



**ILLINOIS CENTRAL COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #514**

REQUEST FOR PROPOSAL

EXECUTIVE VICE PRESIDENT OF ACADEMIC AFFAIRS RECRUITMENT

Issue Date: October 18, 2024

Illinois Central College is soliciting interest and invites you to submit a proposal for Vice President of Academic Affairs Recruitment. **All proposals are due by Friday, November 1, 2020 at 10AM CDST** and should be **e-mailed to purchasing@icc.edu**. A confirmation will be returned.

INTRODUCTION AND BACKGROUND

Illinois Central College began classes at the East Peoria location in September of 1967 and serves the residents of all or parts of 10 counties in Central Illinois (Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark, and Mason) encompassing a land area of 2,322 square miles and a population of approximately 365,000. Illinois Central College is a public community college providing a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community. (You can review or download ICC essential facts at <http://icc.edu/about-icc/institutional-research/essential-facts/>)

Illinois Central College has two campuses: East Peoria and Peoria and one remote location: Pekin. Campus Housing, owned by the ICC Educational Foundation and managed by a third party housing Management Company, opened in August of 2004. The complex offers 330 bed spaces to students in an on-campus, apartment-style, and living option.

OBJECTIVE

Illinois Central College is seeking an academic executive search firm to assist the College in the recruitment and selection of its next Vice President of Academic Affairs (VPAA).

GENERAL INFORMATION

Public Information

All material submitted is available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

Errors and Omissions

All documents shall be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during the examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Title III Project Director who will then issue the necessary clarifications to all prospective bidders by means of addenda.

Disclaimers

Any Request for Proposal issued may or may not result in an award contract. However, Illinois Central College reserves the right to cancel any request, at any time, for any reason, and to reject all proposals. Receipt of RFP materials from the College or submission of a proposal to the College confers no rights upon the vendor nor obligates the College in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Proposal is the responsibility of the College.

Any contract resulting in an award from this Request for Proposal is invalid until properly approved and executed by the College.

The successful vendor must not commence any billable work until a valid contract is executed.

A contract resulting from the Request for Proposal shall not preclude the College from obtaining equipment or services from other vendors if the successful vendor for this Request for Proposal is unable to satisfy the project needs in an acceptable manner.

Clarification of Proposals

The College reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

Award

The award of the contract, if it is awarded, will be to the firm who in the College's opinion serves the best interest of the College. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. *A formal recommendation for award will be presented at the Board of Trustees meeting on Thursday, November 21, 2024. If approved, an Intent to Award will be e-mailed to successful bidder on November 22, 2024.*

Payment

Payment will be made in accordance with the policies and procedures of the Board of Trustees of Illinois Central College, District #514. The College will make payment in approximately thirty (30) days following completion and acceptance of contract work.

Acknowledgment of Addenda

Original signature of company official on an addendum document shall be construed as an acknowledgment of receipt of any and all addenda pertaining to any specific bid. Identification of addenda by number should be noted on the proposal form, as provided.

Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veterans status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30ILCS 575/0.01 et seq.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation, and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

PROJECT SCOPE

Illinois Central College is seeking an academic executive search firm to assist the college in the recruitment and selection of its next Vice President of Academic Affairs (VPAA).

As a member of the Executive Team, the Vice President of Academic Affairs (VPAA) serves as the chief academic affairs officer and provides ongoing leadership for the increasing levels of student success as well as policies, practices, management and support of academic affairs operations. In support of the College's mission, vision, strategic plan, philosophy, and core values, the VPAA brings visionary, strategic and equity-focused leadership to develop and review all instructional programs and services, and facilitate continued development of innovative teaching practices and modalities. The VPAA is responsible for assessment of student learning initiatives and maintaining institutional accreditation.

The academic executive search firm will provide the following services:

1. Leading and ongoing monitoring of the search process, including guidance of the appointed ICC Search Committee.
2. Advertise the position in agreed upon advertising mediums (higherjobs, Chronicle Online, etc.)
3. Actively recruit in identifying and cultivating candidates.
4. Collect all required application materials.
5. Prescreen applicants against minimum required criteria identified in the job description.
6. Provide a diversity summary of applicants.
7. Develop, in coordination with the Search Committee Chair, an efficient screening tool to narrow candidate pool to a group of semi-finalist candidates.
8. Collaborate with the Search Committee, in coordination with the Committee Chair, in the evaluations of the semi-finalists to identify finalists.
9. Assist with in-depth evaluations of the finalist candidates, as requested, by telephone, video or other appropriate means.
10. Provide advice regarding the design of the finalist candidate(s) visits to be handled by Illinois Central College.
11. Draft search correspondence communications with the Illinois Central College community and meeting agendas.
12. Guide in outlining conditions of employment (salary, evaluation criteria, transition plans).
13. Handle all administrative search services.
14. Consultations as requested and needed throughout the duration of the search, to its scheduled conclusion in Spring 2025.
15. Perform pre-employment background checks on finalists (include drug screen, criminal search, credit report, motor vehicle report, all litigation, education verification, and address verification).
16. Perform reference checking of all finalists.

