



Request for Proposals

Selection of Executive Search Firm for the Recruitment of the NTCC President

Solicitation No. RFP-2024-01

Date of Release: November 4, 2024

Human Resources

2886 FM 1735

Mount Pleasant, Texas 75455



Request for Proposals

Northeast Texas Community College (NTCC) District invites all “qualified professional firm(s)” to submit request for proposals (RFP) responses for NTCC’s **Executive Search for the Recruitment of the NTCC President** for the following solicitation:

Request for Proposals (RFP) # RFP-2024-01

Submit all responses by email to:

Amy Adkins
Executive Director of Human Resources
Northeast Texas Community College
aadkins@ntcc.edu

No later than: **November 15, 2024 by 5:00 p.m., Central Standard Time (CST)**

NTCC reserves the right to accept or reject any or all proposals in whole or in part, to waive informalities or technicalities, to clarify ambiguities, and to award in the best interest of NTCC.

RFP for the Selection of Executive Search Firm for the Recruitment of the NTCC President

INTRODUCTION

A. Purpose of Request for Proposal

The Northeast Texas Community College (NTCC) Board is initiating a Request for Proposals (RFP) to solicit responses from experienced executive search firms interested in serving as consultant to the Board in the recruitment and hiring for the President of Northeast Texas Community College.

Authority

NTCC is soliciting the proposed services (or goods) listed herein under Texas Education Code, Chapter 44, Subchapter B, Section 44.031(f), Texas Government Code, Section 2254.003 and NTCC's Board Policy CF (Local).

B. Northeast Texas Community College

Northeast Texas Community College is in a rural setting near the Chapel Hill community with a fall, 2024, enrollment of approximately 3200 students. The main campus encompasses more than 375 acres and serves an 8-county region, with three counties in its taxing district: Camp, Morris, and Titus. The main campus includes the Humanities, Math/Science, Business Technology, and Instructional Annex buildings, the Student Union Building (SUB), the Learning Commons, the Carroll Shelby Automotive Annex, the Criminal Justice Center, the Student Services building, the University and Health Science building, the Whatley Center for the Performing Arts, the Elizabeth Hoggatt Whatley Agricultural Center, Bob Baker Stadium and Bernat Athletic Building, Priefert Rodeo Arena, and two separate residential housing buildings, east (RHE) and west (RHW). The college also has two off-campus sites located in Mount Pleasant, Texas (the Industrial Technology Training Center) and Community Resource Center, as well as two additional sites in Pittsburg, Texas (the Hanson Sewell Center and the Our Place at NTCC Culinary Arts building).

Northeast Texas Community College is a rural community college that serves a diverse population. The college is considered a Hispanic-serving institution (HSI) with a higher Pell grant recipient rate than other institutions. The College is often referred to as NTCC. The college's mission is "to provide personal, dynamic learning experiences empowering students to succeed."

College Website: www.ntcc.edu

SCOPE OF SERVICES

The NTCC Board will be considering a selection of specific services and therefore may not choose all services your firm can provide. Responses should include (but not limited to) the following:

- a. Assist the Board in developing and implementing a process and timeline for replacing the President consistent with participatory governance and the protection of applicant confidentiality.
- b. Facilitate the identification of traits, core competencies and/or desired skills and abilities.

- c. Support the search committee on the development and advertisement of the position announcement, website, and print materials; and distribution of the recruitment materials
- d. Distribute position announcements to individuals, placement agencies, colleges and universities, and targeted agencies and organizations.
- e. Advertise and actively publicize the position in local, regional, and national publications, to attract and secure a diverse and qualified pool of applicants
- f. Receive and process all applications
- g. Conduct initial screening of all applications to determine those who meet established qualifications for further consideration
- h. Ensure the Board has qualified candidates to interview
- i. Support and assist search committee on the coordination of paper screening and interviews
- j. Conduct background and reference checks for qualified candidates as determined by search committee
- k. Coordinate the interview process and the forum process
- l. Assist with development of appropriate questions
- m. Advise and assist the Board of Trustees through the hire of the successful candidate

Although this is not an exhaustive list, the selected firm should have experience guiding the Board through all aspects of the executive search.

