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|--|-------------|--|--|------------------------|---|----------------|
| Purchase Change Request | | |  Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 | | Order # MU18SEARCH | |
| FY 2024 | Buyer MD | Date 10/23/23 | Account VARIES | P.O. Date 12/4/2017 | Contract MU18SEARCH | |
| Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement | | | Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div> | | | |
| Vendor Name, Address, Phone #, etc. AGB Search LLC 1133 20th Street NW, Suite 300 Washington, DC 20036 | | | Vendor Code 27-1963417 | | BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 | |
| Ph# (202) 776-0847 | | Fax | | FEIN# 27-1963417 | | |
| Item# | Quantity | Description of Change | | | Unit Price | Extended Price |
| | | <p style="text-align: center;">Change Order # 4</p> <p style="text-align: center;">Executive and Senior Management Position Search</p> <p>To renew the contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p>Renewal Term: 12/06/2023 - 12/05/2025 Renewal: Three (3) of Four (4) Renewals Remaining: one (1) two-year renewal</p> <p>No other changes made.</p> <p>Vendor Contact: Courtney Valentine, Director of Search Services courtney.valentine@agbsearch.com</p> | | | | |
| Reason for Change: Renewal | | | | Previous Total | | \$ Open-End |
| | | | | Increase | | \$ |
| | | | | Decrease | | \$ |
| | | | | New Total | | \$ Open-End |

Approved: Michelle M. Keeler 10/25/2023
 Authorized Signature Date

N/A
 Attorney General **if** required Date



October 2, 2023

AGB Search LLC
1133 20th Street NW, Suite 300
Washington, DC 20036

RE: Contract Renewal for MU18SEARCH

Hello,

The above-referenced contract expires on 12/05/2023. There is a provision for renewal upon written mutual agreement of the parties.

Please complete the section below if you agree to renew the contract effective 12/06/2023 through 12/05/2025 under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter via email at your earliest convenience.

If you have any questions, please feel free to contact me at delong16@marshall.edu

Sincerely,

Misty DiSilvio
Contract Specialist

I agree to renew the contract referenced above for an additional two(2) year period under the same terms and conditions as the original contract.

☒ Yes ☐ No

☐ Yes, subject to the following changes indicated below or in the attached letter.

October 23, 2023

Signature

Date

Purchasing Continuation Sheet

BOG 36

Page#

P.O. #

2

MU18SEARCH

Vendor:

AGB Search LLC

Organization Name

| Item # | Quantity | Unit | Description | Unit Price | Amount |
|--------|----------|------|---|------------|-----------------|
| | | | Fees for each level of search: | | |
| 1 | | EA | President | | 85,000 |
| 2 | | EA | Provost/Executive Vice President | | 75,000 |
| 3 | | EA | Vice President/Dean Assistant | | 70,000 |
| 4 | | EA | Associate Vice President/Other | | 65,000 |
| 5 | | EA | Administration, Research, Background Checks for Finalists, Clerical Services | | No Charge |
| 6 | | EA | Advertising Budget (billed monthly) | | MU set |
| 7 | | EA | Consultant travel-related expenses (travel/food/lodging) estimated \$6,000 | | MU approved |
| 8 | | EA | Candidate Travel (Budget \$1,000 per candidate for travel expenses for in-person interviews per search) | | MU approved |
| 9 | | EA | Advertising estimated \$5,000 | | MU set |
| 10 | | EA | Follow-up Search | | Expense |
| 11 | | EA | Limited Service Search (Excludes President) | | 35,000 - 45,000 |
| 12 | | EA | Predictive Index Candidate Assessment Tool, per candidate | | 300.00 |
| 13 | | EA | Compensation Evaluation Service (CES) | | 7,000 - 11,000 |
| 13A | | EA | Each additional position evaluated | | 15% of base |
| 14 | | EA | AGB Interim Search | | |
| 14A | | | A. President/Chancellor/System Head Interim (3500 up-front) | | 25,000 |
| 14B | | | B. When also providing full search for "A" | | 17,000 |
| 14C | | | C. Expedited Search for "A" (2500 upfront) | | 15,000 |
| 14D | | | D. Other Position Interim | | 20,000 |
| 14E | | | E. When also providing full search for "D" | | 15,000 |
| 14F | | | F. Expedited Search for "D" | | 12,000 |

Dates of payment will be determined at the beginning of each search.

