



August 24, 2026

Re: Request for Qualifications – Executive Search Services

The Kern Community College District invites your company to submit qualifications for the Executive Search Services needs for the District.

Key dates associated with this Request for Qualifications include:

Deadline for Proposer Questions
RFQu/P Submission Deadline

August 31, 2026 at 12:00 p.m. (PDT)
September 8, 2026 at 12:00 p.m. (PDT)

General Information and Specifications may be obtained at www.publicpurchase.com.

If you have any questions relating to this Request for Qualifications offering or would like an electronic copy of the Request for Qualifications emailed to you, please contact the Purchasing & Contracts Department at purchasing@kccd.edu.

Thank you,

Purchasing & Contracts Department
Kern Community College District



Dear Vendor,

The Kern Community College District Purchasing Department uses an online bid management system called Public Purchase. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. If you would like to do business with our District please complete the registration process detailed below.

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with Kern Community College District:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with the Kern Community College District. Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

<http://www.publicpurchase.com/gems/kccd,ca/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click "Select Region," and "Select Agency." After selecting [Kern Community College District](#), click on the "Register with [Kern Community College District](#)" on the right hand side of the [Kern Community College District](#) logo

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the Kern Community College District. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor

database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

Benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in the Kern Community College District vendor registration process.

Sincerely,

*Purchasing & Contracts Department
Kern Community College District*



KERN COMMUNITY COLLEGE DISTRICT

REQUEST FOR QUALIFICATIONS AND PROPOSAL

*Executive Search and Recruitment Services
Permanent Chancellor*

Solicitation	Kern CCD Information
RFQu/P Number	DO260908
Issue Date	August 24, 2026
Proposals Due	September 8, 2026 at 12:00pm (PDT)
Anticipated Decision	TBD
Target Chancellor Start Date	March 1, 2027
District Contact	Purchasing & Contracts Department purchasing@kccd.edu

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

1. Introduction

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.

The District intends to use a qualifications- and cost-based process to select the firm that offers the best overall value. Submission of a proposal does not obligate the District to award or enter into a contract with any proposer.

Proposer is hereby informed that this RFQu/P is intended as an informal solicitation of qualifications- and cost-based proposal only. It is not intended, nor is it to be construed as engaging in formal competitive bidding pursuant to any statute, ordinance, policy, or regulation.

2. District Background

Kern CCD serves more than 30,000 students across approximately 24,800 square miles in portions of Kern, Tulare, Inyo, Mono, and San Bernardino counties. Geographically, it is one of the largest community college districts in the United States. The District serves diverse communities through Bakersfield College, Cerro Coso College, Porterville College, and education centers and sites in Delano, downtown Bakersfield, the Mammoth/Bishop area, Edwards Air Force Base, and the Kern River Valley.

Educational services have been provided at Bakersfield College since 1913, Porterville College since 1927, and in the Ridgecrest area since 1951 through what is now Cerro Coso College. Kern CCD was established as a separate entity in 1968. All three colleges are members of the California Community Colleges system and are accredited by the Accrediting Commission for Community and Junior Colleges.

The District’s students represent a diversity of religions, economic backgrounds, sexual orientations, abilities, ethnicities, and communities. Kern CCD also expands access through distance learning and other instructional technologies across its broad service area and beyond.

Additional information may be found on the [Kern Community College District](#) webpage.

3. Scope of Services

The selected firm will provide comprehensive search consulting services, including:

- Meet with the Board and designated District representatives to confirm priorities, qualifications, responsibilities, schedule, communications, and decision-making roles.
- Gather stakeholder input and develop an accurate, compelling Chancellor position profile and recruitment materials.
- Conduct a broad national search using direct outreach, nominations, professional networks, advertising, and active recruitment of passive and active candidates.
- Develop a highly qualified and diverse applicant pool appropriate for a large, geographically dispersed, multi-college California community college district.

- Receive, screen, and evaluate applications against Board-approved criteria; provide candidate summaries and comparative materials.
- Orient and support the search committee and Board; develop interview questions, evaluation tools, and finalist schedules; support forums and stakeholder feedback as directed.
- Conduct thorough reference checks, employment and education verification, and authorized background review in compliance with applicable law.
- Support finalist due diligence, selection, appointment, communications, and transition or onboarding, as requested.
- Provide regular written progress and candidate-pipeline reports and recommend corrective action if the pool is insufficient.

