

Available Executive Search Vendors as per RFP769-19-020819-JD

1. Academic Search, Inc.: ATTN: Shawn Harman – 202-332-4049 ext. 484, smh@academic-search.com

Rates:

- The Contractor will facilitate a comprehensive nationwide search for an initial search per year for a fee of 30% of the salary of the hired candidate, with a minimum of forty-five thousand (\$45,000.00) dollars.
- The second and third searches for the same campus or entity and in the same academic year would be 28% of the salary of the hired candidate, also with a minimum of forty-five thousand (\$45,000.00) dollars for each of these searches.
- Search four and all successive searches in the same academic year would be 25% of the salary of the hired candidate, with the same minimum of forty-five thousand (\$45,000.00) dollars.
- Each search will be billed at the minimum rate over three (3) payments and a fourth payment based on percentage will be calculated upon candidate written acceptance of the position. If an institution prefers a flat search fee and UNTS will allow a flat fee, the contractor will set a flat fee for the search prior to commencement of the search based on the percentages listed.
- These fees cover all expenses associated with the Contractor's work other than discretionary costs for consultant travel, advertising, applicant travel, and background investigations. These expenses will be billed directly to UNTS, at actual cost, supported by invoices or receipts, and without administrative markup.
- During the pre-search visit, the Contractor will work with UNTS to review costs and cost-saving measures. The framework for travel and advertising expenses will be reviewed and approved by UNTS.
- After finalist candidates are chosen, Academic Search will use a third-party firm to conduct degree verifications and background checks.
- Any projected advertising budget includes online-only advertisements. The Contractor will consult with UNTS as to if any additional print advertising is beneficial on a case by case basis, and will only comply to such advertising with the consent of UNTS.
- The maximum fee for an individual search will be set at ninety-five thousand (\$95000.00) dollars.

2. Buffkin Baker - ATTN: Chelsie Whitelock – 615-988-2588, chelsie@buffkinbaker.com

Rates:

Buffkin Baker proposes a Percentage of Salary Fee per search. In response to the preferred model of payment, the following payment schedules are:

- The initial retainer invoice will be submitted upon the execution of the contract.
- The second professional fee will be invoiced upon the scheduling of candidate interviews.
- The third professional will be invoiced when finalists complete their visit to campus.

The fee will be equal to 26 PERCENTAGE (26%) First Year Salary charge. There will be a 24% PERCENTAGE (24%) First Year Salary charge for 3 or more searches within a one-year period.

In addition to the professional fee, the expenses incurred will be invoiced on a monthly basis. These expenses include internal administrative costs (technical, research, communication, clerical) which will be equal to 10% of the professional fee. This administrative expense will be invoiced in three equal increments: on the second, third, and fourth invoices. Consultant and candidate travel, interviewing expenses, advertising, and costs of background checks conducted by an external investigative agency will be submitted at cost, and will comply with the UNT System's policies.

**3. Greenwood Asher & Associates - ATTN: Jan Greenwood – 850-650-2277,
jangreenwood@greenwoodsearch.com**

Rates:

Professional Fees:

- Contractor will bill all fees over the first three months of the contract period.
- Contractor's service is based on one-third of the total first year's estimated cash compensation for the individual employed with a minimum fee of \$60,000, whichever is higher. However, negotiable fee adjustments may occur as a result of further discussion.
- In addition, should other placements occur within one year, from the conclusion of this search, a fee of 25% of the first year's compensation will be assessed based on those hired position(s).

Billing:

- Contractor will bill the professional fees over the first three months of service. Expenses are billed as incurred. Invoices are due and payable upon presentation and will be presented monthly. The first third of the fee will be due upon signing the contract. Contractor offers an "electronic payment" option in lieu of paper checks if this meets the needs of the client.

Indirect Expenses:

- Contractor will charge 12% of the fee for indirect expenses on each search for engagement and administrative assistance. These include expenses such as research and internal administration, initial background checks, fax, postage, and photocopying for which there are no receipts. These expenses will be billed over the first three months of service.

Greenwood/Asher Expenses:

- Contractor will bill all direct expenses with receipts separately for items such as travel, report reproduction, copying and supplies, research, express mail, and phone/video/telecommunications.

