



**FLORIDA  
INTERNATIONAL  
UNIVERSITY**

Search Firm Services  
ITN No. 56-001

Florida International University

December 17, 2015



APPENDIX I

CONDITIONS AND REQUIREMENTS

SUPPLEMENTAL SOLICITATION RESPONSE SHEET

Those items in the following Sections of this competitive solicitation and the Sections of the Appendix III (Sample Contract) must each be initialed under either YES to indicate that the Vendor understands and agrees to the entire Section or NO to indicate that the Vendor does not agree to the entire Section. Failure to complete and return this document with your solicitation response could result in rejection of your solicitation response. Vendors shall not check items as YES (understood and agreed to) for purposes of submitting a solicitation response with the hopes of later negotiating a change of those conditions and requirements. If a Vendor does not understand or agree with any of the conditions or requirements, the Vendor should check NO by the specific provision the Vendor is not in agreement with and provide proposed alternative language or an explanation as to why Vendor is not in agreement with the given provision. Vendor's failure to accept said conditions and requirements is grounds for FIU's rejection of Vendor's solicitation response.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>VENDOR INITIAL</u>
1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
1.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
2.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
2.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
2.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW
2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCW

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>VENDOR INITIAL</u>
2.6	✓		LCW
2.7	✓		LCW
2.8	✓		LCW
2.9	✓		LCW
2.10	✓		LCW
2.11	✓		LCW
2.12	✓		LCW
2.13	✓		LCW
2.14	✓		LCW
2.15	✓		LCW
3.0	✓		LCW
3.1	✓		LCW
3.2	✓		LCW
3.3	✓		LCW
3.4	✓		LCW
3.5	✓		LCW
3.6	✓		LCW
3.7	✓		LCW
4.0	✓		LCW
4.1	✓		LCW
4.2	✓		LCW
4.3	✓		LCW
4.4	✓		LCW
4.5	✓		LCW

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>VENDOR INITIAL</u>
5.0	✓		LCW
5.1	✓		LCW
5.2	✓		LCW
5.3	✓		LCW
5.4	✓		LCW
5.5	✓		LCW
5.6	✓		LCW
5.7	✓		LCW
5.8	✓		LCW
5.9	✓		LCW
5.10	✓		LCW
5.11	✓		LCW
5.12	✓		LCW
5.13	✓		LCW
5.14	✓		LCW
5.15	✓		LCW
5.16	✓		LCW
5.17	✓		LCW
5.18	✓		LCW
5.19	✓		LCW

(ENUMERATE T'S AND C'S FROM APPENDIX III- Sample Contract)

1.	✓		LCW
2.	✓		LCW
3.	✓		LCW

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>VENDOR INITIAL</u>
4.	✓		LCW
5.	✓		LCW
6.	✓		LCW
7.	✓		LCW
8.	✓		LCW
9.	✓		LCW
10.	✓		LCW
11.	✓		LCW
12.	✓		LCW
13.	✓		LCW
14.	✓		LCW
15.	✓		LCW
16.	✓		LCW
17.	✓		LCW
18.	✓		LCW
19.	✓		LCW
20.	✓		LCW

**VENDOR COMPANY NAME** Parker Executive Search, Inc.  
**AUTHORIZED SIGNATURE** Lawrence C. Wilder  
**TITLE** President  
**DATE** 12/9/15

## Contact Information

Parker Executive Search's contact for this proposal (including negotiation and any notices related to this contract if awarded) is:

Laurie C. Wilder  
*President*  
Parker Executive Search  
5 Concourse Parkway, Suite 2900  
Atlanta, GA 30328  
[lwilder@parkersearch.com](mailto:lwilder@parkersearch.com)  
(770) 804-1996 ext. 102

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific Instructions on page 2.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**PARKER EXECUTIVE SEARCH INC**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

C Corporation     S Corporation     Partnership     Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**5 CONCOURSE PARKWAY, SUITE 2900**

**6** City, state, and ZIP code  
**ATLANTA, GA 30328**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	8	-	1	4	8	9	4	2	2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Michael Plunkett	Date ▶ MAY 16 2015
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.



**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—A organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Florida International University  
 Division of Finance and Administration - Purchasing Services Department  
 Vendor Application Form

Part I - Vendor Contact Information

Vendor Name <b>Parker Executive Search, Inc.</b>	Remit Address (if different):		
Street Address <b>5 Concourse Parkway, Suite 2900</b>	Street Address		
City <b>Atlanta</b> State <b>GA</b> Zip Code <b>30328</b>	City	State	Zip Code
Country <b>United States</b>	Country		
Business Telephone Number <b>(770) 804-1996</b>	Federal Taxpayer Identification Number <b>58-1489422</b>		
Business Fax Number <b>(770) 804-1917</b>	Business Type: <input type="checkbox"/> Individual - US Citizen or US Resident (W-9 Required) <input checked="" type="checkbox"/> US Company - C-Corp, S-Corp, LLC, LLP, LC, LP (W-9 Required) <input type="checkbox"/> Foreign Company (W-8 BEN Required) <input type="checkbox"/> Non-Resident Individual (Notify Tax Section (305) 348-6764)		
Business Web/Email Address <b>http://www.parkersearch.com</b>			

Part II - Small and/or Minority Status Information (Please check all that apply)

Federal Classifications	State of Florida Certified Minority Business Enterprises (CMBE)
<input type="checkbox"/> SBA 8(A) Certification <input type="checkbox"/> Small Disadvantaged Business <input type="checkbox"/> HUBZone Certification <input type="checkbox"/> Veteran <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Women-Owned Business <input type="checkbox"/> Minority-Owned Business	<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Hawaiian <input type="checkbox"/> Native American <input type="checkbox"/> American Woman
Non-Certified Minority Business Enterprises (NMBE)	Non-Profit Organization
<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Hawaiian <input type="checkbox"/> Native American <input type="checkbox"/> American Woman	<input type="checkbox"/> Minority Board of Directors <input type="checkbox"/> Minority Employees <input type="checkbox"/> Minority Community Served <input type="checkbox"/> Other Non-Profit

A. If you selected a classification that is certified by a Federal or State agency, please supply your certification number(s) and expiration dates for each certification and the agency or agencies name(s) that issued the certification with this application.  
 B. To determine your Federal Small Business Size Standard, please access the US Small Business Administration's website: [www.sba.gov/size](http://www.sba.gov/size) . To look up your North American Industry Classification System Code (NAICS), please access the US Census Bureau website: [www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html)  
 If you are using Federal Small Business Size Standards and NAICS, please enter the following information:

Qualifying Number of Employees  or Annual Amount (\$)  NAICS Code

Part III - Purchase Order Delivery and Payment Preferences

By which delivery method do you prefer to receive Purchase Orders: <input type="checkbox"/> Fax <input checked="" type="checkbox"/> e-Mail	Please select payment method (Check Only One): <input type="checkbox"/> Check <input checked="" type="checkbox"/> EFT (Electronic Funds Transfer)
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Part IV - Certification

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with Florida International University, I or my organization is in compliance with Chapter 112, Florida Statutes, conflict of interest, and that I have disclosed the name of and FIU employee who owns, directly or indirectly, an interest of 10% or more in the above organization or any of its branches. I further certify that I am not an employee of Florida International University.

Signature of Authorized Person

Name and Title of Person Signing **Laurie C. Wilder, President**

**Florida International University  
 Purchasing Services Department  
 University Park - CSC 411  
 Miami, FL 33199  
 Phone: (305) 348-2161  
 Fax : (305) 348-3600  
 Website: <http://finance.fiu.edu/purchasing>**

Please Print and Fax **Electronically Completed** Form to (305) 348-3600.  
 Handwritten forms will not be accepted.

Print Form

**STATE OF GEORGIA**  
**Secretary of State**  
**Corporations Division**  
**313 West Tower**  
**2 Martin Luther King, Jr. Dr.**  
**Atlanta, Georgia 30334-1530**

**CERTIFICATE OF EXISTENCE**

I, Brian P. Kemp, the Secretary of State of the State of Georgia, do hereby certify under the seal of my office that

**PARKER EXECUTIVE SEARCH, INC.**

**a Domestic Profit Corporation**

was formed in the jurisdiction stated below or was authorized to transact business in Georgia on the below date. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.

Docket Number : 12109132  
Date Inc/Auth/Filed : 11/01/1982  
Jurisdiction : Georgia  
Print Date : 7/27/2015  
Form Number : 211



  
Brian P. Kemp  
Secretary of State



Daniel F. Parker, Sr., Chairman  
Laurie C. Wilder, President  
Five Concourse Parkway, Suite 2900  
Atlanta, GA 30328

**Phone:** 770.804.1996  
**Fax:** 770.804.1917  
[parkersearch.com](http://parkersearch.com)

## VENDOR EXPERIENCE & QUALIFICATIONS

### History of the Firm

Parker Executive Search was originally established in 1982 and is currently located in Atlanta, Georgia.

1982	Firm established under the name Schuyler Associates, Ltd.
1986	Firm changed name to Schuyler & Frye Associates, Inc.
1991	Firm changed name to Schuyler, Frye & Baker, Inc.
1999	Firm changed name to Baker-Parker & Associates, Inc.
2007	Firm changed name to Parker Executive Search, Inc.

### President/Chief Executive Officer

Laurie C. Wilder is President of Parker Executive Search. Refer to the team qualifications section for her biography and contact information.

### Experience in Higher Education

Parker Executive Search is a retained executive search firm dedicated to providing superior service to its clients in the identification and recruitment of outstanding professionals for senior executive positions.

With more than 100 years of combined experience, our search consultants are committed to building strong and lasting relationships with both our clients and candidates. Each search is led by a senior consultant and is assisted by experienced team members who provide support throughout every step of the search process. Based in Atlanta, Georgia, Parker Executive Search provides innovative and proactive search solutions to national and international clients.

Our higher education practice is one of the most highly regarded in the country. We understand the important role of search committees and campus constituencies and recognize the often difficult task of executing searches. Parker Executive Search utilizes a proven process to assist the client in successfully managing the selection process. To identify and recruit the best candidates we combine a careful review of our extensive proprietary database with original research tailored to the needs and desires of each client.

In addition to our higher education practice, our sports practice is one of the most highly regarded in the country as well, having conducted executive leadership searches for the NCAA, Division I, II, and III member institutions, and numerous searches for football, basketball, and other coaches. Our proven sports search process combined with our relationships within the higher education community gives our firm a unique perspective and advantage over other search firms in collegiate athletics.

In each search, we strive to maintain close contact with our client and potential candidates. Updates on the search progress, including candidates under consideration, will be delivered to the committee via a secure website developed for each search assignment.

We agree with the client on a strict timeline and commit the full resources of our firm in aggressively conducting the search and reaching a successful conclusion. Parker Executive Search has a reputation for exceeding clients' expectations by providing a diverse panel of candidates and a quality search process.

## Professional Team Qualifications

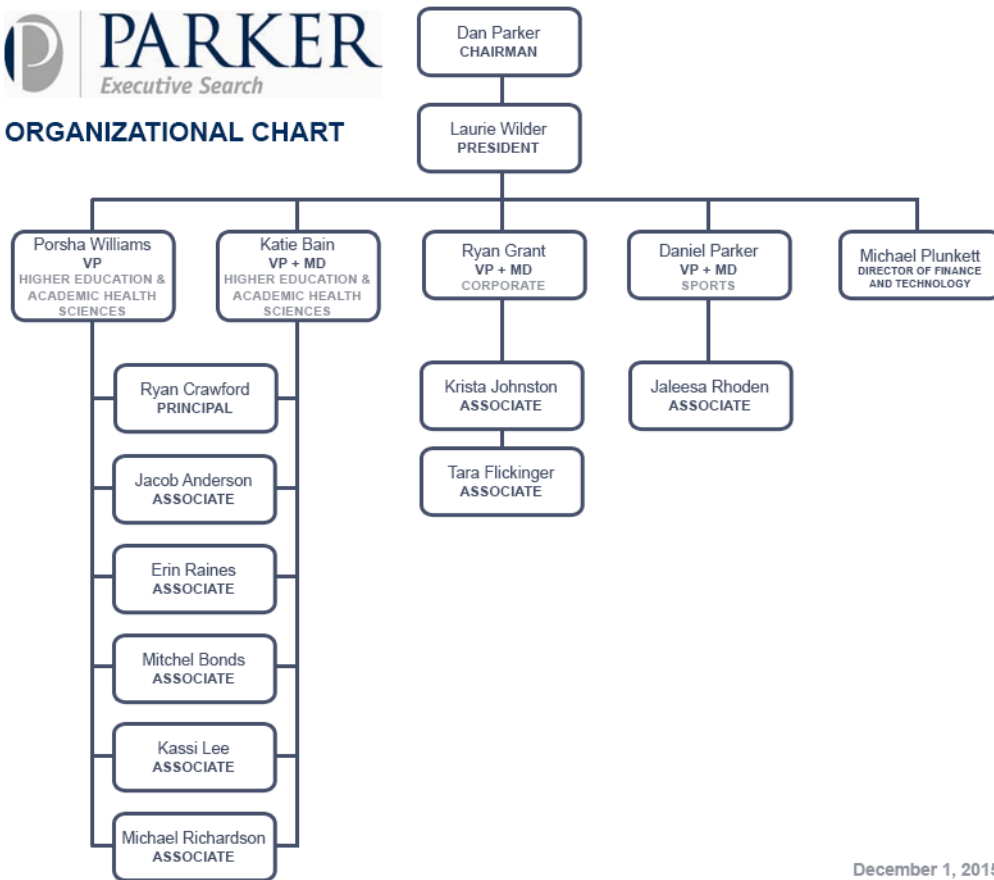
With more than 75 years of combined experience, our team is committed to building strong and lasting relationships with our clients and candidates. A senior member of our team leads every project, with support from other seasoned team members. Our clients always have one-on-one access to our team.

Please find profiles for our team members on the following pages.

## Organizational Chart



### ORGANIZATIONAL CHART



December 1, 2015

# PROFESSIONAL TEAM

## **LAURIE C. WILDER**

### **PRESIDENT**

As President, Laurie Wilder is responsible for the day-to-day operations and leadership of Parker Executive Search.

Laurie has been with the firm for 16 years and is responsible for leading the development and delivery of successful recruiting strategies and best practices across multiple disciplines and industries.

Laurie has been involved in all aspects of the search process and has successfully conducted approximately 800 leadership searches. Her experience spans across AAU public research universities, regional and state colleges, as well as private liberal arts institutions. She has recruited for all leadership positions within the academic/collegiate athletics arena. Laurie has also actively worked on middle- and senior-level searches in the sales, marketing, material management, logistics, human resources, general management, operations, manufacturing, construction, and finance disciplines.

Laurie enjoys developing lasting relationships with her clients, and she feels a strong sense of ownership and responsibility for meeting their needs. The confidence her clients place in Parker Executive Search inspires her to never lose sight of the challenges and sense of purpose that drives her.

