



September 1, 2026

TO: ALL PROPOSERS

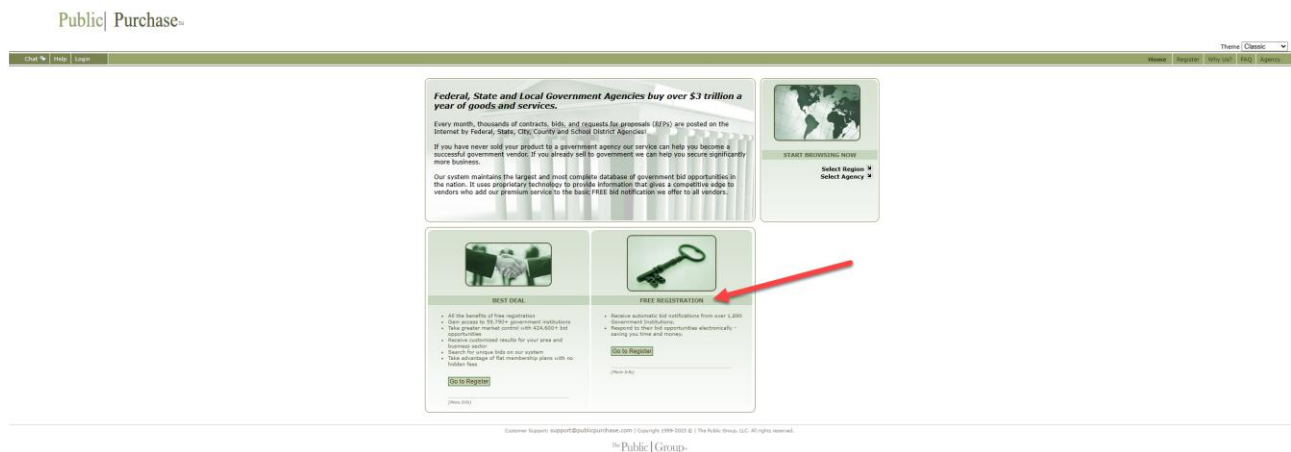
RE: EXECUTIVE SEARCH AND RECRUITMENT SERVICES FOR KERN COMMUNITY COLLEGE DISTRICT CHANCELLOR RFQu/P #DO260908

Addendum #1 is hereby expressly incorporated and made part of the Executive Search and Recruitment Services for the Kern Community College District Chancellor RFQu/P #DO260908, proposal submission deadline no later than 12:00 p.m. PT, Tuesday, September 8, 2026.

ADDENDUM 1

Clarifications and Modifications to the RFQu/P

1. A copy of the RFQu/P and related documents have been uploaded to the Public Purchase website at www.publicpurchase.com and the Kern Community College District website at <https://www.kccd.edu/business-services/rfps-bids-procurement.html>.
2. Submit questions and responses electronically through the Public Purchase website at www.publicpurchase.com. Public Purchase is our bid platform, which is free registration for bidders to view, access, and response to the RFQu/P.



3. On the Public Purchase website, click on Questions to view and/or submit a question. Click on Respond to Bid to submit your proposal. Below is a screenshot of where this information is located.



Bid RFI #RFQu/P #DO260908 - Executive Leadership Search and Recruitment Services

Bid Type	RFI
Bid Number	RFQu/P #DO260908
Title	Executive Leadership Search and Recruitment Services
Start Date	Aug 24, 2026 2:50:36 PM PDT
End Date	Sep 8, 2026 12:00:00 PM PDT
Agency	Kern Community College District
Bid Contact	Purchasing Department (661) 336-5100 purchasing@kccd.edu 2100 Chester Avenue Bakersfield, CA 93301

Use this section to view or ask questions → **Questions**
1 Question
1 New Question
[View/Ask Questions]

Use this section to submit your proposal → **Respond**
[Respond to bid]
[Indicate NO Response to bid]

Description
Kern Community College District ("Kern CCD" or "District") requests qualifications and proposals from experienced executive-search and recruitment firms to assist its locally elected Board of Trustees with a comprehensive national search for a permanent Chancellor. Kern CCD seeks a firm with an extensive national network and a demonstrated ability to conduct proactive outreach that produces a broad, highly qualified, and diverse applicant pool. The selected firm must be capable of completing the recruitment and selection process in time for the Chancellor to begin employment on March 1, 2027.

Delivery Information
Submission Instructions

- **Electronic submissions:** Proposals must be submitted electronically through the Public Purchase website. If a proposer experiences technical difficulties, the proposal may be submitted by email to purchasing@kccd.edu before the deadline. The proposer is responsible for confirming receipt.
- **Procurement contact:** Purchasing & Contracts Department
- **Questions deadline:** August 31, 2026 at 12:00pm (PDT)
- **Submit one searchable PDF** titled "Qualifications and Proposal - Chancellor Executive Search - [Firm Name]." **Proposals must be received no later than September 8, 2026 at 12:00pm (PDT).** Late proposals may be rejected.

Documents

Name	Acceptance Required	Acceptance Status
KCCD_RFQuP_DO260908_Chancellor_Executive Search_FINAL.pdf	No	[Download]

Answers to bidder questions:

- Q1.** The RFQu/P requires at least three public community college references, preferably including a California multi-college district. Can the District confirm whether these three references are a mandatory qualification or a preferred evaluation criterion?

