



**Request for Quotation # 17-28**  
**Executive Search Firm –**  
**University Presidential Search**

May 5, 2017

Submitted by:  
**Jan Asnicar, Partner**  
**Ryan Crawford, Partner**



## TABLE OF CONTENTS

Table of Contents.....	1
1. Executive Summary .....	2
Mission .....	2
Candidate and Client Philosophy .....	2
Search Experience.....	3
2a. Approach to Scope of Services .....	6
Why Storbeck/Pimentel & Associates?.....	6
Search Process .....	6
Preparation .....	6
Recruitment.....	7
Evaluation.....	8
Selection.....	10
2b. Work Plan .....	11
Draft Timeline.....	11
Staffing .....	13
Jan Asnicar, Partner .....	14
Ryan Crawford, Partner.....	15
Gretchen Hoffman, Senior Associate .....	16
Spencer Jacobson, Director of Research .....	16
3. Price.....	17
Attachments:	
Attachment A	
Attachment B	
Addendum # 1 Acknowledgement	
References	



## **1. EXECUTIVE SUMMARY**

Storbeck/Pimentel & Associates is an executive search firm exclusively dedicated to serving the higher education and not-for-profit sectors. Our firm is composed of more than 44 consultants and support staff located in two main offices (Los Angeles and Philadelphia) with affiliated offices in Austin, Texas; Shelburne, and Vermont; Reston, Virginia.

Prior to establishing Storbeck/Pimentel & Associates, our consultants served in leadership capacities at leading national and international executive search firms. The leadership team includes Alberto Pimentel, Shelly Storbeck, Will Gates, Jan Asnicar, Ryan Crawford, Julie Tea, and Steve Leo – all of whom have extensive experience in conducting higher education searches. Over the course of the last 20 years, our team has conducted more than 2,000 executive level searches for higher education clients. Our collaborative approach, dedication to clients, and continual focus on providing the highest quality of service has become our trademark.

### **Mission**

Our mission is to be the premier search entity in the country dedicated to fulfilling the leadership needs of education, social, cultural and philanthropic institutions. We are committed to enhancing and sustaining the performance of our higher education/not-for-profit clients by enabling them to build high-impact leadership teams.

### **Candidate and Client Philosophy**

Our firm's philosophy begins with our deep commitment to you, our client. Our obligation to you is of paramount importance to us. We will identify and recruit highly qualified candidates and assist you in making the right hiring decision for your organization. Our responsibility includes making certain you are aware of each candidate's potential, attributes, weaknesses and needs and, in turn, that the candidates are aware of your expectations. Moving candidates through the recruitment/hiring process is, at every step, a two-way street. Our role is to inform you of all pertinent issues impacting the search process and the candidates while facilitating every phase of the search.

Our responsibilities to the candidates include treating them with respect, providing accurate information in a timely manner, and managing their expectations to ensure consistency and clarity between all parties. Lastly, we inform candidates when they are not selected for the position and, as permitted by the client, share the reason(s) for the client's decision. To do this effectively, our client must communicate with candor the information that we are allowed to share with candidates.

Our goal is to represent the needs and interest of our client in a vigorous and diligent manner while treating all candidates with dignity, fairness and honesty.

## *Search Experience*

Our firm has completed more than 80 presidential searches since 2012, half of which have been at public institutions across the country. We have significant experience working within the parameters of Florida’s Sunshine Law having completed a number of executive-level searches at institutions within the state, including a highly visible presidential search at Florida State University. A complete list of presidential searches over the last five years is below:

Institution	Position
Adelphi University	President
Albertus Magnus College	President
Albright College	President
Bank Street College of Education	President
California Maritime Academy	President
California State University System	Chancellor
California State University, Fullerton	President
California State University, Long Beach	President
California State University, Los Angeles	President
California State University, Northridge	President
California State University, San Bernardino	President
Campbell University	President
Carnegie Mellon University	President
Champlain College	President
Colby College	President
Colorado State University System	Chancellor
CUNY Brooklyn College	President
Denison University	President
Florida State University	President
Green Mountain College	President
Hanover College	President
Haverford College	President
Hendrix College	President
Humboldt State University	President
Illinois Wesleyan University	President

