

**Executive Search Services, 21-2777**  
**VENDORS BASED ON SERVICE LEVEL**

**(1) Full-Service Executive Search**

**Academic Search, Inc.**

1015 18<sup>th</sup> Street, NW, Suite 510  
Washington, DC 20036  
Contact: Shawn Hartman  
Email: [Shawn.Hartman@academicsearch.org](mailto:Shawn.Hartman@academicsearch.org)  
Phone: (202) 332-4049  
Website: [www.academicsearch.org](http://www.academicsearch.org)

**Greenwood/Asher & Associates, LLC**

42 Business Center Dr., Suite 206  
Miramar Beach, FL 32550  
Contact: Joanna Dawson  
Email: [joannadawson@greenwoodsearch.com](mailto:joannadawson@greenwoodsearch.com)  
Phone: (850) 880-2277  
Website: [www.greenwoodsearch.com](http://www.greenwoodsearch.com)

**AGB Search, LLC**

1133 20<sup>th</sup> Street, NW, Suite 300  
Washington, DC 20036  
Contact: Jill Martin  
Email: [jill.martin@agbsearch.com](mailto:jill.martin@agbsearch.com)  
Phone: (202) 776-0856  
Website: [www.agbsearch.com](http://www.agbsearch.com)

**Harris Search Associates**

4236 Tuller Rd.  
Dublin, OH 43017  
Contact: Jodi Harris  
Email: [jodi@harrissearch.com](mailto:jodi@harrissearch.com)  
Phone: (614) 798-8500  
Website: [www.harrissearch.com](http://www.harrissearch.com)

**Anthem Executive**

5223 Norborne Ln., Suite A  
Houston, TX 77069  
Contact: Michael Ballew  
Email: [mballew@anthemexecutive.com](mailto:mballew@anthemexecutive.com)  
Phone: (256) 227-8639  
Website: [www.anthemexecutive.com](http://www.anthemexecutive.com)

**Isaacson Miller, Inc.**

263 Summer Street, 7<sup>th</sup> Floor  
Boston, MA 02210  
Contact: John Fahy  
Email: [jfahy@imsearch.com](mailto:jfahy@imsearch.com)  
Phone: (617) 262-6500  
Website: [www.imsearch.com](http://www.imsearch.com)

**Buffkin/Baker**

10 Cadillac Dr., Suite 190  
Brentwood, TN 37027  
Contact: Kellee Kirby  
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Phone: (217) 725-3612  
Website: [www.buffkinbaker.com](http://www.buffkinbaker.com)

**Myers McRae, Inc.**

515 Mulberry Street, Suite 200  
Macon, GA 31201  
Contact: Hunter Godsey  
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Phone: (478) 330-6222  
Website: [www.myersmcrac.com](http://www.myersmcrac.com)

**DHR International Inc.**

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Washington, DC 20006  
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Phone: (202) 702-1170  
Website: [www.dhrinternational.com](http://www.dhrinternational.com)

**Parker Executive Search**

5 Concourse Parkway, Suite 2875  
Atlanta, GA 30328  
Contact: Laurie Wilder  
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Phone: (770) 804-1996  
Website: [www.parkersearch.com](http://www.parkersearch.com)

**SP&A Executive Search**

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Whittier, CA 90601  
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Phone: (562) 273-5392  
Website: [www.spaexec.com](http://www.spaexec.com)

**The Diversified Search Group**

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Philadelphia, PA 19103  
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Phone: (610) 565-2910  
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**Witt/Kieffer Inc.**

Santa Fe, New Mexico  
Contact: Suzanne Teer  
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Phone: (831) 621-4904  
Website: [www.wittkieffer.com](http://www.wittkieffer.com)

**(2) Interim Executive Placements****AGB Search, LLC**

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**Greenwood/Asher & Associates, LLC**

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**CES - Registry for College and University Presidents**

3 Centennial Drive, Suite 320  
Peabody, MA 01960  
Contact: Amy Miller  
Email: [amy@registryinterim.com](mailto:amy@registryinterim.com)  
Phone: (978) 532-4090  
Website: [www.registryinterim.com](http://www.registryinterim.com)

**Witt/Kieffer Inc.**

Santa Fe, New Mexico  
Contact: Suzanne Teer  
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Phone: (831) 621-4904  
Website: [www.wittkieffer.com](http://www.wittkieffer.com)

