Request For Proposal: Executive Search Consulting Services for President
RFP 26-010

1. Project Overview & Objective

Kansas City Kansas Community College is seeking competitive proposals from qualified executive search firms to lead a comprehensive, national search for its next President. The successful firm will guide the Board of Trustees and the Presidential Search Committee through every phase of the process, identifying a diverse, highly qualified pool of candidates to lead the institution.

2. Institutional Background

- Institution Type: Community College
- Location: Kansas City, Kansas
- Enrollment: Academic Year - 6944, Fall 2025 - 5284
- Brief Overview:

  Purpose: Kansas City Kansas Community College, a two-year community college, provides general, transfer, and career and technical education in a student-centered diverse and inclusive educational environment. KCKCC is committed to preparing students to succeed in the workforce, transition to four-year institutions, and be contributing citizens in their community.

  Vision: Be a national leader in academic excellence & partner of choice in the communities we serve.

  Mission: Inspire individuals and enrich our community one student at a time.

  Values:
  - Student Success
  - Excellence
  - Multiculturalism
  - Innovation
  - Integrity
  - Collaboration

3. Scope of Work

The selected consultant will act as a liaison between the Search Committee, the Board of Trustees, and prospective candidates. The scope of services includes, but is not limited to:

- Stakeholder Engagement: Facilitate listening sessions with faculty, staff, students, and community members to define desired presidential qualities.

- Position Profile: Assist the committee in drafting a compelling, accurate position profile and prospectus.
- Recruitment Strategy: Proactively source and recruit a diverse pool of highly qualified candidates, leveraging executive networks.
- Application Management: Maintain a confidential, secure database for all applications and nominations.
- Candidate Screening: Screen applications, conduct preliminary interviews, and present a vetted, qualified, and broad slate of candidates to the Search Committee.
- Due Diligence: Conduct comprehensive background checks (criminal, financial, educational, and media) and reference checks on top-tier candidates.
- Orientation and Interview Support: Provide best practices for evaluation of candidate credentials and other evaluation rubrics, advise the committee on interview questions and protocols.
- Transition Support: Assist the Board in finalizing the employment offer, contract negotiations, and transition planning.

4. Proposal Submission Requirements

Proposals must be concise, professional, and contain the following elements:

- Executive Summary: A Cover Letter and brief overview of your firm's understanding of the scope and your approach to this search.
- Firm Experience: Evidence of your firm's track record conducting executive searches in higher education, specifically detailing successful presidential or chancellor-level placements in a Community College in the last 5 years.
- Proposed Team: Resumes and biographies of the primary consultants and staff assigned to this engagement.
- Search Methodology: A detailed step-by-step methodology, outlining recruitment strategy, candidate outreach, assessment parameters, communication approach, and projected timeline to generate key milestones.
- Diversity & Inclusion: Strategies utilized to ensure the recruitment of a diverse candidate pool, nationwide.
- References: A minimum of three (3) independent references from recent, similar higher education clients (including contact names, titles, and phone numbers).
- Fee Structure: A detailed breakdown of consulting fees, including professional fees, travel expenses, advertising, background investigation, assessment, optional services, and any other projected out-of-pocket expenses, and payment terms.

5. Timeline and Schedule of Events

- RFP Issuance Date: July 22, 2026

- Deadline for Proposer Questions: August 5, 2026
- Proposal Submission Deadline: August 12, 2026 by 4:30 pm Central Time
- Virtual/In-Person Finalist Interviews: August 26, 2026, through September 4, 2026
- Anticipated Contract Start Date: October 1, 2026
- Target Date for Presidential Appointment: To Be Determined

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Rating Scale: Range 1-5
- Relevant Experience: Documented success in higher education executive searches.
- Methodology: Viability and thoroughness of the proposed search and recruitment strategy.
- Qualifications: Expertise and track record of the proposed engagement team.
- Cost: Value and transparency of the proposed fee structure.
- References: Positive feedback from past institutional clients regarding communication and successful placement.

7. Terms and Conditions – KCKCC reserves the right to:

- Reject any or all proposals.
- Waive informalities.
- Request clarification.
- Conduct interviews.
- Negotiate scope and pricing.
- Cancel the solicitation at any time.
- Select the proposal determined to be in the College's best interest.

8. Submission Instructions

Please submit four bound copies and one digital PDF copy of your proposal.
All submissions and inquiries regarding this RFP must be directed to:

- Name: Lorraine Mixon-Page
- Title: Chief Human Resources Officer
- Address: 7250 State Avenue, Kansas City, KS 66112
- Email Address: HR@kckcc.edu
- Phone Number: 913-288-7200