Client Expenses:

- Additional expenses are not included in Contractor's fees and indirect expenses. These can be invoiced through Contractor, but are client expenses that are directed by client requests and include the following:
 - **Candidates:** Most clients budget \$500-\$1,000 per person per trip. The client will have to decide how many candidates it wishes to see (e.g., five vs. ten) and should budget accordingly. The travel expenses are actual (with evidence of receipt). Some of Contractor's clients have a policy that caps daily hotel and food expenses and requires coach airfare. Contractor can provide this type of detailed response and accounting preferred.
 - **Advertisements:** These are not a requirement of Contractor but are placed based on the request of UNTS.

- **Background Checks:** Some clients prefer to do part of the background checks themselves so that this cost will vary based on the requirements of the client. The services may include degree verification, litigation search, driving record search, criminal, and credit reports. In general, the cost for the background work (beyond the reference report that is included in the fee) is typically about \$1,000 to \$7,000 per candidate dependent on the research by the client. The number of candidates for which this verification is done will vary based on the needs of clients. Some clients ask that credentials be verified on a single finalist, while others prefer having it done on all those invited for final interviews. Contractor encourages Contractor's clients to hire a private investigator or conduct additional background work that may be unique to their situation. Contractor recommends and coordinates the services of Mintz Group for in-depth reviews. Contractor background work meets or exceeds the higher education search industry standard; however, Contractor are not a private investigation firm. Contractor can make recommendations for additional services if Contractor clients believe they are needed.
- **Research:** As a part of due diligence, Contractor conducts a review of newspapers for which there is a subscription fee estimated at \$200 per search.

Other:

- Contractor does not have contract authority on UNTS behalf, meaning that if UNTS decides to do off-site interviews, Contractor cannot sign the contracts on UNTS behalf with hotels or location the client chooses. Contractor can and will work with the hotels to arrange details, but UNTS must sign the contract.
- Contractor cannot assign rooms for on-site interviews. Those on-site arrangements are completed by UNTS, and it is the responsibility of UNTS to assign space.
- Contractor cannot sign the contract with the person that is hired by UNTS. Contractor is willing to negotiate the details of the contract when requested.

4. Harris Search Associates - ATTN: Jeffrey Harris – 614-798-8588, info@harrisandassociates.com

Rates:

Recruiting Fee:

- Contractor's recruiting fee will be 30% of the first-year cash compensation of the recruited hire. This fee will be payable in three (3) equal retainer installments, and be invoiced during the first three months of the contract period of the new hire.
- Upon request, a flat fee arrangement may be considered for an assignment of negotiated fee based upon multiple assignments where economies of scale in the successful completion may be shared amongst the Contractor and UNTS.

Direct Expenses:

- Additional prior agreed-upon reimbursable direct expenses including project specific advertising, copying/supplies, express mail/overnight delivery, committee materials production, candidate or consultant travel, lodging, meals, background checks will be pre-approved, billed at cost, and due upon receipt.

Allocable costs:

- Indirect expenses are essential engagement support services difficult to attribute to an individual project. A one-time charge equal to 8% of the professional executive search fee is invoiced along with the initial retainer. This covers expenses such as support of the search committee process, creation and distribution of electronic search materials, candidate communication, internal research, administration, report production, search profile development, proprietary search committee website development and technical support, information security, data archival and back up, and communication charges.

5. Isaacson, Miller - ATTN: Scott Fortier – 617-262-6500, sales@imsearch.com

Rates:

Professional Fees

- Contractor's fee is one-third of the amount that UNTS agrees to pay the hired candidate for the first year of employment, including without limitation salary, special deferred executive compensation, signing and performance bonuses, but not including contributions to federally qualified pension plans that are available to all employees, with a minimum fee of \$60,000. Contractor bills the retainer monthly in three equal installments based on an estimate of the cash compensation at the start of the search and make any necessary adjustment at the conclusion of the search. The first retainer will be billed at the time the search begins with subsequent billings at 30 and 60 days.
- If, during the course of a search, Contractor introduces a person who is hired for another position within 12 months of the closing of the original search, Contractor will bill a separate fee of 25% of the first year's cash compensation.

Expenses

- Contractor incurs two types of reimbursable expenses: direct and indirect. Direct expenses include the direct costs of consultant travel, meals and lodging associated with the interviewing and selection process and with visits to UNTS. Other direct costs include advertising, videoconferencing, and expenses incurred by candidates (e.g., travel, lodging and meals). Direct expenses are billed separately on the last day of each month. Contractor will expect payment within 30 days of billing date.
- Indirect expenses are those that are difficult to attribute to a specific project. They include communications, postage and delivery, printing and copying, and research expenses. Contractor charges 11% of the professional fee to cover indirect expenses, and includes this in the monthly retainer billing. Original receipts are not available for these expenses.

