



September 3, 2026

TO: ALL PROPOSERS

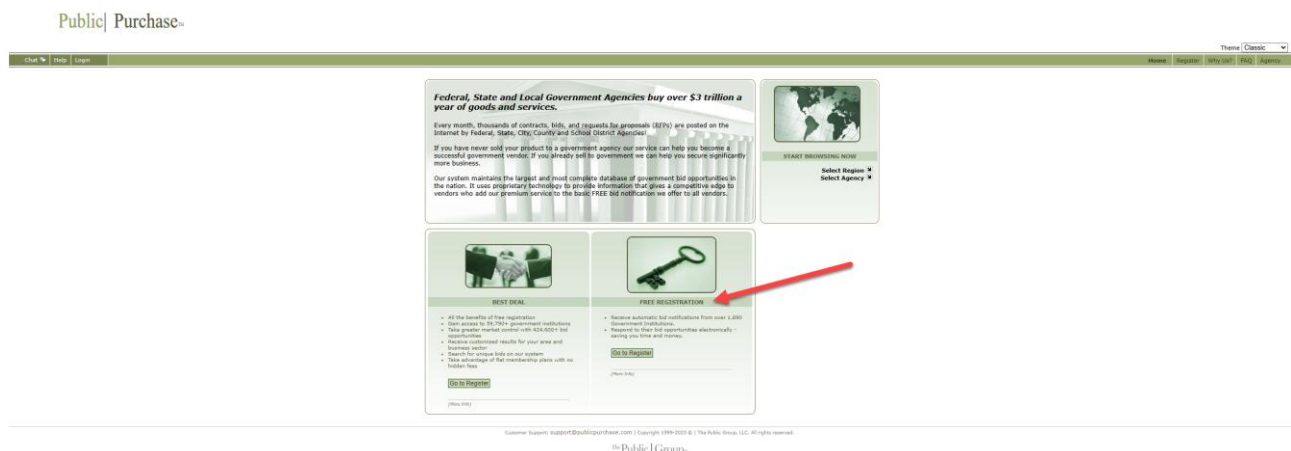
RE: EXECUTIVE SEARCH AND RECRUITMENT SERVICES FOR KERN COMMUNITY COLLEGE DISTRICT CHANCELLOR RFQu/P #DO260908

Addendum #2 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 2

Clarifications and Modifications to the RFQu/P

1. The timeframe for questions and answers is now closed. No further questions will be accepted, nor answers provided.
2. 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>.
3. 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.





4. 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 → Use this section to submit your proposal →	Questions 1 Question 1 New Question, [View/Ask Questions] Respond [?] [Respond to bid] [Indicate NO Response to bid]
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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 submission:** 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. What would be the number of awards you intend to give(approximate number)?

Answer: The District anticipates making one award to one executive-search and recruitment firm. The District reserves the right to make no award in accordance with Section 8 of the RFQu/P.

- Q2. Please provide us with an estimated NTE budget allocated for this contract.

Answer: This question was previously addressed in the District's responses to proposer questions. Please refer to Addendum #1.

- Q3. What is the tentative start date of this engagement?

Answer: The District anticipates reviewing responses in September then selecting a firm and executing an agreement by October 2026. The engagement will begin promptly following the District's required approvals and execution of a written agreement by an authorized District signatory. No services may begin before the agreement is fully executed.

- Q4. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?



Answer: This solicitation is for a new engagement to conduct the executive search and recruitment of the District's permanent Chancellor. There is no incumbent currently performing the scope of services described in this RFQu/P.

Q5. Are there any pain points or issues with the current vendor(s)?

Answer: Not applicable. There is no current vendor performing the scope of services described in this RFQu/P. The District's objectives and service requirements are identified in Sections 1 through 4 of the RFQu/P.

Q6. Could you please share the previous spending on this contract, if any?

Answer: There is no previous spending under this contract. Proposers must develop their pricing based on the scope and requirements contained in the RFQu/P.

Q7. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Answer: No. The RFQu/P does not establish a mandatory subcontracting requirement or subcontracting goal. Proposers must identify any work that will be delegated to subcontractors, researchers, investigators, or other providers. Pursuant to Section 8, material work may not be subcontracted without the District's prior written approval.

Q8. How many positions were used in the previous contract?

Answer: Not applicable. This is not a temporary staffing or multiple-position contract. The RFQu/P is for an executive-search firm to conduct the recruitment and selection process for one permanent Chancellor position.

Q9. How many positions will be required per year or throughout the contract term?

Answer: The scope covers the executive search and recruitment of one permanent Chancellor. The resulting agreement is project-based and is not intended to establish recurring annual staffing requirements.

Q10. Can we provide hourly rate ranges in the price proposal?

Answer: No. Hourly rate ranges may not be submitted in place of the required complete, fixed, not-to-exceed price. Proposers may include supporting hourly-rate information for informational purposes, but the proposal must state a total fixed, not-to-exceed amount covering the complete scope of services and identify all included fees, expenses, optional services, and potential additional charges in accordance with Section 4.5.

Q11. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates) during the three-year term, and if so, under what conditions?



Answer: The procuring entity is Kern Community College District, not the County. The RFQu/P does not establish a three-year contract term or contemplate agency-fee or wage-rate adjustments. Proposers must submit a fixed, not-to-exceed price for the complete engagement. Any subsequent change to the scope or compensation would require the District's prior written approval and a written amendment executed by authorized representatives of both parties.

Q12. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

Answer: No annual, CPI-based, or other automatic price-adjustment mechanism is provided. The engagement is project-based, and the proposed price must remain fixed for the complete scope. Any approved change would require mutual written agreement and execution of a formal amendment.

Q13. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?

Answer: The proposal must provide a complete, fixed, not-to-exceed price for the entire engagement. Any pricing assumptions, exclusions, optional services, cancellation or restart charges, and third-party expenses must be clearly identified in the initial proposal. Undisclosed or automatic price adjustments will not be accepted.

Q14. What are invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

Answer: The RFQu/P does not specify invoice or payment terms. Applicable payment terms, invoicing requirements, and payment milestones will be established in the final agreement with the awarded firm. Proposers must include their proposed payment milestones in the cost proposal pursuant to Section 4.5.

Q15. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer: This question was previously addressed in the District's responses to proposer questions. Please refer to Addendum #1.

All other specifications remain unchanged.

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



ACCEPTANCE OF ADDENDUM #2 TO RFQu/P #DO260908

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

hereby accept and agree to Addendum #2 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 via email 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 #2 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