Qualifications

The information requested in this section should describe the qualifications of the firm, key staff, and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- (1) Names of key staff that participated on named projects and their specific responsibilities with respect to this Scope of Work.
- (2) A summary of your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- (3) Provide at least three references that received similar services from your firm. The DPE reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - a) Client Name
 - b) Project Description

- c) Project start and end dates
- d) Client project manager name and telephone number

F. Disclosure Forms

Proposal must be accompanied by completed Vendor Disclosure Statement and Immigration Status Statement.

G. Fee Proposal

Provide a time and material fee schedule. This cost Proposal should include direct man-hour rate and any out-of-pocket cost structures that should have prior authorization by the DPE.

5. PROCESS FOR SUBMITTING PROPOSALS

- Content of Proposal

The proposal must be submitted using the format as indicated in the proposal format guidelines.

- Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate, and reliable presentation.

- Number of Proposals

Submit eleven (11) copies of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis.

- Submission of Proposals

Complete written proposals must be submitted in sealed envelopes to:

Chancellor Search Committee
Alabama Department of Postsecondary Education
401 Adams Avenue
Montgomery, Alabama 36130
RE: Request for Proposal

All proposals must be received by no later than 4:00 p.m. CDT on June 19, 2009. Proposals will not be accepted after this deadline.

- Inquiries

Questions about this RFP must be directed in writing, via e-mail to:
(no phone calls will be accepted)

LaTonya Dupree, Director of Human Resources
ldupree@dpe.edu

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any DPE employee other than the contracting officer listed above regarding this proposal. The DPE reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the DPE. Prior to final contract approval, the successful proposer will be required to submit the State contract disclosure form customarily required of DPE contractors.

- Conditions for Proposal Acceptance

This RFP does not commit the DPE to award a contract or to pay any costs incurred for any services.

The DPE, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the DPE. If any proprietary information is contained in the proposal, it should be clearly identified.

6. EVALUATION CRITERIA AND AWARD

A. Evaluation Criteria

The DPE's consultant evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The DPE may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

1. Compliance with RFP requirements (0-10 points)
2. Understanding of the project and the community college system environment (0-30 points)
3. Recent experience in conducting similar scope, complexity, and magnitude in community college and system settings, including references (0-30 points)
4. Educational background, prominence in the field of community college and system operations and planning, related work experience, and directly-related consulting experiences (0-20 points)
5. Fee proposals (0-10 points)

B. Award

The evaluation committee will score each proposal. Each committee member will submit their top five proposals. The Board will make a selection at its June 25, 2009 meeting.

The DPE may also contact and evaluate the proposer's and subcontractor's references; contact any proposer to clarify any response; contact any current users of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The

evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the System.

If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm who will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the DPE may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

7. STANDARD TERMS AND CONDITIONS

- Amendments

The DPE reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the DPE's website. Proposers should check this web page daily for new information.

- Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the DPE.

- Contract Discussions

Prior to award, the apparent successful firm may be required to enter into discussions with the DPE to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm.

- Confidentiality Requirements

The staff members assigned to this project may be required to sign a departmental non-disclosure statement. Proposals are subject to the Freedom Information Act. The DPE cannot protect proprietary data submitted in proposals.

IMMIGRATION STATUS

I hereby attest that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

Signature of Contractor

Witness



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

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STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

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This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.