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Materials Management Office
1201 Main St – Ste 600
Columbia, SC 29201

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Updated on 03/07/18

Contract for Executive Search Services

MAXIMUM CONTRACT PERIOD: September 23, 2016 – September 22, 2021

The Materials Management Office has established sources for Executive Search Services as listed herein for Using Governmental Units (UGUs) including all State agencies and local public procurement units within the geographic limits of the State of South Carolina. The Contractors shall conduct searches within the State of South Carolina, and/or nationally, for qualified individuals to be employed by UGUs on an as needed basis. Searches may be conducted for hard to fill positions including but not limited to Chief Executive Officers, Chief Financial Officers, Chief Operating Officers, Chief Investment Officers, Senior Level Administrators, Senior Level Academic Positions, and Executive Compensation positions. Typically, these positions will be those in State pay bands 8 and above or unclassified positions. The UGUs may post open positions and fill these positions without using services of the Contractors. Purchases by local procurement units are optional.

To utilize this contract, State Agencies and Institutions of Higher Education shall submit a justification and receive prior approval from the Department of Administration, Office of Human Resources before contacting the Contractors:

Heather Kever, Department of Administration, Office of Human Resources
8301 Parklane Road, Suite A220, Columbia, SC 29223
(803) 896-5088

Political Subdivisions (i.e. cities, counties, and other local public procurement units) may use the contract at their own discretion.

After receiving approval from Department of Administration, Office of Human Resources, the Contractor will be notified by the UGU of the need to conduct a search for open positions. The UGU will provide the job description(s) and salary range(s) for open positions. The UGU may request to meet with the Contractor and/or a search committee prior to initiating any search in order to understand the opportunities and needs of the UGU as well as to get an impression of the members' thinking and attitudes.

If the UGU employs a candidate for a position and the candidate was (a) earlier produced by the Contractor in a previous authorized search and (b) interviewed by the UGU during the previous search within the twelve (12) months immediately preceding the hire, then UGU will negotiate a price with Contractor that must be lower than the awarded percentage of the annual salary offered to and accepted by the candidate.

The Contractor will present a minimum of three viable candidates for each position. Viable candidates are those who meet at least all of the minimum requirements for the position as defined by the UGU and whom the UGU deems as acceptable candidates. The UGU will make the final determination as to whether or not to interview the Contractor's candidates.

The Contractor shall, upon request, provide personal interaction with the UGU, including providing reports 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).

The Contractor shall, upon request, finalize and assist the UGU in the process of interviews, including but not limited to:

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- a. Setting up interviews (perhaps virtual depending on preference of interviewee and making all travel arrangements for interviews).
- b. Coordinating candidate's participation in interviews.
- c. Advising the UGU on best practices for interviewing and selection
- d. Providing guidance on compensation and components of an offer based on market and industry research, if requested.

Contractor is responsible for all out of pocket expenses such as clerical support, lodging, meals, and any other costs necessary to complete the search. The State will not reimburse the contractor for these expenses.

Contractor will be paid a percentage of the candidate's first year base salary less the fee to initiate the search once the position is filled.

For positions which are required to be posted by South Carolina State Law and State Human Resources Regulations, the positions will be posted in accordance with the applicable state agency job posting procedures and individuals will be permitted to apply as they would for all other positions. The executive search services firm will assist with the drafting of the required job posting. The information submitted by applicants to the state agency as part of the application process will be provided to the executive search services firm for review and inclusion in the candidate review process. Fees charged will be the same regardless of how the selected candidate became aware of or applied for the position.

The Contractor(s) shall provide follow-up with the UGU and the selected candidate to assure successful transition. If the UGU determines during the first 12 months of employment that the candidate hired through the contract is unsuitable for the position hired or if the candidate resigns from the position for any reason during the probationary period, the Contractor agrees to repeat the steps with new candidates at no additional cost to the State

The Contractor will submit 2 invoices for all work performed under this offering. The first invoice will be for the fee to initiate the search. If the State makes an offer of employment that is accepted by one of the candidates produced by the Contractor, the Contractor shall submit a second invoice (upon or thereafter that candidate's official start date) for the Total Percentage (%) First Year Salary (less the initial fee). Total Compensation will not exceed the Total Percentage (%) First Year Salary.

