



# NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard East • Niceville, FL 32578-1347 • (850) 678-5111 • [www.nwfsc.edu](http://www.nwfsc.edu)

## Notice: Request for Executive Search Firm Qualifications and Proposals

The District Board of Trustees is seeking submissions offering professional services from firms interested in serving as the executive search firm during the upcoming presidential search at Northwest Florida State College. The primary goal of the Board is to have a person or firm to provide a comprehensive procedure to assist the Board in the search and selection of Northwest Florida State College's next president.

Interested parties must make their submission no later than 11:59 p.m. Central, Friday, April 26, 2024, including at a minimum the following information:

1. Firm name, location, and representative (including name, title, phone number, and email address)
2. Years in Business
3. Confirmation of Presidential Search Services Offered
4. Evidence and Explanation of Presidential Search Experience
5. Quoted Cost to Perform Presidential Search
6. Timeline to Perform Presidential Search
7. Proposed Process to Perform Presidential Search
8. List of the firm's staff intended to be assigned to the project
9. Three references
10. Disclosure of any personal, familial, employment, or vendor relationship between a principal or employee of firm and Northwest Florida State College, its trustees, president, or employees in the preceding 5 years.

The Board may consider in its selection process, among other relevant factors, the price, experience, qualifications, and proposed services of each interested firm as the Board seeks a firm that best fits the College's needs. The Board will consider submissions in due course and may request more information. The Board reserves its right to accept or reject any and all submissions, wholly or in part; answer, wholly, in part, or not at all, questions submitted; reject any submissions which it finds not responsive or not responsible; seek additional information or additional submissions from existing or new submitters; conduct investigations of the qualifications of any or all of those who make a submission to determine their ability to perform the requested services; waive technicalities or informalities; award or decline to award contract(s) based on the College's best interests; and retain all submissions and use the ideas in those submissions regardless of whether it was selected for award.

All materials submitted to the College in response to this notice are public records and are not confidential. The policies of the Board, which can be found at [nwfsc.edu](http://nwfsc.edu), apply to this notice. To the extent applicable to this notice, the College's Solicitation Terms & Conditions (available through BidNet) and Purchase Order Terms & Conditions (available at [nwfsc.edu/purchasing](http://nwfsc.edu/purchasing)) also apply. From the date of this notice until the Board takes final action, submitters must not communicate with any College trustee, employee, or representative about this notice or the person's or firm's submission, other than the Office of General Counsel by email to [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu) or by phone 850-729-5233. Unauthorized

communication or violations of this restriction constitute grounds for disqualification of the firm's submission from any selection process

## Schedule and Contact Information

Date of Posting: April 18, 2024

College Contact: General Counsel  
Whitney Rutherford  
[purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu)  
850-729-5233

Submit Responses Via: [NWFSB BidNet Group Page](#)

Title Submissions: 2023-2024-01 Response to Request  
for Executive Search Firm Qualifications and Proposals

The College reserves the right to amend this schedule at any point. Any changes to the schedule below will be posted in an addendum at Northwest Florida State College's BidNet Direct's Florida Purchasing Group page: <https://www.bidnetdirect.com/florida/northwestfloridastatecollege>. The College lists times in Central Time.

### REQUEST TIMELINE:

EVENT	TIME	DATE
Notice Release Date	3:30 PM	April 18, 2024
Deadline for Questions from Submitters	3:00 PM	April 24, 2024
Submissions Due	11:59 PM	April 26, 2024
Estimated Final Board Review	3:00 PM	May 21, 2024
Estimated Notice of Award	5:00 PM	May 31, 2024