### **(3) Executive Sourcing/Recruiting Services**

#### **Academic Search, Inc.**

1015 18<sup>th</sup> Street, NW, Suite 510

Washington, DC 20036

Contact: Shawn Hartman

Email: [Shawn.Hartman@academicsearch.org](mailto:Shawn.Hartman@academicsearch.org)

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#### **AGB Search, LLC**

1133 20<sup>th</sup> Street, NW, Suite 300

Washington, DC 20036

Contact: Jill Martin

Email: [jill.martin@agbsearch.com](mailto:jill.martin@agbsearch.com)

Phone: (202) 776-0856

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#### **Anthem Executive**

5223 Norborne Ln., Suite A

Houston, TX 77069

Contact: Michael Ballew

Email: [mballew@anthemexecutive.com](mailto:mballew@anthemexecutive.com)

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Website: [www.anthemexecutive.com](http://www.anthemexecutive.com)

#### **Greenwood/Asher & Associates, LLC**

42 Business Center Dr., Suite 206

Miramar Beach, FL 32550

Contact: Joanna Dawson

Email: [joannadawson@greenwoodsearch.com](mailto:joannadawson@greenwoodsearch.com)

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Website: [www.greenwoodsearch.com](http://www.greenwoodsearch.com)

#### **Isaacson Miller, Inc.**

263 Summer Street, 7<sup>th</sup> Floor

Boston, MA 02210

Contact: John Fahy

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Phone: (617) 262-6500

Website: [www.imsearch.com](http://www.imsearch.com)

## **FEE STRUCTURE PER VENDOR:**

### **Academic Search, Inc.**

Full-Service Executive Search: 30% of the initial salary of the individual hired, with a \$50,000 minimum and \$150,000 maximum, plus reimbursable expenses.

Reimbursable costs estimate: Consultant travel (includes actual travel only) \$3,500 per consultant; position advertising, advertising (online only) \$3,500, and finalist background checks \$3,500.

Executive Sourcing/Recruiting Services: \$42,500 plus \$1,950 per finalist candidate for the performance of due diligence plus reimbursable costs.

Due diligence includes social media research, background investigations, and hourly staff costs.

Reimbursable costs estimate: Consultant travel (includes actual travel only) \$3,500 per consultant; position advertising, and advertising (online only) \$3,500.

### **AGB Search, LLC**

#### Full Search Fee Structure

##### **Presidential Search Fee**

To assist UWS with Presidential search, AGB Search will charge a comprehensive flat fee of \$125,000. This fee will include a three percent reduction based on UWS's membership with AGB. The search fee includes all administrative charges incurred directly by AGB Search as part of its overhead in the administration of this search (i.e., internal administration, public profile research, candidate references, printing and production, copying and supplies, postage and courier deliveries, telephone, web portal application and digital archive, video telecommunications, and miscellaneous expenses).

##### **Non-Presidential Search Fee**

To assist UWS with searches for all other non-presidential positions, AGB Search will charge a comprehensive flat fee based on the position. This fee will include a three percent reduction based on UWS's membership with AGB. The search fee includes all administrative charges incurred directly by AGB Search as part of its overhead in the administration of this search (i.e., internal administration, public profile research, candidate references, printing and production, copying and supplies, postage and courier deliveries, telephone, web portal application and digital archive, video telecommunications, and miscellaneous expenses).

AGB Search's comprehensive fee is payable in four installments. The initial search fee payment will be invoiced at the end of the month in which the search contract is initiated, and the second and third installments will be invoiced at the end of the two subsequent months. The fourth and final payment of no less than 25% of the fee will be invoiced at the end of the month following appointment.

Administrative Fees: AGB Search does not apply administrative fees.

Estimated Search Expenses

Travel Notice: In conjunction with UWS's Search Committees, AGB Search will assess the viability and safety of travel in consideration of all Coronavirus/COVID-19 related travel warnings and restrictions.

Consultant Travel Expense Policy: If travel is agreed upon, all consultant travel-related expenses are billed separately on a monthly basis at actual cost. The amount of consultant travel depends on the needs of the Search Committee and the number of meetings and trips requested.

Candidate Travel Guidance: We advise UWS to budget an additional \$1,000 per candidate for travel expenses for in-person interviews. Candidates' expenses are covered by UWS and are not included in AGB Search's fee or direct costs.

