

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**REQUEST FOR QUOTES (RFQuote)  
FROM COOPERATIVE SUPPLIERS**

**SEARCH FIRMS FOR CHIEF FINANCIAL OFFICER - CFO**

RFQuote NO.: 21-14

Date Issued: Friday, November 20, 2020

**ISSUED BY:**

Procurement Operations Department

**FOR:**

Talent Engagement Department

**PROCUREMENT OFFICER:**

Barbara E. Brooks, Sr., Buyer

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**QUOTES ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN:**

Tuesday, December 1, 2020 by 12:00 p.m. (local time)

Houston Community College - Procurement Operations Department  
3100 Main Street  
Houston, Texas 77002

RFQuote No. 21-14: - Search Firms For Chief Financial Officer – CFO

DUE TO THE CURRENT COVID-19 PANDEMIC, AND TO LIMIT THE EXPOSURE OF HCC EMPLOYEES AS WELL AS EMPLOYEES OF OUR LOCAL MAIL, COURIER AND DELIVERY SERVICE COMPANIES, ELECTRONIC RESPONSES TO THIS RFQ ARE TO BE SUBMITTED THROUGH JAGGAER UNTIL THE DATE AND TIME AS INDICATED IN THIS DOCUMENT. PLEASE REFER TO INSTRUCTIONS FOR ELECTRONIC SUBMISSION CONTAINED IN THIS RFQUOTE.

Visit the [HCC Procurement Operations Department website](#) to get more information on this and other business opportunities. While at our website we invite you to [Register as a Vendor](#), if already registered, please confirm your contact information is current.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation or veteran status.

In determining award, selection will be based on evaluation criteria stated in the Texas Education Code 44.031 (b).

1. Information:

- 1.1. Your quote and the prices quoted therein must remain firm for acceptance for a period of ninety (90) days.
- 1.2. All items shall be quoted F.O.B. Destination, Full Freight Allowed.
- 1.3. Bids/Responses shall be delivered to the address noted above by the referenced due date.
- 1.4. HCC's General Terms and Conditions of Purchase Order dated June 6, 2020, shall govern any purchase order/contract that may result from this request. A copy is available and posted on the HCC website at [HCC General Terms and Conditions of Purchase Orders](#)

2. Specifications

- 2.1. Any catalog, brand name or manufacturers' reference used in this request is descriptive only (not restrictive) and is to indicate type and quality desired. Bids/Proposals of like nature and quality will be considered unless advertised as a Brand Name Only Specification.
- 2.2. If proposing other than the brand names or manufacturers referenced product literature and technical data sheets must accompany your bid/response.

3. Vendor Selection

Except as provided by the Texas Education Code, Subchapter B, in determining to whom to award a contract, the District shall consider:

- 3.1. The purchase price;
- 3.2. The reputation of the vendor and of the vendor's good or services;
- 3.3. The quality of the vendor's goods or services;
- 3.4. The extent to which the goods or services meet with the College's needs;
- 3.5. The vendor's past relationship with the College;
- 3.6. The impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses;
- 3.7. The total long-term cost to the College to acquire the vendor's goods or services;
- 3.8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - 3.8.1. Has its principal place of business in this state; or
  - 3.8.2. Employs at least 500 persons in this state; and
- 3.9. Any other relevant factor specifically listed in the request for bids or proposals.

This section does not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent. The District may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, *Government Code*, in lieu of the methods.

4. Qualification of Bidders

The College requires that a bidder shall be a specialist in this field and have the personnel, experience, skill, and the organization to provide the materials/parts and labor necessary to fulfill the requirements for this contract. Contractor must have a minimum of five (5) consecutive years of experience in providing these specific services.

5. Evidence of Qualification - Bidder shall provide all additional information upon demand by the College. The information to be provided shall include but may not be limited to the following.

Relevant Experience - This background information shall provide information concerning three comparable or similar installations. Provide name, owner, location, and the date of completion.

6. Small Business Development Program (SBDP)

The Houston Community College System's Small Business Development Program ("SBDP" or the "Program") was created to provide business opportunities for local certified small businesses to participate in contracting and procurement at Houston Community College (HCC).

The SBDP is a goal-oriented program, requiring Contractors who receive Contracts from HCC to use Good Faith Efforts to utilize certified small businesses. The Program applies to all Contracts over \$50,000, except Contracts for sole-source items, federally funded Contracts, Contracts with other governmental entities, and those Contracts that are otherwise prohibited by applicable law or expressly exempted by HCC. The SBDP is a race and gender-neutral program; however, HCC actively encourages the participation of minority and women-owned small businesses in the SBDP.