4. Required Proposal Content

Organize the proposal in the following order:

4.1 Firm and Team Qualifications

- Legal name, address, ownership, years in business, and authorized representative.
- Summary of the firm's higher-education executive-search practice and national reach.
- Number and list of comparable president, chancellor, system-head, and community-college CEO searches completed during the past five years, identifying California and multi-college district engagements.
- Names, résumés, roles, availability, and relevant experience of the proposed lead consultant and team. Identify work delegated to researchers, subcontractors, investigators, or other providers.
- At least three public community college references, preferably including a California multi-college district.
- Disclosure of material litigation, failed searches, client-initiated terminations, investigations, or professional discipline during the past five years, or state "None."

4.2 Approach and Schedule

- Understanding of Kern CCD, its service area, colleges, communities, governance, and recruitment opportunities or challenges.
- Phase-by-phase work plan, responsible personnel, District participation, deliverables, communications, and proposed schedule.
- Specific national sourcing channels and direct-outreach methods that will be used to develop a highly qualified and diverse pool, including outreach within the community college sector.
- Approach to stakeholder engagement, screening, interviews, references, background review, confidentiality, data security, public records, and public-agency requirements.
- Provide a detailed schedule demonstrating the firm's ability to begin the engagement promptly following contract execution, complete the Chancellor recruitment and selection process by December 31, 2026, and support a March 1, 2027 start date.

4.3 Conflicts and Candidate Restrictions

- Disclose current or recent clients, off-limits restrictions, non-solicitation commitments, or concurrent searches that may limit recruitment or compete with Kern CCD.
- Explain whether candidates may be presented simultaneously to other clients and how competing candidacies will be handled.
- Confirm that conflicts and restrictions will be updated throughout the engagement.

4.4 Cooperative Purchasing

Verify whether the proposed services are available through any current cooperative purchasing agreement, master agreement, public-agency contract, or other competitively solicited cooperative vehicle Kern CCD may be eligible to use.

- If available, list every cooperative offered and provide the cooperative/entity name, lead agency, contract title and number, effective and expiration dates, renewal options, eligibility, pricing, administrative fees, ordering requirements, and a link to the contract and solicitation record.
- Attach the contract, amendments, current pricing, evidence of competitive solicitation, and participation instructions. Confirm whether the agreement permits use by California public community college districts and will be honored for Kern CCD.
- If none are available, state: “No cooperative purchasing agreements offered.”

Kern CCD will independently determine whether any cooperative vehicle is legally and operationally appropriate.

4.5 Fees and Guarantee

- Provide a complete fixed, not-to-exceed price identifying the professional fee, fee-calculation basis, advertising, technology, screening, travel, optional services, third-party charges or markups, payment milestones, and cancellation or restart charges.
- Clearly distinguish services included in the base fee from optional services.
- State the placement guarantee, circumstances requiring a repeat search without an additional professional fee, expenses payable during a repeat search, and all exclusions. Kern CCD requests a minimum 12-month guarantee.

5. Schedule

Milestone	Date
RFQu/P issued	August 24, 2026
Written questions due	August 31, 2026 at 12:00pm (PDT)
Kern CCD responses/addendum	September 2, 2026
Proposals due / review begins	September 8, 2026 at 12:00pm (PDT)
Optional firm interviews	TBD
Search Firm selection and contract execution	September 2026
Chancellor recruitment period and finalist selection	TBD
Target Chancellor start date	March 1, 2027

Kern CCD may revise this schedule by written addendum. Proposers must identify any concern with the proposed timeline and provide a recommended alternative that preserves the March 1, 2027 start date.

6. 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.

Direct all solicitation communications to the Procurement Contact. Proposers are responsible for monitoring the designated solicitation location for addenda and for all proposal-preparation costs.

7. Evaluation and Selection Process

The District's search committee will evaluate all responsive statements of qualifications and proposals to determine each proposer's competence, experience, practical knowledge, expertise, availability, staffing, qualifications, and overall ability to meet the District's executive leadership search and recruitment needs. The District may request additional information, clarification, explanations, or best and final offers; verify references; negotiate scope and price; and invite any or all proposers to participate in presentations or interviews. Invited proposers must be available within ten (10) calendar days of the District's request unless another date is mutually agreed upon.

The District's search committee will review the responsive proposals and recommend the firm determined to provide the best overall value to the District. Final selection and award will be made in accordance with District policies and applicable approval requirements.

