REQUEST FOR PROPOSALS # 125

Blinn College invites qualified firms/individuals to submit Proposals for:

EXECUTIVE SEARCH FIRM

Proposals will close on:

November 17, 2014 @ 2:00 PM CST

Sealed Proposals must be submitted to the following location with the proposal # in the lower left corner of the envelope. 

Faxed and e mailed proposals will not be accepted.

Mail Proposals to:
Blinn College Purchasing
902 College Avenue
207
Brenham, Texas 77833

Deliver Proposals to:
Blinn College Purchasing
806 College Avenue – Old Main Room
Brenham, Texas 77833

RFP# 125
Executive Search Firm

Proposals that arrive after the closing date and time will be rejected. Respondents only will be read aloud at the above referenced closing. No additional information will be read so as to avoid disclosure of the contents to competing vendors and kept secret during negotiations. However, all proposals shall be open for public inspection after the contract is awarded. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the Proposal will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the proposal is received prior to the bid opening. Delivery at any other campus location or any other department is unacceptable. Blinn reserves the right to reject any and/or all Proposals, to award contracts as may appear advantageous to Blinn, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing
Introduction

Intent and Scope of Work

Blinn College and the Board of Trustees (hereinafter, "BLINN"), are seeking the services of a single contractor qualified to conduct a national search for the position of President/CEO who will lead the institution (hereinafter, "applicants").

Qualified, interested individuals and firms are invited to submit a written proposal in accordance with the specifications and guidelines set forth in this Request for Proposal (the “RFP”).

The scope of work is further defined in PART III of this RFP.

Pursuant to the Provisions of Texas Government Code Title 10 subtitle D Chapter 2156.121-2156-127, General Services Act rules and regulations adopted there under, sealed proposals will be received until the date and time established for receipt. After receipt, only the names of the bidding companies will be made public. Proposals will not be read aloud. All requests for information will result in written responses sent to all applicants known to the College. All proposals shall become the property of the College.

The College reserves the right to accept or reject any and all proposals, wave any formalities in the proposal process and award proposals in a manner most advantageous to the College and to negotiate with any providers as deemed advisable or necessary for the best interest of the College.

College Information

Blinn College, the Junior College District of Washington County, is located in Brenham, Texas, and serves a 13 county service area with campuses in Bryan, Sealy and Schulenburg. The school was founded in 1883 by the Southern German Conference of the Methodist denomination under the name of Mission Institution. In 1889 the name was changed to Blinn Memorial College in honor of the Reverend Christian Blinn of New York who had donated a considerable sum of money to make the school possible. The institution was originally founded for the purpose of training young men for the ministry, but in the course of time, to meet the demands of the public, academic courses were added. After operating for five years as an institution for men only, Blinn College was made coeducational in 1888. Until 1927 the school was of academy rank. In 1927 the Board of Trustees, under leadership of President Philip Deschner, organized a junior college. In 1930 the school was merged with Southwestern University (Georgetown, Texas). In 1934, a new charter was procured by the citizens of Brenham, and a private nonsectarian junior college, under the name of Blinn College, was organized with nine regents as the board of control. In February, 1937, all connection with Southwestern University and the Methodist denominations were severed. An election held in Washington County on June 8, 1937, for the purposes of creating a public junior college district and for levying a small tax, was successful. Blinn thus became the first county-owned junior college district in Texas. The college continues to operate as one of the largest of the state’s 50 public junior/community college districts.

BLINN’s website is at:  http://www.blinn.edu

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<td>Estimated Nov. 18, 2014</td>
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PART I – PROPOSAL REQUIREMENTS

1.0 Instructions to Offerors

1.1 Advice

The department responsible for this RFP is the Purchasing Department located at 902 College Avenue, Old Main Building Room 207 Brenham, Texas 77833. The BLINN contact for this RFP is Ross Schroeder, Director of Purchasing; telephone (979) 830-4118; fax (979) 830-4155; email: ross.schroeder@blinn.edu. All questions, prior to award, must be directed to Mr. Schroeder.

1.2 Questions

Questions concerning this RFP must be submitted in writing to the BLINN contact named in section 1.1, above. If BLINN determines that questions necessitate a change to this RFP, the change will be reduced to writing in the form of an addendum.