Institution	Position
Indiana University East	Chancellor
Indiana University Kokomo	Chancellor
Indiana University South Bend	Chancellor
Indiana University Southeast	Chancellor
Kalamazoo College	President
Kent State University	President
Kenyon College	President
Lafayette College	President
Lesley University	President
Marlboro College	President
Mercy College	President
MGH Institute of Health Professions	President
Milwaukee School of Engineering	President
Nevada State College	President
New Mexico Institute of Mining & Technology	President
New York Law School	Dean and President
Northern Arizona University	President
Pace University	President
Rider University	President
Ripon College	President
Rollins College	President
Saint Joseph's University	President
Scripps College	President
Slippery Rock University	President
SUNY Brockport	President
SUNY College of Environmental Science and Forestry	President
Susquehanna University	President
Swarthmore College	President
Trinity College	President
University of Harford	President
University of Denver	Chancellor

Institution	Position
University of Minnesota, Crookston	Chancellor
University of Missouri-Columbia	Chancellor
University of New Mexico	President
University of North Texas	President
University of North Texas at Dallas	President
University of North Texas Health Science Center	President
University of Pittsburgh	Chancellor
University of the Sciences in Pennsylvania	President
University of Wisconsin - Green Bay	Chancellor
University of Wisconsin - Madison	Chancellor
University of Wisconsin - Milwaukee	Chancellor
University of Wisconsin Colleges and University of Wisconsin-Extension	Chancellor
University of Wisconsin System	President
University of Wyoming	President
Vaughn College of Aeronautics and Technology	President
Washington & Lee University	President
Washington College	President
Wayne State College	President
Wayne State University	President
Westminster College	President
Wheaton College	President
Whitman College	President
Wilkes University	President
Winona State University	President

## 2A. APPROACH TO SCOPE OF SERVICES

### *Why Storbeck/Pimentel & Associates?*

Our team offers a number of distinct advantages to our clients, including our:

- **Connections:** Our team of 13 partners has a deep network of connections across higher education that aid in identifying the best candidates and properly vetting candidates prior to hire.
- **Database and Research Team:** Our firm’s extensive database contains information compiled over thousands of searches. When coupled with the continuous efforts of our research team, clients have access to a wealth of information and insights as they make decisions throughout the process.
- **Commitment to Diversity:** Our strong commitment to diversity is reflected in our team (over 80% of SPA employees are women or underrepresented minorities) and our success in developing diverse pools of candidates for consideration by its clients (over 55% of SPA placements have been women or underrepresented minorities).
- **Background Check Process:** Our firm’s vetting of candidates is extensive and includes credit and criminal checks; degree and work history verifications; print, web, and social media checks; and on-list and off-list referencing.
- **Track Record of Success:** Over 95% of individuals hired in searches involving our firm have remained in their positions for at least four years.

### *Search Process*

We apply a team approach to all of our searches and will customize our search methodology to meet the specific needs of the University of North Florida and the Search Committee. The following overview of our standard approach and methodology details how Storbeck/Pimentel & Associates would function in support of the Search Committee during the four phases of the search process: preparation, recruitment, evaluation and selection. In serving as the primary contacts throughout the search, Jan Asnicar and Ryan Crawford will work with the Search Committee to follow this model but will remain flexible in order to modify the process, if necessary, to accommodate your needs and ensure that the search is successful.

#### **Preparation**

- Planning the Search Process
  - We begin our work in support of your search by clarifying and providing advice about the search process, timetable, and the recruitment/outreach strategy.
  - Our experience conducting various types of searches and representing numerous institutions nationally provides us with an understanding of “best practices” in conducting executive

searches. We will recommend these best practice models and advise the Search Committee on effective recruitment strategies.

- Understanding the University of North Florida
  - We will meet with you, and all others whom you wish to involve in the search process, to gain a thorough understanding of the University of North Florida and the focus and expectations for the new President. It is vital for us to hear a broad range of views about the position and essential candidate qualifications in order for us to recruit candidates who are a good match with the position and the University.
  - We will review all relevant documents including planning reports, budgets, organizational charts, and other materials describing the University.
  - With your assistance, we will explore critical institutional issues, particularly those bearing on institutional direction and priorities.
  - We will identify the key issues and challenges that will be encountered in filling the position and recommend strategies for overcoming them.
  - We will evaluate the competitive strengths and weaknesses of the national market for the position and report our findings to the Search Committee.
  
