

# AGB SEARCH

Advancing Higher Education Leadership

## Finding Your Next President

NORTHWEST FLORIDA STATE COLLEGE

Submitted in Response to 2023-2024-01 Notice: Request for Executive Search Firm  
Qualifications and Proposals

May 9, 2024

## Questions

1. Does your firm allow any contractual relationships between the search firm and candidates for a position (e.g., but not limited to, guarantee placement, payment of fees upon placement, or bonus upon placement)?

**Response:** No, AGB Search does not allow any contractual relationships between the firm and candidates.

2. Will your firm agree to forego and avoid any contractual relationships with candidates you would recommend for the NWFSC President position or who would be included in the pool for the NWFSC president position?

**Response:** Not applicable, based on Response 1 above.

3. Does your firm offer social media and print media reviews on candidates? If yes, please describe the scope of such a review and whether there are any additional charges beyond those disclosed in your original submission.

**Response:** Yes. The Search Committee's selection of semifinalists to invite for interviews activates the first round of due diligence, in which reference calls are initiated. We also conduct Internet reviews (Google and other search engines), Nexis reviews, as well as social media research (in-house and through an outside vendor) to identify potential issues that candidates may need to address. Additionally, the finalist candidate background checks conducted by the Mintz Group include a review of candidates' social media activity and content as well as criminal background checks. The costs for these reviews are included in our search fee.

4. Describe the type and level of criminal background assessment your firm completes on candidates and, if applicable, whether there are any additional charges beyond those disclosed in your original submission.

**Response:** Finalist Candidate Background Checks are included in our cost proposal. AGB Search contracts with the Mintz Group to conduct candidate background investigations. Over the past 25 years, Mintz Group has been trusted with vetting candidates for the highest-profile C-level and board placements. Using a mix of cutting-edge techniques and expert analysis, Mintz Group verifies the professed qualifications of candidates and uncovers inconsistencies, omissions, and red flags that may hide in their backgrounds. Mintz Group is led by investigative veterans, with offices in 16 cities across eight time zones, and more than two dozen language fluencies in house. The Mintz Group's candidate background screening process will include:

- **Name, Address and ID Verification:** Verify personal information, such as name, address, and Social Security number, provided by the candidate, based on proprietary public-records databases.
- **Education and Employment Verification:** Verify up to two post-secondary educational degrees, and two most recent positions of employment, using online sources.
- **Criminal History:** Search for criminal records, at least seven years back, at the federal and county level in the candidate's current residential jurisdiction. Report

all records found (as permitted by applicable employment laws) including arrests, charges, and convictions.

- **Civil Records:** Search for any civil filings, at least seven years back, at the federal and county level in the candidate's current residential jurisdiction. Report all cases found (as permitted by applicable employment laws) including open and closed, and plaintiff and defendant.
- **Credit History:** Obtain and review the candidate's consumer credit file with candidate's signed consent. Report current balances and any adverse or derogatory payment history.
- **Driving History:** Obtain and review the candidate's driving record with candidate's signed consent. Report any criminal charges or traffic infractions.
- **Global Sanctions:** Search global risk compliance databases and watchlists for any foreign or U.S. sanctions against the candidate.
- **Social Media:** Identify all social media profiles belonging to the candidate and provide links to confirmed profiles. We will also conduct a preliminary review of the profiles' content. For prolific users who post an inordinate amount, we will note that deeper review could be warranted for additional budget.

5. **Does your firm conduct any form of personal fiscal review on candidates? If yes, please describe the scope of such a review and whether there are any additional charges beyond those disclosed in your original submission.**

**Response:** The background process that we will utilize includes a credit history report. The cost of this report is included in the cost proposal that was submitted, and there is no additional cost to the College.

6. **Describe the type of report or data your firm will provide to the search committee and/or Board of Trustees regarding each candidate's experience.**

**Response:** AGB Search manages all search materials, including communications soliciting nominations and interest, acknowledgment of applications, correspondence with applicants, and letters of advancement and non-advancement. We create a confidential, secure website through which the Board of Trustees and Search Committee members have continuous access to all candidate materials. In addition to discussing candidates' qualifications with the Board of Trustees and the Search Committee, our consultants will, upon request, provide a summary of each candidate we deem to be in the top tier of applicants for the position, including accomplishments, strengths, and any potential gaps relative to the position profile that we will develop in partnership with the Search Committee.