1.3 Form of Proposal and Method of Submission

Electronic submitted proposals are also required. All written proposals must be submitted in one (1) original and four (4) copies (these copies are for use by the evaluation committee). Proposals must be received by the deadline for submission of proposals in a sealed envelope clearly marked with the firm name, return address, the RFP number and the closing date and time.

Proposals not submitted as instructed may not be accepted. Amendments to proposals, once filed, may only be submitted in a properly-identified, sealed envelope, prior to the date and time for submission of proposals.

1.4 Receipt of Proposals / Late Proposals

1.4.1 It is the sole responsibility of the offeror to ensure timely delivery of its proposal to the BLINN Purchasing Department. BLINN will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies such as FedEx, UPS, DHL, or Airborne Express, or any other mode of delivery chosen by the offeror.

1.4.2 Proposals received after the date and time specified for submission of proposals shall be considered late and shall not be considered for award, unless one or more of the following conditions exists:

1.4.2.1 it is determined by BLINN that late receipt was due solely to mishandling by BLINN after receipt of the proposal by BLINN; or

1.4.2.2 only proposal received; provided however, that the proposal is received by close-of-business (5:00 p.m.) on the date for submission of proposals.

1.5 Accuracy of Proposal / Withdrawal of Proposal Prior to Deadline for Submission of Proposals

Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile at any time prior to the hour of closing, provided that the facsimile is signed and dated by the offeror's authorized representative. However, no proposal may be withdrawn for a period of ninety (90) days subsequent to the closing without the prior written approval of the Director Purchasing.

1.6 Disclosure

Offerors shall note any and all relationships that might be a conflict of interest and include such information with the proposal. (see Part II, Contract Terms and Conditions, section 7.0)
1.7 Costs for Responding

All cost(s) directly or indirectly related to preparation of a response to the RFP, and any oral presentation required supplementing and/or clarifying a proposal shall be the sole responsibility of and shall be born by each offeror.

1.8 Offeror Response and Proprietary Information

1.8.1 This RFP specifies the format, required information, and general content of proposals submitted in response to this RFP.

1.8.2 The Purchasing Department will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Department, BLINN's administrative staff, and the members of the evaluating committee; provided however, that if Board of Trustee authorization is required, the departments' recommendation for award will be published as an agenda item.

1.8.3 After a contract is awarded in whole or in part, BLINN shall have the right to duplicate, use, or disclose all proposal data submitted by offerors in response to this RFP as a matter of public record. Offerors must label each page containing what they believe to be a proprietary or trade secret in the bottom margin. Disclosure of a proposal, in whole or in part, including pages marked "proprietary" or "trade secret," is governed by the Texas Open Records Act.

1.9 Disposition of Proposals

All proposals become the property of Blinn College. The successful proposal may be incorporated into the resulting contract by reference.

1.10 Alternate Proposals

Offerors who wish to do so, may submit alternate proposals. If more than one proposal is submitted, however, each proposal must be complete (i.e., separate and separately submitted), and must comply with the instructions set forth in this RFP. Each proposal will be evaluated on its own merits.

1.11 Rejection of Proposals

In addition to those stated elsewhere in this RFP, grounds for the rejection of proposals include, but shall not be limited to:

1.11.1 Failure of a proposal to conform to the essential requirements of the RFP.

1.11.2 An offer imposing conditions that would significantly modify the terms and conditions of the solicitation or limit the offeror’s liability to BLINN in any contract awarded on the basis of such solicitation.

1.11.3 Failure of the offeror to certify the RFP.

1.12 Section Titles in the RFP

Titles of paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer a contractual construction of language.

1.13 No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the offeror or bona fide established commercial or selling agencies maintained by the offeror for the purpose of securing business. For breach or violation of this provision, BLINN shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.
1.14 Publicity Releases

Neither an offeror nor the contractor shall refer to award of the contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by BLINN.

1.15 Security and Integrity of Data

In case the offeror gains access to data, files, and or other materials (collectively referred to as "data") that are the property of BLINN, the offeror shall preserve the safety, security and integrity of the data, and shall ensure the confidentiality, sensitivity, privilege and privacy of all data.