To participate, small businesses must be certified by an agency or organization whose certification is recognized by HCC. Certification is based on the firm's gross revenues or number of employees averaged over the past three years, inclusive of any affiliates as defined by 13 C.F.R. § 121.103, does not exceed the size standards as defined pursuant to Section 3 of the Small Business Act and 13 C.F.R. § 121.201.

A list of HCC recognized SBE Certifications may be found at <http://www.hccs.edu/about-hcc/procurement/small-business-procurement/>

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## 1. Project Overview

The Houston Community College, (“HCC” or “College”) seeks proposals from qualified firms to provide Search Services for a Chief Financial Officer in accordance with the scope of services noted below. Qualified respondents are invited to submit a written response outlining your qualifications and experience to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP). The successful proposer(s) will provide the scope of services in accordance with all applicable laws, regulations and professional standards. HCC reserves the right to recommend more than one firm and establish a pool of firms to be used on an as needed basis for Executive Search services as deemed in its own best interests.

## 2. Term of Agreement

The award resulting from this solicitation, if any, will be a one (1)-time purchase as required from the bid schedule.

## 3. Scope of Work

HCC seeks proposals from qualified firms to provide Search Services for a Chief Financial Officer to assist the College in conducting a search and sourcing of executive level candidates. The Search Firm(s) Services shall assist the College in attracting and interviewing qualified candidates for C-Suite Positions or related services as needed. This will vary upon project, need and situation.

Services are needed to identify candidates who are ready to step into the Sr. Vice Chancellor Finance & Administration and CFO role. The college needs firms who can send a list of 4-5 qualified candidates for review and who must have higher education or government background. The ideal candidate will have experience with a large organization in the capacity of the head of Finance & Administration and CFO.

### 1.1 The services that will be required are as follows:

- 1.1.1 Solicit input from HCC’s Talent Engagement through electronic or other means to understand the role, responsibilities, qualifications, and appropriate experience required for the position.
- 1.1.2 Compile a revised job description for the position and a job announcement based on the input received from the HCC’s representative, staff, and the field.
- 1.1.3 Develop a recruitment strategy, process, and timeline for completion of the work in consultation with the College and its search/selection committee.
- 1.1.4 Solicit candidates for the position through different channels, including through nationally recognized publications or venues as well as by reaching out to potential candidates who may not be seeking the position.
- 1.1.5 Perform the initial assessment of the qualifications of interested candidates (per the revised job description).
- 1.1.6 Provide support for the interviews, reference checking, and hiring process.
- 1.1.7 Work collaboratively with Talent Acquisition to develop advertisements and determine the ideal qualities for candidates;
- 1.1.8 Advertise, source, vet and bring forth a qualified pool of candidates for review by the Selection Advisory Committee: Vendors are responsible for all other advertisements and costs associated with advertisements.

- 1.1.9 Proposals should include the vendor's strategies for sourcing with detailed examples.
- 1.1.10 Vendor is responsible for public information searches, employment verifications and degree verifications in compliance with State and Federal laws and best practices.
- 1.1.11 Houston Community College will conduct criminal background checks for selected candidate.
- 1.1.12 Finalist Proposers may be asked to come to Houston Community College for final presentation to Talent Engagement and Talent Acquisition Staff;
- 1.1.13 Presentations must be made by Proposer's employees and/or consultants who will be conducting work under the contract.

1.2 Guarantee

- 1.2.1 Proposer shall provide replacement executive search services, at no additional cost to the College, for any candidate that separates from HCC within their first 12 months (for any reason).
- 1.2.2 Proposer shall provide replacement executive search services, at no additional cost, for any failed executive search services if for any reason HCC does not select a candidate.

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## Proposal Submission Instructions Electronic Responses

Electronic responses to this RFQ are to be submitted through Jaggaer using the (JAGGAER Sciquest) eProcurement system (<https://solutions.sciquest.com/apps/Router/SupplierLogin>) until the date and time as indicated in this document.

It is the sole responsibility of the Bidder/Proposer to ensure its quotation/proposal reaches Jaggaer before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a quotation/proposal in response to a Houston Community College solicitation via Jaggaer. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited.

All documents should be attached as separate files. All quotations/proposals received are time stamped through Jaggaer, prior to the quotation/proposal submittal deadline shall be accepted as timely submitted. The College will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence.

## SCHEDULE OF ITEMS AND PRICES

### 1. Instructions

The Bidder shall furnish necessary resources and services required to complete the project, in accordance with the scope of work and project specifications and drawings hereby incorporated and made a part of this RFQuote and the contract documents, for the prices listed below.

Please provide a Total Proposed Price reflecting all project costs to successfully complete the project. Work requirements will be specified in individual purchase orders issued by Houston Community College.

