



Muskegon Community College

Request for Proposal

Community College Presidential Search Consultant

October 20, 2021

Preamble:

Named the 19th Best Community College in the U.S. in 2021, Muskegon offers accredited academic programs leading to 54 associate degrees and 32 certificates. As an Achieving the Dream Leader College, MCC's nationally recognized commitment to student success unites its faculty and staff in their mission to prepare students, build communities and improve lives.

One of Michigan's most picturesque community colleges, the Muskegon main campus building - an award-winning Alden Dow design - spans Four Mile Creek on a 15-acre sylvan setting. The campus boasts several new multimillion-dollar facilities - the Health and Wellness Center, the Science Center and the Art and Music Building - and includes University Park Golf Course and the Carr-Fles Planetarium. The Sturris Technology Center in historic downtown Muskegon is home to state-of-the-art applied technology offerings, the Rooks|Sarnicola Entrepreneur Center and the Lakeshore Fab Lab. MCC offers classes in adjacent Ottawa and Newaygo Counties.

This request for proposals implies no obligation on the part of Muskegon Community College. The College reserves the right to accept the proposal that it believes most nearly meets its requirements based on "best value" and not necessarily the lowest price offered.

Muskegon Community College
221 South Quarterline Road
Muskegon, MI 49442

NOTICE: Prospective bidders who have received this document from a source other than the Office of Financial Services should immediately contact the Office and provide their name and mailing address in order to ensure that amendments to the Request for Proposal or other communications are sent to them. Any prospective bidder who fails to provide the Office with this information assumes complete responsibility in the event that they do not receive communications from the Office of Financial Services prior to the closing date.

I. INSTRUCTIONS TO SEARCH FIRMS/AGENTS

General Comments

This document and all appendices are considered part of the required specifications to the RFP.

Muskegon Community College reserves the right to modify any part of the document at its discretion. Notice of changes will be mailed to each participating vendor and posted to:

<https://www.muskegoncc.edu/financial-services/request-for-proposals-rfp/>

Muskegon Community College reserves the right to reject any and all proposals.

Submission Requirements

One (1) original and four (4) copies of the proposal will be due on

Friday, November 8, 2021 at 12:00 pm (EST).

Proposals should be delivered by the required date and time to:

**Muskegon Community College
Attention: Mike Council, Purchasing Manager
Financial Services-Room 1044
221 South Quarterline Road
Muskegon, MI 49442**

Electronic submissions may be made to mike.council@muskegoncc.edu

Start Date/Contract Term

The successful search firm/agent will begin consultation services on or about **November 25, 2021.**

Payments

Payment for services will be made on a detailed invoice basis and should be sent to:

Ms. Kristine Anderson
Executive Director of Human Resources
Muskegon Community College
221 South Quarterline Rd.
Muskegon, MI 49442

After approval, the invoice will be forwarded for payment. Approximately 14 working days will be required for payment.

Contract Award

The selection of an agent/vendor is planned to be finalized and announced by **November 20, 2021**. This decision will be the one that Muskegon Community College Board of Trustees determines to be in its best interest, most responsive to its needs, and offers the greatest benefit for the proposed cost. The decision will include an assessment of the evaluation criteria identified in Appendix I.

A. Addenda

Any "Addenda" or additional instructions to agent/vendors issued by the Muskegon Community College prior to the time for receiving proposals shall be covered in the proposal, and in closing a contract; they shall become a part thereof.

B. Proposal Format

Proposals must be submitted according to the format outlined in this document. The materials submitted must be in sequence and related to the Request for Proposal. Muskegon Community College will make no reimbursement for the cost of developing, presenting, responding to this RFP or presenting proposals in response to this RFP.

C. Pricing

Proposals must fully detail all costs and fees for services.

II. REQUIREMENTS

Muskegon Community College is seeking to engage a firm/agent to support its search process for a new College President to replace the retiring President. Our goal is to place a successor in the role by July 1, 2022.