1.16 Award of Contract

1.16.1 Award shall not be made upon opening of the proposals but at a time as soon thereafter as may be necessary to evaluate proposals and to obtain Board of Trustee authorization, if required.

1.16.2 The provisions, terms and conditions of this RFP shall become a part of any subsequent contractual documents. Failure of the successful offeror to accept this obligation may result in the cancellation of any recommendation to award.

1.16.3 It is the intent of BLINN to award the contract to the qualified offeror whose proposal, conforming to the conditions and requirements of the RFP, is determined to offer the best value to BLINN.

1.16.4 Notwithstanding the above, this RFP does not commit BLINN to contract for any requirements detailed in this document.

2.0 Required Format and Content of the Proposal

Proposals shall be prepared simply and economically, providing a description of the offeror’s capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content.

Each original and copy of the proposal shall be bound in a single volume and labeled in such a manner that each and every page will be identifiable as to offeror name. All documentation submitted with the proposal shall be bound in the single volume except as otherwise specified.

Proposals shall include the following information in tabbed sections, as follows:

2.1 TAB 1: Transmittal letter

The transmittal letter shall be submitted on letterhead and signed by an individual authorized to legally bind the offeror. It shall include:

2.1.1 a statement summarizing offeror's understanding of the work to be performed hereunder;

2.1.2 a statement acknowledging any addenda issued to this RFP by BLINN.

2.1.3 a statement accepting financial responsibility for any expenses incurred in the preparation of the proposal, including travel expenses for oral presentations (if required), and offeror’s interviews.

2.1.4 a statement regarding any deviations from, or exceptions to, this RFP, and justification therefore. A response that takes exception to any mandatory item in this RFP may be rejected and may not be considered for award.
2.2  **TAB 2: Required Documentation**

Signed and completed Bidder's Disclaimer Statement, Exhibit A;
Completed references, Exhibit B;
Signed and completed Certification, Part IV;

2.3  **TAB 3: Offeror Qualifications.**

2.3.1  **A detailed listing of experiences with colleges, particularly community colleges.**

2.3.2  Detail of the qualifications of the individual(s) or firm proposing to provide the direct services outlined above and their prior experience.

2.3.3  A detail of all costs associated with the proposed services (please note that the college intends to make all travel arrangements for all candidates selected for interviews).

2.3.4  A list of references, not to exceed three institutions of higher education.

2.3.4  Description of methodology used in fulfilling the requirements noted in the RFP.

2.4  **TAB 4: Executive Summary and Proposal Overview**

2.4.1  Firm ownership and organization. State the firm name. Give the firm's principal address and the satellite office(s) from which services under this contract will be conducted. Provide the names of contact persons principally responsible for this account, their phone numbers and office addresses. Provide number of years the firm has been in business and the number of years the firm has been in business at its principal address.

2.4.2  Provide the names, biographies and qualifications of the executive team and of the team members who will provide the services to BLINN. As applicable, provide years of experience, years with your firm, position titles and any other pertinent information.

2.4.3  Condense and highlight the contents of the proposal in such a way as to give the evaluation committee a complete understanding of your firm's proposal.

2.5  **TAB 5: Litigation and Registration**

2.5.1  Is your firm a party, in any capacity, to any current, actual or pending litigation? If yes, provide the details of the litigation and explain in detail.

2.5.2  Within the last six years, has your firm, any predecessor of your firm, or any member of your firm been the subject of any stop order, consent decree, censure, reprimand, or any other disciplinary action? If yes, explain in detail.

2.6  **TAB 6: Services Defined**

Fully describe the services your firm will provide to BLINN and your firm's delivery method for those services. Include detailed information regarding your firm's controls relevant to the confidentiality, sensitivity, privilege and privacy of applicant information, and controls to protect the security and integrity of BLINN data in accordance with Part I, section 1.16.

2.7  **TAB 7: Rates and Charges**

Subject to Part II, Terms and Conditions, Section 3.0, Compensation and Method of Payment, state the terms and methods of payment. Provide a complete list of rates and charges.
2.8 **TAB 8: Additional Information**

Provide any additional information that you believe should be considered when evaluating your company's proposal.

The offeror may present any appropriate, creative approaches or supporting documentation that would be pertinent to this RFP.