Laurie is often an invited speaker to higher education associations and enjoys discussing the role of executive search in academic leadership recruitment. She is a past board member of the Atlanta Tipoff Club, which annually awards basketball's Naismith Award. She also has been a speaker at the Executive Leadership Institute for the National Association of Collegiate Women Athletics Administrators and for the NCAA Champions Forum.

Laurie is driven by opportunities to give back to her community. She is an active volunteer for Atlanta based Feeding the Multitude. She plays a key role in the volunteer leadership of the Wesleyan Arts Alliance.

Laurie graduated with honors from the University of Georgia with a Bachelor of Business Administration and an emphasis in management. Before joining Parker Executive Search, she was vice president of corporate relocation for Harry Norman Realtors and worked in sales for ConAgra Corporation.

Laurie lives in Johns Creek, Ga., with her husband, Preston, and their children, Maguire and Holden. They are members of North Point Community Church.



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# PROFESSIONAL TEAM

## **KATIE BAIN**

### **VICE PRESIDENT & MANAGING DIRECTOR**

Katie Bain joined the Parker Executive Search team in June 2005 as an Associate, and now leads the academic health sciences and healthcare practice.

She develops and executes searches for a range of top academic health science centers and higher education clients across the country. Katie is engaged in every step of the search process and some of her specific responsibilities include: partnering with clients to fully understand their purposes and goals; developing and executing on a well-defined search strategy specific to the needs of each client; identifying and recruiting the most qualified candidates for each opportunity; and providing counsel and guidance throughout the search process. Katie ensures that a thorough process is applied in an expert manner leading to successful execution and completion of searches.

Katie graduated magna cum laude from the Medical College of Georgia in 2001 with a bachelor's degree in nursing. After working as a registered nurse for 2 years, she pursued an advanced degree at the University of Georgia, earning her MBA in May 2005.

Katie lives in Alpharetta, Ga., with her husband, Michael, and their two sons. She is actively involved in her local community and volunteers at her son's school, church, and local sports organizations.



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# PROFESSIONAL TEAM

## **DANIEL PARKER**

### **VICE PRESIDENT & MANAGING DIRECTOR**

Daniel works on corporate, sports and higher education searches. Daniel has worked on numerous corporate vice president searches, collegiate athletic director searches and collegiate basketball, baseball, and football head coach searches. In his role, Daniel is also responsible for Business Development and Candidate Development.

Before joining Parker Executive Search, Daniel spent 10 years in the Sales and Marketing division for Nissan North America in California, Florida, and South Carolina before moving to Atlanta in 2009. Along with his extensive sales and marketing experience, Daniel also spent time working in automotive finance for Nissan Motor Acceptance Corporation. Daniel's responsibilities included retail financial products, automotive floor plans, and dealership mortgages.

In addition to his duties at Parker Executive Search, Daniel has been a speaker at the National Association of Collegiate Directors of Athletics Conferences, the Black Coaches Association Conference, Villa 7 Center for Leadership, National Association of Collegiate Women's Administrators Convention and the Collegiate Athletic Leadership Symposium.

Daniel graduated from The Terry College of Business at The University of Georgia, earning a BBA with an emphasis in Marketing. Daniel also earned his MBA from The Terry College of Business at The University of Georgia.

Daniel and his wife Callie have three daughters: Caroline, Molly and Olivia.



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# PROFESSIONAL TEAM

## **PORSHA WILLIAMS**

### **VICE PRESIDENT**

Porsha Williams is vice president of higher education for Parker Executive Search.

She leads business, client and candidate development for the firm's higher education practice.

Her career with the firm began as Chief of Staff to the President and quickly advanced through the ranks to her current leadership role. She is responsible for client management, candidate development and recruitment, and successful search execution. Porsha has significant experience recruiting world class leaders among colleges and universities across the country. She has successfully completed over 200 searches. In addition, Porsha has conducted substantial work for Fortune 500 companies in the financial services industry.

Prior to joining the firm in 2005, Porsha worked in sales and management for the Hertz Corporation and was quickly promoted to branch manager in Tucker, Ga. She graduated from the University of Georgia with a bachelor's degree in speech communications.

Porsha is passionate about diversity recruitment and finding opportunities for talented minority candidates. She also is an organizer and advisor to Feeding the Multitude, an organization that helps feed underprivileged youth and families.

Porsha lives in Dacula, Ga, with her husband, Courtney, and their daughters Kai and Kendall.



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# PROFESSIONAL TEAM

## **RYAN CRAWFORD**

### **PRINCIPAL**

Ryan Crawford is a principal with Parker Executive Search who plays a key role in the firm's higher education practice.

He is actively involved in candidate identification and recruitment, client management, and business development. Ryan joined the firm in 2007 and has successfully completed more than 120 search assignments for presidents, chancellors, vice presidents, deans, athletic directors and head coaches at institutions of higher learning around the world.

Prior to working at Parker Executive Search, Ryan 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.

Ryan graduated summa cum laude from the University of Georgia with bachelors' degrees in journalism and political science and was inducted into Phi Beta Kappa. He also earned an MBA from the University of Texas at Austin. Ryan and his wife Jessica live in Austin, Texas and enjoy hiking, traveling, and golfing.



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rcrawford@parkersearch.com

# PROFESSIONAL TEAM

## **ERIN RAINES, J.D.**

### **ASSOCIATE**

Erin Raines joined Parker Executive Search in 2013 and plays an integral role in recruiting higher education leaders.

She focuses on research, candidate development, client and candidate logistics and is a key force in facilitating client and candidate communication.

Prior to joining the firm, Erin worked at Greenberg Traurig, LLP in Atlanta, Georgia. Erin graduated cum laude with a Bachelor of Science in finance from the University of Tennessee, Knoxville. She also earned her Juris Doctorate degree from the University of Tennessee College of Law.

Erin brings a high level of performance and enthusiastically assists in recruiting qualified candidates who make a difference on college campuses across the country.

Erin serves on the board of the Atlanta Region Alumni Chapter of the University of Tennessee. Living in Atlanta, Erin is an avid sports fan, who enjoys traveling, volunteering and spending time with family and friends.



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# PROFESSIONAL TEAM

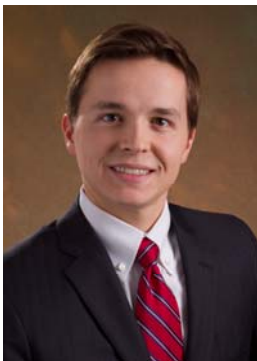
## **JACOB ANDERSON** ASSOCIATE

Jacob joined Parker Executive Search in 2012 as an Associate in the Academic Health Sciences and Healthcare Practice.

As an Associate, he works to identify and recruit strong candidates for each individual client. Jacob's responsibilities include setting a strategy for the recruitment of qualified individuals, researching and sourcing potential candidates, managing the logistics of interviews, and conducting thorough background and reference checks on finalist candidates. Jacob partners with the Vice President and Managing Director of the Academic Health Sciences and Healthcare Practice on client engagement and updates throughout the search process, and he often leads off-site first round interviews.

Jacob graduated summa cum laude from the University of Georgia Honor's Program with a Bachelor of Business Administration in Finance and a Bachelor of Arts in Spanish. During his time in college, Jacob spent eight weeks studying and living with a family in Seville, Spain. He also interned and worked as a consultant for Parker Executive Search. Following graduation, he directed the website redesign of a leading Real Estate Auction firm. After completing the project, Jacob joined Parker Executive Search in his current capacity.

Jacob enjoys traveling and college football. He currently resides in Atlanta, Georgia.



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# PROFESSIONAL TEAM

## **JALEESA RHODEN**

### **ASSOCIATE**

Jaleesa joined Parker Executive Search as an associate, working primarily in the sports practice. She is responsible for maintaining accurate and up-to-date candidate information, scheduling and overseeing interview logistics, and ensuring effective communication with clients and candidates throughout the search process. Having been a Division I women's basketball student-athlete during her undergraduate career and, most recently, working three years within intercollegiate athletics, she brings a fresh NCAA Division I perspective.

Jaleesa graduated with a double major from The University of Georgia with a Bachelor's degree in Consumer Economics and a Bachelor of Business Administration in Business Management from the acclaimed Terry School of Business. In 2013, she earned a Master of Science in Kinesiology, specializing in Sport Management and Policy from The University of Georgia. Prior to joining the PES team, Jaleesa worked for the NCAA's Championships and Alliances group in Indianapolis.

Jaleesa enjoys staying active and spending time with family and friends. She currently resides in Sandy Springs, Georgia.



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# PROFESSIONAL TEAM

## **MITCHEL BONDS** ASSOCIATE

As an associate, Mitchel works with the firm's vice presidents to identify and recruit candidates for our clients' consideration. His responsibilities include setting a recruitment strategy, researching and sourcing potential candidates, managing interview logistics, and conducting thorough background and reference checks on candidates.

Prior to joining Parker Executive Search, Mitchel was the Chief Compliance Officer at SecurTest, Inc., responsible for FCRA, EEOC and other legal compliance regarding background investigations. Mitchel led a team of over twenty certified background screening and compliance team members and oversaw all background investigations which resulted in adverse or derogatory information reported to ensure compliance with the various laws and client expectations. Mitchel was also responsible for interfacing with key accounts, such as the Department of Defense and its various military branches.

Mitchel graduated from the University of Georgia with a Bachelor of Business Administration in Management and a minor in Spanish. He serves as a small group volunteer leader at 12Stone Church, which ministers to the Atlanta area with over 15,000 members.

Mitchel enjoys team trivia, running and college football. He currently resides in Atlanta, Georgia.



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# PROFESSIONAL TEAM

## **KASSI LEE**

### **ASSOCIATE**

As an associate, Kassi works with the firm's vice presidents to identify and recruit candidates for our clients' consideration. Her responsibilities include setting a recruitment strategy, researching and sourcing potential candidates, managing interview logistics, and conducting thorough background and reference checks on candidates.

Prior to joining the firm, Kassi worked in collegiate athletics. She spent a year at the United States Military Academy working with the Army football team after serving two and a half years with Georgia Southern University's football program. Kassi earned two degrees from Georgia Southern University, a bachelor's of business administration in 2011 and a master's of business administration degree in 2013. She was also a member of the cross country and track teams as an undergraduate



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# PROFESSIONAL TEAM

## **MICHAEL RICHARDSON**

### **ASSOCIATE**

Michael joined Parker Executive Search as an associate, working primarily in the higher education practice.

As an associate, Michael works with the firm's vice presidents to identify and recruit candidates for our clients' consideration. His responsibilities include assisting with setting a recruitment strategy and researching potential candidates. Working with the Director of Finance & Technology, Michael also manages accounting and technology functions for the firm.

Before joining the firm, Michael worked in the finance department of INVISTA, a subsidiary of Koch Industries. Michael graduated magna cum laude with a Bachelor of Business Administration in Finance from Kennesaw State University. He was also a member of the KSU Student Health Advisory Committee and the KSU Coles College of Business Student Advisory Board.



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# PROFESSIONAL TEAM

## **MICHAEL PLUNKETT**

### **DIRECTOR OF FINANCE & TECHNOLOGY**

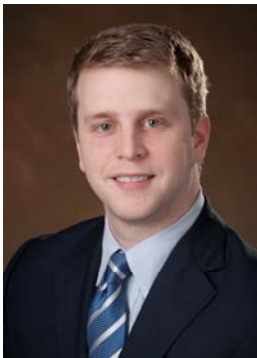
Michael Plunkett is the director of finance and technology, ensuring all financial and technological operations of Parker Executive Search run smoothly.

Michael previously served as manager of technology and was promoted in May 2015 to oversee the finance and accounting functions of Parker Executive Search. Since joining Parker Executive Search, Michael has streamlined many of our systems and functions and will continue to do so in the area of finance.

In 2010, Michael joined the firm as a database manager and developed and launched the Parker Dashboard later that year. An avid sports fan, he expanded the firm's collegiate athletic coach database and also was featured in an ESPN.com article about the database. In 2011, Michael became one of only three to ever receive the Parker Executive Search President's Award.

Michael graduated from the University of Georgia in 2009 with a Bachelor of Arts in cognitive science and is currently pursuing his MBA at Georgia Tech.

Michael is active in the UGA Alumni Association and an active alumnus of the Westminster Schools. He currently lives in Buckhead and enjoys playing guitar, bowling and going to sporting events and concerts.



**PARKER**  
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## References

**Linda C. Lucas, Ph.D.**

*Provost*

The University of Alabama at Birmingham  
1530 3rd Ave. S.  
Birmingham, AL 35294  
(205) 934-0622  
[lucas@uab.edu](mailto:lucas@uab.edu)

Last Search Conducted:

*Dean, School of Optometry (2014)*

Also a selected candidate in the University of Alabama at Birmingham's Provost search.

**Sidney A. McPhee, Ph.D.**

*President*

Middle Tennessee State University  
110 Cope Administration Building  
Murfreesboro, TN 37132  
(615) 898-5825  
[smcphee@mtsu.edu](mailto:smcphee@mtsu.edu)

Last Search Conducted:

*Dean, College of Business (2013)*

**Rodney D. Bennett, Ed.D.**

*President*

The University of Southern Mississippi  
Office of the President  
Hattiesburg, MS 39406  
(601) 266-5001  
[Rodney.Bennett@usm.edu](mailto:Rodney.Bennett@usm.edu)

Last Search Conducted:

*Provost and Vice President for Academic Affairs (current)*

Also a selected candidate in the University of Southern Mississippi's President search.

**John W. Kelly, Ph.D.**

*President*

Florida Atlantic University  
777 Glades Road  
Boca Raton, FL 33431  
(561) 297-3450  
[president@fau.edu](mailto:president@fau.edu)

Last Search Conducted:

*Assistant Vice President for Facilities Management (current)*

Also a selected candidate in Florida Atlantic University's President search.