Each Contract has been assigned a contract number and this full contract number should be used when the voucher is sent to the comptroller general for payment to assure prompt processing. Contractors should also put the contract number on all invoices. This information should be passed to the appropriate sections of your agency or unit.

Being awarded a contract does not guarantee that a Contractor will be asked to conduct Executive Search Services. UGUs will choose from the three awarded Contractors to provide support for searches.

Contractors for Executive Search Services

Coleman Lew + Associates- www.colemanlew.com
Contract Number: 4400014027
POC: Ken Carrick
kencarrick@colemanlew.com
6101 Carnegie Blvd., Suite 300
Charlotte, NC 28209
Phone: (704) 927-5302

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Coleman Lew + Associates, Inc. (CLA), located in Charlotte, NC, is a retained executive search firm specializing in identifying, recruiting and evaluating executive talent for organizations throughout the U.S. Coleman Lew has almost 40 years of experience recruiting CEOs, presidents, directors, and other C-level and senior professionals for a wide variety of functional areas in public, private, and international organizations. In addition to corporate clients, CLA has a large non-corporate practice that includes educational institutions, non-profit organizations, and governmental entities. Searches conducted for these clients include: Presidents, CEOs, Executive Director, and other C-level and senior management positions. CLA has conducted hundreds of corporate searches in all functional areas. CLA has also conducted approximately 48 CEO searches and approximately 66 C-level/cabinet level searches for higher education, governmental, or nonprofit entities.

Fee to Initiate the Search: \$13,000.00
Total Percentage of First Year Salary: 31%

Find Great People – www.fgp.com
Contract Number: 4400014028
POC: Steve Hall, CPC
steve@fgp.com
15 Brendan Way, Suite 140
Greenville, SC 29615
Phone: (864) 553-7220
Mobile: (864) 906-5818

Find Great People, LLC. (FGP), a South Carolina based search firm has been conducting searches for over 30 years with clients throughout the state of South Carolina, the Southeast region, and North America. Client organizations range in revenue/budget sizes from less than \$1 million to more than \$1+ Billion. FGP has completed more than 2,000 executive and senior management level searches across multiple Non-Profit and Corporate industry sectors. Retained search levels include CEO's, CFO's, COO's, CIO's, CHRO's, Executive Directors, as well as Vice President and Director roles across all standard functions from *Accounting/Finance to Information Technology, Human Resources, Marketing, Advancement, Operations, Engineering, and Healthcare*. Public sector clients include State Agencies, Municipalities, Counties, Cities as well as Public Utilities along with some higher education clients that are fiscally within SC.

Fee to Initiate the Search: \$1,500.00
Total Percentage of First Year Salary: 20%

Randi Frank Consulting, LLC – www.randifrank.com
Contract Number: 4400014029
POC: Randi Frank
randi@randifrank.com
7 Promontory Dr
Wallingford, CT 06492
Phone: (203) 284-3707

Randi Frank Consulting, LLC (RFC) is a woman owned small business started in 2000. RFC has conducted over 850 executive searches in 45 states including South Carolina. RFC has a number of sub-contractors who have served in government and have years of executive search experience as needed. RFC specializes in executive searches for: Chief Executive Officers, Chief Operating Officers, Chief Financial Officers (including State Treasurer's office position), Chief Administrative Officers, Human Resource Directors, Planning & Economic Development Directors, Public Safety Directors, and Engineering & Facility Directors. RFC also has experience

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with University Executive Searches including: Chief Academic Officer, Architectural & Engineering Positions, and Environmental Health & Safety Director position.

Fee to Initiate the Search: \$15,000.00
Total Percentage of First Year Salary: 20%

The Solicitation and Contract Award documents can be found using the following link:

<http://webprod.cio.sc.gov/SCSolicitationWeb/solicitationAttachment.do?solicitnumber=5400010958>