- Developing and/or Enhancing the Position Description
  - We will work in collaboration with the Search Committee to develop and/or enhance and appropriately distribute the position description. This document will include a statement of qualifications for the position as well as a profile of the University of North Florida. It will identify the University's needs and strategic initiatives, basic responsibilities of the position, and reporting relationships. It will also highlight the following: positive aspects about the University, challenges facing the University, potential opportunities for success for the new President, and key links to additional web-based information about the University of North Florida. This document, along with the directives issued by the Board of Trustees, will serve as a reference for the Search Committee throughout the search and will clearly outline the criteria upon which candidates will be evaluated.
  - This description is an important recruitment tool that gives prospective candidates a better understanding of the position and the University.

## **Recruitment**

- Developing and Recruiting a Diverse Candidate Pool
  - We will receive and respond to all nominations, applications and inquiries for the position. Furthermore, we will aggressively recruit individuals with superior qualifications who are not “on the job market” as well as those quietly seeking new employment opportunities.
  - Recruiting efforts will include the development and placement of announcements in traditional national outlets, professional journals, specialized publications such as *The Chronicle of Higher Education*, and other relevant online career sites. We will also be sure to include selected media that could attract candidates who would not otherwise apply for the position. Although publicizing the position is necessary to enhance the visibility of the

search, it should be noted that advertisements alone very rarely generate a high quality pool of candidates for these types of searches.

- We will also place calls to individuals who are well positioned to serve as sources. These individuals usually include: senior level administrators at peer institutions; leaders of national professional associations; representatives of groups focused on particular constituencies (e.g. women and minorities); and other higher education related organizations. One of our most significant strengths is our extensive national professional network.
  - At the direction of the Board of Trustees and Search Committee, we will recruit non-traditional candidates. This may include candidates from industry, government, healthcare and professional associations who meet the expectations and qualifications set forth by the institution.
  - We will maintain close communications with all candidates and keep them informed of their status throughout the search. Moreover, we will meet with the Search Committee and its chair as requested and as needed throughout the search process. It is vital for us to share information and receive feedback regarding the progress of the search and the qualifications of the candidates.
  - We have a strong track record of providing candidate pools in which women and minorities are well represented. We believe that these special recruiting and outreach efforts are worthwhile, desirable, and productive.
- Managing Information in Support of the Search
    - In our experience, managing information is typically best handled on a partnership basis between Storbeck/Pimentel & Associates and the Search Committee.
    - We will develop a database to track the status of candidates, applicants and nominees. This database can be used to generate current reports of all prospective, active and inactive candidates as well as to generate communications to inform each candidate of his/her status from the beginning to the end of the entire process.
    - Having an appreciation for the importance of administrative details, we will attend to them in a timely manner since candidates will likely judge the process by how well these details are handled.
    - To assist in managing information, minimize costs, and to provide the committee with access to the entire candidate pool on a real-time basis, the committee will have access to a secure, password-protected website containing all candidate files as well as other pertinent search related information.

## Evaluation

- Evaluating Candidates
  - We will work closely with the Search Committee and assist in gathering and reviewing background information on prospects, candidates, and applicants.
  - The consultant will conduct preliminary screening interviews with each candidate who meets the stated criteria. The consultant will provide the Search Committee with the information