Advertising: Advertising expenses are based on the needs and requests of the Search Committee and they are billed separately on a monthly basis at actual cost. The proposed advertising expenses reflect the execution of a national online campaign.

Finalist Candidate Social Media Checks and Background Checks: Expenses are based on an estimate of three finalist candidates. Background and social media check expenses will be billed directly to UWS at actual cost, supported by invoices or receipts, and without administrative fees.

Expense Adjustment: All of the expenses included in our proposal are estimates that can be adjusted at the discretion of the Search Committee.

#### Interim Search Fee Structure

##### Flat Fee – Interim Search

AGB Search charges a \$30,000 flat fee for a Chancellor search. If the interim Chancellor is named to the position on a permanent basis within six months of completion of the interim contract term, UWS institution will pay an additional placement fee of \$10,000 to AGB Search.

To assist UWS institutions with interim searches for all other positions, AGB Search charges a flat fee of \$25,000. Similarly, if the interim candidate is named to the position on a permanent basis within six months of the completion of the interim contract term, the UWS institution will pay an additional placement fee of \$10,000.

##### Estimated Search Expenses

Travel Notice: In conjunction with UWS's Search Committees, AGB Search will assess the viability and safety of travel in consideration of all Coronavirus/COVID-19 related travel warnings and restrictions.

Consultant Travel Expense Policy: AGB Search consultants do not travel for interim searches. All search work is conducted remotely.

Candidate Travel Guidance: We advise UWS to budget an additional \$1,000 per candidate for travel expenses for in-person interviews. Candidates' expenses are covered by UWS and are not included in AGB Search's fee or direct costs.

Finalist Candidate Social Media Checks and Background Checks: Expenses are based on an estimate of three finalist candidates. Background and social media check expenses will be billed directly to UWS at actual cost, supported by invoices or receipts, and without administrative fees.

Expense Adjustment: All of the expenses included in our proposal are estimates that can be adjusted at the discretion of the Search Committee.

#### Limited Search Fee Structure

##### Fee for Service

To assist UWS with candidate recruitment and initial screening, AGB Search will charge a flat fee of \$20,000. This search fee includes all administrative charges incurred directly by AGB Search.

AGB Search's fee for candidate recruitment and initial screening services is payable in two equal installments of \$10,000.

Administrative Fees: AGB Search does not apply administrative fees.

Advertising: Advertising expenses are based on the needs and requests of the Search Committee and they are billed separately on a monthly basis at actual cost. The proposed advertising expenses reflect the execution of a national online campaign.

Finalist Candidate Social Media Checks and Background Checks: Expenses are based on an estimate of three finalist candidates. Background and social media check expense will be billed directly to UWS at actual cost, supported by invoices or receipts, and without administrative fees.

Expense Adjustment: All of the expense included in our proposal are estimates that can be adjusted at the discretion of the Search Committee.

#### **Anthem Executive**

##### Retainer/Professional Fee

Anthem Executive's typical professional fee is structured as a retained search agreement, set at the industry standard professional fee for retained executive search services of 31% of first year compensation.

We are also happy to discuss a fixed fee arrangement for certain searches upon request. For this option, prior to initiating the search, the consultant and client will agree upon a flat professional fee to conduct the assignment. This fee would not be dependent on the placement's final compensation.

We also offer discounted rates for multiple concurrent or consecutive searches within the same organization/system.

#### Indirect Expenses

We charge an administrative fee of 11% of the professional fee due at the time of search launch, to cover miscellaneous, indirect search expenses.

#### Direct Expenses

Our standard procedure regarding expenses normally involves direct expenses to our firm to be invoiced on a bi-monthly basis for the following:

- TRAVEL BUDGET: Clients are billed for expenses associated with on-site client visits to include initial survey visit, on-site presentation of candidates and other visits as requested by the client.
- ADVERTISING: Includes print ads (as required by the client), and direct outbound advertising.
- CANDIDATE INTERVIEWING: Candidate interviewing expenses (such as travel to and from interviews) are reimbursable to the candidate by the client.
- BACKGROUND SCREENING (direct cost for 3rd party investigations).