3.0 **Evaluation**

Subject to Part I, subsection 1.16, Award of Contract, proposals will be evaluated by this section.

3.1 Proposals will be evaluated in accordance with Texas Education Code, Chapter 44, Subchapter B, as follows:

1. the purchase price;
2. the reputation of the vendor and of the vendor's goods or services;
3. the quality of the vendor's goods or services;
4. the extent to which the goods or services meet the district's needs;
5. the vendor's past relationship with the district;
6. the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. the total long-term cost to the district to acquire the vendor's goods or services; and
8. any other relevant factor specifically listed in the request for bids or proposals.

3.2 A committee appointed by the chairman of the Board of Trustees will score and rank responses to the RFP. The following weighted criteria will be used:

a. 25% Proposed methodology of the recruitment/search/outreach process
b. 35% Proposed methodology for the selection process including reviewing candidates’ backgrounds and assessing strengths and weaknesses and ensuring a quality diverse pool
c. 15% Qualifications of firm or individual, prior experience, references
d. 25% Costs associated with the proposed services
PART II - CONTRACT TERMS AND CONDITIONS

1.0 Applicability

These terms and conditions are applicable to and shall form a part of any contract executed pursuant hereto.

2.0 Term of Contract and Option to Renew

2.1 The effective date of the contract shall be the date the contract is executed. Service is anticipated to commence on or before but no later than, November 30, 2014.

2.2 This contract shall have an initial term ending on successful acceptance by a qualified applicant or November 30, 2015 whichever is first.

3.0 Compensation and Method of Payment

3.1 The contractor shall be paid in accordance with acceptable rates and satisfactory performance according to standards within BLINN's Request for Proposal No. 125.

3.2 The contractor shall direct invoices marked "confidential" in a sealed envelope also marked "confidential" to the BLINN Representative. Such invoices shall contain the name of the candidate and any other identifying information provided to the contractor by the BLINN Representative, along with this contract number, any purchase order number provided to the contractor and a complete itemization of rates and charges.

4.0 Contracts Subject to Uniform Commercial Code

Where applicable, contracts between a contractor and BLINN shall adhere to the statutes set forth in the Uniform Commercial Code (Arts. 1-9) by the American Law Institute and National Conference of Commissioners on Uniform State Laws (1992).

5.0 Laws, Statutes, and Other Governmental Requirements

Among others, this contract is subject to and governed by Texas Education Code, Texas Administrative Code and Texas Government Code. therefore:

5.1 The contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state, and local governments in which work under this contract is performed.

5.2 The contractor shall pay any sales, use, personal property and other taxes arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction, or the equipment or services delivered pursuant hereto, shall be the responsibility of the contractor.

6.0 Taxes

The purchase, lease, rental, storage, use or other consumption of tangible personal property, for the performance of work hereunder is exempted from state and local tax pursuant to the provisions of Article 20.04(Y) of the Texas Limited Sales Excise and Use Tax Act. To claim the benefit of this exemption, the vendor must comply with such procedures as may be prescribed by the State Comptroller of Public accounts.

7.0 Conflict of Interest

No contract for the purchase of Personal Property or Service shall be awarded to any vendor where the contract would violate the applicable state laws regarding conflicts of interest by elected or appointed public officers. Neither BLINN trustees, employees, nor their spouses, shall accept gifts or entertainment from vendors of the College. The College shall not do business with any of its trustees, employees, or their spouses.
8.0 Extra Contractual Services

BLINN reserves the right to purchase services of a related or similar nature and kind from the contractor. Such services, if purchased, shall be on an as needed basis at contractor's then-prevailing prices; provided, however, that such prices are deemed reasonable by BLINN.

9.0 Indemnification

The contractor shall save and hold harmless and indemnify BLINN against any and all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of the occupancy, use, service, operations or performance of work in connection with this contract, resulting in whole or in part from the negligent acts or omissions of the contractor. Contractor hereby assumes full responsibility for the character, acts and conduct of all persons employed by contractor.

This clause shall survive the cancellation of any Request for Proposal, the award of a contract to the contractor as result of such Request for Proposal, and the termination of any such contract, until the period for which the contractor is determined to be liable in accordance with local, state or federal statutes or regulations.