A. Minimum Requirements

The College Board of Trustees is seeking Proposals from firms who have successful search and placement experience with Presidential positions in Community Colleges in the State of Michigan. ***If you do not have this experience, please do not respond to this Request for Proposal.***

B. Scope of Work

The successful search firm/agent is expected to guide and counsel the Board of Trustees and to provide specific work products that facilitate the presidential search process for Muskegon Community College. The successful firm will:

1. Recommend the approach and methodology to be used for the search and selection process. Work with the Board of Trustees and Executive Director of Human Resources to adjust that approach as needed for the College's unique needs.
2. Serve as a consultant to the Board of Trustees/Executive Director of Human Resources to develop and facilitate the search process including establishing and recommending a timeline and milestones.
3. Make recommendations regarding the development of the position profile and announcement/recruitment documents. Assist MCC to identify key issues and challenges which it will face in filling the position, and the type of leadership needed for the college.
4. Recommend and develop recruitment strategies to achieve an appropriate pool of potential candidates ensuring that recruitment efforts are designed to include a well-qualified, diverse group of candidates.
5. Assist with review and screening of applicants as deemed appropriate by the MCC board chair and subcommittee within the structure and methodology established for the search.
6. Provide information to candidates, as appropriate, to help them understand the College, its needs, qualities of the Muskegon Community and surrounding areas, k-12 schools and communities that are located in the Muskegon Intermediate School District (College's Taxing District) as well as the Michigan community college structure.
7. Coordinate and/or complete reference and background checking for applicants in accordance with criteria developed with MCC.
8. Assist with agenda and schedule coordination of candidates for candidate interviews, visitation to Muskegon Community College's main campus and Sturris Technology Center, and site visits to other locations as appropriate.
9. Provide and submit reports to the Executive Director of HR at completion of major milestones or upon request.
10. Coordinate regularly with the Executive Director of HR on timelines, information, and search progress.

11. All products and services provided will be in "final" form unless specified otherwise. Documents should be formatted, edited and proofed. Interface with the Board, subcommittee, Executive Director of HR, search committee, applicants or others involved in the process should be highly professional and maintain confidentiality.
12. Consultant and any staff assigned to the search will sign and adhere to a confidentiality agreement regarding the exchange of information during and after the search
13. Provide Human Resources with copies of resumes received and reasons for acceptance or rejection as a candidate.
14. Perform duties within the scope of a Presidential search as designated by the MCC Board, Executive Director of HR and subcommittee.

C. Proposal Format

1. Please provide a brief profile of the firm and its location and main telephone number. Also include the key contact person's name, address, email and telephone.
2. Provide the name, title or position, email and telephone number of the person who would have primary responsibility for the College's project. Identify any other persons(s) proposed and the role and responsibilities as it relates to the College's project. Provide a resume for each of the named persons; specify the person's experience related to this kind of search, particular skills, education, other experience, significant accomplishments and any other pertinent information. Each resume should include at least two professional references and contact information. The successful firm is expected to commit that the staff identified in its proposal will actually perform the assigned work. Any staff substitution must be approved by the College.
3. Describe your firm's general approach and methodology, and how you interpret your role when filling executive leadership positions. Include an overview of the process, project requirements, and tasks to be completed.
4. Describe your firm's particular strengths and experience in executive searches for the chief executive officer of community colleges. Include at least three (3) references of successful searches your firm has performed in the last five (5) years and note the name of the firm's representative on each of these searches. Provide reference contact names for each of those searches including both Chair of the Board of Trustees and College/Executive Director of Human Resources at the time of the search.
5. Identify any particular strategies you would recommend to ensure an appropriate and diverse pool of candidates, including advertising strategies, additional recruitment efforts, etc.
6. Identify methods used to ensure confidentiality of the search process as well as compliance with legal requirements.
7. Disclose any work your firm does in support of applicants, paid or nonpaid, including placement services, candidate preparation or candidate coaching. Disclose any other work your firm is engaged in that would potentially be seen as a conflict of interest including current searches for other educational entities.
8. Although the total cost of the consulting services contract will depend on finalization of the scope of services, please submit information on how fees are calculated, the rates of named consultants, and the level of detail provided with billings, schedule of billings and how they relate to completed work. (Provide a sample invoice showing detail).
9. Provide a sample of your consulting services contract.
10. Provide examples of specific work products your firm created/assisted in creating for

prior searching including, profile, job description, advertisements, interim reports, and applicant package.