#### **Buffkin/Baker**

Buffkin/Baker proposes fixed fees for each search, but fees depend on the level of the search. Below is a table that contains our professional fees for various senior executive level positions. We are prepared to propose a discounted fee for multiple searches within a one-year period.

| Position                    | Fee     |
|-----------------------------|---------|
| Director                    | 50,000  |
| Assistant Dean              | 50,000  |
| Assistant Vice President    | 55,000  |
| Dean                        | 60,000  |
| Assistant Provost           | 60,000  |
| Vice President              | 65,000  |
| Provost                     | 75,000  |
| President/Chancellor        | 90,000  |
| System Vice President       | 80,000  |
| System President/Chancellor | 100,000 |

In addition to the professional fee, the expenses incurred would be invoiced on scheduled basis. These expenses include internal administrative costs (technical, research, communication, clerical) which would be equal to 10% of the professional fee. This administrative expense would be invoiced in three equal increments: on the second, third, and fourth invoices. Consultant and candidate travel will be coordinated by Buffkin/Baker. All consultant and candidate travel, interviewing expenses, advertising, and costs of background

checks conducted by an external investigative agency would be submitted at cost and would comply with UW's policies.

Our minimum fee is no less than \$40,000.

We propose the following schedule of payments.

- The initial retainer invoice would be submitted upon the execution of the contract.
- The second professional fee will be invoiced upon the scheduling of candidate interviews.
- The third professional will be invoiced when finalists complete their visit to campus.

Buffkin/Baker proposes a 10% discount if the institution chooses an internal placement. We are also prepared to discuss discounts for 3 or more searches within a one-year period.

### **CES - Registry for College and University Presidents**

Please contact Amy Miller for additional Fee information.

Email: [amy@registryinterim.com](mailto:amy@registryinterim.com)

Phone: (978) 532-4090

Website: [www.registryinterim.com](http://www.registryinterim.com)

### **DHR International, Inc.**

DHR services are priced with two components, a professional fee and an administrative fee. Normally, the professional fee is calculated as 33% of the candidate's targeted first-year compensation. The administrative fee is calculated as 12% of the professional fee. As an example, a position with targeted compensation of \$200,000 would cost \$66,000 in professional fee and an administrative fee of \$7,920 or total of \$73,920.

For this proposal, DHR will discount its fees to 28% of the targeted compensation for the professional fee. The administrative fee will remain at 12%. Fees will be calculated based on 40% of the salary midpoint for the compensation range. For example, a position is targeted for a salary range of \$200,000-\$250,000. We will calculate an estimated professional fee based on \$220,000 which is the 40% of the range and equal to \$61,600. The administrative fee would then be \$7,392 for a total of \$68,992.

Our maximum professional fee will be capped at \$180,000 and the administrative fee at 12%.

### **Greenwood/Asher & Associates, LLC**

All searches are tailor-made to the needs of the client. We can assist the client in designing a budget for the entire search. The expense budget will not be exceeded without prior client approval. Beyond the professional fee, expenditures are based on client requests. The total cost of the search will include the fee and indirect expenses plus direct expenses (i.e., expenses with receipts based on work requirements as directed by the client). G/A&A will bill all direct expenses with receipts separately for items such as travel, report reproduction, copying and supplies, research, express mail, and phone/video/telecommunications.



G/A&A is a retained executive search firm, which means we are dedicated to you as a client, to the success of your search, and to search closure. Our commitment to this search is to continue working with you until you have selected a candidate of choice. Further, we welcome the continued working relationship with you. We bill all fees in three stages: a retainer fee, a benchmarked fee at prospect review, and final. Our service is based on a percentage of the total first year's estimated cash compensation for the individual employed with a minimum fee, whichever is higher. Our fees are competitively based and industry standard. However, negotiable fee adjustments may occur as a result of further discussion.

We are willing to negotiate discounted fees for multiple, simultaneous searches. In the event there are potentially multiple executive search consultant services searches, we would like to offer a discount off any search conducted simultaneously with another.

Our pricing for searches match industry standards. Our clients routinely tell us that they feel that they get far more in service and support from G/A&A than they had expected for the price paid. Our clients have stated that there is perceived value for the cost expenditure of hiring G/A&A for searches.

#### Billing

Expenses are billed as incurred. Invoices are due and payable upon presentation and will be presented monthly. The first third of the fee will be due upon signing the contract. We offer an "electronic payment" option in lieu of paper checks if desired.

#### Expenses: Indirect and Direct by the firm

Indirect: We charge a percentage of the professional fee for indirect expenses. These are difficult to track expenses such as research and internal administration for which there are no receipts. These expenses are billed over the first three months of service.