### 2. Unit Prices

Your proposed unit price for each item listed on the Unit Price Sheet shall be inclusive of all expenses incurred to perform the service under this RFQuote and any resulting contract. Unit Price shall include but not be limited to, employee costs and benefits, clerical support, overhead, profit, supplies, materials, equipment, licensing, insurance, vehicle fuel, etc. Unit prices will be utilized to deduct for any work not performed or materials not used.

### 3. Total Cost

Provide a Total Cost (to include all travel and living expenses) for the proposed solution. The Total proposed cost will be a firm fixed cost for the life of the contract. **The Contractor Shall Complete Exhibit A – Flat Rate all-inclusive Cost per Search.**

HCC reserves the right to accept or reject, in whole or in part, any or all proposals received and to make award based on individual locations or combination of locations. Although HCC may award one contract as a result of this Request for Quote, HCC reserves the right to award by line or in the aggregate and/or multiple awards, whichever is in the best interest of the College as a result of this solicitation.

### 4. Pricing for Additional Goods and Services:

Include with your response standard rate sheets for equipment repairs, preventive maintenance and any items and services that are not specifically included in the scope or listed herein.

### 5. Cooperative Contract

Please list the following information for the cooperative contract that your proposal is being submitted under:

Cooperative Contract Name:	
Cooperative Contract No.	
Cooperative Contract Term	
Cooperative Contract Website link:	

**6. Price Proposal Signature**

The information in this RFQuote is to be utilized solely for preparing the proposal response to this RFQuote and does not constitute a commitment by HCC to procure any product or service in any volume.

Name:	
Title:	
Date:	
Signature:	

**7. Required Insurance**

Certificate of Insurance Information

Parties making deliveries to or performing services at the HCC sites, must carry public liability, property damage and Worker Compensation insurance with carriers authorized to provide such insurance under the laws of the State of Texas. Minimum requirements: (a) Commercial General Liability- \$1,000,000.00 bodily injury and \$1,000,000.00 property damage; (b) Automobile Liability - \$1,000,000.00 bodily injury and \$1,000,000 property damage, (c) Worker Compensation insurance - \$1,000,000.00. Upon request from the College, the successful bidder shall provide the College with a certificate of insurance, naming the Houston Community College as certificate holder.

Respondent must provide proof of insurance for any liability resulting from the student's actions (i.e. injury to, or damage to property of, a third party).

The certificate must have the following: Name Houston Community College System as an additional insured and a waiver of subrogation.

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**ATTACHMENT 1**  
**PROHIBITED CONTRACTS/PURCHASES**

The College shall not contract with a business entity in which a Board Member, Senior Staff Member, or a relative of a Board member or Senior Staff Member within the first degree of consanguinity or affinity, has any pecuniary interest. All such contracts executed prior to June 21, 2012 shall continue to be in full force and effect.

Further, the College shall not contract with a business entity that employs, hires, or contracts with, in any capacity, including but not limited to, a subcontractor, employee, consultant, advisor, or independent contractor, a Board Member or a Senior Staff Member.

Further, the College shall not contract with a business entity that employs an officer or director who is a relative of a Board member or a Senior Staff Member within the first degree of consanguinity or affinity.

Definitions:

“Business entity” shall not include a corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market. “Business entity” shall not include non-profit corporations or religious, educational, and governmental institutions, except that private, for-profit educational institutions are included in the definition of Business entity.

“Director” is defined as an appointed or elected member of the board of directors of a company who, with other directors, has the responsibility for determining and implementing the company’s policy, and as the company’s agent, can bind the company with valid contracts.

“Officer” is defined as a person appointed by the board of directors of a company to manage the day-to-day business of the company and carry out the policies set by the board. An officer includes, but is not limited to, a chief executive officer (CEO), president, chief operating officer (COO), chief financial officer (CFO), vice-president, or other senior company official, as determined by the Board.

“Senior Staff Member” shall have the meaning as defined in Article A, Section 3 of the Board Bylaws, which includes:

- a. Any member of the Chancellor's Advisory Council;
- b. HCC employees classified as E-10 and above;
- c. All procurement and purchasing personnel;
- d. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and
- e. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

Absent other legal requirements, all contracts entered into by the College in violation of this policy shall be voided within 30 days of notice of the violation.

I attest that I have answered the questions truthfully and to the best of my knowledge.

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ATTACHMENT 2

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor or other person doing business with local governmental entity		<b>FORM CIQ</b>
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 178, Local Government Code by a person who has a business relationship as defined by Section 178.001(1-a) with a local governmental entity and the person meets requirements under Section 178.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 178.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 178.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of person who has a business relationship with local governmental entity.</p> 	Date Received	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 178.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p><b>4</b></p> <p align="center">                     _____                      Signature of person doing business with the governmental entity                 </p> <p align="right">                     _____                      Date                 </p>		

Adopted 06/29/2007

Note: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate and SIGN.