Answer: References from three public community colleges is preferred.

- Q2.** If a proposer does not have three public community college references, will the District accept references from other public higher-education institutions or comparable public-sector executive searches?

Answer: References from other public higher-education institutions or comparable public-sector organizations may be submitted.

- Q3.** Section 4.1 requests comparable president, chancellor, system-head, and community-college CEO searches completed during the past five years. Can experience of the proposed lead consultant/team members from prior employment with another executive-search firm be counted toward this requirement?

Answer: No. The comparable searches identified in response to Section 4.1 must have been completed by the proposing firm. Experience obtained by individual consultants or team members while employed by another executive-search firm may be included in their résumés to demonstrate individual qualifications but may not be counted toward the proposing firm's required experience.

- Q4.** Does the proposer need to be an executive-search firm specializing in higher education, or will firms with demonstrated executive recruitment experience and the required resources and national network be eligible?



Answer: The RFQu/P does not require the proposer to specialize exclusively in higher education. Firms with demonstrated executive-search and recruitment experience, sufficient resources, an extensive national network, and the ability to satisfy all RFQu/P requirements are eligible to submit a proposal. Relevant public community college, public higher-education, multi-college district, and Chancellor or comparable chief executive search experience will be considered during the evaluation.

- Q5.** The RFQu/P requires completion of the recruitment and selection process by December 31, 2026, with a target Chancellor start date of March 1, 2027. Can the District clarify whether December 31 refers to completion of the finalist recommendation or the Board's final appointment?

Answer: Completion of the finalist recommendation. The Board of Trustees final appointment will take place after the beginning of the 2027 calendar year.

- Q6.** Can the District provide the anticipated budget or funding range for the Chancellor executive search services?

Answer: The District is not publishing a budget or funding range for this procurement. Proposers should submit their most competitive pricing in accordance with Section 4.5 and provide a complete fixed not-to-exceed price for the requested services.

- Q7.** The RFQu/P requires a fixed not-to-exceed price covering professional fees, advertising, technology, screening, travel, optional services, third-party charges/markups, and cancellation/restart charges. Can reasonable, pre-approved travel and third-party expenses be billed separately from the professional fee/NTE amount?

Answer: All anticipated professional fees, travel, advertising, technology, screening, and third-party costs must be identified and included within the proposer's total fixed, not-to-exceed price. Proposers may separately itemize these cost components within their price proposal, but they may not be excluded from the total not-to-exceed amount. Optional services must be clearly identified and separately priced. No additional cost will be reimbursed unless expressly authorized in advance by the District under the resulting agreement.

- Q8.** The RFQu/P requests a minimum 12-month placement guarantee. Can the District clarify the circumstances under which a repeat search would be required and whether expenses such as advertising, travel, background checks, and other third-party costs would be reimbursable during a repeat search?

Answer: Each proposer must describe the terms and conditions of its placement guarantee, including the events that would trigger a repeat search, any exclusions, and all costs that would remain payable by the District. At minimum, the District expects a repeat search to be conducted without an additional professional search fee if the selected



Chancellor resigns or is terminated within the 12-month guarantee period, subject to any exceptions expressly disclosed in the proposal and accepted by the District.

Any advertising, travel, background-check, or other third-party costs that the proposer expects the District to pay during a repeat search must be specifically identified in the proposal. The District will not accept undisclosed costs or automatic reimbursement obligations.

- Q9.** The MOU requires \$2 million Sexual Abuse/Molestation coverage. Given the executive-search nature of the services, can the District confirm whether this coverage is mandatory for the selected firm?

Answer: Attachment A identifies Sexual Abuse or Molestation coverage with limits of not less than \$2,000,000 per occurrence as part of the District's standard insurance requirements; however, this requirement is negotiable.

Proposers requesting an exception, modification, or waiver must clearly identify the request in their proposal pursuant to Section 8 of the RFQu/P. The District will evaluate such requests during contract negotiations.

- Q10.** Do we only need to submit résumés of the people from our company who will work on this search, or does the District also expect us to submit résumés of potential Chancellor candidates?

Answer: Proposers must submit résumés for the proposed lead consultant and all personnel who will be assigned to perform services under the engagement. Résumés or information concerning potential Chancellor candidates are not required as part of the proposal.

All other specifications remain unchanged.

BY: Purchasing & Contracts
Kern Community College District
Phone: 661-336-5100
Email: purchasing@kccd.edu



ACCEPTANCE OF ADDENDUM #1 TO RFQu/P #DO260908

I _____, officer for _____
Name & Title *Company*

hereby accept and agree to Addendum #1 to the Executive Search and Recruitment Services for the Kern Community College District Chancellor RFQu/P # and agree to provide the additional requested information in the Addendum.

Signature of Proposer _____ Date _____

Signature of KCCD _____ Date _____

Upon signing, the aforementioned addendum is immediately incorporated into the RFQu/P and service providers response to RFQu/P.

Submit one (1) signed copy of this Addendum acceptance to:

Kern Community College District
Purchasing & Contracts Department
2100 Chester Avenue
Bakersfield, CA 93301

Email: purchasing@kccd.edu

Mark subject line/envelope: RFQu/P Addendum #1 Acceptance

If the addendum as presented is unacceptable, please advise KCCD of your rejection of the addendum in writing with reasons, to the address above or by email to purchasing@kccd.edu