III. Request for Information/Clarification

All requests for information/clarification must be received in writing by 12:00 pm (EST) **Thursday, November 4, 2021** so that responses can be disseminated to prospective respondents. All requests for information/clarification should be sent to:

Muskegon Community College
Attn: Mike Council, Purchasing Manager
Financial Services – Room 1044
221 South Quarterline Road
Muskegon, MI 49442
Email: mike.council@muskegoncc.edu

IV. PROPOSAL SUBMISSION

All submissions must be complete to be forwarded to the Board of Trustees/Board Liaison for consideration.

Hardcopy submissions:

Submit one (1) original and four (4) copies of each package. Mail or deliver to:

Muskegon Community College
Attention: Mike Council, Purchasing Manager
Financial Services-Room 1044
221 South Quarterline Road
Muskegon, MI 49442

Electronic submissions:

- Email package in PDF format to mike.council@muskegoncc.edu . Please make the following separate PDF files:
 - File 1: Written response to questions
 - File 2: Resumes and other textual examples
 - File 3: Pamphlets/brochures or other samples from previous searches.

Note: If submitting e-response but desiring to provide hardcopy examples of previous search materials, those materials may be forwarded separately to the hardcopy address above with a copy of the submitting email by **Monday, November 8, 2021 at 12:00 pm (EST)**.

V. EVALUATION CRITERIA

All proposals will be evaluated by the RFP Presidential search firm subcommittee using the criteria contained in Appendix I of this RFP.

One or more finalists may be requested to provide a formal presentation to the search subcommittee on or before November 20, 2021

APPENDIX I

Evaluation Criteria	Maximum Criteria Points
A. Qualifications (Firm/Agent)	
1. Experience with community college presidential searches in Michigan.....	10
2. References.....	10
B. Personnel	
1. Staffing committed to search.....	5
2. Qualifications of staff assign to search.....	10
3. Experience of staff assigned to search	10
4. Staff references.....	10
C. Search Process	
1. Overall approach methodology and strategy for search	10
2. Recruitment strategies.....	10
3. Review and screening process.....	10
4. Schedule and major milestones for search.....	5
D. Pricing- Value	10
	Total 100

APPENDIX II

Draft of Position Information

The President of Muskegon Community College is responsible for improving the quality of life on our campus and in our community through the programs and services accessible to all and focused on our vision of creating an “educated, inclusive community”. This dynamic leader will build strong teams, fosters innovation for continuous improvement. Collaborating in an environment focused on student success. The President will have a deep commitment to student access and success, for current students, future students, and those that have graced our campus before. They will provide vision for the College and continuous leadership and direction for the planning and operation of all aspects of the College’s programs and services in conformity with Board policies, state, and federal rules and regulations. Muskegon Community College operates under Policy Governance.

Demonstrated Skills/Abilities/Competencies:

- Established reputation of high integrity, honesty, and trust
- Demonstrated the ability to provide visionary leadership ability to engage the college community in planning, assessment and building a vibrant future
- Skilled in building effective working relationships with students, faculty, staff and community
- Strongly committed to MCC and the Muskegon community
- Strong advocate for diversity, equity, and inclusion in all aspects of college life, leadership experience in a multi-cultural environment. Fiscal responsibility and successful experience in fund development from private, State and Federal sources
- A track record of successful leadership experience in increasingly responsible positions from teaching through senior administration, preferably in a community college setting
- Earned doctorate preferred but not required
- An understanding of, and commitment to, the comprehensive community college philosophy
- Knowledge/experience in annexation issues pro and con/alternatives.

Muskegon Community College or (“MCC” or “College”) is a public community college, a political subdivision of the State of Michigan, with a full-time equated student enrollment of approximately 2,900 and unduplicated head count of approximately 6,900. The College has an annual operating budget (general fund) of \$37.6 million and employs approximately 225 regular full and part time staff as well as a significant number of adjunct faculty and student assistants. The College offers 41 associate degree programs and 48 certificate programs. The College's main campus, located on a 111-acre campus in Muskegon, includes the Hendrik Meijer Library & Information Technology Center, the Bartels-Rode Gymnasium, the Frauenthal Foundation Fine Arts Center with the Overbrook Theater and Art Gallery, the Stevenson Center for Higher Education, the Science Center, the Health and Wellness Center, and the Art and Music Center. MCC also operates extension centers in Ottawa and Newaygo Counties, as well as the Sturuss Technology Center in downtown Muskegon.