

Contract Summary # 98624779 Executive Search Firm Services

Overview

This contract is in place for multiple vendors to provide recruitment services to Clemson University and Off Campus Extensions. The service includes the awarded agencies to assist in conducting national searches for highly qualified and interested candidates for open positions as requested by Clemson University. The vendors can provide clients for various categories of recruitment positions as requested by Clemson University. Categories for candidates are Higher Education, Information Technology, Engineering, Associates, Accounting, and Faculty positions. The multiple vendors may also be able to provide additional categories not listed below.

The maximum charge by a Search Firm Agency is **30%**. This price includes: all agency travels, up to two (2) trips to the University or to off-extension locations, lodging and other expenses; included in the 30% fee is administration/clerical fees, i.e....). Advertisements placed by the agency are to be included in this price also. Cost is to include criminal background checks and credential checks including educational credentials, and credit/financial checks on selected candidates to be interviewed by Clemson University.

Note: Candidates that are approved by Clemson University for the interview process, their travel expenses are to be reimbursed to the agency filling the position. Examples of reimbursement: airline tickets, lodging, meals, car rentals, conference meeting rooms and catering services if Clemson University requests to arrange the interviews off campus. (Invoices are to be submitted to Clemson University by the agency for the actual cost. No Mark-Ups are to be added to Invoices.

Additional vendors that are deemed responsive and responsible may be added to this contract during the validation period. Bids received after the initial award will be reviewed and awarded, if requirements have been met, approximately every six (6) months beginning September 2018.

The term of this contract is five (5) years from the effective date of the Fixed Price Bid #1; March 13, 2018 as stated on the award document. The maximum expiration date for this contract is March 12, 2023.

Contractual Requirements – Highlights

1. Agencies are required to provide executive national searches utilizing the best practices of the search firm industry for highly qualified and distinguished candidates for open positions.
2. Solicit individuals with superior qualifications to encourage them to become part of the qualified women and ethnic minority individuals.
3. Provide Clemson University with all relevant data regarding each candidate, including the identification of, and/or communications with, any potential candidates for the position, i.e.... those generated through the firm's efforts, as well as those nominated, or surfaced, via an advertisement.
4. Consult with each identified candidate to compile a complete candidate profile, to determine the degree of fit with our requirements and aspirations, and to learn the interest and motivations of the

candidate.

5. Evaluate candidates for serious consideration by conducting in-depth reference checks, telephone interviews; ascertain the candidate's strength in personal dimensions and criteria prepared by the search committee.
6. Provide personal interaction with the search committee, including providing the committee with reports, upon request, which outline candidates identified for the position and how they were identified (i.e., via direct contact by the search firm, through nomination, or by self-application).
7. Finalize and assist the search committee in the process of the interviews. Coordinate candidates' participation in interviews. The Agency will provide assistance with setting up interviews (perhaps virtual depending on preference of interviewee and making all travel arrangements for interviews that could include lodging, meeting rooms, catering services, airline tickets, rental cars, meals, etc...).
8. Advise the search committee on best practices for interviewing and selection and provide guidance on compensation and components of an offer based on market and industry research, if requested.
9. Notify rejected candidates.
10. Document candidate pool in accordance with Clemson University and State of South Carolina procedures.
11. Assist the requestor or his/her designee with the conduct of compensation and relocation negotiations with finalist.
12. Clemson University may select the appropriate vendor that best fits the category of the position to be filled. Once you have identified the vendor, you will contact them directly to start the communications of your position to fill and the qualification and credentials required.
13. Vendor's billing system must be set up to accept the University Purchase Order system (SciQuest/buyWays), Invoices to be issued to the department for vendor payment.

How To Utilize This Contract

The Fixed Price Contract has been developed for Clemson University to provide a seamless transition of filling open and vacant positions as required by Clemson University. The Fixed Price Contract will eliminate the bidding process each time there is a position to fill which means that positions will be filled quicker using national search firms.

Please refer to the "contract pricing details" attached to select an awarded bidder that can fill your open position. You may choose the vendor that best meets your description category for an open position. The attached rate sheet summarizes the vendor's contract, Not To Exceed (NTE), pricing. If time permits, you may contact multiple vendors to discuss the criteria requirement to fill the position. See the Contract Pricing Details for Awarded Bidders and Prices. The list of category positions that the agency(s) can fill are not all inclusive, please place a call to the bidder(s) to inquire about your category of open position.

