

Informal Request For Proposals
Presidential Search Firm/Consultant

Luna Community College invites proposals from firms or individuals capable of providing consulting services for the recruitment and selection process for the College's future President who is to assume office in Spring of 2021. The Informal Request for Proposals will be issued on October 14, 2020.

Luna Community College is small college located in Northeastern New Mexico in the city of Las Vegas. Please refer to our website at: <http://luna.edu>. for further information.

The College will accept electronic proposals until 5:00 p.m., October 30, 2020. Proposals can be submitted via email to Mrs. Levitt Baca, Chief Procurement Officer, at lbaca@luna.edu. or mailed to the Procurement Officer at the address below.

Luna Community College
Mrs. Levitt Baca, Procurement Officer
366 Luna Drive
Las Vegas, New Mexico 87701

General Provisions

Receipt of Proposals – Email your proposals to Mrs. Levitt Baca, Chief Procurement Officer, by October 30, 2020, 5:00 p.m.

Proposal Validity – Proposals submitted shall be valid for a period of not less than ninety (90) calendar days from the date of submittal.

Questions/inquiries – Prospective Offerors are required to put all questions, clarifications or comments in writing and submit via email to Mrs. Levitt Baca, Chief Procurement Officer, for this informal solicitation no later than 2:00 p.m., October 23, 2020. Responses will be posted on the Luna website October 26, 2020 after 1:00 p.m.

No Commitment to Award – Issuance of this Informal RFP and receipt of proposals does not commit the College to award a contract. The College reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this Informal RFP, to negotiate with more than one Offeror concurrently, or to cancel all or part of this Informal RFP.

Pre-Contractual Expenses – Pre-contractual expenses are defined as any expenses incurred by the Offeror in: (1) preparing its proposal in response to this Informal RFP; (2) submitting that proposal to the College; (3) negotiating with the College any matter related to this Informal RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this Informal RFP. The College shall not, under any circumstance, be liable for any precontractual expenses incurred by Offerors, and Offerors shall not include any such expenses as part of their proposals.

Contract Term – The Services provided under any contract awarded pursuant to this Informal RFP shall be completed as outlined in the Scope of Work.

Proposal Format and Content

The college requests that the proposal follow the format below. Selection of qualified firm or individual shall be based on the following items, each shall be included in the proposal:

- A. A signed letter of interest, stating the:
 - a. Firm's interest and qualification in providing these services
 - b. Brief history of the firm
 - c. Names and resumes of key individuals who will be assigned to work with the College
- B. A summary of the firm's experience with searches for Colleges in the state of New Mexico, or with institutions of similar size and demographic. This summary must include the firm's experience in each of the items listed in the Scope of Work
- C. A detailed statement that describes the processes and strategies that the firm will employ to ensure that all tasks in the Scope of Work are successfully completed
- D. A list of client references related to the services to be provided (minimum of three). The list must include the organization name, address, telephone number, contact person(s), and email addresses
- E. Cost for services to be provided is to include a firm estimate of all fees and expenses to be charged
- F. Each Offeror is encouraged to provide any additional information or description of resources the Offer believes is pertinent to this Informal RFP
- G. Board of Trustees reserve the option to request a video presentation tentatively scheduled for November 5, 2020

Scope of Work

Below is a description of consulting services by phase of search process.

Phase 1: Search Procedures/Establishment of Criteria

- 1. Meet with appropriate groups to develop and or review search procedures and timelines. Timeline must yield to state laws that govern presidential searches for a public institution of higher education.
- 2. Assist the Board Executive Committee with the selection of diverse Advisory Committee and conduct a Committee orientation. This process shall include consultation with Board Executive Committee on Committee roles and responsibilities.
- 3. Assist the Board Executive Committee with development of the position profile/announcement.
- 4. Advertise and conduct focus group sessions with campus and community constituencies for input into position profile.
- 5. Facilitate Board approval on qualities and qualifications to be included in the position announcement.
- 6. Prepare position announcement and professional advertising based on criteria accepted by the committee and the Board of Trustees and Human Resources, as appropriate.

Phase 2: Recruitment

- 1. Conduct confidential personal recruiting of qualified applicants for the position.

2. Establish effective and on-going marketing plan for advertisement of position that includes print, social media, direct outreach, and other marketing methods.
3. Distribute position announcements to individuals, placement agencies, colleges and universities, and targeted agencies and organizations.
4. Advertise and actively publicize the position in local, regional, and national publications, to attract and secure a diverse and qualified pool of applicants.

Phase 3: Initial Screening

1. Conduct initial screening of all applications to determine those who meet established qualifications for further consideration.

Phase 4: Screening/Interview Processes

1. Advise and assist the Advisory Committee on the objective screening of applicants and in determining which candidates to invite for an interview.
2. Advise and assist the Advisory Committee in developing interview procedures and other strategies for selecting the finalist candidates to be considered by the Board.

Phase 5: Reference Checking

1. Conduct in-depth, comprehensive reference and background checks.

Phase 6: Finalists' Interview Process

1. Advise and assist the Board as required for interviews of finalist candidates.