


Purchase Change Request					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU18SEARCH
FY 2022	Buyer JH	Date 5/24/2022	Account 70257	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 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#		Fax		FEIN# 27-1963417		
Item#	Quantity	Description of Change			Unit Price	Extended Price
		Change Order # <u>2</u> To renew the contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders. Executive and Senior Management Position Search Contract Effective Dates: December 6, 2021 - December 5, 2023 Renewal: 2 of 4 Renewals Remaining: Two (2)				
Reason for Change: To renew the contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.					Previous Total	\$ Open-End
					Increase	\$
					Decrease	\$
					New Total	\$ Open-End

Approved:

Authorized Signature

Michelle Wheeler

Date

5/24/2022

N/A

Attorney General if required

Date

Purchasing Continuation Sheet

BOG 36

Page#
2

P.O. #

MU18SEARCH

Vendor: **AGB Search**

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)



Office of Purchasing

May 9, 2022

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

Re: Contract Renewal for MU18SEARCH

To Whom It May Concern:

The above referenced contract expired on December 5, 2021. There is a provision for another renewal upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to renew contract **MU18SEARCH** effective December 6, 2021 through December 5, 2023 under the same terms and conditions. Enclosed is a Purchasing Affidavit which requires signature and notarization as well.

Please return the letter and the enclosed purchasing affidavit signed in the original to the noted below.

Marshall University – Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

If you have any questions, please feel free to call me at 304-696-2820.

Sincerely,

Justin P. Hawthorne
Purchasing Agent

I agree to renew the current contract # **MU18SEARCH** for an additional two (2) year period under the same terms and conditions.

☒ Yes ☐ No

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

Roderick J. McDavis
Signature

May 10, 2022

Date

Roderick J. McDavis
Printed Name

Managing Principal
Title

Comments: _____

WE ARE...MARSHALL.

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. Martin

Purchasing Affidavit (Revised 01/19/2018)

1 of 1 | [View All](#) Some of the values entered as Search Criteria for UI secured field ...

Vendor/Customer

[Menu](#)

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	Restrict Use by Department :	<input type="checkbox"/>
Legal Name :	AGB SEARCH LLC	Miscellaneous Account :	<input type="checkbox"/>
Alias/DBA :		Internal Account :	<input type="checkbox"/>
Vendor Active Status :	Active	Third Party Only :	<input type="checkbox"/>
Vendor Approval Status :	Complete	Third Party Vendor :	<input type="checkbox"/>
Customer Active Status :	Inactive	Third Party Customer :	<input type="checkbox"/>
Customer Approval Status :	Incomplete	Inventory Customer :	<input type="checkbox"/>
Location Name :		Healthcare Provider :	<input type="checkbox"/>
First Name :		Never Archive :	<input type="checkbox"/>
Middle Name :		Restrict VSS Access :	No
Last Name :		Discontinue - No New Business :	<input type="checkbox"/>
Company Name :	AGB SEARCH LLC	Prevent MA Reference :	<input type="checkbox"/>
Previous Name :		PunchOut Enabled :	<input type="checkbox"/>
Previous Street :		Re-PunchOut Enabled :	<input type="checkbox"/>
Previous City :		Electronic Order Enabled :	<input type="checkbox"/>
Previous State/Province :		W-9 Received :	<input type="checkbox"/>
Previous Country :		W-9 Received Date :	
		W-8 Received :	<input type="checkbox"/>
		W-8 Received Date :	
		Accepts Credit Cards :	<input type="checkbox"/>
		Active From :	01/01/1999
		Active To :	
		Last Usage Date :	12/07/2021
		Department :	
		Unit :	

▼ Headquarters

Headquarters Account :	Yes	Web Address http:// :	
Headquarters Account Code :	000000166770	Catalog DUNS :	
Headquarters Account Legal Name :	AGB SEARCH LLC	Catalog Extended DUNS :	
Franchise Account :	<input type="checkbox"/>	Catalog Unique Entity Identifier :	
		Taxpayer ID Number :	*****3417
		Taxpayer ID Number Type :	EIN

▼ Organization

Organization Type :	Company	1099 Indicator :	No
1099 Classification :	Corporation	1042-S Indicator :	
1042-S Ch. 3 Recipient Code :		Taxpayer ID Number :	271963417
1042-S Ch. 4 Status Code :		Taxpayer ID Number Type :	EIN
Number of Employees :		Detailed TIN Type :	
Merchant ID :		Foreign Tax ID :	
Sex :		GIIN :	
Date of Birth :		1042-S Recipient Account Number :	
Marital Status :		W-8 Form :	
Annual Income :		Tax Profile :	NOTAX
IRS Country of Residence :		Tax Profile Name :	No Tax
IRS Country Sub Code :		EBIC Number :	
Contract Withholding Exempt :	<input type="checkbox"/>	IAEC Number :	
National Provider ID :		Web Address http:// :	
Assigning Authority :		Employee ID :	
CAGE Code :		Employee Status :	
Permanent Staffed Office in State :	<input type="checkbox"/>	Supplier Shared Secret :	