8. General Conditions

- Kern CCD may reject any or all proposals; waive immaterial irregularities; amend, cancel, suspend, or reissue the request; negotiate with one or more proposers; or make no award.
- Proposal records may be subject to disclosure under applicable law. Clearly identify material claimed confidential and provide the legal basis; Kern CCD cannot guarantee nondisclosure.
- Disclose all requested contract exceptions with the proposal. Award is subject to negotiations, required approvals, insurance, and execution of a written agreement.
- Upon final selection, the District and the awarded firm will enter into an agreement substantially in the form attached as *Attachment A*, or another agreement mutually acceptable to the parties and approved by the District.
- No work may begin until the agreement is routed through the Kern CCD Contracts Department and fully executed by an authorized District signatory.
- Key personnel may not be replaced and material work may not be subcontracted without prior written approval.
- Customized position profiles, advertisements, schedules, surveys, reports, interview materials, and evaluation tools developed for Kern CCD will become District property, subject to approved preexisting proprietary materials.

9. Proposal Checklist

Required Item	Included / Page
Signed cover letter and total not-to-exceed price	
Firm qualifications and comparable searches	
Assigned team résumés, roles, and capacity	
Understanding of Kern CCD	
National recruitment and diverse-pool strategy	
Work plan, deliverables, and schedule	
References and placement guarantee	
Conflicts and off-limits disclosure	
Cooperative purchasing verification and list	
Fees, expenses, assumptions, and optional services	
Contract exceptions and insurance confirmation	

ATTACHMENT A



KERN COMMUNITY COLLEGE DISTRICT
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into this _____ by and between: The KERN COMMUNITY COLLEGE DISTRICT on behalf of _____ (KCCD/District), and _____ ("Organization") with its principal place of business / office(s) located at _____. KCCD and Organization will collectively be referred to as "PARTIES," or individually as "PARTY."

RECITALS

WHEREAS, KCCD is a multi-college District whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the DISTRICT.

WHEREAS, Organization is a _____

_____.

WHEREAS, _____ agrees that this Memorandum of Understanding (MOU) and all the documents referenced or set out herein, together comprise the term, purpose, scope of work, member roles, responsibilities, accountability, and outcome measure to which we voluntarily bind ourselves.

NOW THEREFORE, the Parties agree as follows:

TERMS

A. Purpose

The purpose of the MOU is for _____

_____.

B. Recitals

The above recitals are incorporated herein and made a part of this MOU.

C. Effective Date and Duration

This MOU shall be effective as of _____ and will continue in effect until _____, or until modified or terminated by the parties. The maximum term of the agreement, including all renewals, shall not exceed five (5) years from the effective date.

D. Compensation

In consideration of the Services fully rendered to KCCD as described above and on the Exhibit _____, KCCD agrees to pay Organization a total fee of \$_____.

E. Scope of Services

1. Each Party agrees that all services provided under this agreement shall comply with this MOU. The nature and scope of services to be provided by Organization under this Agreement

are set forth in Exhibit _____ and incorporated by reference as though fully set forth in this Agreement.

F. Indemnification and Insurance

Indemnification. Organization agrees to defend, hold harmless and indemnify the Kern Community College District (District) (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the indemnifying party's performance of this Agreement or breach of its terms. The total liability of District under this agreement shall not exceed \$2,000,000.00.

Insurance Requirements. Unless otherwise specifically agreed to in writing in advance of execution of this Agreement, Organization agrees to obtain, pay for, and maintain in effect during the Term of this Agreement or Date(s) of Service(s), the following policies of insurance issued by an insurance company "rated not less than A-VI" in A.M. Best's Insurance Rating Guide:

- (i) Commercial General Liability insurance (including contractual, products and completed operations coverage, bodily injury, and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence;
- (ii) Sexual Abuse or Molestation coverage with limits not less than \$2,000,000 per occurrence, either by separate policy or by an endorsement to the Commercial General Liability coverage;
- (iii) Commercial Automobile Liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence;
- (iv) Professional Liability insurance (also known as "Errors and Omissions" insurance) with a limit of liability of not less than \$1,000,000 per occurrence;
- (v) Cyber Liability insurance of not less than \$2,000,000; and
- (vi) Evidence of Workers' Compensation and State Disability insurance as required under law.

Each applicable policy shall contain an endorsement naming the Kern Community College District as an additional named insured insofar as this Agreement is concerned, and provide that written notice shall be given to the District at least thirty (30) days prior to cancellation or material change in the form of the policy or reduction in coverage.

