


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			Order # MU18SEARCH		
FY 2024	Buyer MD	Date 10/27/23	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 type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input checked="" type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>				
Vendor Name, Address, Phone #, etc.			Vendor Code 27-1963417		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			
AGB Search LLC 1666 K Street, NW, Suite 1200 Washington, DC 20006								
Ph# (202) 776-0847		Fax		FEIN# 27-1963417				
Item#	Quantity	Description of Change			Unit Price	Extended Price		
		<p style="text-align: center;">Change Order # 5</p> <p style="text-align: center;">Executive and Senior Management Position Search</p> <p>To make the following change in accordance to all terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p>Update the Vendor's address per email request and updated W-9:</p> <p>Original address: 1133 20th Street NW, Suite 300 Washington, DC 20036</p> <p>Corrected address: 1666 K Street, NW, Suite 1200 Washington, DC 20006</p> <p>Vendor Email: Courtney Valentine courtney.valentine@agbsearch.com</p>						
Reason for Change: Update Vendor address				Previous Total		\$ Open-End		
				Increase		\$		
				Decrease		\$		
				New Total		\$ Open-End		

Approved:

Authorized Signature

10/27/23

Date

N/A

Attorney General **if** required

Date

Purchasing Continuation Sheet

BOG 36

Page#

P.O. #

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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

Jew.mw

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

AGB Search, LLC

2 Business name/disregarded entity name, if different from above

AGB Search

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **C**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1666 K Street, N.W., Suite 1200

6 City, state, and ZIP code

Washington, DC 20006

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 7 - 1 9 6 3 4 1 7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Juw. mas

Date ►

7/21/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.


Re: MU18SEARCH CO 4

Courtney Valentine <courtney.valentine@agbsearch.com>

Wed 10/25/2023 4:31 PM

To: DiSilvio, Misty <delong16@marshall.edu>

Cc: Rod McDavis <rod.mcdavis@agbsearch.com>; Tim White <tim.white@agbsearch.com>

 1 attachments (2 MB)

AGB Search W-9 2023-7-21-23 signed jwm (2).pdf;

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Hi Misty,

Please see attached. :-)

Kind regards,

Courtney Valentine
Director for Search Services
AGB Search
1666 K Street, NW
Suite 1200
Washington, DC 20006
(202) 776-0847 Office
courtney.valentine@agbsearch.com
agbsearch.com

Learn more about our services:

[Executive Search](#) | [Interim Search](#) | [ExecComp](#) | [Executive Coaching](#) | [Institute for Leadership & Governance](#)

On Wed, Oct 25, 2023 at 4:29 PM DiSilvio, Misty <delong16@marshall.edu> wrote:

Sure, do you care to send me an updated W-9 form?

This way I can update the address in all of our systems.

Thanks!

Misty DiSilvio (she/her)
Assistant Director
Office of Purchasing

304-696-2918
www.marshall.edu



[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours.
Please respond at a time that suits your schedule.

From: Courtney Valentine <courtney.valentine@agbsearch.com>

Sent: Wednesday, October 25, 2023 4:24 PM

To: DiSilvio, Misty <delong16@marshall.edu>

Cc: contracts@wvsao.gov <contracts@wvsao.gov>; Rod McDavis <rod.mcdavis@agbsearch.com>; Tim White <tim.white@agbsearch.com>; Hawthorne, Justin <hawthorne2@marshall.edu>; Accounts Payable <acctspayable@marshall.edu>; Purchasing <purchasing@marshall.edu>

Subject: Re: MU18SEARCH CO 4

<p>Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.</p>

Hi Misty,

Thank you for sending this over to us.

One small request, could we please have our address updated to the below:

1666 K Street, NW
Suite 1200
Washington, DC 20006

Thank you in advance!

Kind regards,

Courtney Valentine
Director for Search Services
AGB Search
1666 K Street, NW
Suite 1200
Washington, DC 20006
(202) 776-0847 Office
courtney.valentine@agbsearch.com
agbsearch.com

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On Wed, Oct 25, 2023 at 4:15 PM DiSilvio, Misty <delong16@marshall.edu> wrote:

Hi,

I've attached a copy of Change Order 4 of contract MU18SEARCH for your records.

If you have any questions, let me know.

@Hawthorne, Justin: When you have time, can you add this to our spreadsheet?

Thank you!

Misty DiSilvio (she/her)

Assistant Director

Office of Purchasing

304-696-2918

delong16@marshall.edu

Old Main 125

One John Marshall Drive

Huntington, WV 25705

www.marshall.edu



[Book a meeting with me](#)

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Please respond at a time that suits your schedule.