- gathered during these preliminary interviews including a summary of the strengths, weaknesses, and qualifications of all viable candidates.
- After the candidate pool has been assembled, committee members will be asked to evaluate candidates on a three-point grading scale of A (excellent; retain), B (incomplete; request more information), or C (unsuitable; eliminate). The ratings will be summarized allowing the committee to eliminate unsuitable candidates and retain the best qualified candidates.
  - We will conduct candidate research to include: Lexis/Nexis search, preliminary background checks and validation of professional credentials of candidates.
- Interviewing and Referencing
    - We will work directly with the Search Committee to conduct first-round candidate interviews, sometimes referred to as “airport interviews.” Usually, 8 to 10 candidates are invited to interview with the Search Committee at a neutral site, with the consultant acting as the coordinator. In addition, we will work with the committee to develop interview questions, candidate information packets, and candidate interview schedules.
    - **Optional:** In the event the committee elects to conduct Skype/videoconference interviews with candidates rather than in-person first-round interviews, we will assist in handling all of the logistical and technical issues associated with the interviews.
    - The Search Committee will evaluate and select those candidates who, on the basis of their evaluations, appear to best meet the requirements of the position. Following the first-round interviews, the candidate pool will be narrowed to a smaller group of candidates (usually three to four finalist candidates) for the Search Committee to consider further.
    - We will initiate a thorough background investigation on each of the remaining candidates. This investigation would include: degree verification; review of credit report, DMV record, and criminal/civil litigation history; review of newspaper articles; and verification of previous employment. We will employ the services of FRASCO Profiles, Inc. (a national private investigation firm) to assist with this phase of the process.
    - We will conduct in-depth reference checks on the remaining candidates. In conducting reference checks it is our practice to speak directly with individuals who are now, or who have been in the recent past, in positions to observe and evaluate the candidate's performance. We will not only speak to individuals listed on the candidate's reference list, but we will also reach out to individuals who have personal experience working with the candidate but who are not provided as references.
    - Although we will conduct reference checks on each candidate, we strongly encourage Search Committee members to participate in this process. It is particularly important to involve the Search Committee in conducting reference calls with individuals who are not on the candidate's reference list.
    - These references and evaluations will be combined to provide frank, objective appraisals of each candidate. Such detailed and intensive investigations are reserved only for those individuals to whom the Search Committee plans to give the most serious consideration.

## Selection

- Coordinating the Final Selection Process
  - We will assist in coordinating on-campus second-round interviews with all of the finalists. Usually, this round of interviews requires the participation of numerous constituents and stakeholders. It is important that this phase of the process be transparent and inclusive.
  - After the second interview, we will conduct additional background and reference checks on the remaining finalists.
  - Following the second-round interviews, we will assist the Search Committee in fulfilling their charge. Typically, a list of unranked candidates and an in-depth evaluation of each candidate's strengths and weaknesses is generated. This information is then shared with the Board of Trustees.
  - We will arrange third-round interviews with the remaining candidate(s) as necessary. These meetings are usually in private with the Board of Trustees and other senior administrators. At the conclusion of the interview process, we will conduct additional reference checks on the finalist(s) to address concerns/issues raised during the final interview.
  - We will develop a comprehensive report outlining each finalist's current compensation package, compensation expectations, and family/spouse/partner issues.
  - We will assist the Board of Trustees in developing a competitive compensation package for the successful candidate, if requested.
  - (Optional) We will assist in negotiating the terms and conditions of employment with the successful candidate.
  - Finally, all unsuccessful candidates will be swiftly informed about the outcome of the search.

## **2B. WORK PLAN**

### **Draft Timeline**

As a retained executive search firm, we are committed to the long-term success of our clients. We understand the urgency of completing assignments in a prompt manner, while not sacrificing the quality of the candidate pool or violating any aspect of the search process. As a result, we will make every effort to complete each search within three to four months of engagement and will create a customized timeline reflective of the agreed upon deliverables and deadlines. The following timeline is a general guide, but we will work closely with the Board of Trustees and Search Committee to determine a timeline that will best meet the needs of the institution.

<b>Date</b>	<b>Action/Deliverable</b>
June 16, 2017	<p>First organizational meeting with Search Committee members to discuss search process, timeline, position description and advertising strategy.</p> <p>SP&amp;A consultant meets with key constituents to learn about the challenges and opportunities impacting the new President.</p>
Late June 2017	SP&A consultant and Search Committee finalize position description and text for advertisement.
July 2017	<p>The University and/or SP&amp;A place ads in appropriate publications to include:</p> <ul style="list-style-type: none"> <li>• Chronicle of Higher Education</li> <li>• Other online, academic and discipline specific advertising venues.</li> </ul>
July – August 2017	SP&A search team recruits candidates and solicits nominations.
Late July 2017	<p>Progress meeting with Search Committee to discuss status of the search and review initial slate of candidates.</p> <p>Search Committee provides feedback to SP&amp;A consultant regarding quality of candidate pool.</p>
July – August 2017	SP&A conducts preliminary candidate interviews and recruits additional candidates.
Late August 2017	<p>Progress meeting with Search Committee to evaluate candidates.</p> <p>Search Committee identifies 8 – 10 semi-finalist candidates.</p>