## Successful Searches (Past 4 Years)

Our firm has conducted the following searches over the past four years:

American University	Director of Athletics & Recreation	02/26/2013
American University	Head Men's Basketball Coach	04/30/2013
Amherst College	Director of Athletics	02/18/2015
Atlanta Dream	Head Coach	11/21/2013
Augusta University	Associate Dean for Research, College of Nursing	08/25/2015
Augusta University	Dean, College of Dental Medicine	01/23/2014
Augusta University	Dean, College of Education	02/17/2015
Augusta University	Dean, College of Science & Mathematics	07/01/2013
Augusta University	Director, Institute of Public & Preventive Health	09/05/2013
Augusta University	President	06/30/2015
Augusta University	Vice President, Student Affairs	06/21/2013
Bowling Green State University	Dean of the College of Business Administration	05/04/2012
Bowling Green State University	Vice Provost for Strategic Enrollment Planning - Chief Enrollment Officer	07/03/2015
Bradley University	Director of Athletics	03/16/2015
Bradley University	Head Men's Basketball Coach	03/28/2015
Bradley University	Vice President for Enrollment Management	02/04/2013
Brown University	Director of Athletics and Recreation	04/05/2012
Butler University	Associate Provost for Assessment, Scholarship, and Professional Development Programs	04/02/2015
Butler University	Dean, College of Business	03/19/2014
California State University, Fresno	Head Women's Basketball Coach	04/17/2014
Central Michigan University	Executive Vice President and Provost	05/16/2013
Clemson University	Founding Dean, Eugene T. Moore School of Education	05/05/2014
Colby College	Director of Athletics	12/22/2014
Columbus State University	Director of Intercollegiate Athletics	06/26/2014
Dartmouth College	Director of Career Services	12/11/2012
Delta State University	President	02/28/2013
DePaul University	Head Men's Basketball Coach	03/29/2015
Des Moines University	Academic Pathologist	04/24/2012
Des Moines University	Chair, Family Medicine	02/26/2013
Des Moines University	Chief Compliance Officer	03/22/2012
Des Moines University	Dean, College of Osteopathic Medicine	06/07/2013
Des Moines University	Director of Center for Improvement of Teaching & Learning	04/02/2012

Dixie State University	Provost and Vice President for Academic Affairs	11/03/2015
Elon University	Head Football Coach	12/11/2013
Emory and Henry College	Founding Dean, School of Health Sciences	12/30/2013
Emory and Henry College	Occupational Therapy Program Director / Department Chair	07/01/2015
Emory and Henry College	Physician Assistant Program Director / Department Chair	05/11/2015
Ferris State University	Dean, College of Arts & Sciences	05/04/2012
Ferris State University	Dean, College of Engineering Technology	04/20/2012
Ferris State University	Dean, College of Health Professions	05/03/2012
Ferris State University	Dean, Michigan College of Optometry	12/16/2012
Florida Atlantic University	President	01/17/2014
Florida State University	Dean of the College of Music	02/26/2013
Florida State University	Dean of the College of Visual Arts, Theatre & Dance	03/26/2013
Florida State University	Dean, College of Arts & Sciences	10/25/2012
Florida Virtual Campus	Executive Director	03/14/2013
Fordham University	Head Men's Basketball Coach	03/30/2015
George Mason University	Director of Intercollegiate Athletics	06/02/2014
George Mason University	Head Men's Basketball Coach	03/30/2015
Georgia College	Chief Human Resource Officer	08/19/2014
Georgia College	Director of Admissions	10/24/2014
Georgia College	Director, School of Nursing	06/30/2015
Georgia Highlands College	President	06/06/2014
Georgia Institute of Technology	Executive Director, Strategic Consulting	03/25/2014
Georgia Institute of Technology	Senior Vice President, Administration & Finance	05/28/2014
Georgia Military College	President	02/26/2013
Georgia Southern University	Director of Athletics	11/12/2012
Georgia Southern University	Founding Dean, Allen E. Paulson College of Engineering & Information Technology	10/24/2012
Georgia State University	Dean of the Robinson College of Business	06/04/2014
Georgia State University	Director of Athletics	08/14/2014
Georgia State University	Head Football Coach	12/01/2012
Indiana State University	Dean of Library Services	03/12/2014
Indiana State University	Dean of the Scott College of Business	06/11/2012
Indiana State University	Dean, Bayh College of Education	04/10/2013
Indiana State University	Dean, College of Graduate and Professional Studies & Chief Research Officer	12/01/2013
Indiana State University	Dean, College of Nursing, Health, and Human Services	07/16/2013
Indiana State University	Dean, College of Technology	02/14/2014

Indiana State University	Executive Director, Gongaware Center and Networks Financial Institute	02/14/2014
Indiana State University	Physician Assistant Program Director	12/11/2013
Indiana State University	Program Director, Physical Therapy	12/14/2012
Indiana State University	Provost and Vice President for Academic Affairs	03/05/2015
Iona College	Director of Athletics	04/12/2013
Iona College	Provost and Senior Vice President for Academic Affairs	04/01/2014
Iowa State University	Head Football Coach	12/01/2015
Iowa State University	Head Men's Basketball Coach	06/08/2015
Iowa State University	Raisbeck Endowed Dean, College of Business	05/09/2013
Iowa State University	Senior Vice President and Provost	05/07/2012
Kansas State University	Dean of the College of Veterinary Medicine	04/22/2015
Kansas State University	Head Women's Basketball Coach	03/18/2014
Kansas State University	Vice President for Human Capital	05/21/2014
Kansas State University	Vice President for Research	05/05/2014
Kennesaw State University	Chief Diversity Officer	05/18/2012
Kennesaw State University	Dean of the Coles College of Business	05/09/2012
Kennesaw State University	Dean, College of Humanities and Social Sciences	04/27/2012
Kennesaw State University	Dean, College of Science and Mathematics	04/23/2012
Kennesaw State University	Executive Director, Business Success Center	03/03/2015
Kennesaw State University	Vice President for Economic Development & Community Engagement	03/30/2015
Kennesaw State University	Vice President for Student Affairs	03/18/2015
Kennesaw State University	Vice President for University Advancement and Development	01/19/2012
Kent State University	Dean, College of Applied Engineering, Sustainability and Technology	03/07/2012
Louisiana Tech University	Head Football Coach	12/17/2012
Loyola University, Maryland	Head Men's Basketball Coach	04/12/2013
Middle Tennessee State University	Dean, College of Mass Communication	04/22/2013
Middle Tennessee State University	Dean, Jennings A. Jones College of Business	03/15/2013
Mississippi State University	Dean of the Bagley College of Engineering	05/15/2013
Mississippi State University	Head Men's Basketball Coach	04/02/2012
Mississippi University for Women	Provost and Vice President for Academic Affairs	06/01/2012
North Carolina State University	Head Football Coach	12/01/2012
North Carolina State University	Head Women's Basketball Coach	04/05/2013
Northern Arizona University	Head Men's Basketball Coach	04/13/2012
Northern Arizona University	Vice President and Director of Athletics	03/30/2012
Northern Illinois University	Associate Vice President and Director of Athletics	07/16/2013
Northern Illinois University	President	04/02/2013

Northern Illinois University	Vice President for Administration and Finance	01/13/2015
Northern Kentucky University	Director of Intercollegiate Athletics	06/26/2013
Northern Kentucky University	Head Men's Basketball Coach	04/06/2015
Northern Michigan University	Provost / Vice President - Academic Affairs	05/13/2015
Northwestern University	Head Men's Basketball Coach	03/28/2013
Ohio University	Head Men's Basketball Coach	04/06/2014
Oklahoma State University, Stillwater	Dean of the Spears School of Business	05/02/2014
Pomona College	Chair of the Department of Physical Education and Director of Athletics	03/27/2015
Purdue University	Head, Department of Computer & Information Technology	05/02/2012
Purdue University Calumet	Associate Vice Chancellor of Advancement	12/12/2013
Rush University	Chair, Department of Clinical Nutrition	07/27/2015
Rush University	Dean of College of Health Sciences	12/18/2014
Rutgers University	Director of Athletics	05/15/2013
Rutgers University	Director, Institute for Health, Health Care Policy and Aging Research	02/18/2015
Southeast Missouri State University	Director of Athletics	04/19/2012
Southeast Missouri State University	President	03/04/2015
Southeast Missouri State University	Provost	11/26/2013
Southern Illinois University, Edwardsville	Chancellor	04/27/2012
St. Cloud State University	Director of Athletics	03/17/2012
Stony Brook University	Director of Athletics	05/08/2014
Texas A&M University	Director of Athletics	06/30/2012
Texas A&M University-Corpus Christi	Dean, College of Business	05/24/2013
Texas A&M University-Corpus Christi	Executive Vice President for Finance and Administration	08/12/2015
Texas A&M University-Kingsville	Head Football Coach	12/16/2014
Texas Christian University	Head Men's Basketball Coach	04/09/2012
Texas State University	Associate Vice President for Instructional Technologies Support	06/02/2015
Texas State University	Head Men's Basketball Coach	04/04/2013
Texas State University	Vice President for Information Technology	05/20/2015
The College of New Jersey	Dean, School of Nursing, Health, and Exercise Science	01/27/2014
The Ohio State University	Vice Provost for Arts and Sciences and Executive Dean of the College of Arts & Sciences	05/14/2013
The Pennsylvania State University	Assistant Athletic Director for the Nittany Lion Club	06/17/2013
The Pennsylvania State University	Associate Athletic Director	04/10/2014
The Pennsylvania State University	Senior Director, University Health Services	07/29/2015
The University of Alabama at Birmingham	Chair of the Department of Biostatistics	01/15/2014
The University of Alabama at Birmingham	Chair, Department of Health Services Administration	01/10/2014



The University of Alabama at Birmingham	Chair, Department of Marketing, Industrial Distribution & Economics	03/26/2015
The University of Alabama at Birmingham	Dean of the College of Arts and Sciences	05/13/2013
The University of Alabama at Birmingham	Dean, School of Business	04/04/2013
The University of Alabama at Birmingham	Dean, School of Optometry	02/25/2014
The University of Alabama at Birmingham	Director of Athletics	05/01/2015
The University of Alabama at Birmingham	Provost	04/27/2012
The University of Alabama at Birmingham	Vice President of Financial Affairs and Administration	08/04/2014
The University of Alabama at Huntsville	Chief Information Officer / Associate Provost	06/30/2012
The University of Connecticut Foundation	President and CEO	07/19/2013
The University of Southern Mississippi	Chair of the Department of Curriculum, Instruction, and Special Education	09/14/2015
The University of Southern Mississippi	Director, School of Computing	04/17/2014
The University of Southern Mississippi	President	02/07/2013
The University of Southern Mississippi	Provost and Vice President for Academic Affairs	11/12/2015
The University of Texas at Arlington	Chair, Department of Bioengineering	03/08/2015
The University of Texas at Arlington	Chair, Department of Biology	11/20/2014
The University of Texas at Arlington	Chair, Department of Computer Science and Engineering	02/20/2015
The University of Texas Health Science Center at San Antonio	Dean of the School of Health Professions	03/03/2014
United States Olympic Committee	Chief Development Officer	06/17/2013
University at Albany, State University of New York	Director of Athletics	08/20/2014
University at Albany, State University of New York	Vice President of Communications and Marketing	06/02/2015
University at Buffalo	Director of Athletics	05/08/2012
University at Buffalo	Head Men's Basketball Coach	03/26/2013
University of Alabama, Tuscaloosa	Vice President for Advancement	08/20/2015
University of Alaska, Fairbanks	Director of Athletics	08/31/2012
University of California, San Diego	Vice Chancellor - Student Affairs	06/18/2014
University of Central Florida	Associate Vice President and Chief Human Resources Officer	11/06/2013
University of Central Florida	Dean, College of Engineering and Computer Science	05/10/2013
University of Central Florida	Dean, College of Nursing	06/30/2015
University of Central Florida	Head Football Coach	12/02/2015
University of Central Florida	Provost and Vice President for Academic Affairs	05/27/2014
University of Central Florida	Vice President and Director of Athletics	11/19/2015
University of Central Florida	Vice President for Alumni Relations and Development	05/08/2015
University of Central Florida	Vice Provost of Regional Campuses	04/02/2013
University of Chicago	Director of Athletics	06/17/2013
University of Connecticut	Director of Athletics	02/12/2012

University of Connecticut	Head Football Coach	12/12/2013
University of Dayton	Vice President/Director of Athletics	09/25/2015
University of Delaware	Associate Dean of Nursing & Healthcare Innovation	12/19/2014
University of Delaware	Director of Athletics and Recreation Services	10/10/2012
University of Florida	Assistant Provost and Director, UF Online	03/20/2015
University of Florida	Chair and Professor, J. Crayton Pruitt Family Department of Biomedical Engineering	06/15/2012
University of Florida	Dean of the College of Health and Human Performance	03/26/2013
University of Florida	Dean, College of Journalism and Communications	06/11/2012
University of Florida	Dean, College of Liberal Arts & Sciences	03/10/2015
University of Florida	Director of the Engineering Leadership Institute	05/08/2013
University of Florida	Intel / Charles E. Young Endowed Chair in Information Technology	03/23/2015
University of Florida	Intel / Charles E. Young Endowed Chair in Nanotechnology	09/17/2012
University of Florida	Vice President for Student Affairs	05/17/2012
University of Georgia	Vice President for Finance and Administration	03/11/2014
University of Hartford	Director of Athletics	05/02/2014
University of Hawai'i at Manoa	Director of Athletics	12/08/2012
University of Illinois	President	11/19/2014
University of Illinois at Chicago	Chancellor	12/18/2014
University of Illinois Hospital & Health Sciences System	Assistant Vice President and Chief Medical Information Officer	09/10/2012
University of Illinois Hospital & Health Sciences System	Associate Vice President for Community-Based Practice	09/26/2012
University of Illinois Hospital & Health Sciences System	Associate Vice President for Health Affairs, Professional Practice	09/05/2012
University of Illinois Hospital & Health Sciences System	Associate Vice President for Quality	09/10/2012
University of Illinois, Urbana-Champaign	Dean, College of Liberal Arts & Sciences	05/05/2014
University of Illinois, Urbana-Champaign	Head Men's Basketball Coach	03/29/2012
University of Illinois, Urbana-Champaign	Vice Chancellor for Academic Affairs and Provost	05/10/2012
University of Indianapolis	Dean, School of Business	03/18/2015
University of Indianapolis	Dean, School of Psychological Sciences	03/19/2015
University of Iowa	President	09/03/2015
University of Kentucky	Dean of the College of Design	06/18/2015
University of Massachusetts, Amherst	Director of Athletics	03/23/2015
University of Minnesota, Duluth	Director of Intercollegiate Athletics	04/03/2013
University of Minnesota, Twin Cities	Director of Athletics	04/23/2012
University of Mississippi Medical Center	Chair of OB/GYN	07/02/2012
University of Nebraska, Lincoln	Head Men's Basketball Coach	03/25/2012
University of New Haven	Head Football Coach	02/05/2014

University of North Georgia	Vice President for Advancement	03/05/2015
University of Northern Colorado	Director of Intercollegiate Athletics	11/04/2013
University of Northern Iowa	President	02/07/2013
University of Northern Iowa	Vice President of University Advancement and President of the UNI Foundation	05/19/2015
University of Oregon	Dean of the College of Education	05/27/2014
University of Oregon	President	04/15/2015
University of Pennsylvania	Director of Recreation and Intercollegiate Athletics	03/24/2014
University of South Carolina	Chancellor, Palmetto College	01/14/2013
University of South Carolina	Dean, College of Engineering and Computing	11/11/2015
University of South Carolina	Dean, College of Hospitality, Retail and Sport Management	06/12/2015
University of South Carolina	Dean, Darla Moore School of Business	12/17/2013
University of South Carolina	Dean, USC Lancaster	04/02/2013
University of South Carolina	Dean, USC Sumter	01/16/2014
University of South Carolina	Dean, USC Union	05/07/2013
University of South Carolina	Director of Internal Audit	10/17/2013
University of South Carolina	Executive Vice Chancellor, Palmetto College	06/23/2015
University of South Carolina	Vice Chancellor for e-Learning, Palmetto College	09/01/2015
University of South Carolina	Vice President for Development and Alumni Relations	08/01/2013
University of South Carolina, Beaufort	Chancellor	06/18/2015
University of South Florida	Dean of the College of Education	05/15/2013
University of South Florida	Dean of the College of Engineering	07/14/2014
University of South Florida	Dean of the Honors College	05/28/2014
University of South Florida	Vice President of Student Affairs	11/14/2013
University of Tennessee Health Science Center	Associate Dean for Student Affairs, College of Pharmacy	04/28/2014
University of Tennessee Health Science Center	Associate Vice Chancellor of Human Resources	01/10/2014
University of Tennessee Health Science Center	Chair, Department of Anesthesiology & Chief of Service for Anesthesia for UT Regional One Physicians	07/16/2015
University of Tennessee Health Science Center	Chair, Department of Preventive Medicine	07/30/2014
University of Tennessee Health Science Center	Dean, College of Nursing	03/05/2012
University of Tennessee Health Science Center	Director, Pediatric Obesity Research Program	09/23/2013
University of Tennessee Health Science Center	Eastridge-Cole Endowed Professorship for Thoracic Oncologic Surgery	10/02/2013
University of Tennessee Health Science Center	Vice Chancellor for Information Technology and Chief Information Officer	08/21/2012
University of Tennessee Health Science Center	Vice Chancellor for Research	05/11/2015
University of Tennessee Health Science Center and Le Bonheur Children's Hospital	Chair of Pediatrics and Physician-in-Chief	02/24/2012
University of Tennessee, Chattanooga	Chancellor	02/26/2013