10.0 Insurance Requirements

Contractor shall procure and maintain at its own expense the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be written by insurers acceptable to BLINN.

10.1 General public liability insurance covering all duties, services, or work to be performed under the contract; for contracts up to $100,000, insurance shall provide limits of $1,000,000 each occurrence, $500,000 products/completed operations aggregate, $500,000 personal injury liability, $50,000 property damage liability, $5,000 medical payments coverage, $1,000,000 policy aggregate

10.2 Automobile liability insurance $250,000 per person, $500,000 per accident for bodily injury, and $100,000 per accident for property damage.

10.3 The contractor shall maintain Workers Compensation Insurance providing the statutory benefits for the State of Texas and employer's liability in the amount of $1,000,000 for each person, $1,000,000 in the aggregate and $1,000,000 for each person for occupational disease.

10.4 The contractor shall maintain Comprehensive Crime Policy for contractor employee theft of college assets in the amount of $1,000,000 each occurrence; $1,000,000 annual aggregate.

10.5 The contractor shall maintain professional liability policy in the amount of $5,000,000.

10.6 BLINN shall have no responsibility of liability for such insurance coverage. Coverage is to be primary and non-contributory with other coverage, if any, purchased by the College. All of these required policies must include a Waiver of Subrogation in favor of Blinn College, its trustees and employees.

10.7 Contractor shall submit a properly endorsed Certificate of Insurance by no later than the tenth (10th) day after execution of the contract and prior to any payment being made to, or work performed by, the contractor. Each policy of insurance shall provide for thirty (30) days notice of cancellation to BLINN and shall name BLINN's Board of Trustees as additional insured and include the following provision:

"It is a condition of this policy that the insurance carrier shall furnish written notice to the BLINN Purchasing Department, 902 College Avenue; Old Main Building Room 204, Brenham, Texas 77833, thirty (30) days in advance of the effective date of any reduction in, or cancellation of, this policy."
11.0 Contract Not a Guarantee of Purchase

This contract is not a guarantee of purchase. Purchases shall be made subject to fund availability, budgetary concerns, and other matters affecting, or which may affect, the procurement of services hereunder.

12.0 Non-Appropriation

This contract shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year. In the event that funds are not appropriated, the contractor shall not prohibit or otherwise limit BLINN’s right to pursue and contract for alternative solutions and/or remedies as deemed necessary by BLINN for the conduct of its affairs.

13.0 Bankruptcy

In the event that a voluntary petition is filed by the contractor under the bankruptcy laws of the United States, or if an involuntary petition is filed against the contractor and is not discharged within a reasonable period of time, or if the contractor makes a general assignment for the benefit of creditors, BLINN may terminate this contract without prejudice to any rights hereunder.

14.0 Termination for Convenience

Either party may terminate this contract by providing the other party with a thirty (30) day written notice. In the event of such termination by the contractor, the contractor shall either perform all approved work or shall reimburse BLINN for payments already made to the contractor by BLINN; such reimbursement must be acceptable to BLINN and shall be made within thirty (30) days of contractor’s notice to terminate.

15.0 Termination for Cause

Termination by BLINN for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions. Furthermore, neither termination costs to be paid by BLINN, nor thirty (30) day written notice shall apply to a termination for cause.

16.0 Default on the Part of the Contractor

The Director of Purchasing may terminate this contract for non-performance, as determined by the College for such causes as:

16.1 Failure to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the contractor, which in the opinion of the College is not in its best interest, or failure to comply with the terms of this contract

16.2 Failure to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained.

16.3 Subject to section 13.0, Bankruptcy, above, adjudication as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that contractor might, during that sixty (60) days period, have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default.

16.4 Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, of if a permanent receiver or trustee in bankruptcy shall be appointed for the contractor.
17.0 Suspension
BLINN shall also have the right to suspend the contract upon written notice to the contractor. Such written notice shall state the reason(s) for suspension and allow for a period of ten (10) days during which the contractor shall be provided with an opportunity to respond to the notice of suspension, or shall undertake any reasonable remedial action required by BLINN. If, in the opinion of BLINN, the contractor remains in violation of this contract at the completion of the ten (10) day suspension period, BLINN shall have the right to terminate this contract, whereupon all obligations of BLINN to the contractor shall cease.