Date	Action/Deliverable
Early September 2017	<p>Search Committee conducts first-round interviews with semi-finalist candidates.</p> <p>Search Committee identifies 3 – 4 finalist candidates.</p>
Mid-September 2017	<p>SP&amp;A and Search Committee initiate in-depth reference and background checks on all finalist candidates.</p> <p>Finalists are invited and scheduled for on-campus interviews.</p>
Late September – Early October 2017	<p>On-campus interviews for all finalist candidates.</p>
October 2017	<p>Search Committee collects feedback from campus constituents and prepares a final report for the Board of Trustees to review.</p> <p>SP&amp;A completes additional reference and background checks.</p>
October 2017	<p>Follow-up visits with lead candidate(s).</p>
October 2017	<p>SP&amp;A consultant assists with contract negotiations.</p> <p>Board of Trustees approves contract and offers position to lead candidate.</p> <p>Search closes and placement announced.</p>

## *Staffing*

For this assignment, we propose creating a search team consisting of two partners, a senior associate, a research analyst, and a search coordinator. This assignment will be managed from our office in Austin, TX, and led by Ms. Jan Asnicar and Mr. Ryan Crawford. Ms. Asnicar and Mr. Crawford will guide the search team and will be responsible for all aspects of the search including: the initial consultation; candidate identification and recruitment; candidate assessment and evaluation; and reference checks. They will serve as the primary contacts throughout each phase of the search process.

The senior associate assigned to the search will assist with candidate recruitment and reference checking. The research analyst will provide research support for the assignment and the project coordinator will provide logistical coordination and overall administrative support. Collectively, this team will be responsible for maintaining Storbeck/Pimentel & Associates' commitment to quality and exceptional customer service throughout every aspect of the process. In addition, the search team will work closely with the other members of our firm to guarantee that a thorough national search is conducted and that all of our resources are leveraged on your behalf.

Please note that Storbeck/Pimentel & Associates limits the number of assignments that individual consultants and search teams are allowed to conduct. This results in a higher level of customer service and satisfaction, a more timely completion of searches, and enhanced interactions with our clients and candidates.

Résumés for our partners and associates can be found on the subsequent pages of this proposal.



## **Jan Asnicar, Partner**

### **Education:**

University of Minnesota, A.B.D. Higher Education  
University of Wisconsin, Milwaukee, Master of Social Work  
University of Wisconsin, Platteville, Bachelor of Science  
Baker University, Master of Science, Conflict Management and Negotiation

### **Professional Experience:**

In 2007, after more than 25 years of serving as an administrator in universities, Ms. Asnicar began her career as an executive search consultant working exclusively with non-profit and higher education institutions. During this time she has assisted with over 150 search projects ranging from Chancellor/President, Provost, and Dean searches to executive staff and cabinet level positions at both public and private institutions.

Recent clients include: Metropolitan State University in Minnesota; Bemidji State University; Azusa Pacific University; Indiana Wesleyan University; Lake Superior State University; Lakeland University; Biola University; and Kansas State University.

Ms. Asnicar began her career in higher education in student affairs in the University of Wisconsin System where her focus was in student governance and residential life. She joined an educational consulting firm that specialized in assisting institutions with the development of programs for adult learners. As Vice President, she worked with colleges and universities throughout the country providing guidance and support in the areas of strategic planning, external compliance, staff development, enrollment management, communications, public relations, marketing and promotion.

In 2003, Ms. Asnicar joined Baker University's School of Professional and Graduate Studies as Associate Dean. As the leader for the Division of Academic and Enrollment services, her team had responsibility for all touch points between the university and the students from the first contact through graduation.

Ms. Asnicar has been invited to present at regional, national, and international conferences on various topics including succession planning, leadership transition, faculty development, assessment, strategic planning and the changing demographics of college students.



## **Ryan Crawford, Partner**

### **Education:**

University of Texas at Austin, M.B.A.  
University of Georgia, B.A., Journalism  
University of Georgia, B.A., Political Science

### **Professional Experience:**

Mr. Crawford has successfully completed more than 130 executive search assignments for presidents, chancellors, vice presidents, deans, and other senior administrators at universities and colleges across the United States. His experience covers a range of functional areas in higher education, including academic affairs, student affairs, finance and administration, information technology, and advancement and development. Mr. Crawford joined Storbeck/Pimentel & Associates after nine years in the higher education practice of another boutique executive search firm. As a partner with Storbeck/Pimentel & Associates, Mr. Crawford plays a key role in business development, candidate identification and recruitment, and client engagement.