Prior to rendering Services pursuant to this Agreement, and at Organization's expense, Organization shall furnish the District with a Certificate of Insurance (COI) evidencing the endorsements required above, and the District shall have the right to inspect the Organization's original insurance policies upon request. Upon notification of a notice of cancellation, change or reduction in coverage, Organization shall immediately file with the District a certified copy of the required new or renewal policy and certificates for such policy. Nothing in this agreement concerning minimum insurance requirements shall reduce the Contractor's liabilities or obligations under the indemnification provisions of this Agreement.

G. Status of Parties

KCCD and Organization agree that Organization, in performing the services specified in this MOU, shall act as an independent Contractor and KCCD shall have control of all work and the manner in which it is performed. shall be free to contract for similar services to be performed for other employers while under contract with Organization. KCCD will not accept such engagements which interfere with performance under this MOU. Organization is not entitled to participate in any pension plan, insurance, bonus, or similar benefits KCCD provides for its employees. Any employees or assistants retained by Organization shall be the responsibility of Organization and not of KCCD. Organization shall determine the means and methods for carrying out the work to achieve the result required by KCCD. KCCD shall determine the hours during which the service shall be performed and the sequence of tasks. Nothing in this Agreement shall prohibit Organization from taking on other jobs or performing services for other entities, so long as Organization can perform the work necessary to carry out this Agreement.

H. Termination

This MOU may be terminated without cause and for any reason by any Party. The Party desiring early termination without cause must provide written notice to the District. Termination will be effective no sooner than 30 calendar days after actual receipt of the written notice and will apply solely to the party desiring termination.

I. Force Majeure

Neither party shall be in default hereunder by reason of any failure or delay in performance of any obligation under this Agreement for the period that such failure or delay is caused by an event beyond the reasonable control and not reasonably foreseeable including, but not limited to acts of God, war, strikes or labor disputes, riots, fire, flood, earthquake, acts of state or governmental action prohibiting or impeding any party from performing its respective obligations under this Agreement, or any other force majeure event.

J. Notices

This MOU may be terminated by either party with or without cause and for any reason upon (30) days' written notice to the other party addressed as follows:

To Organization:	To KCCD:
	Kern Community College District obo _____
Address:	Address: 2100 Chester Ave Bakersfield, CA 93301
Attention:	Attention: Chief Financial Officer contracts@kccd.edu

or to such other address as may be designated by the parties from time to time. Any written notice sent by registered U.S. mail and addressed in accordance with this section will be deemed

to have been made and delivered seven (7) days following deposit into the U.S. mail.
Organization's obligations pursuant to this MOU shall survive the termination of this agreement.

K. Waiver

Any of the terms or conditions of this MOU may be waived in writing at any time by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving Party to require observance, performance or satisfaction either of that term or condition as it applies on a subsequent occasion or any other term or condition of this MOU.

L. Assignment

Neither Party may assign any rights or benefits or delegate any duties under this MOU without the prior written consent of the other party or parties. Any purported assignment without written consent shall be void.

M. Modification of Agreement

The provisions of this MOU may not be supplemented, amended, or modified except as is mutually agreed to in writing and duly signed by the parties. No modification, supplement, amendment, or modification shall be binding unless it is in writing and signed by all parties.

N. Severability of Agreement

If any term or provision of this MOU is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provision or part thereof shall be stricken from this MOU, and such provision shall not affect the legality, enforceability, or validity of the remainder of this MOU. Any such stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

O. Governing Law / Venue

Any dispute arising from this contractual relationship shall be governed by California law, and shall be decided solely and exclusively by State or Federal courts located in the County of Kern, State of California. Any party who unsuccessfully challenges the enforceability of this forum selection clause shall reimburse the prevailing party for its attorneys' fees and the party prevailing in any such dispute shall be awarded its attorneys' fees.

P. Entire MOU

This MOU, including the Exhibit(s), constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the services described in the Recitals. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement

Q. Parties in Interest

Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the parties to it and their respective

successors and assigns, nor is anything in this MOU intended to relieve or discharge the obligation or liability of any third person to any party of this MOU.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed the day and year first above written.

Organization:	Kern Community College District obo _____
By: _____ Date: _____	By: _____ Date: _____
Name:	Name:
Title:	Chief Financial Officer
Address:	2100 Chester Ave
City/State/Zip Code:	Bakersfield, CA 93301
Email:	Email: contracts@kccd.edu