**VENDORS**

**Academic Search Inc AGB Search**

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Washington, DC 20036 Washington, DC 20036

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Website: www.academic-search.com Website: www.AGBSearch.com

**Diversified Search Greenwood/Asher & Assoc., Inc**

Once Commerce Square 42 Business Center Drive, Suite 206

2005 Market Street, Suite 3300 Miramar Beach, FL 32550

Philadelphia, PA 19103 FEIN: 20-0685960

FEIN: 13-4281982 Contact Person: Jan Greenwood

Contact Person: Kim Morrisson Billing Contact:

Billing Contact: Email: jangreenwood@greenwoodsearch.com

Email: kim.morrisson@divsearch.com Website: www.greenwoodsearch.com

Website: www.diversifiedsearch.com

**The Hollins Group Isaacson, Miller**

225 West Wacker Drive, Suite 1575 1300 19th Street, NW Suite 700

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FEIN: 36-3773524 FEIN: 04-3061714

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**Myers McRae R.H. Perry & Associates**

515 Mulberry St, Suite 200 2607 31st Street, NW

Macon, GA 31201 Washington, DC 20008

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Website: www.myersmcrae.com Website: www.rhperry.com

**Spelman & Johnson Group Storbeck/Pimentel and Associates**

3 Chapman Ave. 1400 N Providence Rd #6000

Easthampton, MA 01027 Media, PA 19063

FEIN: 04-3219895 FEIN: 26-3914920

Contact Person: Ellen Hefferman Contact Person: Shelly Storbeck

Billing Contact: Billing Contact:

Email: eth@spelmanandjohnson.com Email: s.storbeck@storbeckpimentel.com

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**WITT/Kieffer**

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**FEE STRUCTURE:**

**Academic Search:**

A comprehensive flat professional fee, based on the following range for executives:

-Deans and Directors: $50,000-$60,000

-Vice Presidents and other cabinet level positions: $50,000-$70,000

-Presidents or Executives in the Chancellor’s Office: $70,000-$80,000

Fee covers all expenses other than discretionary costs for travel (both consultant and candidate), advertising, and background checks. The above costs are directly billed. After finalist candidates are chosen, degree verifications and use of a third-party company for background checks will be conducted. The cost of this service varies depending on the residency of the finalists but averages $300-$500 per person.

Fee is payable by three equal installments during the first three months of the search. All search-related reimbursable expenses will be billed at the end of each month and are due thirty days from being invoiced.

**AGB Search:**

Charge a comprehensive, flat fee per search. There is no additional fee for administrative, research, and clerical services. Their fee is payable in three approximately equal installments: at the end of month one, at the end of month three, and at the conclusion of the search.

All consultant travel-related expenses and advertising costs are billed separately on a monthly basis. AGB Search also bills separately for the services of an investigative firm to conduct background checks of finalist candidates. It is advised the university typically budget $11,000 for candidate travel for neutral-site and finalist interview expenses.

The fee is determined before the search begins, allowing the institution to budget appropriately. It is not dependent on the salary of the candidate chosen, allowing AGB Search to be an impartial intermediate in contract negotiations. For a dean or vice president search, the fee typically does not exceed $65,000. For a provost search, the price typically does not exceed $70,000. For a president search, the price typically does not exceed $80,000.

**Diversified Search:**

Retainer Fee: The professional fee is one-third of the successful candidate’s anticipated first year’s total cash compensation, with a minimum fee of $60,000. The fee is typically invoiced in three increments: the first at the start of the engagement, the second at 30 days and the third at 60 days following the start date. When an assignment is completed the fee is reconciled to the actual total compensation and a final bill is sent if the actual compensation exceeds the basis of the retainer.

Direct Expenses: These costs are billed to the client monthly as incurred, with no mark-up. Expenses generally total about 25 percent of the total fee, but may vary depending upon candidate location and travel. Direct costs include candidate travel, consultant travel, project specific advertising and mailing costs, and background checks on finalist candidates. No extensive travel or other major expenses would incur without knowledge and consent.