Categories of Recruitment/Position

Vice President's	Information Technology Management
Deans	Engineering
Provosts	Fund Raising
Executive Directors	Faculty Members
Deans	Accounting

It will be the responsible of the department to review the Invoices received from the Agency prior to entering the Invoice Receipt in buyWays for payment. Purchase Orders are to be processed through buyWays for all Search Firm Agencies.

Any questions regarding this contract should be directed to Alicea Foster at 864-656-2395 or aliceaf@clermson.edu.

Awarded Offerors:

1) Academic Career and Executive
P O Box 370485
West Hartford, CT 06137
Jennifer Muller
Jennifer@acesrch.com
860-740-2600

2) Academic Keys
P O Box 162
Storrs, CT 06268
Valerie Woodruff
Valerie@academickeys.com
860-429-0218

3) AGB Search LLC
1133 20th Street NW Suite 300
Washington, DC 20036
Colleen Thornton
Colleen.thornton@agbsearch.com
202-223-7053

4) Barker Search LLC
5928 Old Greenville Hwy
Liberty, SC 29657
Nancy Barker
nbarker@barkersearch.com
864-224-9522

5) Buffin/Baker (Buffin and Associate, LLC)
10 Cadillac Drive
Brentwood, TN 37027
Chelsie Whitelock
Chelsie@buffinbaker.com
615-988-2588

6) CBIZ Human Capital Services
625 Maryville Centre Drive Suite 200
Saint Louis, MO 63141
Angela Lilje
alilje@eflassociates.com
314-692-2249

7) Duffy Group
4727 East Union Hills Drive Suite 200
Phoenix, AZ 85050
Georgia Musgrave
gmusgrave.com
602-652-8640

8) Dunhill Staffing Systems of Charleston (The Whitman Group, LLC)
1459 Stuart Engals Blvd Suite 300
Mount Pleasant, SC 29464
Katie Henderson
Kwh@dunhillstaff.com
843-375-0031

9) Find Great People LLC
15 BrendanWay Suite 140
Greenville, SC 29615
Marisa Pistolis
mpistolis@fgp.com
864-553-7233

10) Greenwood/Asher & Associates Inc.
42 Business Center Drive Suite 206
Miramar Beach, FL 32550
Jan Greenwood
jgreenwood@greenwoodsearch.com
850—650-2277

11) Harris Search Associates (JGH Enterprises Inc)
4236 Tuller Road
Dubin, OH 43017
Jeffrey Harris
jeff@harrisandassociates.com
614-798-8500 Ext. 125

12) Harvard Group International (Harvard Aviation)
1640 Posers Ferry Road SE Bldg #25
Marietta, GA 30067
Patricia Crenshaw
Pcrenshaw@harvardsearch.com
404-459-9045

13) Keeling & Associates LLC
55 Harry Kemp Way
Provincetown, MA 02657
Eric Engstrom
eric@keelingassociates.com
212-229-4750 Ext. 3201

14) Myers McRae Executive Search and Consulting (Myers McRae Inc)
515 Mulberry Street Suite 200
Macon, GA 31201
Emily Myers
emilymyers@myersmrae.com
478-330-6222

15) Parker Executive Search
Five Concourse Parkway Suite 2900
Atlanta, GA 30328
Laurie Wilder
lwilder@parkersearch.com
770-804-1996

16) Randi Frank Consulting LLC
7700 Hoover Way
Louisville, KY 40219
Randi Frank
randi@randifrank.com
203-213-3722

17) RL Enterprise & Associates LLC
319 Garington Road Suite D3
Greenville, SC 29615
Ricardo Harris
rharris4@rlenterprisellc.com
864-234-8788

18) SJG – The Spelman & Johnson Group
3 Chapman Avenue
East Hampton, MA 01027
Ellen Heffernan
Jds@spelmanandjohnson.com
413-529-2895

19) The Spearhead Group Inc.
4615 SW Freeway
Houston, TX 77027
Vikki McCullough
Vikki@spearheadgroup.com
713-622-7171

20) Godshall & Godshall Personnel Consultants
P O Box 1984
Greenville, SC 29602
Julie Brown
Julie.brown@godshall.com
864-242-3491

21) R. William Funk and Associates
2911 Turtle Creek Blvd., Ste 300
Dallas, TX 75219
Krisha Creal
Krisha.creal@rwilliamfunk.com
214-522-1222

22) Sunshine Enterprise USA 2759
Meadow Sage Ct.
Oviedo, FL 32765
Sam Faragalla
samf@seu-usa.com
407-308-7989

23) Helbling & Associates, Inc.
8000 Brooktree Dr., Ste 100
Wexford, PA 15090
Wes Miller
wesm@helblingsearch.com
724-935-7500 ext. 120