Direct: We bill all direct expenses with receipts separately for items such as consultant travel, lodging, and food, report reproduction, copying and supplies, express mail, Factiva subscription for research, and phone/video/telecommunications. Since March, most of our clients have chosen to use a virtual approach to searches. Although some of our clients are still arranging to see the sole finalist (or the final two) in person before making an offer, overall direct expenses for searches have been substantially reduced.

We also provide additional services that you may choose to include as part of your search package including market research supported by artificial intelligence (AI) to collect information at key stages of the search, leadership and soft skills assessments, graphic design, and/or comprehensive background checking via the Mintz Group (i.e., to provide additional information on the candidates). We have developed strategic partnerships with experts in all four fields who work collaboratively with us to provide exceptional service. In general, the expense for using these additional services is less than what the expenses are for typical in-person meetings throughout the search. These are supplemental services and are in addition to

our regular fees. We are happy to share additional information on these services at your request.

What other search expenses may need to be covered by the client for consideration of budget development? Some additional expenses are not included in G/A&A fees and indirect expenses. These can be invoiced through G/A&A but are typically expenses directed by the client.

Expenses may be incurred by the client on behalf of candidates. For example:

Travel and Lodging (If meetings and/or interviews are done in person)

Most client's budget \$500-\$1,000 per person per trip. The client will have to decide how many candidates it wishes to see (e.g., five versus ten) and should budget accordingly. The travel expenses are actual (with evidence of receipt). Our clients generally have a policy that caps daily hotel and food expenses and requires coach airfare. We can provide this type of detailed response and accounting if you prefer.

As we adjust to the "new normal" for higher education due to the effects of COVID-19, we continue to remain dedicated to supporting the needs of our clients. Our search processes have been customized to fit the specific needs of each of our clients during this time to include our complete transition to virtual services when needed.

Advertisements

These are not a requirement of the firm but are placed based on the client's request.

Background Checks

Some clients prefer to do part of the background checks themselves, so this cost will vary based on the requirements of the client. We often are asked to coordinate these services for our clients. The services may include degree verification, litigation search, driving record search, criminal background checks, and credit reports. In general, the cost for the basic background work (i.e., beyond the reference report that is included in the fee) is typically about \$1,000 per candidate dependent on the depth of research requested by the client. The number of candidates for which this verification is done will vary based on the needs of clients. Some clients ask that credentials be verified on a single finalist, while others prefer having it done on all those invited for final interviews. We encourage our clients to hire a private investigator or conduct additional background work that may be unique to their situation. We recommend and coordinate the services of Mintz Group for in-depth reviews. Our background work meets or exceeds the higher education search industry standard; however, we are not a private investigation firm. We can make recommendations for additional services if our clients believe they are needed.

G/A&A team members are always available for timely consultation with the client regarding the search, the work of the search firm, and the candidates. In addition, G/A&A can provide technical, administrative, and logistical support for campus visits, final selection, contract

negotiations, transition considerations, and follow-up. We can negotiate the details of the contract when requested.

### **Harris Search Associates**

Our proposed retained executive recruiting fee to successfully complete an assignment for the University of Wisconsin System is equal to thirty percent (30%) of the first-year salary compensation, payable in three retainer installments during the first three months of the assignment, with a final adjustment payment to reimburse any additional outstanding pre-approved expenses (e.g., outstanding candidate travel, background check reimbursement, etc.)

If requested, we will discuss a flat-fee/not to exceed quote for an individual assignment.

Direct Expenses: Prior agreed-upon reimbursable expenses including project-specific advertising, copying/supplies, express mail/overnight delivery, committee materials production, candidate or consultant travel, lodging, meals, background checks will be pre-approved, billed, at-cost, and due upon receipt.

Indirect Expenses: Indirect expenses are essential engagement support services difficult to attribute to an individual project. A one-time charge equal to 7% of the professional executive search fee is invoiced along with the initial retainer. This covers expenses such as support of the search committee process, creation and distribution of electronic search materials, candidate communication, internal research, administration, report production, search profile development, proprietary search committee website development and technical support, information security, data archival and back up.

Other: If, during the course of a search, Harris Search Associates introduces a person who is hired for another position within twelve months of the closing of the search, a separate fee of 25% of the first-year cash compensation, for the professional hired, will be due.