Allocable Costs: Indirect expenses are costs that are attributable to client projects as incremental costs but are not possible to attribute to each individual project. Examples include communications, courier and external database research costs. To cover indirect costs, clients will be invoiced 11% of the total fee, in equal installments, over the first three months of the assignment. After the first three months, clients will be invoiced $250 per month to account for the ongoing miscellaneous support and servicing expenses over the remaining life of the engagement.

Other: If one wishes to use the Hogan Assessment tool on one or more candidates, the cost will be $1,250 per candidate.

**Greenwood/Asher & Associates, Inc.:**

Retainer Fee: Fee is based on one-third of the total first year’s estimated cash compensation for the individual employed with a minimum fee of $60,000, whichever is higher. Negotiable fee adjustments may occur as a result of further discussion.

Professional fees will be billed over the first three months of the contract period. Invoices are due and payable upon presentation and will be presented monthly. The first third of the fee will be due upon signing of the contract. An “electronic payment” option is available in lieu of paper checks if this meets the needs of the client. No additional discount is offered for early payment of invoices.

Direct Expenses: All direct expenses will be billed with receipts separately for items such as travel, report reproduction, copying and supplies, research, express mail and phone/video/telecommunications.

Allocable Costs: Twelve percent of the professional fee is charged for indirect expenses on the search for engagement and administrative assistance. These are difficult to track expenses such as research and internal administration, initial background checks, fax, postage and photocopying for which there are no receipts.

**The Hollins Group Inc.:**

Charge a fixed fee per search. Fee chart is as follows:

Salary Range Professional Fixed Fee

$100,000 and below $30,000

$101,000 to $150,000 $40,000

$151,000 to $200,000 $50,000

$201,000 to $300,000 $75,000

$301,000 to $400,000 $115,000

$401,001 and above $130,000

All normal direct expenses associated with a search (consultant/candidate travel; background verification services; educational credential verification services; psychological testing; advertising; video conferencing; search website set-up and maintenance) will be billed without mark-up and included on monthly billings, as incurred. All invoices are net 30 days.

Invoice payment terms are as follows:

25% of the fee – is nonrefundable and due 30 days after the start of the engagement

50% of the fee – is due 60 days after the start of the engagement

25% of the fee – is due 30 days after the offer of employment is accepted

**Isaacson, Miller:**

Retainer fee: The professional fee is one-third of the successful candidate’s anticipated first year of employment, including without limitation salary, special deferred executive compensation, signing and performance bonuses, but not including contributions to federally qualified pension plans that are available to all employees, with a minimum fee of $50,000. The retainer is billed monthly in three equal installments based on an estimate of the cash compensation at the start of the search and make any necessary adjustment at the conclusion of the search. The first retainer is billed at the time the search begins with subsequent billings at 30 and 60 days.

Expenses: Direct expenses include the direct costs of consultant travel, meals and lodging associated with the interviewing and selection process and with visits to the client. Other direct costs include advertising, videoconferencing and expenses incurred by candidates (e.g., travel, lodging and meals). Direct expenses are billed separately on the last day of each month. Payment is expected within 30 days of billing date.

Allocable Costs: Indirect expenses are those that are difficult to attribute to a specific project. They include phone, fax, postage and delivery, printing and copying and internal research and administration. A charge of 11% of the professional fee is used to cover indirect expenses, and included in the monthly retainer billing.

Other: If, during the course of a search, Isaacson, Miller introduces a person who is hired for another position within twelve months of the closing of the original search, one will be billed a separate fee of 25% of the first year’s cash compensation.

If one chooses to terminate or discontinue the relationship at any time, your obligation would be limited to all fees invoiced and all reimbursable expenses incurred through the date of termination. If there is a significant change in the scope of the search or the agreed upon role definition, if the search is placed on hold by one for more than 60 days or if the search has not resulted in a hire within one year of start date, Isaacson Miller will consider this contract terminated and a revised contract with adjusted fees, if necessary, will be negotiated. Fees are non-contingent and non-refundable.

**Myers McRae:**

Professional Fee: This fee is based on the first-year salary of the position and covers the professional activities associated with the search, e.g. development and distribution of marketing materials and advertisements; identification and recruitment of candidates; assistance with interviews; candidate negotiations, etc.