6. Odgers Berndtson - ATTN: Monica Burton – 212-972-7287, monica.burton@odgersberndtson.com

Rates:

Professional Fees:

- Contractor's fees are predicated on the successful candidate's first year total cash compensation and are calculated at 28% of that compensation, with a minimum fee of \$70,000.

Engagement Support Fees:

- In addition to the professional fee, the Contractor will apply a 7% engagement support fee to cover non-itemized engagement support including administrative/research support, communication, computer, and other indirect expenses. The Contractor will charge monthly for all direct out-of-pocket expenses including travel, candidate expenses, meals, video conferences, and other such disbursements which are passed on without mark up.

7. Peak Performers - ATTN: Daniel Hunt – 512-897-0999, dan@peakperformers.org

Rates:

- For executive search positions, The Contractor will charge 25% of the selected candidate's first year salary.
- Contractor does not charge any other fees for recruiting or advertising and all of Contractor normal operating costs are built into this fee.
- Peak Performers will adhere to the State of Texas Travel Policy in regards to travel costs.

Service Guarantee

- Contractor agrees to the service guarantee outlined in section 5.3 of UNTS RFP769-19-020819-JD. Contractor agrees to find a replacement candidate if the selected candidate leaves within 12 months for any reasons other than personal reasons. Contractor will not charge any fee to UNTS for the secondary search.

8. R. William Funk & Associates - ATTN: Krisha Creal – 214-523-9067, Krisha.Creal@rwilliamfunk.com

Rates:

- Contractor works on a retainer basis. The retainer fee will be 30% of the first year's cash compensation paid to the successful candidate. A number of Contractor higher education clients prefer a "flat fee" retainer. The minimum 'flat' retainers range from \$50,000 to \$200,000 depending upon the level of the position and other factors. Contractor is willing to establish a particular retainer for each search which falls within this range.
- Should Contractor be retained to assist in the recruitment of multiple searches simultaneously, the Contractor will reduce the fee to 27.5 percent for the second and/or third projects.
- Contractor will be reimbursed for expenses related to the search. These expenses include direct, out-of-pocket expenditures (consultant travel, candidate travel, lodging, advertising and related expenses) incurred on the institution's behalf, as well as administrative and support expenses (10% of the retainer). UNTS will be billed for these expenses as incurred on a monthly basis.

- Contractor will bill the estimated fee in three installments at the first, second, and third months of the engagement. Contractor will bill accrued expenses monthly until the engagement is successfully concluded.

9. Storbeck Pimentel - ATTN: Alberto Pimentel – 562-360-1712, a.pimentel@storbeckpimentel.com

Rates:

Professional Fees:

- Professional fees for Contractor services are based on one-third of the total first year's cash compensation with a minimum fee of \$60,000. First year cash compensation is defined as base salary plus any paid or deferred compensation earned in the first 12 months of employment, such as incentive cash bonus and/or signing bonus, but not including relocation related reimbursement. After the completion of the assignment, should the actual compensation differ from the initial estimate Contractor will adjust the professional fee and engagement support portions of Contractor final invoice accordingly. However, in recognition of Contractor long-standing relationship with the UNT System, Contractor will provide two additional options for Client's consideration:
 - Option #1: Fixed fee/Flat-fee rate - Prior to initiating the search, the consultant and client will agree upon a flat professional fee to conduct the assignment. This fee would not be dependent on the placement's final compensation. The amount of a fixed or "flat" fee is typically lower than a fee based on one-third of the total first year's cash compensation.
 - Option #2: Capped fee rate - This option provides an opportunity for the client to limit (cap) the maximum amount of the overall professional fee (to be specified as a "not-to-exceed" amount).

Contractor is open to discussing the fee structure and designing a plan that will work with UNTS budget.

Indirect Expenses/Engagement Support Fee:

- In order to cover other more difficult-to-track expenses such as research, initial background checks, postage and internal telephone, fax, photocopying, and basic report production, Contractor charge an Indirect Expenses/Engagement Support fee equal to 12% of the professional fee.

Out-of-Pocket Expenses:

- Contractor's expenses are billed separately for consultant and candidate travel (transportation, meals, lodging, etc.), cellular phone, advertising, professional printing services for extensive report production, and courier services. All expenses are fully reimbursable, billed at cost (including taxes), and pro-rated whenever possible. Contractor will work with the Client to develop a budget, contain costs and conduct the assignment in the most cost-effective manner without compromising the quality or thoroughness of Contractor work.