University of Tennessee, Chattanooga	Dean, College of Health, Education and Professional Studies	03/08/2013
University of Tennessee, Chattanooga	Head Men's Basketball Coach	04/13/2015
University of Tennessee, Chattanooga	Provost and Senior Vice Chancellor for Academic Affairs	05/12/2013
University of Tennessee, Knoxville	Assistant Vice Chancellor for Information Technology and Chief Information Officer	05/14/2013
University of Tennessee, Knoxville	Dean of the College of Law	11/18/2014
University of Tennessee, Knoxville	Dean, College of Business Administration	10/03/2012
University of Tennessee, Knoxville	Director of Children's Mental Health Services Research Center and Betsey R. Bush Endowed Professor in Behavioral Health	04/07/2014
University of Tennessee, Knoxville	Vice Chancellor for Diversity	11/07/2012
University of Tennessee, Knoxville	Vice Chancellor for Research	08/24/2012
University of Tennessee, Knoxville	Vice Chancellor for Student Life	10/18/2013
University of Washington	Dean of Dentistry	03/13/2012
University of Washington	Dean of the College of Education	03/17/2015
University of Washington	Dean, School of Pharmacy	07/21/2014
University of Washington	Vice President for Student Life	05/29/2013
University of West Georgia	President	03/16/2013
University of Wisconsin-Oshkosh	Dean, College of Nursing	11/21/2014
UT Graduate School of Medicine	Chair, Department of Radiology	04/11/2013
Valdosta State University	Provost and Vice President of Academic Affairs	04/01/2014
Vanderbilt University	Head Football Coach	01/17/2014
Vanderbilt University	Head Men's Golf Coach	06/21/2012
Vassar College	Director of Athletics and Physical Education	07/27/2015
Villanova University	Director of Athletics	08/25/2015
Vincennes University	Provost and Vice President for Instructional Services	05/09/2012
Virginia Commonwealth University	Director of Addiction Medicine	10/04/2012
Virginia Commonwealth University	Director, School of Mass Communications	05/10/2013
West Texas A&M University	Vice President for Institutional Advancement	06/08/2015
West Texas A&M University	Vice President for Student Affairs	06/07/2013
West Texas A&M University	Vice President of Business and Finance	06/23/2014
West Virginia State University	Head Football Coach	12/04/2012
West Virginia University	Associate Vice President for Enrollment Management and Services	08/20/2015
West Virginia University	Dean of the Davis College of Agriculture, Natural Resources, and Design and Director of the WV Agricultural and Forestry Experiment Station	01/20/2012
West Virginia University	Dean/Director of Extension Service	03/13/2015
West Virginia University	Vice President for Student Life	01/16/2015

Western Collegiate Hockey Association	Men's Commissioner	04/08/2014
Western Kentucky University	Dean of the College of Health and Human Services	12/04/2014
Widener University	Head Football Coach	01/23/2013

# SEARCH PROCESS

*Our search consulting services are designed to assist the client in defining positions and providing marketplace information as well as identifying, selecting, and recruiting well-qualified candidates through a comprehensive search process.*

## I. Define Objectives and Specifications

- Understand the Purpose and Goals of Florida International University
- Develop a Position Specification
- Develop a Timeline

## II. Identify and Assess Candidates

- Assist and Advise the University on Advertising
- Conduct Original Research
- Aggressively Recruit Potential Candidates
- Assess Candidate Qualifications

## III. Facilitate Process and Interviews

- Recruit, Advise, and Facilitate
- Coordinate All Interviews and Travel Logistics
- Assist Client with Interview Preparation
- Conduct Extensive Background and Reference Checks

## IV. Negotiation & Candidate Follow-Up

- Recruit Preferred Candidate and Assist Client in Negotiations
- Follow-Up Communication with All Candidates

# DEFINE OBJECTIVES & SPECIFICATIONS

## Understand the Purpose and Goals of Florida International University.

- Parker Executive Search will visit with the University, its leadership, and those involved in the search in order to gain an understanding of the history, structure, and operations of the organization.
- We meet with all interested parties involved in the search process to clearly understand and clarify the expectations for the search assignment.

## Develop a Position Specification.

- We assist the Search Committee in identifying basic responsibilities, defining the position title, clarifying the reporting relationships, and preparing the position specification.
- We provide the Search Committee with sample specifications and assist in fine tuning the specification, as requested.

## Develop a Timeline.

*This will include certain established dates, to include:*

- Updates on the search process and candidates.
  - *The Search Committee will have access to all written updates and candidate materials via a secure website.*
- Conference calls scheduled as necessary.
- Delivery dates for the candidate recommendation and final report.
- Interim meeting dates with the Committee and others as required.
- In addition, interview dates, locations, and responsibilities will be established as agreed upon, using the timeline as a guide.
- This timeline is designed to also clarify who is responsible for the execution of each objective and target date.

# IDENTIFY & ASSESS CANDIDATES

Parker Executive Search will assist and advise the University on appropriate advertising venues, which may include, but are not limited to:

- *The Chronicle of Higher Education*
- *Diverse Issues in Higher Education*
- *Hispanic Outlook in Higher Education*
- *Women in Higher Education*
- Other publications at client's direction
- Florida International University website
- Parker Executive Search website

**All potential candidates will be contacted by email and by direct phone calls.**

- Parker Executive Search's objective is to ensure that all interested parties have been contacted in a timely and professional manner.
- One of the objectives of the search process is to give the client, candidates, and general public a substantial comfort level that the search has been conducted professionally and efficiently.

**Original research and candidate identification will continue throughout the search process.**

- Parker Executive Search uses original research as well as a careful review of its database, which is complemented by advertising in appropriate publications, to identify and recruit qualified candidates to compare and evaluate against the position specification and each other.

**An assessment will continue throughout the search process.**

- Parker Executive Search will obtain an understanding of accomplishments, capabilities, strengths and weaknesses, and potential for success for each candidate through resume review, telephone screenings, job specific questionnaires, and, in some instances, personal interviews.



# FACILITATE PROCESS & INTERVIEWS

**Parker Executive Search will advise and facilitate the process.**

- Parker Executive Search shares all information with the appropriate representative(s) of the University. Parker Executive Search recommends candidates who are qualified and meet the specifications for the position, but the search firm does not have a vote in the final selection process.

**Parker Executive Search's role in interview scheduling.**

*Parker Executive Search will make all arrangements and schedule candidates for interviews with University representatives, with the University's approval.*

- Consult with University representatives on determining dates and location for interviews.
- Make all meeting arrangements with hotel/meeting venue, including room reservations for University representatives and candidates.
- Schedule interview time and date with each candidate.
- Assist candidates with air and/or ground travel arrangements.
- Provide Search Committee members with complete interview schedule prior to interview dates.
- Schedule or assist in scheduling site interviews for final candidates.

**Parker Executive Search will assist the Search Committee and others with preparing for interviews, to include:**

- Advising University representatives on appropriate interviewing techniques and questions, as necessary

**Conduct background checks on final candidates.**

- Obtain written permission from each candidate to conduct background checks.
- Conduct criminal, credit, and motor vehicle checks.
- Confirm candidates' degrees.
- Conduct media reviews for potentially controversial areas of concern.
- Have candidates sign a statement of accuracy of vita and/or bio.

# FACILITATE PROCESS & INTERVIEWS

Conduct reference checks on final candidates.

- We speak directly with individuals who are in positions to evaluate the candidate's performance in recent years, references that will include both those supplied by the individual, as well as additional reference contacts.
- We also encourage the Search Committee to conduct references on final candidates.

Our proprietary secure website provides our clients easy access to all search materials throughout the search process.

**FIU**  
FLORIDA INTERNATIONAL UNIVERSITY

**Florida International University**  
Search Firm Services

**Key Dates**

**Conference Call**  
December 14, 2015

Parker Executive Search will provide an update of the initial search strategy.

**Contact**

**Laurie Wilder**  
President  
LWilder@parkersearch.com  
Office: (770) 804-1996 x102

**Porsha Williams**  
Vice President  
PWilliams@parkersearch.com  
Office: (770) 804-1996 x109

*In order to maintain candidate confidentiality throughout the search process, documents and materials on the secure site cannot be printed or saved.*

**Candidate Materials**

Candidate 1, Sample	Candidate 6, Sample
Candidate 2, Sample	Candidate 7, Sample
Candidate 3, Sample	Candidate 8, Sample
Candidate 4, Sample	Candidate 9, Sample
Candidate 5, Sample	Position
	Employer
	Letter 12/14/2015
	Resume 12/14/2015
	References 12/14/2015
	Questionnaire 12/14/2015

**PARKER**  
Executive Search

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A proud member of the  
**AESC**

After logging in, clients will gain access to the following documents:

- Position Description
- Search Update/Strategy
- Timeline
- Candidate Status Log
- Interview Schedule

# NEGOTIATION & CANDIDATE FOLLOW-UP

## Negotiation and Closure

- Parker Executive Search will recruit the preferred candidate.
- We will be involved in working with the client in concluding the search process, including salary and benefit negotiations, when appropriate.
- In addition, we will continue to work with the successful candidate and maintain a close contact, including quarterly telephone conversations to ensure a smooth transition.

## Candidate Follow-Up

- Parker Executive Search will follow up with all candidates who were not selected for final interviews, or ultimately extended an offer for the position.
- It is the desire of Parker Executive Search to ensure that the University has been represented professionally, and all interested parties feel that they have been given fair and open access to the search process.

## Candidate Guarantee

- If for any reason the candidate selected leaves their position during the first 12 months, we will conduct an assignment to replace that individual without additional fee but for out-of-pocket expenses only.

## Timeline

*The exact timing is directed by Florida International University. We will agree on a strict timeline and commit the full resources of our firm to aggressively conduct the search to meet and hopefully exceed the University's expectations. Our firm has a reputation for successfully completing assignments on schedule.*

### **Define Objectives & Specifications**

- Parker Executive Search will meet with the Search Committee and university constituency groups on campus
- Develop a position specification
- Finalize timeline

### **Launch of Search**

### **Identify & Assess Candidates**

- Advertising
- Conduct original research
- Aggressively recruit and assess candidates

**0 – 90 Days**

### **Facilitate Process & Interviews**

- Coordinate all interview and travel logistics for candidates and Search Committee
- Assist in interview preparation
- Conduct extensive background and reference checks

**90 – 120 Days**

### **Negotiation & Candidate Follow-up**

- Recruit preferred candidate
- Assist in negotiations
- Follow-up communication with all candidates

**120 – 150 Days**

*\*\* Searches for athletics leaders, and in particular coaches, proceed on a much more abbreviated timeline.*

## Search Experience

Our dedicated team has completed over 2,000 searches for distinguished academic, health sciences, athletic, and corporate clientele. Our history of recruiting leaders in higher education includes:

### **Chief Executive Officers**

#### *University Systems*

- Commissioner, Mississippi Board of Trustees of the State Institutions of Higher Learning
- President, Southern Illinois University
- President, University of Illinois
- President, University of Tennessee System
- Chancellor, University System of Georgia

#### *Doctorate-Granting Universities*

- President, Armstrong State University
- President, Augusta University
- President, Eastern Michigan University (*current*)
- President, Florida Atlantic University
- President, Georgia Southern University
- President, Georgia State University
- President, Iowa State University
- President, Northern Illinois University
- President, St. Louis College of Pharmacy
- President, The University of Southern Mississippi
- President, University at Albany, State University of New York

- President, University of Georgia
- Chancellor, University of Illinois at Chicago
- President, University of Iowa
- Chancellor, University of Mississippi
- President, University of Northern Iowa
- President, University of Oregon
- Chancellor, University of Tennessee Health Science Center
- Chancellor, University of Tennessee, Knoxville
- President, University of West Georgia
- President, Western Michigan University

*Master's Colleges and Universities*

- President, College of Charleston
- President, Columbus State University
- President, Delta State University
- President, Georgia College
- President, Georgia Southwestern State University
- President, Kennesaw State University
- President, Lipscomb University
- President, Mississippi University for Women
- President, Savannah State University
- President, Southeast Missouri State University
- Chancellor, Southern Illinois University, Edwardsville
- President, Southern Polytechnic State University
- Chancellor, University of North Carolina, Wilmington
- Chancellor, University of Tennessee, Chattanooga

- Chancellor, University of Tennessee, Martin
- President, Valdosta State University

### *Baccalaureate/Associate's Colleges*

- President, Abraham Baldwin Agricultural College
- President, Bainbridge College
- President, Brewton-Parker College
- President, Dalton State College
- President, Fairmont State University
- President, Georgia Gwinnett College
- President, Georgia Highlands College
- President, Georgia Military College
- President, Georgia Perimeter College
- President, Gordon College
- Chancellor, Louisiana State University at Alexandria
- President, Middle Georgia College
- Chancellor, Palmetto College, University of South Carolina
- Chancellor, University of South Carolina, Beaufort

### *University-Affiliated Organizations*

- President and CEO, Herty Advanced Materials Development Center
- President, Nashville Public Education Foundation
- President, National Collegiate Athletic Association
- President and Chief Executive Officer, Oak Ridge Associated Universities
- Executive Director, University Center of Greenville

## **Upper Administration**

### *Academic Affairs*

- Vice President and Dean of Faculty, Armstrong State University
- Associate Provost, Butler University (*current*)
- Associate Provost for Assessment, Scholarship, and Professional Development Programs, Butler University
- Executive Vice President and Provost, Central Michigan University
- Senior Vice President for Academic Affairs, Columbus State Community College
- Provost and Vice President for Academic Affairs, Columbus State University
- Provost and Vice President for Academic Affairs, Dixie State University
- Provost & Vice President for Academic Affairs, Georgia College
- Provost, Georgia Southern University
- Senior Vice President for Academic Affairs and Provost, Georgia State University
- Provost and Vice President for Academic Affairs, Indiana State University
- Provost and Senior Vice President for Academic Affairs, Iona College
- Senior Vice President and Provost, Iowa State University
- Provost and Vice President for Academic Affairs, Kennesaw State University
- Provost, Mercer University
- Provost and Vice President for Academic Affairs, Mississippi University for Women
- Provost / Vice President - Academic Affairs, Northern Michigan University
- Provost, Southeast Missouri State University
- Provost, Southern Methodist University
- Provost, The Ohio State University
- Provost, The University of Alabama at Birmingham



