

VENDORS

Academic Search

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R. William Funk and Associates

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Storbeck/Pimentel & Associates

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FEE STRUCTURE:

Academic Search:

A comprehensive fee of \$80,000 per search includes all professional service plus all long distance and local telephone charges, express and regular mail, photocopying, and courier services. This fee is payable in three equal installments. Out of pocket expenses for consultant travel (e.g., airfare, lodging, and meals), advertising costs and candidate background checks (approximately \$375 per candidate) are billed monthly as incurred.

Should a candidate recruited by Academic Search and selected by the search committee and the institution's board in accordance with the search process prescribed by Academic Search be terminated for just cause within 12 months of beginning work, Academic Search will find a suitable replacement without charge except for expenses.

AGB Search:

A fee of \$75,000 per search includes all professional (administrative, research, clerical) services. Expenses for consultant and candidate travel, advertising costs and candidate background checks (approximately \$300 per candidate) are billed as incurred.

Should a candidate recruited by AGB Search leave, for cause, within the first year of appointment, AGB Search will conduct a follow up search for the cost only of expenses.

Archer~Martin Associates LLC:

Retainer fee: A professional fee is established individually for each search project. For each search, there is an associated overhead fee. The retainer fee and overhead charges are billed incrementally on a monthly basis.

Direct expenses: Advertising costs will be billed directly to UWS. Travel expenses (consultant travel, lodging and meals) are in addition to professional and overhead fees. A~MA does not charge additional funds for background investigations and lexis/nexus search efforts.

Other: If an individual recruited by A~MA leaves the position for cause within the first 12 months on the job, A~MA will replace the individual for reimbursement of out-of-pocket expenses.

Greenwood/Asher and Associates, Inc.:

Retainer fee: One-third of the first year's cash compensation or a minimum fee of \$60,000, whichever is higher, for searches billed over the first three months of assignment. The first third is due upon contract execution. Indirect expenses for engagement and administrative assistance are 12% of the fee.

Direct expenses: Invoices would include the following expenses: Advertising costs billed at cost, travel expenses billed at actual cost, background investigations (credit reports, litigation search, driving record and degree verifications) will vary.

Other Costs: All allocable costs (consultant travel, report reproduction, copying and supplies, research, express mail, phone, video and telecommunications) are billed separately and supported with receipts.

Other: In the event that the placed candidate is terminated for cause within one year, Greenwood/Asher and Associates will conduct another search for only direct expenses.

Korn Ferry International

Retainer fee: One-third of the first year's cash compensation with a minimum fee of \$80,000. The first installment is due and payable upon acceptance of Korn Ferry proposal. Professional fee includes administrative support, communications and computer services expenses.

Other Costs: All direct, out of pocket expenses such as advertising, reproduction, courier, candidate and consultant travel, lodging and video conferencing will be billed on a monthly basis as incurred. These expenses will be approved by UWSA before they are incurred.

Other: Korn Ferry International guarantees every placed candidate for a period of 12 months from his/her start date. If the placement is released by UWS for performance related issues during the first 12 months of his/her employment, Korn/Ferry International will conduct a new search for no additional professional fees (charging only for expenses as incurred).

Parker Executive Search

Fee: Preferred provider fee of 30% of first year's total compensation. Fee is payable in three equal installments, the first at the beginning of the search. Terms Net 30, 1.5% per month.

Direct Expenses: These are billed on an out of pocket basis and include items such as long distance telephone calls, research, delivery services, as well as travel and interview expenses for search consultants. Reimbursable expenses will not exceed 12% of the fee.

Other Expenses: Advertising, committee interview and travel expenses, and candidate travel expenses, are not included in the 12% expense budget and will be invoiced separately to the UWS along with proper documentation.

Other: If for any reason the candidate selected leaves the UWS during the first 24 months, Parker Executive Search will conduct an assignment to replace that individual without additional fee, but for out of pocket expenses only.

R. H. Perry & Associates (Tier II Only)

Retainer Fee: Full fee is fixed at \$70,000 (33% X \$215,500 salary range midpoint, rounded down). Billing is billed in three equal retainers, the initial retainer upon signing of the agreement; the second retainer 45 days later; and the third upon successful completion.

Expenses: Billing is for actual out-of pocket expenses incurred. This includes Direct Expenses (advertising costs, Consultant travel expenses, background investigations).

Allocable Costs: Indirect Expenses Charge of 9% of Total Retainer (Administrative and research costs; outside services for printing, direct mail).