### **Isaacson Miller, Inc.**

Isaacson, Miller works for clients on a retainer basis. Our fee is one-third of the hired candidate's first-year's earned compensation, with a minimum fee of \$60,000. Compensation includes salary, special deferred executive compensation, signing and performance bonuses—but not contributions to federally qualified pension plans that are available to all employees. We bill our retainer monthly in three equal installments based on an estimate at the start of the search and make any necessary adjustments at the conclusion. Retainers are billed at the time the search begins and at 30 and 60 days.

If, during the course of a search, we introduce a person who is hired for another position within 12 months of the closing of the original search, we will bill a separate fee of 25% of the first year's earned compensation.

If you choose to terminate or discontinue our relationship at any time, your obligation to us 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 you for more than 60 days or if the search has not resulted in a hire within one year of start date, we will consider this contract terminated and a revised contract with adjusted fees, if necessary, will be negotiated. Our fees are non-contingent and non-refundable.

### Expenses

We incur two types of reimbursable expenses: direct and indirect.

#### Direct Expenses (Advertising + Travel)

Direct expenses include advertising and the actual costs of candidate and consultant travel, meals, and lodging associated with the interviewing and selection process and with visits to the client. These expenses are billed separately on the last day of each month and are due within 30 days of billing date.

#### Indirect Expenses (Allocable Costs)

Indirect expenses cover the administrative support costs to serve our clients well. They include communications and web portal applications, postage and courier deliveries, printing and production, public profile research, references and background checks, and usage of IM's proprietary database Searchlink. We charge 11% of the retainer to cover indirect expenses and include this with the billing of our three retainers. Original receipts are not available for indirect expenses.

#### Background Investigations

We perform background checks as a matter of course and include this cost as part of our indirect expenses. We use an outside vendor, Aurico, to perform background checks on final candidates. We perform background checks on education, criminal (state and national), professional licenses (where necessary) and credit history. We sometimes perform checks on driving history if necessary and available in that state. All other executive search services are performed by Isaacson, Miller staff.

#### Other Costs of Any Kind

If, during the course of a search, we introduce a person who is hired for another position within twelve months of the closing of the original search, we will bill a separate fee of 25% of the first year's cash compensation.

If you choose to terminate or discontinue our relationship at any time, your obligation to us 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 you for more than 60 days or if the search has not resulted in a hire within one year of start date, we will consider this contract terminated and a revised contract with adjusted fees, if necessary, will be negotiated. Our fees are non-contingent and non-refundable.

## **Myers McRae, Inc.**

Myers McRae provides executive search services on a retained basis. An overview of our cost structure is as follows:

*Professional Fee – Our professional fee includes all search services and administrative costs. This fee—which is established and agreed upon with the institution prior to initiating the search—will not fluctuate, regardless of the negotiated salary with the successful candidate. Services included with the professional fee:*

- Development and design of the Position Profile
- Design and coordination of placement of advertisements/announcements
- Email distribution of the Position Profile to prospective candidates in our 140,000-contact database
- Active identification and recruitment of applicants
- Solicitation of nominations
- Progress reports on recruitment
- Preliminary interviews by consultants with qualified applicants
- Identification of the most competitive applicants
- Search committee assistance with applicant evaluation and candidate selections
- Coordination and facilitation of interviews
- Background, reference, and credential checks on finalists
- Final notification to all candidates participating in the searches
- Employment contract negotiations
- Use of toll-free conference call phone service
- Access and use of our secure, web-based *Candidate Resume File* platform
- All office operation expenses, i.e., printing, faxes, courier fees, postage

*The professional fee is typically invoiced in three (3) installments as follows:*

- *34% invoiced upon initiating the search*
- *33% invoiced 30 days following the initial invoice*
- *33% invoiced upon successful completion of the search*

Search Expenses (invoiced at cost)

- Advertising – On each search, we will provide advertising options and associated costs for your consideration, allowing you to choose the type and amount desired.
- Consultant Travel and Lodging – On many searches, we recommend that all search services be provided remotely, utilizing video- and teleconference to conduct search committee meetings, eliminating all consultant travel expenses. However, the lead consultant is available to travel onsite as needed (subject to UWSA travel expense policy).
- Candidate Travel and Lodging – If preferred, the System/Institution may choose to arrange all candidate travel expenses directly.
- Background Investigations – \$0. These expenses are included as part of the Professional Fee

## **Parker Executive Search**

### Retainer Fee

- Parker Executive Search will set a fee for each search based on a preferred provider rate of 30% of the first year's total cash compensation, with a minimum fee of \$60,000. This fee will be based on the midpoint of the estimated compensation and will not increase based on actual compensation. Our fee will be in three retainers, with 37.5% of the fee billed at the beginning of a search, 37.5% billed 30 days thereafter, and 25% of the fee upon successful closure of the search.