- Provost and Vice President for Academic Affairs, The University of Southern Mississippi
- Provost and Vice President of Academic Affairs, University of Central Arkansas
- Provost and Vice President for Academic Affairs, University of Central Florida
- Vice Chancellor for Academic Affairs and Provost, University of Illinois, Urbana-Champaign
- Vice President for Academic Programs and Instructional Strategy, University of North Carolina General Administration (*current*)
- Executive Vice Chancellor, Palmetto College, University of South Carolina
- Vice Chancellor, Academic, Faculty & Student Affairs, University of Tennessee Health Science Center
- Provost and Senior Vice Chancellor for Academic Affairs, University of Tennessee, Chattanooga
- Provost, University of Tennessee, Knoxville
- Provost and Executive Vice President for Academic Affairs, University of Toledo
- Provost and Vice President for Academic Affairs, University of Washington
- Executive Vice Chancellor and Chief Academic Officer, University System of Georgia
- Provost and Vice President of Academic Affairs, Valdosta State University
- Provost and Vice President for Instructional Services, Vincennes University
- Provost, Western Michigan University

*Administration / Finance*

- University Controller, Florida International University
- Assistant Vice President for Human Resources, Furman University
- Chief Human Resource Officer, Georgia College

- Senior Vice President, Administration & Finance, Georgia Institute of Technology
- Associate Vice President for Business and Finance, Iowa State University
- Vice President for Human Capital, Kansas State University
- Executive Vice President for Administration and Finance, Louisiana State University System
- Vice President, Finance & Administration, Middle Tennessee State University
- Vice President of Administration and Chief Financial Officer, National Collegiate Athletic Association
- Senior Associate Vice President for Human Resources, Northern Illinois University *(current)*
- Vice President and General Counsel, Northern Illinois University
- Vice President for Administration and Finance, Northern Illinois University
- Vice President for Finance and Administration, Shawnee State University
- Vice President for Business and Finance, Southern Methodist University
- Assistant Vice President for Human Resources, Texas A&M University
- Executive Vice President for Finance and Administration, Texas A&M University-Corpus Christi
- Vice President of Financial Affairs and Administration, The University of Alabama at Birmingham
- Associate Vice President and Chief Human Resources Officer, University of Central Florida
- Vice President for Finance and Administration, University of Georgia
- Vice President for Finance and Administration, University of South Alabama *(current)*
- Senior Vice President for Business and Finance, University of South Florida
- Vice President and Campus Executive Officer, Sarasota/Manatee Campus, University of South Florida

- Associate Vice Chancellor of Human Resources, University of Tennessee Health Science Center
- Executive Associate Dean of Finance and Operations, University of Tennessee Health Science Center
- Vice Chancellor for Business & Finance, University of Tennessee Health Science Center
- Executive Vice President, University of Tennessee System (*current*)
- Associate Vice Chancellor for Facilities, University of Tennessee, Knoxville
- Vice Provost for Planning and Budgeting, University of Washington
- Vice Chancellor for Facilities, University System of Georgia
- Vice Chancellor for Human Resources, University System of Georgia
- Assistant VP for Finance and Administration, Health Science Center, Virginia Commonwealth University
- Vice President of Business and Finance, West Texas A&M University

### *Student Affairs*

- Vice President, Student Affairs, Augusta University
- Vice President for Student Affairs, Clemson University
- Dean of the College, Dartmouth College
- Associate Vice President for Student Affairs & Enrollment Management, Eastern Michigan University
- Vice President for Student Affairs, Kennesaw State University
- Vice Chancellor for Student Life and Enrollment Services, Louisiana State University
- Vice President, Student Affairs, Middle Tennessee State University

- Assistant Vice President for Student Life and Chief Housing Officer, The Ohio State University
- Vice President for Student Affairs, The Ohio State University
- Dean of Students / Associate Vice President for Student Affairs, The University of Alabama at Huntsville
- Vice Chancellor - Student Affairs, University of California, San Diego
- Vice President for Student Affairs, University of Florida
- Vice President of Student Affairs, University of South Florida
- Vice Chancellor for Student Development, University of Tennessee, Chattanooga
- Vice Chancellor for Student Life, University of Tennessee, Knoxville
- Vice President for Student Life, University of Washington
- Vice President for Student Affairs, West Texas A&M University
- Vice President for Student Life, West Virginia University

### *Enrollment Management*

- Vice Provost for Strategic Enrollment Planning - Chief Enrollment Officer, Bowling Green State University
- Vice President for Enrollment Management, Bradley University
- Vice President for Enrollment Services, Brewton-Parker College
- Vice President for Enrollment Management, Marketing and Communications, Indiana State University
- Associate Provost for Enrollment Management, Texas A&M University
- Associate Vice President for Enrollment Services, The University of Alabama at Huntsville
- Associate Vice President for Enrollment Management and Services, West Virginia University

### *External Affairs*

- Senior Vice President for Advancement and Community Relations / Chief Development Officer, Augusta University
- Vice President for University Advancement, Georgia Southern University
- Vice President for Economic Development & Community Engagement, Kennesaw State University
- Vice President for University Advancement and Development, Kennesaw State University
- Vice President, Development, Middle Tennessee State University
- Associate Vice Chancellor of Advancement, Purdue University Calumet
- Vice President for University Advancement, St. Cloud State University
- President and CEO, The University of Connecticut Foundation
- Vice President for Advancement, University of Alabama, Tuscaloosa
- Vice President for Alumni Relations and Development, University of Central Florida
- Senior Vice President for External Affairs, University of Georgia
- Vice President for Advancement, University of North Georgia
- Vice President of University Advancement and President of the UNI Foundation, University of Northern Iowa
- Vice President for Development and Alumni Relations, University of South Carolina
- Associate Vice Chancellor for Development and Development Services, University of Tennessee Health Science Center
- Vice President for University Advancement, Valdosta State University
- Vice President for Institutional Advancement, West Texas A&M University

- Vice President for Development and Alumni Relations, Western Kentucky University
- Vice President for Development and Alumni Relations, Western Michigan University

### *Research*

- Vice President for Research and Economic Development, Georgia State University
- Vice President for Research, Kansas State University
- Vice President for Research and Dean of Graduate Studies, Kennesaw State University
- Senior Vice President for Research, Mote Marine Laboratory
- Vice Chancellor/Vice President for Research and Technology Transfer, The University of Houston System
- Vice President for Research, University of Cincinnati (*current*)
- Associate Vice Chancellor for Research and Graduate Studies, University of Colorado, Denver
- Vice President for Research and Associate Provost, University of Georgia
- Executive Director of Institutional Research, Assessment, and Analytics, University of South Carolina (*current*)
- Vice Chancellor for Research, University of Tennessee Health Science Center
- Vice Chancellor for Research, University of Tennessee, Knoxville

### *Technology*

- Associate Vice President for Instructional Technologies Support, Texas State University
- Vice President for Information Technology, Texas State University
- Chief Information Officer / Associate Provost, The University of Alabama at Huntsville
- Vice Chancellor for Information Technology and Chief Information Officer, University of Tennessee Health Science Center
- Assistant Vice Chancellor for Information Technology and Chief Information Officer, University of Tennessee, Knoxville
- Chief Information Officer, University System of Georgia

*Other*

- Chief Compliance Officer, Des Moines University
- Assistant Vice President for Facilities Management, Florida Atlantic University  
*(current)*
- Assistant Commissioner for Adult Literacy, Georgia Department of Technical and Adult Education
- Chief Diversity Officer, Kennesaw State University
- Vice Provost for Institutional Equity and Diversity, North Carolina State University  
*(current)*
- Vice President of University Relations, The Ohio State University
- Chancellor, The University of Tennessee Institute of Agriculture
- Vice President of Communications and Marketing, University at Albany, State University of New York
- Vice President for Agriculture and Natural Resources, University of California
- Senior Vice President for Agriculture and Natural Resources, University of Florida

- Assistant Vice President and Chief Medical Information Officer, University of Illinois Hospital & Health Sciences System
- Associate Vice President for Community-Based Practice, University of Illinois Hospital & Health Sciences System
- Associate Vice President for Health Affairs, Professional Practice, University of Illinois Hospital & Health Sciences System
- Associate Vice President for Quality, University of Illinois Hospital & Health Sciences System
- Vice Chancellor for e-Learning, Palmetto College, University of South Carolina
- Vice Chancellor for Diversity, University of Tennessee, Knoxville

## **Deans / Academic Administration**

### *Agriculture*

- Dean of the Coast and Environment, Louisiana State University
- Dean of Agricultural Sciences and Natural Resources, The University of Tennessee Institute of Agriculture
- Dean of Extension, The University of Tennessee Institute of Agriculture
- Dean of the College of the Environment, University of Washington
- Dean of the Davis College of Agriculture, Natural Resources, and Design and Director of the WV Agricultural and Forestry Experiment Station, West Virginia University

### *Architecture*

- Dean, College of Design, North Carolina State University (*current*)
- Dean, School of Building Arts, Savannah College of Art and Design



- Dean of the College of Design, University of Kentucky
- Dean, College of Architecture and Design, University of Tennessee, Knoxville

### *Arts & Sciences*

- Dean, College of Science & Mathematics, Augusta University
- Dean, College of Arts & Sciences, Bowling Green State University
- Dean, College of Arts & Sciences, Ferris State University
- Dean, College of Arts and Sciences, Ferris State University (*current*)
- Dean, College of Arts & Sciences, Florida State University
- Dean, College of Arts and Sciences, Georgia State University
- Dean, College of Humanities and Social Sciences, Kennesaw State University
- Dean, College of Science and Mathematics, Kennesaw State University
- Dean, Dedman College of Humanities & Sciences, Southern Methodist University
- Dean of Liberal Arts & Sciences, St. Louis College of Pharmacy
- Dean, College of Liberal Arts, Texas A&M University-Corpus Christi (*current*)
- Vice Provost for Arts and Sciences and Executive Dean of the College of Arts & Sciences, The Ohio State University
- Dean of the College of Arts and Sciences, The University of Alabama at Birmingham
- Dean of the College of Natural Sciences and Mathematics, The University of Houston
- Dean, College of Arts and Sciences, University of Cincinnati
- Dean, College of Arts and Sciences, University of Colorado, Denver
- Dean, College of Liberal Arts & Sciences, University of Florida
- Dean, College of Liberal Arts and Sciences, University of Florida
- Dean, College of Liberal Arts & Sciences, University of Illinois, Urbana-Champaign

- Dean, School of Psychological Sciences, University of Indianapolis
- Dean, College of Arts and Sciences, University of South Carolina (*current*)
- Dean, College of Arts and Sciences, University of Tennessee, Knoxville
- Dean, College of Arts & Sciences, University of Washington

### *Business*

- Dean of the College of Business, Albany State University
- Dean, Hull College of Business, Augusta University (*current*)
- Dean of the College of Business Administration, Bowling Green State University
- Dean, College of Business , Butler University
- Dean, J. Whitney Bunting College of Business, Georgia College
- Dean of the Robinson College of Business, Georgia State University
- Dean of the Scott College of Business, Indiana State University
- Raisbeck Endowed Dean, College of Business, Iowa State University
- Dean of the Coles College of Business, Kennesaw State University
- Dean of the E.J. Ourso College of Business, Louisiana State University
- Dean, Jennings A. Jones College of Business, Middle Tennessee State University
- Executive Dean, College of Management and Business, National Louis University
- Dean of the Spears School of Business, Oklahoma State University, Stillwater
- Dean, College of Business, Texas A&M University-Corpus Christi
- Dean of Business, The Ohio State University
- Dean, School of Business, The University of Alabama at Birmingham
- Dean, College of Business Administration, The University of Alabama at Huntsville
- Dean, Culverhouse College of Commerce, University of Alabama, Tuscaloosa  
(*current*)

- Dean, Schroeder Family School of Business Administration, University of Evansville
- Dean, School of Business, University of Indianapolis
- Dean, Darla Moore School of Business, University of South Carolina
- Dean, College of Business, University of Tennessee, Chattanooga
- Dean, College of Business Administration, University of Tennessee, Knoxville
- Dean, Business School, University of Washington
- Dean, Gordon Ford College of Business, Western Kentucky University
- Dean, Haworth College of Business, Western Michigan University

#### *Communication / Journalism*

- Dean, College of Mass Communication, Middle Tennessee State University
- Dean, College of Journalism and Communications, University of Florida
- Dean, Grady College of Journalism and Mass Communication, University of Georgia
- Dean, School of Journalism and Communication, University of Oregon (*current*)

#### *Education*

- Dean, College of Education, Augusta University
- Founding Dean, Eugene T. Moore School of Education, Clemson University
- Dean, College of Education and Health Professions, Columbus State University
- Dean, Bayh College of Education, Indiana State University
- Dean, College of Education, North Carolina State University (*current*)
- Dean, College of Education, University of Florida
- Dean of the College of Education, University of Oregon

- Dean of the College of Education, University of South Florida
- Dean, College of Health, Education and Professional Studies, University of Tennessee, Chattanooga
- Dean of the College of Education, University of Washington

### *Engineering*

- Dean of Engineering, Clarkson University
- Dean, College of Engineering Technology, Ferris State University
- Founding Dean, Allen E. Paulson College of Engineering & Information Technology, Georgia Southern University
- Dean, College of Applied Engineering, Sustainability and Technology, Kent State University
- Founding Dean, College of Engineering, Khalifa University of Science, Technology, and Research
- Dean, College of Engineering, Louisiana State University
- Dean of the Bagley College of Engineering, Mississippi State University
- Dean, College of Engineering and Computer Science, University of Central Florida
- Dean, College of Engineering, University of Florida
- Dean, College of Engineering and Computing, University of South Carolina
- Dean of the College of Engineering, University of South Florida
- Dean, College of Engineering, University of Tennessee, Knoxville
- Dean of Engineering, University of Washington

### *Libraries*

- Dean of University Libraries, Bowling Green State University

- Dean of Library Services, Indiana State University
- Director of University Libraries, The Ohio State University
- University Librarian and Director of the Auraria Library, University of Colorado, Denver
- Dean of Libraries, University of Kansas (*current*)