Recent clients include: Indiana State University, Montana State University, Texas A&M University-Corpus Christi, Texas State University, the University of South Carolina, and the University of North Carolina System.

Prior to working in executive search, Mr. Crawford was a business reporter at the Gwinnett Daily Post, a newspaper in suburban Atlanta. He also spent time as an associate reporter for MLB.com in Chicago.



## **Gretchen Hoffman, Senior Associate**

### **Education:**

The University of Texas at Austin, M.B.A.  
Davidson College, B.A., Religion

### **Professional Experience:**

Ms. Hoffman works closely with the partners of our firm in conducting searches for public and private universities across the United States. In her role as an Associate, she is responsible for the recruitment of candidates and facilitation of the search process. Ms. Hoffman is based in the firm's office in Austin, TX.

Throughout her career, Ms. Hoffman has worked alongside educators to provide solutions that meet their unique needs. Prior to joining Storbeck/Pimentel and Associates, Ms. Hoffman held management roles in the educational software industry, where she collaborated with academic administrators to implement comprehensive technology solutions at independent schools.

## **Spencer Jacobson, Director of Research**

### **Education:**

Chapman University, M.A., Criminal Justice Administration  
Occidental College, B.A., History

### **Professional Experience:**

In his current role, Mr. Jacobson is responsible for leading the team of research analysts who support our consultants and directing the strategy and execution of our research efforts. Specifically, he, along with our research organization, collects and analyzes market data and develops research strategies in support of our client assignments. In addition, he guides the research staff in conducting preliminary background checks on all candidates and maintaining multiple databases containing information regarding prospective candidates and target universities. Mr. Jacobson has been involved in all facets of the search process and has successfully guided the research efforts for hundreds of public and private college and university searches. His experience encompasses all academic and administrative positions.

At the foundation of the professional career of Mr. Jacobson is 12 years of investigative experience across the western United States. This experience includes all aspects of the investigative process including conducting background investigations and intelligence gathering for both criminal and civil litigation.

### 3. PRICE

- **Professional Fee:** Typically, professional fees for our services are based on one-third of the total first year's cash compensation of the successful placement. However, given our desire to assist the University of North Florida in this important assignment, we propose conducting your search for a fixed (not-to-exceed) professional fee of \$100,000.
- **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, we charge an Indirect Expenses/Engagement Support fee of 12% of the professional fee. These charges are in addition to the Professional Fee
- **Out-of-Pocket Expenses:** Our 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. We will work with the committee to develop a budget, contain costs and conduct the assignment in the most cost effective manner without compromising the quality or thoroughness of our 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, we will assist in placing the advertisements.
- **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. All costs associated with candidate travel will be the responsibility of the client and will be paid per University of North Florida travel regulations.
- **Consultant Travel Expenses:** The consultant(s) will travel to meet with the Search Committee throughout the search process. It is our standard practice to contain costs as much as possible, therefore the consultant(s) will seek the committee chair's approval prior to traveling on the University's behalf. All costs associated with consultant travel will be the responsibility of the client and will be paid per University of North Florida travel regulations.
- **Background Investigations:** As described in the Approach to Scope of Services (2a) section of this proposal, we would employ the services of FRASCO Profiles, Inc. to conduct in-depth background checks on all finalist candidates. Due to the various options available in conducting thorough background investigations (criminal record, DMV record, sexual offender record, credit check, etc.), the cost to conduct background investigations (beyond reference checking) will vary per candidate. As part of our services, we will discuss all options and associated costs with you prior to initiating background investigations on each finalist. Storbeck/Pimentel & Associates 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:** The University of North Florida has the right to cancel the assignment at any time. If the University decides to cancel the search you 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:** Our professional fee is billed in three installments and each installment is tied to the completion of key milestones. Bills are due and payable upon receipt. Our fees and expenses are not contingent upon our success in placing a candidate with your organization. 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.
- **Guarantee:** If a candidate we place leaves your employ within twelve months of his/her start date, we will reinstate, for expenses only (Indirect Expenses/Engagement Support fee and out-of-pocket expenses), a search for the same position and level as the original placement provided that: (1) the placement's departure is for cause, or the result of his or her inability to perform responsibilities or (2) the placement resigns, unless the focus of the job has changed such that the responsibilities or authority of the position are significantly different than represented at time of hiring. The client is entitled to only one replacement search and the search must be initiated within six months following the departure of the placement.