### Direct Expenses

- Advertising Costs
  - Parker Executive Search will place all advertisements at the direction of the client and will be back to the institution at cost.
- Travel Expenses (Subject to UWSA Policy)
  - Parker Executive Search will handle travel logistics for candidate and committee travel and interview expenses and will bill back to the institution at cost.
- Background Investigations
  - Parker Executive Search will conduct all background investigations and will bill back to the institution at cost.
- Allocable Costs
  - N/A
- Other Costs of Any Kind
  - Additional expenses incurred at the request of the institution will be paid for and billed back at cost.

## **SP&A Executive Search**

Professional Fees: Typically, professional fees for our services are based on one-third of the successful candidate's total first year's cash compensation with a minimum fee of \$60,000. First year cash compensation is defined as base salary plus any paid or deferred compensation earned in the first 12 months of employment, such as incentive cash bonus and/or signing bonus, but not including relocation related reimbursement. However, given our strong desire to partner with the University of Wisconsin System, we would be open to discussing a fixed or "capped" (not-to-exceed) professional fee structure. The actual amount of a fixed fee is wholly dependent on the position and must be uniquely adjusted for each search assignment. We would need more information the various positions you seek to fill in order to provide a detailed breakdown of the rates for a flat fee search.

We are open to discussing the fee structure and designing a plan that will work with your budget.

Administrative Fee: In order to cover other more difficult-to-track expenses such as research, preliminary background checks, postage and internal telephone, fax, photocopying, and basic report production, we will charge an administrative fee equal to 12% of the professional fee—a reduction from our typical administrative fee of 15% of the professional fee.

Out-of-Pocket Expenses: Our expenses are billed separately for consultant and candidate travel (transportation, meals, lodging, etc.), advertising, professional printing services for extensive report production, and courier services. All expenses are fully reimbursable and billed at cost (including taxes). We will work with the committee to develop a budget, contain costs, and conduct any awarded assignment in the most cost-effective manner without compromising the quality or thoroughness of our work. Expenses will be billed monthly.

Advertising Costs: Advertising costs vary depending on the use of electronic versus print media, the size of the ad, the number of publications, and the number of times the ad appears in each publication. However, advertising costs can be controlled through more frequent use of online advertisement services or a blend of online and print media. All costs associated with advertising the position will be the responsibility of the client, but we will assist in placing the advertisements.

Candidate Travel Expenses: The amount spent on candidate travel is dependent on the number of candidates the committee chooses to interview, the number of interviews required, and the geographic proximity of each candidate to the University. All costs associated with candidate travel will be the responsibility of the client and will be made with University of Wisconsin System travel guidelines in mind. Please keep in mind, the current pandemic has significantly limited the ability and desire of candidates to travel to participate in an interview process. This will significantly reduce the overall travel costs associated with any search conducted in the near term.

Consultant Travel Expenses: Given the current public health crisis, the lead consultant will conduct and/or participate in most meetings virtually, but will travel to meet with the Search and Screen Committee in-person when possible again with University of Wisconsin System travel guidelines in mind. In the short term, the consultant's travel related expenses will be minimal. The consultant will seek the Search and Screen Committee Chair's approval prior to traveling on the client's behalf.

Background Investigations: As part of the candidate vetting process, we will employ the services of FRASCO Profiles, Inc. to conduct in-depth background checks on all finalist candidates. Due to the various options available the cost to conduct background investigations (beyond reference checking) will vary per candidate. We will discuss all options and associated costs with the Search and Screen Committee Chair prior to initiating background investigations on each finalist. SP&A Executive Search will initiate background investigations but the client will be responsible for the costs incurred. On average, the cost of a background investigation is \$300.00 – \$500.00 per candidate.

Assignment Cancellation: The University of Wisconsin client institution has the right to cancel an assignment at any time. If the University of Wisconsin client institution decides to cancel a search it will only be financially obligated to pay the accrued fees and expenses as of the cancellation date. The only exception is that a cancellation during the first month of the search

incurs an obligation of one installment of the professional fee, indirect expenses/engagement support fee, plus all incurred out-of-pocket expenses.

