



Purchase Change Request				Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU18SEARCH	
FY 2023	Buyer MW	Date 09/01/2022	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 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. 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#		Fax		FEIN# 27-1963417			
Item#	Quantity	Description of Change			Unit Price	Extended Price	
		<p style="text-align: center;">Change Order # <u>3</u></p> <p>To update the vendor name to include "LLC" according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p style="text-align: center;">Executive and Senior Management Position Search</p> <p>Contract Effective Dates: December 6, 2021 - December 5, 2023</p> <p>Used to Read: AGB Search</p> <p>Now Reads: AGB Search LLC</p>					
Reason for Change: To update the vendor name to include LLC					Previous Total	\$ Open-End	
					Increase	\$	
					Decrease	\$	
					New Total	\$ Open-End	

Approved:


 Authorized Signature


 Date

N/A

Attorney General if required

Date

Purchasing Continuation Sheet

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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

Subject: CHANGE ORDER NEEDED MU18SEARCH
Date: Thursday, September 1, 2022 at 8:15:46 AM Eastern Daylight Time
From: Freeman, Melody
To: Wheeler, Michelle
Attachments: MU18SEARCH.pdf, MU18SEARCH CO2-p0015 - p0017.pdf, UGAX0471I0699307-p0001 - p0040.pdf

Hi Michelle,

Can you please add a change order to MU18SEARCH to add the "LLC" to their legal name?

We have three payments now rejected, however I will add the VNI form to get these through while you are completing the Change order.

Oasis: AGB SEARCH LLC

Thank you and have a great day,
Melody

Thank you,
Melody Freeman / *Director of Accounts Payable*
304.696.2221 / Email: freeman70@marshall.edu

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)

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

- Close**
- ✓ Vendor/Customer**
- General Info
- Headquarters
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- Disbursement Options
- Prenote/EFT
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- Address**
- Business Type**
- Service Area**
- Commodity**
- W-8 Form**
- Authorized Dept.**
- Prevent Spending**
- Prevent Orders**
- Certification**
- Disclosures**
- Vendor User Information**
- Vendor Attachments**

Vendor/Customer

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	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 :	<div>Active</div>	Third Party Only :	<input type="checkbox"/>
Vendor Approval Status :	Complete	Third Party Vendor :	<input type="checkbox"/>
Customer Active Status :	<div>Inactive</div>	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 :	<div>No</div>
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 :	<div></div>	W-9 Received :	<input type="checkbox"/>
Previous Country :	<div></div>	W-9 Received Date :	<div></div>
		W-8 Received :	<input type="checkbox"/>
		W-8 Received Date :	<div></div>
		Accepts Credit Cards :	<input type="checkbox"/>
		Active From :	01/01/1999
		Active To :	
		Last Usage Date :	07/10/2022
		Department :	<div></div>
		Unit :	<div></div>

Unit : 

Close

✓ Vendor/Customer

General Info

Headquarters

Organization

Disbursement Options

Prenote/EFT

Remittance Advice

Vendor Terms

Accounts Receivable

eMALL

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Fee and Vendor
Compliance Holds

Executive Compensation

Additional Information

Travel

Change Management

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Service Area

Commodity

W-8 Form

Authorized Dept.

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▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt : ☐

Tax Clearance : ☐

Registration Application Date : 

Unemployment Insurance : ☐

Registration Effective Date :

Worker's Compensation : ☐

Registration Expiration Date :

Secretary of State Registration : ☐

Pre-Registration Code :

Federal Debarred : ☐

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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