

Northwest Florida State College Presidential Search

2023-2024-01 Notice: Request for Executive Search Firm Qualifications and Proposals

Communication 1: Questions to Search Firms

Schedule and Contact Information

Submit Responses by E-Mail to: purchasing@nwfsc.edu

Answers Due: **Friday, May 10, 2024, at 11:59 pm Central**

Title of Response and Subject Line of E-Mail: Response to Communication 1: 2023-2024-01 Noce

College Contact: General Counsel
Whitney Rutherford
purchasing@nwfsc.edu

Instructions: Submit a single PDF to the email address listed above by the deadline listed above. Include in the PDF the questions and your firm's response to each question.

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)?

We do not allow any contractual relationships between our firm and candidates for a position.

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?

Yes, Myers McRae agrees to forego and avoid any contractual relationships with candidates we would recommend for the NWFSC President position or who would be included in the pool for the NWFSC President position.

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.

Myers McRae conducts media reviews of candidates at two stages of the search. The first review is done of any candidates that are recommended for review by the search committee. An additional review is done on the finalists. There are no additional charges for these reviews.

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.

Myers McRae uses First Advantage to conduct Background Reports. There are no additional charges for these reviews. These include:

Federal Criminal

Felony, Misdemeanor, and others

Motor Vehicle

National Sex Offender Registry

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.

First Advantage also conducts a financial review of a candidate's past ten years, including loans, student loans, home mortgages, car loans, and credit cards. There are no additional charges for these reviews.

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.

Myers McRae supplies the search committee/Board of Trustees with a vetting report containing details on the mentioned items, along with references for each finalist.

The College reserves the right to amend or provide further communication or addenda at any point. Communication or addendum will be shared through purchasing@nwfsc.edu or posted on NWFSC BidNet page. Communications and addenda are subject to all terms and conditions applicable to the 2023-2024-01 Noce. The College lists in Central Time.