*Medicine / Pharmacy / Health Professions / Nursing*

- Dean, College of Health Professions, Armstrong State University
- Dean, College of Pharmacy and Health Sciences, Butler University (*current*)
- Dean, College of Health Professions, Central Michigan University (*current*)
- Dean, College of Osteopathic Medicine, Des Moines University
- Founding Dean, School of Health Sciences, Emory and Henry College
- Dean, College of Health Professions, Ferris State University
- Dean, Michigan College of Optometry, Ferris State University
- Dean of Health Professions, Florida Gulf Coast University
- Dean, College of Public Health, Georgia Southern University
- Dean, College of Nursing, Health, and Human Services, Indiana State University
- Dean, School of Dentistry, Meharry Medical College
- Dean, School of Medicine, Meharry Medical College
- Dean, College of Pharmacy, St. Louis College of Pharmacy
- Dean, School of Nursing, Health, and Exercise Science, The College of New Jersey
- Vice Provost for Health Services and Dean of Medicine, United Arab Emirates University
- Associate Dean of Clinical Affairs, College of Medicine, University of Central Florida (*current*)
- Associate Dean of Nursing & Healthcare Innovation, University of Delaware

- Dean of the College of Health and Human Performance, University of Florida
- Dean, College of Public Health and Health Professions, University of Florida
- Dean, College of Pharmacy, University of Georgia
- Dean, College of Public Health, University of Georgia
- Dean, College of Nursing, University of Tennessee Health Science Center
- Dean, Graduate School of Medicine, University of Tennessee Health Science Center
- Executive Dean, College of Medicine, University of Tennessee Health Science Center
- Dean, College of Medicine, University of Tennessee, Chattanooga
- Dean of Nursing, University of Tennessee, Knoxville
- Dean of Dentistry, University of Washington
- Dean of the School of Public Health, University of Washington
- Dean, School of Nursing, University of Washington
- Dean, School of Pharmacy, University of Washington

### *Research*

- Dean, College of Graduate and Professional Studies & Chief Research Officer, Indiana State University
- Dean of Research, Tennessee Agricultural Experiment Station, The University of Tennessee Institute of Agriculture
- Dean of Research, College of Agricultural and Life Sciences, University of Florida
- Dean of the Graduate School and Associate Vice President for Research and Innovation, University of South Florida

### *Technology*

- Dean of Technology , Bowling Green State University
- Dean, College of Technology, Indiana State University
- Dean, College of Information Technology, United Arab Emirates University

### *Veterinary Medicine*

- Dean of the College of Veterinary Medicine, Kansas State University
- Dean of the College of Veterinary Medicine, The Ohio State University
- Dean of Veterinary Medicine, University of Florida
- Dean, College of Veterinary Medicine, University of Tennessee, Knoxville

### *Other*

- Dean of Musical Arts, Bowling Green State University
- Dean, Bowling Green State University, Firelands
- Dean of the College of Music, Florida State University
- Dean of the College of Visual Arts, Theatre & Dance, Florida State University
- Dean, College of Hospitality, Retail and Sport Management, University of South Carolina
- Dean, USC Sumter, University of South Carolina
- Dean of the Honors College, University of South Florida
- Dean of the College of Law, University of Tennessee, Knoxville
- Dean, School of Law, University of Washington

### **Directors**

- Director of Career Services, Dartmouth College

- Director of Center for Improvement of Teaching & Learning, Des Moines University
- Executive Director of the FAU Career Center, Florida Atlantic University (*current*)
- Executive Director, Florida Virtual Campus
- Director of Admissions, Georgia College
- Executive Director, Strategic Consulting, Georgia Institute of Technology
- Assistant Vice President for Information Technology, Georgia Perimeter College
- State Librarian, Georgia Public Library Service
- Associate Director of Sponsored Programs, Georgia State University
- Executive Director, Gongaware Center and Networks Financial Institute, Indiana State University
- Physician Assistant Program Director, Indiana State University
- Program Director, Physical Therapy, Indiana State University
- Director & Professor, Nutrition and Wellness Research Center, Iowa State University
- Director, Ames Laboratory, Iowa State University
- Director, Thielen Student Health Center, Iowa State University
- Director, WellStar School of Nursing, Kennesaw State University
- Executive Director, Business Success Center, Kennesaw State University
- Director, Center for Computation and Technology, Louisiana State University
- Executive Director, Robert Wood Johnson Foundation Center for Health Policy, Meharry Medical College
- Director of Human Resource Services, Middle Tennessee State University
- Director, Institute for Health, Health Care Policy and Aging Research, Rutgers University
- Executive Director of Real Estate Development, Texas A&M University
- Director, Distance and Extended Learning, Texas State University (*current*)



- Director, Austin E. Knowlton School of Architecture, The Ohio State University
- Director, Student Health Services, The Ohio State University
- Senior Director, Dining Services, The Ohio State University
- Director, School of Computing, The University of Southern Mississippi
- Assistant Provost and Director, UF Online, University of Florida
- Director of the Engineering Leadership Institute, University of Florida
- Director, Florida Sea Grant Program, University of Florida
- Director, Carl Vinson Institute of Government, University of Georgia
- Executive Director of Comprehensive Career Services, University of Georgia
- Executive Director, Center for Professional Responsibility in Business and Society, University of Illinois, Urbana-Champaign
- Director of Internal Audit, University of South Carolina
- Director of the David C. Anchin Center for the Advancement of Teaching, University of South Florida
- Director, Pediatric Obesity Research Program, University of Tennessee Health Science Center
- Director of Children's Mental Health Services Research Center and Betsey R. Bush Endowed Professor in Behavioral Health, University of Tennessee, Knoxville
- Director of Addiction Medicine, Virginia Commonwealth University
- Director, School of Mass Communications, Virginia Commonwealth University

### **Chairs**

- Academic Pathologist, Des Moines University
- Chair, Family Medicine, Des Moines University
- Harris Chair of Business & Technology, East Tennessee State University

- Founding Chair, Biomedical Engineering Department, Khalifa University of Science, Technology, and Research
- Russell Chair of Manufacturing Excellence, Middle Tennessee State University
- Chair, Department of Speech-Language Pathology, Mississippi University for Women (*current*)
- Head, Department of Computer & Information Technology, Purdue University
- Chair, Department of Clinical Nutrition, Rush University
- Chair of Chemistry, Southern Methodist University
- Chair of the Department of Biostatistics, The University of Alabama at Birmingham
- Chair, Department of Health Services Administration, The University of Alabama at Birmingham
- Chair, Department of Marketing, Industrial Distribution & Economics, The University of Alabama at Birmingham
- Chair, Department of Physical Therapy, The University of Alabama at Birmingham (*current*)
- Chair of the Department of Curriculum, Instruction, and Special Education, The University of Southern Mississippi
- Chair, Department of Bioengineering, The University of Texas at Arlington
- Chair, Department of Biology, The University of Texas at Arlington
- Chair, Department of Computer Science and Engineering, The University of Texas at Arlington
- Chair and Professor, J. Crayton Pruitt Family Department of Biomedical Engineering, University of Florida
- Chair, Department of Materials Science and Engineering, University of Florida (*current*)

- Intel / Charles E. Young Endowed Chair in Information Technology, University of Florida
- Intel / Charles E. Young Endowed Chair in Nanotechnology, University of Florida
- Chair of OB/GYN, University of Mississippi Medical Center
- Chair, Department of Internal Medicine, University of Tennessee Health Science Center
- Chair, Department of Pediatric Radiology, University of Tennessee Health Science Center
- Chair, Department of Preventive Medicine, University of Tennessee Health Science Center
- Division Chief of Gastroenterology, University of Tennessee Health Science Center
- Eastridge-Cole Endowed Professorship for Thoracic Oncologic Surgery, University of Tennessee Health Science Center
- Chair of Pediatrics and Physician-in-Chief, University of Tennessee Health Science Center and Le Bonheur Children's Hospital
- Betsey R. Bush Endowed Professor in Children and Families at Risk, University of Tennessee, Knoxville (*current*)
- Chair of Radiology, UT Graduate School of Medicine
- Chair, Department of Medicine, UT Graduate School of Medicine
- Chair, Department of Obstetrics and Gynecology, UT Graduate School of Medicine
- Chair, Department of Radiology, UT Graduate School of Medicine
- Chief, Section of Hepatology, Virginia Commonwealth University

Our history of recruiting leaders in sports includes:

### **Sports Executives**

- Chief Executive Officer, Advocates for Athletic Equity
- President of Sports Marketing, ANC Sports Enterprises, LLC
- PR Manager, Atlanta Braves
- Chief Executive Officer, Atlanta Dream
- Commissioner, Big 12 Conference
- Commissioner, Colonial Athletic Association (*current*)
- Vice President of Communications, East Lake Foundation
- Executive Director, Fiesta Bowl
- Executive Director, Georgia State Golf Association
- Chief Executive Officer, iHoops
- Commissioner, Mid-American Conference
- Director of Public Relations, National Collegiate Athletic Association
- Executive Vice President for Championships & Alliances, National Collegiate Athletic Association
- Managing Director of Communications, National Collegiate Athletic Association
- Managing Director, Public and Media Relations, National Collegiate Athletic Association
- President, National Collegiate Athletic Association
- Senior Vice President for Championships, National Collegiate Athletic Association
- Senior Vice President, Governance and Membership, National Collegiate Athletic Association
- Vice President for Division II, National Collegiate Athletic Association
- Vice President for Legal Affairs and General Counsel, National Collegiate Athletic Association

- Vice President of Administration and Chief Financial Officer, National Collegiate Athletic Association
- Vice President of Communications, National Collegiate Athletic Association
- Vice President of Education Services, National Collegiate Athletic Association
- Vice President of Enforcement, National Collegiate Athletic Association
- Commissioner, Northern Sun Intercollegiate Conference
- Executive Director, Pasadena Tournament of Roses Association
- Executive Director, Patriot League
- Vice President of Communications, Tennessee Titans
- Director, Corporate Communications (Blank Family of Businesses), The Blank Family of Businesses
- Director, Foundation Communications, The Blank Family of Businesses
- Member of the Board of Directors, U.S. Center for Safe Sport
- Chief Development Officer, United States Olympic Committee
- Chief Operating Officer, USA Volleyball
- Commissioner, West Coast Conference
- Men's Commissioner, Western Collegiate Hockey Association

### **Athletic Directors**

- Director of Athletics & Recreation, American University
- Director of Athletics, Amherst College
- Vice President and Director of Athletics, Arizona State University
- Director of Athletics, Ball State University
- Director of Athletics, Bradley University
- Director of Athletics, Brown University
- Director of Athletics and Recreation, Brown University

- Director of Athletics, Colby College
- Director of Intercollegiate Athletics, Columbus State University
- Director of Athletics and Recreation, Dartmouth College
- Director of Athletics & Recreation, Emory University
- Athletics Director, Ferris State University
- Director of Intercollegiate Athletics, George Mason University
- Director of Athletics, Georgia Institute of Technology
- Director of Athletics, Georgia Southern University
- Director of Athletics, Georgia State University
- Director of Intercollegiate Athletics, Howard University
- Director of Intercollegiate Athletics, Indiana University Bloomington
- Director of Athletics, Iona College
- Director of Athletics, Iowa State University
- Athletic Director, Kennesaw State University
- Director of Athletics, Louisiana State University
- Athletic Director, Loyola University, Chicago
- Director of Athletics, Loyola University, Maryland
- Vice President & Director of Athletics, Marquette University
- Director of Athletics, Middle Tennessee State University
- Director of Athletics, Mississippi State University
- Director of Athletics, North Carolina State University
- Vice President and Director of Athletics, Northern Arizona University
- Associate Vice President and Director of Athletics, Northern Illinois University
- Director of Athletics, Northern Illinois University
- Director of Intercollegiate Athletics, Northern Kentucky University
- Chair of the Department of Physical Education and Director of Athletics, Pomona College

- Director of Athletics, Rutgers University
- Director of Athletics, South Dakota State University
- Director of Athletics, Southeast Missouri State University
- Director of Athletics, St. Cloud State University
- Director of Athletics, Stony Brook University
- Director of Athletics, Texas A&M University
- Director of Athletics, Texas Christian University
- Director of Athletics, Texas Tech University
- Director of Athletics, The Ohio State University
- Director of Athletics, The University of Alabama at Birmingham
- Director of Athletics, The University of Alabama at Huntsville
- Director of Athletics, The University of Houston
- Director of Athletics, University at Albany, State University of New York
- Director of Athletics, University at Buffalo
- Director of Athletics, University of Alaska, Fairbanks
- Director of Athletics, University of Arkansas
- Vice President and Director of Athletics, University of Central Florida
- Director of Athletics, University of Chicago
- Director of Athletics, University of Connecticut
- Vice President/Director of Athletics, University of Dayton
- Director of Athletics and Recreation Services, University of Delaware
- Director of Intercollegiate Athletics & Recreation Services, University of Delaware
- Director of Athletics, University of Georgia
- Director of Athletics, University of Hartford
- Director of Athletics, University of Hawai'i at Manoa
- Director of Athletics, University of Illinois, Urbana-Champaign
- Director of Athletics, University of Iowa

- Director of Athletics, University of Massachusetts, Amherst
- Director of Intercollegiate Athletics, University of Minnesota, Duluth
- Director of Athletics, University of Minnesota, Twin Cities
- Director of Intercollegiate Athletics, University of Nevada
- Director of Intercollegiate Athletics, University of Northern Colorado
- Director of Athletics, University of Notre Dame
- Director of Intercollegiate Athletics, University of Oregon
- Director of Recreation and Intercollegiate Athletics, University of Pennsylvania
- Director of Athletics, University of Tennessee, Chattanooga
- Vice Chancellor and Director of Athletics, University of Tennessee, Knoxville
- Director of Intercollegiate Athletics, University of Washington
- Director of Athletics and Physical Education, Vassar College
- Director of Athletics, Villanova University

### **Associate Athletic Directors**

- Assistant Athletic Director for the Nittany Lion Club, The Pennsylvania State University
- Associate Athletic Director, The Pennsylvania State University
- Senior Director of Development for Athletics, The University of Connecticut Foundation
- Executive Senior Associate Athletic Director, University of Oregon

### **Football Coaches**

- Head Football Coach, Elon University



- Head Football Coach, Georgia Institute of Technology
- Head Football Coach, Georgia State University
- Head Football Coach, Iowa State University
- Head Football Coach, Louisiana Tech University
- Head Football Coach, Middle Tennessee State University
- Head Football Coach, North Carolina State University
- Head Football Coach, Northern Illinois University
- Head Football Coach, San Diego State University
- Head Football Coach, Texas A&M University-Kingsville
- Head Football Coach, Texas State University
- Head Football Coach, The University of Akron
- Head Football Coach, University at Buffalo
- Head Football Coach, University of Central Florida
- Head Football Coach, University of Connecticut
- Head Football Coach, University of Minnesota, Twin Cities
- Head Football Coach, University of Nebraska, Lincoln
- Head Football Coach, University of New Haven
- Head Football Coach, University of Notre Dame
- Head Football Coach, University of Pittsburgh
- Head Football Coach, University of Tennessee, Chattanooga
- Head Football Coach, University of Tennessee, Knoxville
- Head Football Coach, University of Virginia's College at Wise (*current*)
- Head Football Coach, University of Washington
- Head Football Coach, Vanderbilt University
- Head Football Coach, West Virginia State University
- Head Football Coach, Widener University