▼ Disbursement Options

Category :	DIRC	Hold Payment :	<input type="checkbox"/>
Description :	Direct Payments	Hold Payment Authorized By :	
Default Type :	Check	Hold Payment Authorized On :	
Default Priority :	99	Hold Reason :	

Default Format : REG	
Default Format Description :	
Scheduled Payment Day :	
Single Payment Indicator : <input type="checkbox"/>	Prevent New Spending : <input type="checkbox"/>
Name on Check : Legal Name	Prevent New Orders : For All Departments
Eligible for VCA Payments : <input type="checkbox"/>	Third Party Code :
VCA Effective From Date :	Third Party Name :
VCA Effective To Date :	Third Party Approved By :
VCA Primary Email :	Third Party Approved On :
VCA Secondary Email :	Third Party Reason :
VCA Comments :	
	Always Infer Third Party Vendor : <input type="checkbox"/>
	Third Party Address ID :

▼ Prenote/EFT

Generate EFT Payment : <input type="checkbox"/>	EFT Format :
ABA Number :	EFT Format Description :
Bank Name :	EFT Status :
Account Type :	Last Status Change :
Account Number :	EFT Status Description :
Routing ID Number :	
Bank Phone Number :	
Prenote Requested Date :	Prenote Return Reason Explanation :
Prenote Return Reason :	
Prenote Return Reason Message :	
Foreign Correspondent Bank Name :	W-9 Mailing Date :
Foreign Correspondent Bank Branch Country Code :	W-9 Response Date : 05/14/2018
Account Number Linkage to Provider Identifier :	
Reason for Submission :	

▼ Remittance Advice

Remittance Advice Required : <input type="checkbox"/>	
Remittance Advice Format :	
Remittance Advice Format Description :	
Remittance Advice Transmission Mode :	

▼ Vendor Terms

Number of Days 1 :	Number of Days 3 :
Discount Percent 1 :	Discount Percent 3 :
Discount Always 1 : <input type="checkbox"/>	Discount Always 3 : <input type="checkbox"/>
Number of Days 2 :	Number of Days 4 :
Discount Percent 2 :	Discount Percent 4 :
Discount Always 2 : <input type="checkbox"/>	Discount Always 4 : <input type="checkbox"/>

▼ Accounts Receivable

Default Receipt Type :	Bill Headquarters : <input type="checkbox"/>
Default Billing Profile :	Bankruptcy : <input type="checkbox"/>
Cost Accounting Funding Type :	Central Statement BPRO :
Credit/Debit Card Type :	Central Statement Billing Location :
Credit/Debit Card Number :	Central Statement Address ID :
Name on Card :	Suppress Central Statement : <input type="checkbox"/>
Credit/Debit Card Expiration Month :	Suppress Central Past Due Statement : <input type="checkbox"/>
Credit/Debit Card Expiration Year :	

▼ eMALL

DUNS : 966144151	Preferred Ordering Method :
Extended DUNS :	Pcard Acceptance Level :
Unique Entity Identifier :	Create Certification Document : <input type="checkbox"/>
Internet Catalog :	Vendor Preference Level : 99
VSS Registered : <input type="checkbox"/>	

▼ Location Information

*Verify My Locations by : Create My Own	
Vendor Verification Based On : Migrated vendor accounts ha	
Vendor Verification Password :	
Send Activation Code : <input type="checkbox"/>	
Activation Email Address :	
Activation Code :	
Confirm Activation Code :	

Requestor Name :
 Requestor Phone Number :
 Confirm Verifications :

► Fee and Vendor Compliance Holds

Fee Exempt : ☐ Tax Clearance : ☐
 Registration Application Date : 05/04/2018  Unemployment Insurance : ☐
 Registration Effective Date : 05/04/2018 Worker's Compensation : ☐
 Registration Expiration Date : 05/04/2019 Secretary of State Registration : ☐
 Pre-Registration Code : Federal Debarred : ☐

► Executive Compensation

▼ Additional Information

Miscellaneous Field 1 : Miscellaneous Flag 1 : ☐
 Miscellaneous Field 2 : Miscellaneous Flag 2 : ☐
 Miscellaneous Field 3 : Miscellaneous Flag 3 : ☐
 Miscellaneous Field 4 :
 Miscellaneous Field 5 :
 Miscellaneous Field 6 :
 Miscellaneous Field 7 :

▼ Travel

Traveler : ☐
 Travel Policy : 
 Allow Traveler Advances : ☐
 PCard ID : 

▼ Change Management

Created By : conversion Last Modified By : batch
 Conversion User Batch User
 Created On : 06/03/2014 Last Modified On : 05/06/2019
 Last Approved By : batch Comments :
 Batch User
 Last Approved On : 05/06/2019
 Date Registered : 06/03/2014

[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 Notes](#)

[Vendor Transaction History](#)