



December 15, 2016

To Whom It May Concern,

Polk State College is seeking an executive search firm to assist the District Board of Trustees in finding the next president of Polk State College. Our current President, Dr. Eileen Holden, will retire in July 2017 after a successful term as our chief executive officer.

In the attached document, please find the scope of work for this process. We seek a written quote for your firm's services. Quotes should be on company letterhead and submitted to:

Purchasing Department
Polk State College
999 Avenue H, NE
Winter Haven, FL 33881

To be considered, your quote must be submitted by 4:00 p.m. EST on Thursday, January 5, 2017.

Questions related to the scope of work may be directed to me by phone at 863.297.1081 or email at pelliott@polk.edu.

Sincerely,

A handwritten signature in blue ink, appearing to read "P. Elliott", written over a light blue horizontal line.

Peter S. Elliott
Vice President for Administration/CFO

Attachment (1)

Business Services

999 Avenue H N.E.
Winter Haven, FL 33881
o 863.292.3726
f 863.297.1011
polk.edu

We are Polk.™

Polk State College
2017 Presidential Search
Scope of Work for Executive Search Firm

The Consultant shall, through due diligence and professional expertise, conduct a national Presidential search, recruiting, and prescreening a group of potential candidates that shall yield a final field of candidates found “acceptable” to the Polk State College District Board of Trustees (DBOT) for further consideration.

Primary services shall include:

- Execute a national search for qualified candidates utilizing a set of minimum criteria and job description approved by the DBOT.
- Confirm the legitimacy of identified, minimally-qualified candidates.
- Facilitate access of qualified candidate profile information for review by a search committee.
- Provide an adequate pool of qualified candidates for the screening committee to yield a final field of candidates to the DBOT for further consideration.
- Execute comprehensive background checks on final candidates; including criminal, driving, credit, social media, and any other commonly-searched repository of information.

Secondary services shall include:

- Providing remote, and in-person, progress updates to both the search committee and the DBOT as negotiated.

Execution of all services shall be in full compliance with the best ethical practices of the Association of Executive Search Consultants (AESC) and the National Association of Executive Recruiters (NAER) as well as applicable federal and Florida laws.

Services shall be considered rendered and complete upon DBOT acceptance of the screening committee’s recommended finalists.