## **Basketball Coaches**

- Head Men's Basketball Coach, American University
- Head Men's Basketball Coach, Arizona State University
- Head Coach, Atlanta Dream
- Head Men's Basketball Coach, Boston University
- Head Men's Basketball Coach, Bradley University
- Head Women's Basketball Coach, California State University, Fresno
- Head Men's Basketball Coach, DePaul University
- Head Men's Basketball Coach, Fordham University
- Head Men's Basketball Coach, George Mason University
- Head Men's Basketball Coach, Georgia State University
- Head Men's Basketball Coach, Indiana University Bloomington
- Head Men's Basketball Coach, Iowa State University
- Head Men's Basketball Coach, James Madison University
- Head Women's Basketball Coach, Kansas State University
- Head Men's Basketball Coach, Louisiana State University
- Head Men's Basketball Coach, Loyola University, Maryland
- Head Women's Basketball Coach, Michigan State University
- Head Men's Basketball Coach, Mississippi State University
- Head Men's Basketball Coach, North Carolina State University
- Head Women's Basketball Coach, North Carolina State University
- Head Men's Basketball Coach, Northern Arizona University
- Head Men's Basketball Coach, Northern Illinois University
- Head Men's Basketball Coach, Northern Kentucky University
- Head Men's Basketball Coach, Northwestern University
- Head Men's Basketball Coach, Ohio University
- Head Men's Basketball Coach, Oregon State University

- Head Men's Basketball Coach, Rice University
- Head Men's Basketball Coach, Texas Christian University
- Head Men's Basketball Coach, Texas State University
- Head Men's Basketball Coach, University at Buffalo
- Head Men's Basketball Coach, University of Arkansas
- Head Men's Basketball Coach, University of Denver
- Head Men's Basketball Coach, University of Georgia
- Head Men's Basketball Coach, University of Illinois, Urbana-Champaign
- Head Men's Basketball Coach, University of Iowa
- Head Men's Basketball Coach, University of Kentucky
- Head Men's Basketball Coach, University of Miami
- Head Men's Basketball Coach, University of Minnesota, Twin Cities
- Head Men's Basketball Coach, University of Nebraska, Lincoln
- Head Men's Basketball Coach, University of Oklahoma
- Head Men's Basketball Coach, University of Tennessee, Chattanooga
- Head Men's Basketball Coach, University of Tennessee, Knoxville
- Head Men's Basketball Coach, University of Wyoming

### **Other Coaches**

- Head Baseball Coach, University of Nebraska, Lincoln
- Head Men's Baseball Coach, University of Tennessee, Knoxville
- Head Men's Golf Coach, Vanderbilt University

## **Final Rule for Section 503 of the Rehabilitation Act**

Parker Executive Search will assist Florida International University with collecting candidate information as needed, in order to comply with the Final Rule for Section 503 of the Rehabilitation Act.

## Financial Proposal

We are prepared to represent Florida International University in conducting executive searches according to the following fee schedule:

First Year's Total Cash Compensation	Proposed Fee
> \$350,000	To be negotiated on a case-by-case basis
\$250,000 - \$350,000	30% of salary
\$150,000 - \$249,000	\$65,000
< \$150,000	\$60,000

Our fee would be invoiced in three equal increments at the beginning of the search and 30 and 60 days thereafter (Terms will be Net 40, 1.5% late penalty per month). We can accept both check and ACH payments. In addition to the professional fee, out-of-pocket expenses are invoiced to the client. These expenses include such items as teleconference calls with the search committee; research and delivery services; and travel and interview expenses for the search consultant. We make every effort to hold reimbursable expenses to a minimum and will ensure that our expenses are no more than 10% of the fee. Advertising, committee interview and travel expenses, and candidate travel expenses are not included in the 10% expense budget and will be invoiced separately to Florida International University along with the appropriate documentation.

You may terminate a search for any reason upon notice. If this occurs within the first three months after we commence our engagement, the fee for our services up to that point shall be equal to the set fee, prorated on a per diem basis over the initial 90-day period. If the termination occurs after the 90-day period, the fee for our services shall be the set fee. If for any reason the candidate selected leaves Florida International University during the first 12 months, we will conduct an assignment to replace that individual without additional fee, but for out of pocket expenses only. We commit our professional effort to each search, and we will continue until the position is filled or until we are both satisfied that every reasonable effort has been made.

<p><b>SUBMIT RESPONSE TO:</b></p> <p><b>FLORIDA INTERNATIONAL UNIVERSITY</b>  <b>PURCHASING SERVICES</b>  <b>MODESTO A. MAIDIQUE CAMPUS</b>  <b>11200 SW 8<sup>th</sup> Street</b>  <b>CAMPUS SUPPORT COMPLEX – CSC 411</b>  <b>MIAMI, FL 33199</b>  <b>(305) 348-2161</b></p>	<p><b>INVITATION TO NEGOTIATE COVER DOCUMENT</b></p> <p>(“Solicitation”)</p> <p><b>ITN No. 56-001</b></p>
<p><b>RESPONSE OPENING (Date and Time):</b>  December 17, 2015 @ 2:00PM EST</p>	<p><b>SOLICITATION TITLE:</b>  <i>Search Firms</i></p>
<p align="center"><b>Please refer to the above address for Response opening location</b></p> <p align="center"><b>POSTING OF BID TABULATION AND NOTICES</b></p> <p>The bid tabulation and notices of a decision or intended decision and recommended award related to this Competitive Solicitation will be posted at the Florida International University Purchasing website- <a href="http://finance.fiu.edu/purchasing">http://finance.fiu.edu/purchasing</a> and will remain posted for a period of 72 hours. Failure to file a protest in accordance with Florida Board of Governors’ (“BOG”) regulation 18.002, or failure to post the bond or other security as required in BOG regulations 18.002 and 18.003, shall constitute a waiver of protest proceedings.</p>	
<p><b>PURCHASING REPRESENTATIVE</b></p>	<p><i>Chandra Nix, Procurement Manager</i></p>
<p><b>VENDOR’S LEGAL NAME</b></p>	<p>Parker Executive Search, Inc.</p>
<p><b>VENDOR’S MAILING ADDRESS</b></p>	<p>5 Concourse Parkway, Suite 2900</p>
<p><b>VENDOR’S CITY, STATE, ZIP</b></p>	<p>Atlanta, GA 30328</p>
<p><b>VENDOR’S WEB ADDRESS</b></p>	<p><a href="http://www.parkersearch.com">http://www.parkersearch.com</a></p>
<p><b>VENDOR’S E-MAIL ADDRESS</b></p>	<p>support@parkersearch.com</p>
<p><b>VENDOR’S FACSIMILE</b></p>	<p>(770) 804-1917</p>
<p><b>VENDOR’S TELEPHONE NUMBER</b></p>	<p>(770) 804-1996</p>
<p><b>VENDOR’S TOLL FREE NUMBER</b></p>	
<p><i>By signing this document, I certify that this solicitation response (“response”) is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a response for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this competitive solicitation and certify that I am authorized to sign this solicitation response for the Vendor and that the Vendor is in compliance with all requirements of the competitive solicitation, including but not limited to, certification requirements. In submitting a solicitation response to the University, the Vendor offers and agrees that if the solicitation response is accepted, the Vendor will convey, sell, assign, or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State’s discretion, such assignment shall be made and become effective at the time the University tenders final payment to the Vendor.</i></p>	
<hr/> <p><b>AUTHORIZED SIGNATURE (MANUAL)</b></p> <p>Laurie C. Wilder, President</p> <hr/> <p><b>PRINT NAME AND TITLE</b></p> <p>December 9, 2015</p> <hr/> <p><b>DATE SIGNED</b></p>	



**FLORIDA  
INTERNATIONAL  
UNIVERSITY**

Purchasing Services  
(305) 348-2161  
FAX (305) 348-3600

December 9, 2015

**ITN56-001  
Search Firms**

**ADDENDUM #1**

**Re: Answers to Vendor Inquiries and revisions to Sections Section 1.4 Solicitation Response and Deliverables and Section 1.5 Evaluation Points.**

**VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND SUBMITTING THIS EXECUTED DOCUMENT WITH YOUR RESPONSE. FAILURE TO EXECUTE AND RETURN THIS ADDENDUM FORM WILL DISQUALIFY YOUR FIRMS' RESPONSE.**

This Addendum shall become part of your firms' competitive solicitation response and the subsequent contract documents if applicable. This addendum document must be attached to your Solicitation Response. Failure to execute this document and return of same with your firms' competitive solicitation response will be grounds for immediate disqualification.

Company Name Parker Executive Search, Inc.

Address 5 Concourse Parkway, Suite 2900, Atlanta, GA 30328

Telephone/Fax/Email (770) 804-1996

Signature \_\_\_\_\_

Form#PS008; CD04/03/07

**ITN56-001  
Search Firms**

**ADDENDUM #1**

**Re: Answers to Vendor Inquiries and revisions to Sections Section 1.4 Solicitation Response and Deliverables and Section 1.5 Evaluation Points.**

1. **QUESTION: Tab 4.h** – We’ve made in excess of 3,500 placements over the past four years. Are you seeking the details, behind every placement or a sample of placements?

**ANSWER:** FIU is seeking a sample of placements to include the most recent hires for categories the firm is responding to included but not limited to the categories listed in **Section 1.3 Scope of Work and Deliverables, Table 1.**

2. **QUESTION:** We are unable to provide the names of all of our clients due to various non-publicity and confidentiality agreements. Is the client’s industry an acceptable alternative?

**ANSWER:** FIU would like to see a sample of the salary comparisons during a given search.

3. **QUESTION: Tab 5.f** – We would like to confirm that this is a guideline for how to proceed during a given search and that you are not looking for salary comparisons for all positions amongst peer institutions in advance of proposal completion. If requested now, it would likely be stale by the time the individual search was being conducted.

**ANSWER:** We would like to see a sample of the salary comparisons during a given search.

4. **QUESTION:** Is this for direct hire positions only?

**ANSWER:** Yes. We are enlisting the expertise of potential vendors in identifying talent for direct hires.

5. **QUESTION:** What is driving the RFP?

**ANSWER:** Our existing contract for search firm services is expiring. Therefore, the decision has been made to go back out for a competitive solicitation.

6. **QUESTION:** Can you provide the “spend” specifically for the scope of this RFP?

**ANSWER:** This is determined on a case-by-case basis as the staffing need dictates. Please see **Section 1.1 Statement of Objective**, paragraph two (2) for an estimate of spend from the State University System in Florida for the period from July 1, 2013 through June 30, 2015.



7. **QUESTION:** Can you provide the volume and a breakdown of the volume by search category?

**ANSWER:** There is no volume to provide as it is on a case-by-case basis. At the time an employee leaves their role or position, then the department may requests the services from the pool of potential vendors.

8. **QUESTION:** Can you provide a list of job titles and/or job descriptions that are in scope?

**ANSWER:** This is fluid and is determined by the need.

9. **QUESTION:** Do we need to be able to provide talent in all the search categories listed to be chosen as a vendor?

**ANSWER:** No. We will award contracts to multiple vendors and ensure that each category is represented among the awardees outlined in **Section 1.3 Scope of Work and Deliverables, Table 1** of the ITN document.

10. **QUESTION:** How many vendors will be selected?

**ANSWER:** The determination of the amount of vendors selected will be determined based on the amount of proposals submitted and the evaluation committee during the evaluation process. There is no set number that has been determined. The contract is to be awarded to multiple vendors as outlined in the **Section 1.1 Statement of Objective**.

11. **QUESTION:** If we already have a contract with the State of FL, will this be included under that agreement or will we sign a separate agreement?

**ANSWER:** The Successful Vendor(s) will sign a master contract for the services outlined in ITN56-001. Any other contracts that vendors have with other entities will not be included under the agreement that results from this process.

12. **QUESTION:** There is no Tab 7 listed in section 1.4 (Solicitation Response). Should we not include a tab 7 or adjust our numbering accordingly throughout the remainder of the response?

**ANSWER:** Please see the correction below. This section has been revised and the tabs have been renumbered.

**Section 1.4 Solicitation Response is hereby deleted and its entirety and replaced with the following:**

## **1.4 Solicitation Response**

Each Vendor shall organize its solicitation response to provide the following information in order to assist FIU in the selection, evaluation and award process.

Tab 1 - **Appendix I** Conditions and Requirements, completed and signed, along with Vendor's and any specific requests for changes to terms and conditions, if any.

The Vendor must initial the designated items, in **APPENDIX I**, indicating that the Vendor understands and agrees to the terms and conditions as provided in this competitive solicitation. **If the Vendor wants to request additional language or specific changes to the terms and conditions, Vendor must specifically do so in Vendor's solicitation response and include such requests with APPENDIX I. Requests for additional language or requests for revisions to language in this ITN document must be included in their entirety as part of Vendor's solicitation response under Tab 1 for consideration by FIU. In addition, any documents incorporated by reference in the requests for additional language or request for revisions and any and all forms FIU will need to fill out, prepare or submit to Vendor if awarded the contract must be included in Vendors' solicitation response.**

Please be advised that FIU, as a State university, must adhere to applicable laws and regulations and therefore certain terms and conditions may not be altered.

Tab 2 - Contact information, including name(s), title(s), email address(es), mailing address(es) and phone number(s) for the individual(s) responsible for Vendor's proposal and negotiation during this process. As well as contact information for the individual(s) who should receive any notices related to this contract if awarded to Vendor.

Tab 3 - Corporate Governance Documents, including Vendor's W9 form and Vendor application, available on the FIU Purchasing website at [http://finance.fiu.edu/purchasing/2vendor\\_forms.html](http://finance.fiu.edu/purchasing/2vendor_forms.html), and a Certificate of Good Standing from Vendor's State of Incorporation, if other than Florida.

Tab 4 - **Vendor Experience and Qualifications**

- a. Company Established
- b. The history of the firm, including a listing of principals and firm locations. Include the names of companies that have been incorporated into your firm. Relevant dates should be included as well.
- c. President/Company Executive Officer
- d. Describe your firm's experience conducting searches in higher education or healthcare. Describe experience in any specialty areas where you believe your

firm has unique expertise, including but not limited to Intercollegiate Athletics, Museums, Development/Fundraising/Foundation, Information Technology, Financial/Business Finance/Accounting, Human Resources, Legal, Facilities/Construction/Engineering, Public Relations/Marketing/Governmental Affairs, Sciences, and/or the Arts.

- e. Provide the qualifications of senior professionals in your firm that are likely to be assigned to University searches. Define who will be primarily responsible and have final authority over decisions made in the search of candidates.
- f. Provide an organizational chart with lines of authority for those individuals that will be directly involved in this contract.
- g. Provide at least four references where similar Services to institutions of higher education or healthcare have been provided within the past four years. Include the name of the firm/organization, date of last search closure, the complete mailing address, and the name, telephone number and email address of the contact person.
- h. Provide a list of successful filled positions in the past four years, including the client name, contact information and position(s) filled.