Payable in three installments:

- End of month one
- End of month three
- Conclusion of search.

AGB Search will advise and support the Search Committee as stated in the RFP Response under Execution of Services to include but is not limited to the following synopsis.

Handle all of the search materials, including communications soliciting nominations and interest, acknowledgment of applications, correspondence with applicants, and letters of non-advancement.

- Set up a confidential, secure website with access to candidate materials for Search Committee members
- Organize the Search and Research Leadership Needs
Recruit a Talented Pool of Candidates
- Review and Evaluate Candidates
- Facilitate Interviews
- Support Negotiations and Appointments

Consulting and Advisory Services related to Recruitment:

- i) Provost
- ii) University executive and senior management
- iii) University senior scientific and technical administrative directors
- iv) Information technology professionals
- v) Development and fundraising officers for the university

Consulting and Advising:

Predictive Index Candidate Assessment Tool

AGB Interim Search

Compensation Evaluation Service (CES)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: AGB Search

Authorized Signature: Roderick J. McDavis Date: May 10, 2022

State of District of Columbia

County of _____, to-wit:

Taken, subscribed, and sworn to before me this 10 day of May, 2022

My Commission expires _____
JILL W. MARTIN
NOTARY PUBLIC DISTRICT OF COLUMBIA
My Commission Expires January 14, 2023

AFFIX SEAL HERE

NOTARY PUBLIC

J.W.M.

Vendor/Customer

| Vendor/Customer | Legal Name | Alias/DBA | Vendor Active Status | Customer Active Status | Previous Name |
|-----------------|----------------|-----------|----------------------|------------------------|---------------|
| ✓ 000000166770 | AGB SEARCH LLC | | Active | Inactive | |

From 1 to 1 of 1 First Prev Next Last [Attachments](#)

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#) 

▼ **General Info**

Vendor/Customer : 000000166770

Legal Name : AGB SEARCH LLC

Alias/DBA :

Vendor Active Status : Active

Vendor Approval Status : Complete

Customer Active Status : Inactive

Customer Approval Status : Incomplete

Location Name :

First Name :

Middle Name :


Last Name :


Company Name : AGB SEARCH LLC

Previous Name :

Previous Street :

Previous City :

Previous State/Province : 

Previous Country : 

Restrict Use by Department : ☐

Miscellaneous Account : ☐

Internal Account : ☐

Third Party Only : ☐

Third Party Vendor : ☐

Third Party Customer : ☐

Inventory Customer : ☐

Healthcare Provider : ☐

Never Archive : ☐

Restrict VSS Access : No

Discontinue - No New Business : ☐


Prevent MA Reference : ☐

PunchOut Enabled : ☐


Re-PunchOut Enabled : ☐

Electronic Order Enabled : ☐


W-9 Received : ☐


W-9 Received Date : 

W-8 Received : ☐


W-8 Received Date : 


Accepts Credit Cards : ☐

Active From : 01/01/1999 

Active To : 

Last Usage Date : 06/23/2023

Department : 

Unit : 

▶ **Headquarters**

▶ **Organization**

▶ **Disbursement Options**

▶ **Prenote/EFT**

▶ **Remittance Advice**

▶ **Vendor Terms**


▶ **Accounts Receivable**

▶ **eMALL**

▶ **Location Information**

▶ **Fee and Vendor Compliance Holds**

Fee Exempt : ☐

Registration Application Date : 05/04/2018 

Registration Effective Date : 05/04/2018

Registration Expiration Date : 05/04/2019

Pre-Registration Code :

Tax Clearance : ☐

Unemployment Insurance : ☐

Worker's Compensation : ☐

Secretary of State Registration : ☐

Federal Debarred : ☐

▶ **Executive Compensation**

▶ **Additional Information**

▶ **Travel**

▶ **Change Management**

[Top](#)
CREATE DOCUMENT> [Create New Record](#) [Modify Existing Record](#)

UPDATE> [Headquarters](#) [Add 1099 Information Entry](#) [Add 1042-S Reporting Information Entry](#) [Vendor Business Types By Commodity](#)
SEARCH BY> [Master Contacts](#) [Master Addresses](#) [Vendor Commodity](#) [Vendor Addresses](#) [Vendor Business Types](#) [Vendor Service Areas](#) [VCM Query](#) [Historical Vendor Information](#)
[Vendor Transaction History](#)