Cost Proposal / Professional Fees

Proposal Inclusions. All Contractor proposals shall include the following:

- a. Letter of interest from search firm expressing interest and qualification to provide the services
- b. Brief history of search firm
- c. Names of key individuals who will work with NTCC to provide the services
- d. Minimum of three client references, including contact information
- e. Description of methodology, processes, and strategies search firm will employ to ensure that the services are provided
- f. Estimates of all fees and expenses to be charged, with breakdowns and any hourly rates, as appropriate, as well as the pricing schedule and payment terms.
- g. Any additional information search firm feels is important to convey to the Board of Trustees

TIMELINE/SCHEDULE

The following is the proposed timeline:

Release RFP to search firms: November 4, 2024

Submission deadline: November 15, 2024 by 5:00 P.M.

Interviews with Board: Interviews will be scheduled during the following timeframe at the discretion of the Board: November 18th– 22nd

Contract decision to be made after Board review

GENERAL TERMS AND CONDITIONS

A. Additional or Revised Services

The NTCC Board of Trustees may elect at any time to amend any contract awarded hereunder to require the selected firm to provide additional or revised services. In this case, the selected firm and the Board of Trustees will agree mutually, in writing, on the scope and fees associated with any change in services requested and will be approved as an Amendment to the Agreement.

B. Addenda

NTCC may modify this RFP or any of its deadline dates set forth in the RFP prior to the date fixed for submission of responses by issuance of an addendum.

C. Right of Cancellation

The Board of Trustees reserves the right to cancel the RFP at any time prior to contract award without obligation in any manner for response preparation, interview, fee negotiation or other marketing costs associated with this RFP. The Board of Trustees may reject any or all submittals and may waive any immaterial deviation for the RFP. The District's waiver of any immaterial defect shall in no way modify the RFP documents or excuse the responder from compliance with other provisions of the RFP.

D. Right to Reject

Proposers understand that the Board of Trustees reserves the right to reject any or all responses and to waive any information in the evaluation of responses. The Board intends to verbally negotiate with the Consultants to reach a final agreement.

E. Disposition of Submittals

Submittals become the property of the NTCC Board of Trustees and may be returned only at the Board's discretion and at responder's expense. Information, excluding responder's financial information, contained therein shall become the public documents subject to the Public Records Act.

F. Non-Discrimination

NTCC does not discriminate on the basis of race, ethnicity, color, national origin, ancestry, sex, age, religion, gender identity, marital status, disability, sexual orientation or sexual identification in any of its policies, procedures or practices.

G. Evaluation of Proposals

All proposals received with response to the RFP will be evaluated by the NTCC Board of Trustees. In conducting the evaluations, the Board may obtain and use information, in addition to that contained in the proposals, from any source desired.

H. Restrictions on Lobbying and Contacts

During the Solicitation window (from release of this RFP to final award), the search firm is not permitted to contact any District employees or members of the Board of Trustees unless at the request of the Board's designated contact person, Ms. Amy Adkins, Executive Director of Human Resources or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

CONSULTANT REQUIREMENTS/RESPONSIBILITIES

I. Evaluation and Selection Process

A contract will be awarded on the basis of which response the Governing Board deems best suited to fulfill the requirements of the RFP and be the most advantages to the College. The Board reserves the right to not make an award after review of all responses and is the sole judge in making such determinations, and its decision shall be final.

J. Conflicts of Interest

All Consultants must disclose the name of any Board of Trustees member, officer, director, or agent who is also an employee of Northeast Texas Community College, which

includes any District employee. Further all Consultants must disclose the name of any NTCC employee, or Board of Trustees member, who has, directly or indirectly, any financial interests in the Consultant's firm or any of its branches.

K. Cost of Preparing Responses

Any and all costs associated with the preparation of responses to this Solicitation, including site visits (if required), oral presentations and any other costs shall be entirely the responsibility of the Consultant and shall not be reimbursable in any manner by NTCC.

L. Completion of Responses

Responses shall be completed in all respects as required by the instructions herein. A response may be rejected if it is conditional or incomplete. A response will be rejected if, in the opinion of the NTCC Board of Trustees, the information contained therein was intended to erroneously and fallaciously mislead the Board in the evaluation of the response.

SUBMISSIONS

Submissions are to be made by email by 5 p.m. on November 15th, 2024 in pdf format. The NTCC Board of Trustees reserves the right to duplicate any provided materials for internal use. All submittals become the property of the NTCC Board.

Submissions by email: Send all submissions to:

Ms. Amy Adkins
Executive Director of Human Resources
Email: aadkins@ntcc.edu