Other Costs: Psychological Assessments are optional at cost of \$2,000 – \$2,500 per finalist. Travel costs are paid directly by the institution.

Other: R.H. Perry & Associates guarantees all its placements. Should the individual whom they place leave within the first year - irrespective of the reason - they will conduct a replacement search without additional fees, other than expenses.

RPA Inc.

Professional Fee: RPA Inc. is a retained search consultant whose fees are based on one-third the starting salary of the winning candidate, including any signing bonus, with a minimum fee of \$58,500 for Chancellor/presidential searches, and a minimum fee of \$38,500 for all other searches. The fee for the search includes: consulting time, printing, materials, telephone, faxing costs, photocopying, express delivery, word processing, database support, postage for candidate networking, and reference and background checks. RPA Inc. does not charge any additional fees for indirect expenses. Base fee billing is incremental (33%/33%/34%).

Other Expenses: Expenses for travel are billed separately at actual cost. Expenses for print and electronic advertisements are billed separately at actual cost.

Other: Should the employment of the selected finalist candidate be terminated for cause or defect in performance during the first year of employment, RPA Inc. will perform a second search charging only reimbursable expenses.

R. William Funk and Associates

Retainer Fee: Fee is typically 33-1/3 percent of the first year's cash compensation. A flat fee retainer is also available and range from \$50,000 to \$120,000 depending on the level of the position and other factors. The retainer fee is billed in three equal installments.

Expenses: Those related to the search are reimbursable to firm. This includes direct, out of pocket expenses (consultant travel, lodging and related expenses). Administrative and support expenses are 12% of the retainer fee and billed as incurred on a monthly basis.

Other: Should the candidate leave the position in less than two years, for any reason, contractor will redo the search for no additional retainer, charging only for out of pocket and allocated expenses.

Storbeck Pimentel and Associates

Retainer Fee: Professional fees for services are based on one-third of the total first year's cash compensation. Cash compensation includes base salary and any cash-signing bonus, performance-based bonus or car and/or housing allowance that is paid during or at the conclusion of the first year, but excludes any non-cash compensation such as use of a house, cars, etc. The professional fee minimum is \$60,000 and is billed over the first three months of assignment.

Direct Expenses: These are billed separately and include consultant and candidate travel, advertising, background checks and express mail. All expenses are fully reimbursable, billed at cost (including taxes), and prorated whenever possible. Expenses vary greatly with each search depending on frequency of meetings, amount of advertising, etc.

Allocable Costs: To cover other more difficult-to-track expenses such as postage and internal telephone, fax, communication charges, photocopying, research and report production, there is a charge for Engagement Support Expense (ESE). ESE charges normally are equal to 15% of the professional fee.

Other Costs: Charges for background checks are billed at contractor cost. Express mail charges are billed to UWS at cost. Additional services such as those of a private investigator to perform more extensive background investigations beyond reference checking can be arranged through contractor and charged directly to UWS.

Other: In the event that the placed candidate vacates the post within 12 months, other than for personal reasons such as health, Storbeck/Pimentel will assist in the conduct of another search without additional fee, billing only for direct expenses. This policy does not apply to candidates who remain in their positions for more than one year.

Witt/Kieffer:

Retainer Fee: The professional fee is one-third of the first year's total cash compensation, with a minimum fee of \$55,000. Based on an estimated first year's salary, the fee is estimated at the start of the search. Once compensation has been determined at the close of a search, the total fee is adjusted, and an invoice for or refund of the balance of the fee is submitted.

Expenses: Direct reimbursable expenses include advertising, consultant and candidate travel, education and employment verifications, Federal Express charges, and other out-of-pocket expenses. Witt/Kieffer provides cost estimates for each advertisement, and all advertising is approved in advance by the search committee chair. Advertising can be billed directly to the institution, or Witt/Kieffer can pay the bill and then invoice costs to the institution. Travel expenses for consultant and candidate travel are paid by Witt/Kieffer after which itemized invoices are submitted to the institution for reimbursement. Costs for background investigations are invoiced to Witt/Kieffer and then submitted to the institution for reimbursement. Additional reimbursable expenses would include unanticipated out-of-pocket expenses, to be approved by the University.

Allocable Costs: Overhead expenses (including regular postage, telephone, fax, copying, and research) are charged to the client at the outset of a search, in a one-time amount equal to nine percent of the professional fee, subject to a minimum of \$4,500 and a maximum of \$7,000.

Other: If the selected candidate leaves in less than one year other than for personal reasons, Witt/ Kieffer will conduct a search for a replacement and charge only for expenses.