## REFERENCES

Storbeck/Pimentel & Associates prides itself on its ability to work closely with clients to manage complex search processes that lead to positive results for their institutions. Please find references below who can speak to their work with SPA search consultants. Our firm is happy to provide additional references upon request.

**Ms. Ginny Arthur**

President  
Metropolitan State University  
St. Paul, MN  
(651) 793-1900 (office)  
[president@metrostate.edu](mailto:president@metrostate.edu)

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**Dr. Daniel Bradley**

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Indiana State University  
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**Mr. Kyle Clark**

Vice President for Finance and Administration  
Florida State University  
Tallahassee, FL  
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**Mr. Dan Eck**

Former President, Lakeland College  
Sheboygan, WI  
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**Dr. Kelly Quintanilla**

Interim President  
Texas A&M University-Corpus Christi  
Corpus Christi, TX  
(361) 825-2621 (office)  
[Kelly.Quintanilla@tamucc.edu](mailto:Kelly.Quintanilla@tamucc.edu)

## Attachment A

### Certification of Proposal

Explanation: This certification attests to the Vendor's awareness and agreement to the content of this Request for Quotation (RFQ) and all accompanying terms, conditions and provisions contained herein. In addition, any documents incorporated by reference in the requests for additional language or request for revisions and any and all forms UNF will need to fill out, prepare or submit to Vendor if awarded the contract must be included in Vendor's solicitation response. Be advised that UNF, as a State University, must adhere to applicable laws and regulations and therefore certain terms and conditions cannot be altered.

Action: Vendor is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to Request for Quotation #17-25 issued by the University. The undersigned, as a duly authorized officer, hereby certifies that

Storbeck/Pimentel & Associates

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced RFQ and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFQ. The proposal shall remain firm and shall not be withdrawn for a period of 180 days after the Due Date for responses to the RFQ.

The undersigned further certifies that their firm (check one)  IS or  IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Quotation are:

Name: Ryan Crawford Title: Partner

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Official: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: [Signature] Date: 5-2-17

# Attachment B

## Conflict of Interest Certificate

Proposer must execute either Section I or Section II hereunder relative to Florida Statute 112.0313(125). Failure to execute either section may result in rejection of this proposal.

### Section I

I hereby certify that no official or employee of UNF requiring the goods or services described in these specifications has a material interest in this company.

Ryan Crawford  
Name of Company Official

  
Signature

Starbeck/Pimentel + Associates  
901 Mopac Expressway S., Plaza One, Suite 300  
Austin, TX 78746  
Company Name & Address

### Section II

I hereby certify that the following named UNF official(s) and/or employee(s) having material financial interest (in excess of 5%) in this company have filed Conflict of Interest Statements with UNF Procurement Services (1 UNF Drive, Jacksonville FL 32224) prior to the time of the proposal opening.

Name	Title	Filing Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*\*\*\*

## Public Official Disclosure

UNF requires that a public official who has a financial interest in a proposal or contract make a disclosure at the time that the proposal or contract is submitted, or at the time that the public official acquires a financial interest in the proposal or contract. Please provide disclosure, if applicable, with proposal.

Public Official- Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position/Relationship with Proposer: \_\_\_\_\_

**ADENDUM ACKNOWLEDGMENT**

I, the undersigned, acknowledge the receipt of:

**Addendum # 1**

All addenda to this RFQ #17-28 shall become part of your firm's submittal and subsequent contract, if applicable.

Authorized Signature 

Printed/typed Name Ryan Crawford

Company Name Starbeck/Pimentel + Associates

Date 5-2-17

The University has no obligation to furnish addenda by any other means than posting to its website. **Please note receipt of this addendum by signing and returning this form with your RFQ response. Failure to acknowledge any and all addenda may result in disqualification of that Respondent's response.**