Invoicing: The professional fees will be payable in four (4) installments and out-of-pocket expenses will be billed monthly. Professional fee payments will be invoiced as follows: The first installment (retainer) of 25% of the professional fee will be invoiced upon signature of the contract; the second installment of 25% will be invoiced upon presentation of prospects to the Search and Screen Committee that meet the stated qualifications; the third installment of 25% will be invoiced upon the identification of semi-finalist candidates to be interviewed by the Search and Screen Committee; and the fourth installment of 25% will be invoiced upon acceptance of an offer by the selected candidate. In the event there are any outstanding out-of-pocket expenses, a fifth installment will be invoiced.

### **The Diversified Search Group**

Our professional fee for a full-service search is set as a percentage of the placement's first-year compensation or at our minimum fee. For the System's convenience, we can also offer a fixed fee for a particular search.

We typically bill over the first three months of the assignment (and adjust upward at the end if needed). In accordance with the University of Wisconsin's terms, we can agree that final payment of no less than 25% of the fee will not be payable until a search is successfully completed, that is, an offer has been made, accepted, and approved by the appointing authority.

Our engagement support fee is 12 percent of the professional fee and covers the apportionment of such administrative costs as system database, telecommunications, and other overhead. This fee is billed along with the professional fee.

All directly reimbursable expenses such as travel, advertising, printed materials, overnight delivery, and the services of a third-party vendor to perform background checks and press searches are billed at cost. Many of these costs will be mitigated by any portion of the search being conducted virtually. Given current travel restrictions, we are not including travel expenses in our budget but can submit estimates at such time as regular travel can be resumed.

#### **Estimated Reimbursable Expenses:**

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Advertising (digital and print)      | \$3,000-7,000                    |
| Background Checks                    | \$1,800 (\$180 per semifinalist) |
| Press Checks / Social Media Checks   | \$4,250 (\$425 per semifinalist) |
| Miscellaneous Expenses (FedEx, etc.) | \$ 500                           |

Storbeck Search does not use subcontractors or sub-consultants to conduct the search. We do use trusted third-party vendors (Mintz Group, LLC, and Verified Credentials, LLC) to conduct background checks, negative press checks, and plagiarism checks on selected candidates.



## **Witt/Kieffer Inc.**

### Retainer Fee

Professional fees for each search assignment are based in a percentage of each position's total compensation. We have also modified our standard billing structure to comply with UW's preferences as described below.

The first billing of 25% of the estimated professional fees and for fixed expenses 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. All bills must be paid within 60 days of the final invoice to activate the placement guarantee.

### Direct Expenses

Out-of-pocket expenses are charged at cost and generally include staff and candidate travel and accommodations, courier services, advertising, video conferencing (if charges apply), education certification, licensure verification, media checks, outside printing and external expenses directly related to your search. All expenses are billed at cost (i.e. no mark-up) and we can provide receipts for each, upon request. It is our imperative to keep these costs to a minimum without hindering the integrity of the search process.

- Advertising Costs
  - Advertising costs are for placing advertisements of the position in appropriate publications. These expenses are charged at cost.
- Travel Expenses (Subject to UWSA Policy)
  - Our travel fees are considered a reimbursable expense to include all consultant and candidate travel and lodging. We will follow all UWSA policies as it relates to travel.
  - Additionally, due to COVID-19 we anticipate that searches may occur, at least in part, in a virtual environment, eliminating consultant travel, until further notice. We will be pleased to discuss this in more detail with you to understand your preferences, on a case-by-case basis. To date, it is most common for first-round interviews to occur virtually, while finalist interviews can also occur virtually, along with a site visit for the candidate of choice. Such decisions are entirely at the discretion of campus leadership and the search committee.
- Background Investigations
  - WittKieffer conducts a broad range of credentialing on each candidate, including education certification, licensure verification and media checks. These expenses are charged at cost.
  - Because WittKieffer is not the hiring authority, we do not conduct credit and criminal background checks. UW, as the hiring agent, is strongly encouraged to conduct these checks on the finalist(s). We can refer you to reliable consumer reporting agencies if you would like.

- Allocable Costs
  - Other out-of-pocket expenses may include fees associated with overnight delivery, professional printing and any other external expenses directly related to the search.
- Other Costs of Any Kind
  - For each search, we charge a one-time administrative fee (indirect expenses) covering administrative support, employment verifications, database access, communications and research services that are not easily identifiable by project.