18.0 Attorney's Fees
In the event that either party deems it necessary to take legal action to enforce any provision of the contract, and in the event BLINN prevails, the contractor agrees to pay all expenses of such action, including attorneys' fees and costs at all stages of litigation.

19.0 Severability
If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and specifications as though the invalid portion had been omitted.

20.0 Assignment
This contract nor any duties or obligations herein shall be assignable without the prior written approval of the BLINN Director of Purchasing. In the case of the death of the contractor, if a sole proprietor, this contract may be terminated at BLINN’s discretion.

21.0 Contract Changes
No modification or change of any provision in the resulting contract shall be made, unless such modification is mutually agreed to in writing by the contractor and the Director of Purchasing, and incorporated as a written amendment to the contract. Memoranda of understanding and correspondence shall not be interpreted as amendments to the contract.

22.0 Governing Law
All contracts shall be governed by and all disputes between the parties construed under the laws of the State of Texas. Any actions or remedies pursued by either party shall be pursued in the state and federal courts of Travis County, Texas only after Alternate Dispute Resolution (ADR) has been exhausted.

23.0 Entire Agreement
This contract contains the entire agreement between the parties hereto. All prior negotiations or representations, whether written or verbal, not incorporated herein are superseded. No changes in or additions to this contract will be recognized unless made in writing and signed by both parties.
PART III - SCOPE OF WORK

1.0 Intent and Purpose-

The College expects to enter into a contract with the selected individual or firm for the following services:

1.1 Assist the Board of Trustees in developing the timetable for selection of the President/CEO.
1.2 Assist the Board of Trustees in the finalization of outreach search materials.
1.3 Assist the Board of Trustees with recruitment and outreach strategies for advertising the position and securing a sufficient pool of qualified and diverse candidates.
1.4 Provide orientation/training and an overview of the search process for the Board of Trustees.
1.5 Provide orientation/training and an overview of the search process and expectations of Presidential Search Advisory Committee (PSAC) members.
1.6 Assist the Board of Trustees and PSAC with the evaluation of candidates, providing evaluations of perceived strengths and weaknesses of each candidate.
1.7 Maintain schedules and timetables for the selection process.
1.8 Meet with the Board of Trustees and PSAC, as needed, to move the process through completion.
1.9 Provide information, materials and support to the Board of Trustees and PSAC members, as needed.
1.10 Maintain confidentiality of communications with candidates, the Board of Trustees, and the PSAC.

2.0 The College will provide the following services, at its expense, to assist in the search process:

2.1 Design and produce the outreach brochure describing the College, the position, and the desired candidate profile.
2.2 Utilize existing Blinn College website to assist in promoting awareness of the vacancy.
2.3 Make and coordinate travel arrangements of the interviewees if this is negotiated as part of the contract for services.
2.4 Provide a single point of contact to the Provider.

The selected individual or firm will provide all relevant information about potential candidates to the Board of Trustees and the PSAC Committee Chair. All candidate materials remain the property of BLINN.

3.0 POSITION TITLE

President/CEO, Blinn College
PART III - SCOPE OF WORK (continued)

4.0 POSITION DESCRIPTION

**Reporting Relationship** Reports to the governing Board of Trustees

The President/CEO (President) is the chief executive officer of Blinn College, for all programs and operations. The President is expected to:

4.1 serve as the executive administrator of the Board of Trustees and work under its direction;

4.2 recommend the plan of organization of the College to the Board of Trustees;

4.3 serve as chief executive officer of the College and is responsible to the Board of Trustees for the implementation of board policy;

4.4 serve as advisor to the board, keeping the board informed concerning the operation and welfare of the College;

4.5 make recommendations to the board regarding the mission of the College;

4.6 ensure sound fiscal practices and to expand the fiscal resources of the District;

4.7 organize and coordinate the total college program in such a manner to achieve unity of purpose and fulfillment of goals;

4.8 represent the College to external agencies and organizations, and to develop sound partnerships which assist in the advancement of the institution;

4.9 make recommendations to the board regarding employment and dismissal of appropriate college employees;

4.10 bear responsibility for the performance of all personnel of the College and interpret and implement all official decisions of the Board of Trustees;

4.11 develop and sustain a high performing executive leadership team;

4.12 provide executive leadership in the development and achievement of the vision and goals of the College’s Master Plan and Student Success Initiative;

4.13 assume responsibility for all athletics and all fund-raising activities of the College;

4.14 perform other related tasks as assigned.
1.0 I hereby certify that I am authorized by the company whose name appears on this Certification, to submit this proposal and to execute a contract on behalf of said company.