Administrative Fee: Flat fee of $1,500 per search. This fee covers overhead expenses that undergird the search, including use of our toll-free conference call phone service; access to and use of our secure online application repository; background check expenses; and all office operation expenses, e.g. copies, faxes, courier services, postage, etc.

Expenses: These are invoiced *at cost* and include:

* Advertising
* Candidate Travel and Lodging
* Consultant Travel and Lodging

Retainer Fee: The following fees are applicable for all *non-interim* searches for Executive Officers of the UW System Administration, Executive Officers of the UWS Doctoral and Research Institutions, Executive Officers of the UWS’ 13 Comprehensive Institutions, UW Colleges and UW-Extension.

(Refer to “Professional Fee” above for description of the fee.)

* For salaries less than $150,000, our Professional Fee is $40,000
* For salaries from $150,000 to $199,999, our Professional Fee is $65,000
* For salaries from $200,000 to $260,000, our Professional Fee is $70,000
* For salaries above $260,000, our Professional Fee is $80,000

**R.H. Perry & Associates:**

A fixed fee determined by multiplying 30% multiplied by the midpoint of the approved or anticipated salary range for the position. There are no additional fees for the incentive arrangements, signing bonuses or other types of supplemental compensation.

The billing schedule would consist of three equal retainers, the initial retainer upon signing of the agreement; the second retainer 30 days later; and the third upon successful completion of the assignment.

A bill for actual out-of-pocket expenses incurred will be provided.

**Spelman Johnson:**

Fee is calculated as a one-third percentage of the estimated salary for the position, with the final fee adjusted to the first year’s salary of the successful placement. In addition, a charge for direct expenses including advertising, travel and background investigations, as well as a one-time $3,700 administrative charge will be applied to the first invoice to cover expenses such as telephone, communications, postage, technology support, and other indirect expenses. There are no additional fees for incentive arrangements, signing bonuses, other types of supplemental compensation, or for non-cash compensation.

**Storbeck/Pimentel & Associates:**

Retainer Fee: Professional fees are set as one-third of the placement’s first-year compensation or our minimum of $60,000, whichever is higher. After the completion of the assignment, should the actual compensation be higher than the initial estimate, the fee portion of the final invoice will be adjusted upward to reflect the actual compensation.

Direct Expenses: All fully reimbursable expenses (such as travel, advertising, duplication of committee materials, and overnight delivery) are billed at cost. The total cost for these expenses is driven by the search process and the decisions made by the institution.

Allocable Costs: An engagement support fee calculated as 15% of the professional fee. This fee covers a portion of aggregated expenses that provide essential engagement support services such as system database, telecommunications, research, and IT. This fee is also billed in thirds, along with the professional fee, and would be adjusted upward if the placement’s final first-year compensation is higher than estimated.

**WITT/Kiefer:**

Retainer Fee: Professional fees for each search assignment are one-third of the first year’s total compensation including base salary and projected bonuses for which the individual is eligible, with a minimum fee of $60,000. At the conclusion of each search, the fee will be adjusted up or down, depending on actual total compensation.

The first billing of 25% of the professional fee plus the fixed on-time office-related expense charge will be submitted at the start of the search. Two additional invoices for 25% of the professional fees plus out-of-pocket expenses will be submitted at 30 and 60 days, and invoices for remaining expenses will be submitted monthly thereafter. The balance of the professional fee (25%) will be billed at the close of the search. Invoices are due within 30 days. A late penalty of 1.5 percent per month will be charged for past-due invoices. All bills must be paid within 60 days of the final invoice to activate the placement guarantee.

Expenses: Out-of-pocket expenses are charged at cost and generally include staff and candidate travel and accommodations, courier services, advertising, video conferencing, publications, education verification and outside printing.

Allocable Costs: Other out-of-pocket expenses may include video conferences and other consultant-candidate interview costs, overnight delivery, professional printing, and any other external expenses directly related to the search.

Other Costs: The fixed job expenses, billed at the one-time charge of 10 percent of the professional search fees with a minimum charge of $6,000 and a maximum of $10,000 per job, are for administrative support, verifications, media checks, database access, communications and research services that are not easily identifiable by project.