**Tab 5 - Search Process.**

- a. Describe the firm's search process, including the level and type of participation by the principals/partners. Indicate how you would propose to conduct an effective, timely national search for senior and mid-level administrators and academics at the University. Indicate how your firm would propose to conduct an effective, timely national search for the specialty positions noted. Include a model timeline. Lastly, discuss your methodology in searching for 'hard-to-fill' senior and mid-level positions.
- b. State firm's capabilities in providing assistance during the interview process. Examples of assistance to include but not be limited to: assistance with correspondence between applicants, nominators and nominees, and coordinate interviews of internal and external prospects and the University. Provide a University dedicated website with password protection so that resumes are available to search committees at all times.
- c. Describe in detail the process by which your company verifies all education degrees of candidates. Provide detail on coordination of obtaining credit/financial background check and litigation background check.
- d. Describe how firm handles candidate reference checks.
- e. State the firm's internal screening methodology that produces the most viable candidates (video conference/in person/telephone, etc.). Provide examples of external screening tools in providing possible past controversies with which a candidate has been associated.
- f. Provide to the University a salary comparison of the position among peer institutions early in the process.
- g. Develop and provide the University a timeline for each candidate from search initiation and establishment of expectations through candidate selection, negotiation, and search completion. The timeline should include milestones, activities and deliverables along the interviewing process.

- h. Provide a full list of successful recruiting conclusions and resulting positions by title and institution of higher education or healthcare including any successful positions among the specialty fields noted.
- i. Describe how the firm complies with the Final Rule for Section 503 of the Rehabilitation Act

Tab 6 - **Financial Proposal**

- a. What is your firm's proposed fee for providing the Services? Innovation in fee proposals may set your firm apart from the competition.
  - Would firm consider a fixed fee regardless of the final compensation provided to the successful candidate?
  - Another possible option among others would be to propose a sliding scale, fixed price fee schedule based on final salary package.
  - What expenses are billed to the client?
  - Will there be any mark-up on expenses?
  - Describe in detail the expenses for which it would seek reimbursement.
- b. Vendor should include a fee structure and terms, including provisions for the following:
  - State the fee structure for a successful candidate's voluntary or involuntary termination within the first year of employment.
  - The University's early termination of a search prior to position being filled.
  - Vendor's procedures for a failed search where the firm is unable to provide an adequate pool of candidates.
  - Vendors should provide any price incentive packages for example multiple searches, etc.
  - Vendors should provide fee schedule for all services requested.
- c. Describe how the University will be charged. Include any additional discounts available for early payment of invoices.
- d. Describe how the University will benefit from cost savings by accepting the firm's proposal.
- e. What are the firm's payment terms? The Successful Vendor may indicate payment terms of less than 40 days so long as those terms also contain a cash discount for early payment. For example: "5% 15/Net 40" would correspond to a 5% discount if paid in 15 days, otherwise net 30. The University will compute discounts from the date of completion of services, or from the date the correct invoice is received in Accounts Payable, whichever is later. The University will take the cash discount if payment is made within the specified time frame. Unless alternate payment terms, with cash discounts, are proposed by the Successful Vendor(s), invoices submitted to the University by the Successful Vendor(s) will be paid on a Net 40 days after receipt and approval of the corresponding invoice.
- f. State the firm's capability for accepting electronic payments through Automated Clearing House (ACH) and/or purchasing card, SUA and provide any additional discounts that may result from paying electronically.
- g. Disclose any other fees that may be incurred by the university.

- Tab 7** - The completed and signed competitive solicitation cover document, along with completed and signed Addendum Acknowledgement Forms, if any. The Vendor shall complete, sign and date the cover document, but shall not alter the language provided in this competitive solicitation document or the Addendum(a) in any way; any such alterations are void.
- Tab 8** - Information regarding alternate brands or equivalent products being offered by Vendor, if any.
- Tab 9** - Information regarding subcontractors (list of subcontractors with services to be provided by each and amount Vendor will pay to each; Vendor's certification that subcontractors are appropriately licensed and registered with the State of Florida).
- Tab 10** - **Appendix II**, completed, signed and dated.
- Tab 11** - If applicable, **Appendix IV** - Affidavit of Trade Secret Certification completed and signed by a high level officer of the Vendor as to applicable trade secrets contained in the Vendor's documents; Vendor must segregate and clearly mark all documents certified in Appendix IV and include such documents in this section (tab) of Vendor's proposal.
- Tab 12** - **Insurance** - letter or certificate from Vendor's insurer.
- Tab 13** - Vendor's Services and Warranties, if applicable.
- Tab 14** - Disclosures regarding: (a) Vendor employees having employment relationship with FIU, State of Florida or any Florida State Agencies AND/OR (b) any FIU or State employee(s) owning an interest of 5% or more of Vendor's company or its affiliates or branches.
- Tab 15**- Additional information requested in the competitive solicitation and/or addenda, if applicable.
- Tab 16**- Additional pertinent information Vendor would like to provide.

**Section 1.5 Evaluation Points is hereby deleted and its entirety and replaced with the following:**

## **1.5 Evaluation Points**

The evaluation criteria and points are provided below.

Table A –

<b>Criteria</b>	<b>Max Points</b>
Vendor Experience and Qualifications	45
Search Process	35
Financial Proposal	20
<b>Evaluation of Solicitation Responses Point Total</b>	<b>100</b>

### **1.5.1 Evaluation Criteria**

#### **1.5.1.2 Vendor Experience and Qualifications**

Vendor's proposal should show evidence that they have the qualifications and experience to perform the scope of services and deliverables outlined in this ITN. The area(s) of expertise for which your firm is proposing to provide services in **Section 1.3 Scope of Services and Deliverables, item#1, Table 1. Search Categories** of this ITN document. Proposals will be evaluated base on the information provided in **Section 1.4, Tab 4 Vendor Experience** as it relates the **Scope of Services and Deliverables** outlined in **Section 1.3 Scope of Services and Deliverables** of the ITN document.

#### **1.5.1.3 Search Process**

A detailed description of your firm's philosophy and approach in conducting searches outlined in **Section 1.4, Tab 5 Search Process**.

#### **1.5.1.4 Financial Proposal**

Vendor should provide clear answers to the questions provided in **Section 1.4, Tab 6 Financial Proposal**. Vendor should provide a fee schedule that outlines all services requested.

## Alternative Brands/Equivalent Products

Parker Executive Search does not have any alternative brands or equivalent products to offer.

## Subcontractors

Parker Executive Search does not utilize subcontractors for any part of its search process.



## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Parker Executive Search, Inc.

certify to the Florida International University that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

**NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.**

## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES

#### SUBPART - VENDOR'S AGREEMENTS

During the performance of this Contract, the Vendor agrees as follows:

- (1) The Vendor will not discriminate against any employee or applicant for employment because of face, color, religion, sex, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Vendor will send to each labor union or representative of workers with which the Vendor has a collective bargaining agreement or other Contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Vendor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The Vendor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Vendor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the Vendor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Vendor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subVendor or Vendor. The Vendor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Vendor becomes involved in, or is threatened with, litigation with a subVendor or Vendor as a result of such direction by the contracting agency, the Vendor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The Vendor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

**VENDOR COMPANY NAME** Parker Executive Search, Inc.  
**AUTHORIZED SIGNATURE** \_\_\_\_\_  
**TITLE** President  
**DATE** December 9, 2015

## Appendix IV – Affidavit of Trade Secrets

Parker Executive Search does not have any proprietary or confidential information in this proposal.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/09/15

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sandy Springs Insurance Agency 2000 River Edge Parkway, Suite 1010 Sandy Springs, GA 30328 Phone (404)255-1700 Fax (404)255-1774	<b>CONTACT NAME:</b> Kevin W. Smith <b>PHONE (A/C, No., Ext):</b> (404) 255-1700- <b>FAX (A/C, No):</b> (404)255-1774 <b>E-MAIL ADDRESS:</b> kws@sandyspringsinsurance.com														
<b>INSURED</b> Parker Executive Search, Inc. Five Concourse Parkway, Suite 2900 Atlanta, GA 30328-6111 (770) 804-1996	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Sentinel Insurance Company, Limited</td> <td></td> </tr> <tr> <td><b>INSURER B:</b> Foremost Signature Insurance Company</td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Sentinel Insurance Company, Limited		<b>INSURER B:</b> Foremost Signature Insurance Company		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>	Y	N	20 SBA TU 7288	08/29/2015	08/29/2016	EACH OCCURRENCE \$ 2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
							MED EXP (Any one person) \$ 10,000.00
							PERSONAL & ADV INJURY \$ 0.00
A	<b>AUTOMOBILE LIABILITY</b>	Y	N	20 SBA TU 7288	08/29/2015	02/29/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000.00
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR	Y	N	20 SBA TU 7288	08/29/2015	08/29/2016	EACH OCCURRENCE \$ 3,000,000.00
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 3,000,000.00
	<input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000.00						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A	N	WC98984371	03/01/2015	03/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E. L. EACH ACCIDENT \$ 1,000,000.00
							E. L. DISEASE - EA EMPLOYEE \$ 1,000,000.00
							E. L. DISEASE - POLICY LIMIT \$ 1,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Permanent Placement Staffing.

**CERTIFICATE HOLDER**

Florida International University  
 11200 SW 8th Street  
 Miami, FL 33199

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Brooke Morley*

## Vendor's Services and Warranties

If for any reason the candidate selected leaves Florida International University during the first 12 months, we will conduct an assignment to replace that individual without additional fee, but for out of pocket expenses only. We commit our professional effort to each search, and we will continue until the position is filled or until we are both satisfied that every reasonable effort has been made.

## Disclosures

Parker Executive Search does not have any employees with an employment relationship with FIU, the State of Florida, or any Florida State Agencies. There are no FIU or State employees owning an interest of 5% or more of Parker Executive Search or its affiliates or branches.

# EXHIBIT III

## Competitive Solicitation ITN56-001 Search Firms Best and Final Offer (BAFO)

Suppliers Name:	Parker Search						Submitted by: Laurie C. Wilder	Signature: Laurie C. Wilder						Date: March 4, 2016
	Proposed Professional Fees	Indirect/Administrative Fees	Direct Fees	Candidate leaves or is terminated	Cancellation of search	Failed Search	Price incentives	Early Payment Discount	Additional Hires	Internal Hires	Payment Terms	ACH/SUA/Pcard Payment	University & College Aggregate Annual Spend Discount	Individual Aggregate Annual Spend Discount
<b>FIU's/SUS Financial Proposal Request (BAFO)</b>	<\$150K = \$45,000 \$150K-\$249K = \$60,000 >\$250K = \$75,000 Does not include athletics or Presidential searches... Those would be based on 30% of starting salary not to exceed \$100,000 fee.	Flat \$1,500 or fee not to exceed 6% of the proposed fee with fee obligations not to exceed the length of the search	Advertising; Videoconferencing; Candidate's travel; Consultant travel; background investigations; committee interview expenses all with receipts and no markup and with prior approval	If employee separates for any reason within 18 months, conduct another search at no cost except for direct expenses.	Fee will be cost incurred upon termination based on deliverables per payment terms.	Continue fully committed search efforts until search is completed at no cost except for indirect and direct expenses.	If 3 concurrent searches by university a 10% discount on professional fees will be applied on the third search fees.	No early payment discount.	Half of fee for original search. No fee when candidate applies on their own. <b>To clarify the meaning of additional hires: If a candidate who is presented for an original search, is selected by the university for another position that the Hiring Authority determines they are a fit, we are asking for half of the fee of the original search. If the candidate applies to a position at the University that is not an original search on their own recognition, the university will not have to pay a fee</b>	<b>Up to 2/3 fee for position filled with candidate not presented by the firm.</b>	1/3 upon signing agreement, 1/3 upon presentation of candidates, 1/3 when finalist accepts offer of employment <b>FIU feels strongly about this point. Service delivery is an important aspect of the search process.</b>	Because of negotiated discounts we are not in a position to incur credit card fees. ACH approved	Total of all Universities and Colleges aggregate spend exceeds \$1,000,000 an additional 1% discount for professional fees.	University or College's individual total aggregate annual spend exceeds \$250,000 a 2% discount for professional fees.
<b>Supplier's Revised Financial Proposal</b>									We accept the clarification and would reiterate our commitment to the University. No additional fees will be billed if client University hires multiple people from one search.	If the University hires a candidate that did not go through the University's articulated search process, that could create negative perceptions and impact the credibility of the University, as well as the firm. If that is a decision the University makes, Parker Executive Search should not be penalized. Our standard payment terms would apply. To ensure fairness, all internal candidates must compete in an open, national search process.	We understand the importance of deliverables and successful search outcome. PES is often bound by timing and decisions made by the University that do not take into consideration the amount of work the firm has conducted.  Presentation of candidates (based by the University) can be within a month or up to six months. PES cannot recruit candidates for six months, having been paid only one retainer. We have represented Florida universities in over 50 searches with a clear understanding of the retained model and our commitment to this model.  Parker Executive Search wants to work with the State of Florida. Our experience shows 90% of search is complete at presentation of candidates. Against our standard payment policies, we propose the following payment schedule: • 33% upon signing agreement • 33% upon initial meeting and two committee updates • 24% at presentation of candidates • Remaining 10% when finalist accepts offer of employment		University or College's individual total aggregate annual spend exceeds \$500,000 a 2% discount for professional fees.	
	<b>Search Process</b>	<b>Candidate Evaluation</b>	<b>Search Updates</b>	<b>Interviews</b>	<b>Selection/Offer</b>	<b>Sunshine Laws/EEO/DFCCP Requirements</b>	<b>Candidate Experience</b>	<b>Background/ Reference Checks</b>	<b>Hard to Fill positions</b>					
<b>FIU/SUS Service Level Proposal Requests</b>	No additional information needed.	No additional information needed.	• How often and in what form are progress and status reports delivered?	• How does your firm assist the institution in scheduling interviews?	No additional information needed.	• How does your firm ensure adherence to Sunshine Laws? • Will the firm work with our application process? • How do you capture EEO demographic information?	• What are the service level agreements to ensure a great candidate experience? • What are your minimum response times to candidate?	No additional information needed.	• What additional steps are taken to fill positions that are known to be hard to fill?					
<b>Supplier's Revised Service Level Proposal</b>			Progress and status reports are delivered via conference calls and online updates. They occur as determined by each committee but are typically every three weeks.	Our firm handles all logistics for off-campus interviews and works closely with the Search Chair to manage on-campus interviews.		PES understands Florida's sunshine laws. Our process is built on ensuring all laws are followed. We will also work with each University or College's application process. PES will work with each University or College to ensure EEO demographic information is captured.	PES values candidates very much and ensures the candidate experience is outstanding regardless of outcome. Our processes are established to communicate frequently and to treat candidates with respect at all times. We typically respond to all candidates/clients within 24 hours.		PES often conducts searches that are difficult to fill. We contact direct professionals in key areas or fields who are in a place to provide us with marketplace information as well as recommendations of appropriate candidates.					

Please provide a best and final (BAFO) based on the negotiations conducted, and the revised proposal as outlined in this spreadsheet. There are additional items highlighted in BOLD that the committee has strongly requested to change in your best and final offer (BAFO). Please submit your best and final (BAFO) to the FIU Representative Chandra Nix at nixc@fiu.edu by 3/09/16. This information, along with the information submitted in your original proposal and revised proposal will be binding and considered during final evaluation.