2.0 I certify that the following items are included with the proposal:

- All items required under Part I, section 2.0 of this RFP (required)
- Exhibit A – Bidder’s Disclaimer Statement (required)
- Exhibit B – References (required)
- Exhibit C - No Offer Response Form (optional)

3.0 I certify that this proposal meets all the requirements of the Request for Proposal and shall remain firm for a period of ninety (90) days.

4.0 I certify that I have read the Request for Proposal including the Contract Terms and Conditions and the Scope of Work, and I understand that they shall be a part of the contract issued pursuant to this Request for Proposal:

Authorized Signature: __________________________________________________________

Print Name: ________________________________________________________________

Title: ________________________________________________________________

Company Name: ____________________________________________________________

Company Address: __________________________________________________________

Telephone: _______________________________________________________________

E-Mail: ________________________________________________________________

Date: ________________________________________________________________
Exhibit A
BIDDER'S DISCLAIMER STATEMENT

The undersigned Bidder, by signing and executing this bid, certifies and represents to Blinn College that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by section 36.01 (3) of the Texas Penal Code, or anything of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders and so further certifies and represents that Bidder has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer anything of pecuniary benefit or any other thing of value to any officer, trustee, agent or employee of Blinn College in return for the person having exercised the person’s official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of Blinn College in connection with information regarding this bid, the submission of this bid, the award of this bid or the delivery or sale pursuant to this bid.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

FELONY CONVICTION NOTIFICATION

State of Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY HELD CORPORATION

COMPANY NAME:__________________________________________________________

ADDRESS:______________________________________________________________

CITY, STATE, ZIP:___________________________________ PHONE:______________

SIGNATURE OF COMPANY OFFICIAL:________________________________________

TITLE:_______________________________________________________________ DATE:______________

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable. OR
☐ My firm is not owned nor operated by anyone who has been convicted of a felony. OR
☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):________________________________________________________

Details of Conviction(s):________________________________________________
## Exhibit B

### References

This Exhibit B must be completed and submitted with the proposal. Indicate three (3) institutions of higher education references in accordance with RFP:

1. Company Name: __________________________________________
   Contact Person: __________________________________________
   Title: __________________________________________
   E-Mail Address: _________________________________________
   Phone/Fax Number: ______________________________________
   Address: __________________________________________

2. Company Name: __________________________________________
   Contact Person: __________________________________________
   Title: __________________________________________
   E-Mail Address: _________________________________________
   Phone/Fax Number: ______________________________________
   Address: __________________________________________

3. Company Name: __________________________________________
   Contact Person: __________________________________________
   Title: __________________________________________
   E-Mail Address: _________________________________________
   Phone/Fax Number: ______________________________________
   Address: __________________________________________
Exhibit C

No Offer Response

If your firm is unable to submit an offer at this time, please provide the information requested in the space provided below and return it, prior to the RFP Closing date and time, to:

Blinn College Purchasing Department
902 College Avenue
Brenham, Texas 77833
Phone – (979) 830-4118   Fax – (979) 830-4155

I/WE DID NOT SUBMIT AN OFFER FOR THE FOLLOWING REASONS:
(Please place an X by all the reasons that apply)

1. □ Do not supply the requested service.

2. □ Scope of job is TOO SMALL to be supplied by my company.

3. □ Scope of job is TOO LARGE to be supplied by my company.

4. □ Specifications are “too constrictive” or appear to be written around a proprietary product.

5. □ Time frame for responding was too short. (Please elaborate on your primary reason for this judgment.)

6. □ Other reasons: ________________________________

__________________________________________________________

BY:

AUTHORIZED SIGNATURE DATE

PRINTED NAME & TITLE: ________________________________

PHONE NO.: ________________________________

COMPANY NAME: ________________________________

FAX NO.: ________________________________