REQUIREMENTS FOR PROPOSAL PREPARATION

To achieve a uniform review process and to obtain the maximum degree of comparability, Illinois Central College is seeking the following list of items be addressed in the proposal:

1. Letter of Interest; An overview of the Firm's qualifications, including relevant experience and expertise. The summary should include:
 - The Firm's history, background, mission, number of employees, and types of services offered.
 - The Firm's previous experience with engagements of similar size and scope.
 - The Firm's experience working with community colleges.
 - The professional resume/vitae of the person(s) who would be assigned to this engagement and a breakdown of how work would be assigned if more than one individual would support the engagement.
 - What differentiates the applicant's qualifications and approach from that of other providers?
2. Explanation of Services; A detailed explanation of the services provided by the Firm.
3. Fee Structure; Cost proposal including standard contract terms and conditions and a price schedule breakdown that includes items such as advertising, travel of search consultant, background checks, referencing checks, etc.
4. Supplemental Information; Provide any further information you believe is relevant to Illinois Central College so that we may fully understand your qualifications and abilities to provide the services requested in this RFP.
5. References; Provide a list of colleges and universities that have utilized your services. Also, provide names and phone numbers of two references, preferably community colleges with districts similar to ICC's. ICC reserves the right to contact references listed in this RFP.
6. Vendor's Certification Form (see page 8 of this RFP).

SELECTION CRITERIA

Vendors submitting RFP's must meet the criteria on the Vendor Certification form and will be reviewed by the RFP Evaluation Committee. The Evaluation Committee will utilize the Evaluation Rubric (see page 7 of this RFP) to determine finalists, who may be invited for a presentation electronically or in person. The final recommendation will be subject to Board of Trustee approval on November 21st. **INSTRUCTIONS TO PROPOSERS**

PROPOSALS must be e-mailed to purchasing@icc.edu by Friday, November 1, 2024 at 10AM CDST. Late proposals will not be considered.

Questions should be e-mailed to molly.walker@icc.edu by Monday, October 28 to ensure that formal responses will be returned before the RFP due date. Formalized responses will be e-mailed back to inquirers and a Q&A will be posted to icc.edu/purchasing under "Current Solicitations."

The Board reserves the right to waive technicalities and information in the proposal process, to reject any or all proposals, or any part of any proposal, for any reason. The College also reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. The determination of whether any proposal by a firm does or does not conform to the conditions and specifications of this Request for Proposal is the responsibility of the College.

Virtual Presentations

The Purchasing Department will contact Finalists via e-mail before Noon CST on Tuesday, November 5, 2024 to schedule virtual presentations. Finalists will be invited to provide one 30-minute virtual presentation to the RFP Evaluation Team, via Zoom during one of the following timeslots:

- Thursday, November 7, 2024 at 2:00PM CST
- Thursday, November 7, 2024 at 2:45PM CST
- Friday, November 8, 2024 at 1:00 CST

Timeslots will be reserved on a first-come, first-serve basis. The meeting Zoom link will be shared with the requestor as a timeslot confirmation.

The virtual presentation will be guided by the proposer and consist of one 20-minute services overview followed 10 minutes of Questions and Answers. The virtual presentation will be recorded.

VICE PRESIDENT OF ACADEMIC AFFAIRS RECRUITMENT RFP
EVALUATION COMMITTEE SCORING RUBRIC

EVALUATION CRITERIA	RATING	WEIGHT
<p>Completeness & quality of the response as outlined in the RFP</p> <ul style="list-style-type: none"> ▪ The vendor’s response should adequately address all the requirements of the RFP including formatting, inclusion of attachments, number of copies, and software requirements. ▪ The response should address all areas identified within the Project Scope portion of the RFP. 		40%
<p>Quality and depth of references of the vendor(s)</p> <ul style="list-style-type: none"> ▪ The vendor’s references should adequately substantiate the vendor’s ability to deliver what it has proposed. ▪ References with community colleges and/or with PeopleSoft are preferred. 		10%
<p>Quality and depth of company and service overviews and supplier characteristics</p> <ul style="list-style-type: none"> ▪ Additional consideration given to Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise as per ICC college procedures. ▪ Quality of overview provided as part of the RFP information to include depth of work in the field, adaptability to change in the market, etc. 		15%
<p>Price</p> <ul style="list-style-type: none"> ▪ Proposed cost, fees and expenses of system, including implementation, training, and on-going support. ▪ Pricing should be broken out to show costs related to one-time costs, annual costs, and additional costs for optional services beyond the base package price. 		35%

**ILLINOIS CENTRAL COLLEGE
ONE COLLEGE DRIVE
EAST PEORIA, IL 61635**

VENDOR'S CERTIFICATION FORM
(Must be returned with bid proposal.)

By signing this required form, the undersigned agrees the said contractor/vendor is responsible as defined below. This information may be used as a criteria in the evaluation of vendors. Failure to comply with any of the below may result in disqualification of your proposal.

- Contractor/vendor certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 5/33E-3 or 5/33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NO _____ YES _____

- Contractor/vendor is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, please specify your certifying agency.

NO _____ YES _____ *Certifying Agency* _____

- Contractor/vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment or a violation of the Illinois Drug-Free Workplace Act.

NO _____ YES _____ N/A _____

The Undersigned states that the signature of the person is authorized to sign the proposal.

By: _____ Date: _____

(Signature of Company Official)

(Title of Company Official)