Advertising Costs:

- Advertising costs vary depending on the size of the ad, the number of publications, and the number of times the ad appears in each publication. All costs associated with advertising the position will be the responsibility of the client; however, Contractor will assist in placing the advertisement.

Candidate Travel Expenses:

- The amount spent on candidate travel is dependent on the number of candidates the committee chooses to interview, the number of interviews required, and the geographic proximity of each candidate. Contractor affirms its close adherence to the State of Texas Travel guidelines when arranging candidate travel. All costs associated with candidate travel will be the responsibility of the client and Contractor acknowledge that the Client will reimburse candidate travel directly.

Consultant Travel Expenses:

- The lead consultant will travel to meet with the Search Committee throughout the search process. It is Contractor standard practice to contain costs as much as possible, therefore, the consultant will seek the committee chair's approval prior to traveling on the Client's behalf and Contractor understand and acknowledge that the firm will be reimbursed for actual expenses only based on State of Texas Travel Guidelines.

Background Investigations:

- Contractor will initiate in-depth background checks on all finalist candidates. Due to the various options available the cost to conduct background investigations (beyond reference checking) will vary per candidate. Contractor will discuss all options and associated costs with the Search Committee Chair prior to initiating background investigations on each finalist. Contractor will initiate background investigations, but the client will be responsible for the costs incurred. On average, the cost of a background investigation is \$300.00 - \$500.00 per candidate.

Assignment Cancellation:

- Client has the right to cancel the assignment at any time with 30 day written notice. If Client decides to cancel the search Client will only be financially obligated to pay the accrued fees and expenses as of the cancellation date. The only exception is that a cancellation during the first month of the search incurs an obligation of one installment of both the professional fee and engagement support fee plus all out-of-pocket expenses.

Invoicing:

- Contractor's professional fee will be billed in three installments and each installment is tied to the completion of key milestones. Bills are due and payable upon receipt. Contractor's fees and expenses are not contingent upon success in placing a candidate with UNTS. Interim fee payments are not refundable but are credited toward the total fee due. Once the fee has been fully invoiced, no further professional fees will be billed until the assignment has been concluded. Expenses, however, will continue to be billed on a monthly basis.

10. Wheless Partners - Mike JR Wheless - 713-554-4244, MWheless@WhelessPartners.com

Rates:

- Contractor's professional fee is structured as a retained search agreement, with a fee of 27% of first year compensation inclusive of bonuses, plus expenses as detailed below.
- Consultant Onsite Visits, Candidate Interviewing Travel, External Advertising, Candidate Development/Research & Sourcing, Communications, Third-party Candidate Background Checks and/or Testing are expenses dictated by the Client. Those direct costs will be passed down to the Client in lieu of any additional administrative fee.

Direct Expenses:

- Direct Expenses are reimbursed on a monthly basis for the following: Communication - Expenses include direct mailings and associated mailer development, postage and correspondence, transcription services, courier, express/overnight mail delivery, report reproduction, copying, outside printing, supplies, and advertising in industry journals/publications/online sites if requested by Client (Note – if requested, advertising is to be approved in advance by the search committee chair, and advertising in industry journals/publications/online sites can be billed directly to the institution if desired); Candidate Development/Outbound Direct Advertising and Marketing - Expenses typically include outreach by our candidate development team, external database research, research materials and directories, background checks as requested by Client, and phone/video/telecommunications.

Consultant Travel Expenses:

- Clients are billed for expenses associated with on-site Client visits by Wheless Partners Consultant(s) to include initial survey visit, on-site presentation of Candidates and other visits as requested by the Client. The amount of Consultant Travel Expenses will vary based on the number of onsite consultant trips requested by the Committee.
- Contractor is familiar with the State of Texas Travel guidelines through previous and current work with clients in Texas, and agree to base firm travel expense on these guidelines.

Candidate Interviewing Expenses:

- Candidate Interviewing Expenses (such as travel and living expenses to and from interviews) are reimbursable to the Candidate by the Client. Candidate Interviewing Expenses must be substantiated by receipts. The amount of Candidate Travel Expenses will vary based on the number of Candidates chosen by the Client to participate in onsite interviews.

Background Check Expenses

- Background Check Expenses arranged by and paid by the Contractor are reimbursable to the Contractor by the Client; this is a pass-through expense with no markup and substantiated by receipts from the third-party vendor providing the service. The number of Candidates for which verification is done will vary based on Client requests.

