

How to Buy Professional Search Firm Services ^[1]

This commodity covers services provided by professional search firms to executive-level search committees. Typically, such committees seek to fill positions at the level of Associate Vice Chancellor and above (for campus positions) and Associate Vice President and above (for University of Colorado System positions).

Professional search firm services include, but are not limited to: developing a recruiting plan; developing a qualified candidate pool; compiling relevant candidate data; conducting reference checks; providing an objective evaluation of candidates; recommending a salary range for the position; and, arranging and facilitating interviews.

Procurement Options and Procedures

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace.
- **Above \$10,000:** Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace.

In order to obtain: Your purchasing agent needs

- **Services over \$10,000 :** All written documentation regarding the procurement. This may include a quote, statement of work, or email messages/letters of correspondence.

Procedure to Engage a Professional Search Firm

The University conducted a Request for Proposals (RFP) process in the Summer 2023 in order to create a list of approved professional search firms for use by search committees, for any campus of the University, in the recruitment activities of officers and other high-level administrators. The list of approved firms is below. Responses to the RFPs and collateral marketing material submitted by each of the firms are kept at the Procurement Service Center and available for viewing by any interested search committee.

Please follow this procedure to engage a search firm:

1.) Contact your campus HR and Talent Acquisition team to determine whether an in-house search or an executive search firm is appropriate. The Talent Acquisition teams have executive search experience and can support searches based on capacity and/or be a resource when working with search firms. Talent Acquisition can also help evaluate potential search firms and provide feedback, and partner with the firm to ensure the job posting requirements are met. The Talent Acquisition teams can be contacted as follows:

- **CU Boulder:** Andy Horovitz, Andrew.Horovitz@colorado.edu [2], Phone: 303-492-1917
- **CU Denver:** Tawnya Boulter, Tawnya.Boulter@ucdenver.edu [3], Phone: 303-315-1887
- **CU Anschutz:** Lindsey Fouquette, Lindsey.Fouquette@cuanschutz.edu [4], Phone: 303-724-8523
- **UCCS:** Angela Bender, abender@uccs.edu [5], Phone: 719-255-3696
- **CU System Administration:** Sheri Jungman, Sheri.Jungman@cu.edu [6], Phone: 303-860-5704

2.) As individual search projects are needed, the requesting department shall prepare a request for a response, giving specific details of the scope of the project and timetable for the search, and send the request to the approved search firm or firms of their choosing. The contacted firm(s) shall be given a time period of at least two days to respond to the request. Such response shall include an indication of their willingness to be considered and their ability to meet the timetable, proposed search strategy, and cost.

3.) Once a firm is selected based on their response, the requesting department shall enter a requisition and include all necessary documentation (including the selected firm's response) to create a Purchase Order. Please also include documentation indicating Talent Acquisition's approval for this purchase, in the form of a letter or email. A Purchase Order must be issued before the search firm services can begin.

The list of Approved Search Firms is valid until September 30, 2028 or until another RFP process is conducted, whichever comes first.

Approved Search Firms

AGB Search LLC

Washington, D.C.
Rod McDavis
Email: info@agbsearch.com [7]
Phone: (202) 776-0856
Website: www.agbsearch.com [8]

Academic Search, Inc

Washington, D.C.
Shawn M. Hartman
Email: smh@academic-search.inc [9]
Phone: (202) 332-4049

Website: www.academic-search.com [10]

Academic Careers & Executive Search

West Hartford, CT

Jennifer Muller

Email: jennifer@acesrch.com [11]

Phone: (860) 604-6668

Website: www.acesrch.com [12]

AMN Leadership Solutions

Dallas, TX

Andrea Hanson

Email: andrea.hanson@AMNHealthcare.com [13]

Phone: (469) 524-1474

Website: www.amnhealthcare.com [14]

Anthem Executive LLC

Houston, TX

Sarah Meffert

Email: sarahm@anthemexecutive.com [15]

Phone: (205) 276-4846

Website: www.anthemexecutive.com [16]

Aspen Leadership Group LLC

Aspen, CO

Greg Duyck

Email: gregduyck@aspenleadershipgroup.com [17]

Phone: (919) 636-2891

Website: www.aspenleadershipgroup.com [18]

Buffkin Baker (Buffkin and Associate, LLC)

Brentwood, TN

Chelsie Whitelock

Email: chelsie@buffkinbaker.com [19]

Phone: (217) 725-3612

Website: www.buffkinbaker.com [20]

DHR International Inc

Denver, CO

Bryan Arthur

Email: barthur@dhrinternational.com [21]

Phone: (403) 817-0980

Website: www.dhrinternational.com [22]

Greenwood Asher & Associates, Inc

Miramar Beach, FL

Susanne Griffin

Email: Sgriffin@greenwoodsearch.com [23]

Phone: 850-650-2277

Fax: (850)-650-2272

Website: www.greenwoodsearch.com [24]

Isaacson Miller, Inc

Boston, MA

Lisa Scannell

Email: sales@imsearch.com [25]

Phone: (617) 262-6500

Website: www.imsearch.com [26]

Kaye/Bassman International Corporation

Plano, TX

Trey Wright

Email: twright@kbic.com [27]

Phone: (972) 931-5242

Website: www.kbic.com [28]

Opus Search Partners, Inc.

Philadelphia, PA

Craig V. Smith

Email: craig.smith@opuspartners.net [29]

Phone: (215) 790-1188 x222

Website: www.opuspartners.net [30]

Parker Executive Search, Inc

Atlanta, GA

Laurie C. Wilder

Email: lwilder@parkersearch.com [31]

Phone: (770) 804-1996 x102

Fax: (770) 804-1917

Website: www.parkersearch.com [32]

Spencer Stuart

Philadelphia, PA
Alexis H. Stiles
Email: astiles@spencerstuart.com [33]
Phone: (215) 814-1416
Website: www.spencerstuart.com [34]

Storbeck Search LLC

Media, PA
Megan Walsh
Email: m.walsh@storbecksearch.com [35]
Phone: (484) 263-5968
Website: www.storbecksearch.com [36]

Witt/Keiffer, Inc

Oak Brook, IL
Robin G. Mamlet: 610.544.3474 or rmamlet@wittkieffer.com [37]
Dena Cicero or contracts@wittkieffer.com [38]
Website: www.wittkieffer.com [39]

ZRG Partners LLC

Westborough MA
Karent McDaniel
Email: kmcdaniel@zrgpartners.com [40]
Phone: (870) 340-2886
Website: www.zrgpartners.com [41]

Purchasing Agents

Katie Wilson

Email: Katie.Wilson@cu.edu [42]

Source URL: <https://www.cu.edu/psc/how-buy-professional-search-firm-services>

Links

[1] <https://www.cu.edu/psc/how-buy-professional-search-firm-services>
[2] <mailto:Andrew.Horovitz@colorado.edu> [3] <mailto:Tawnya.Boulier@ucdenver.edu>
[4] <mailto:Lindsey.Fouquette@cuanschutz.edu> [5] <mailto:abender@uccs.edu>
[6] <mailto:Sheri.Jungman@cu.edu> [7] <mailto:info@agbsearch.com> [8] <http://www.agbsearch.com>
[9] <mailto:smh@academic-search.inc> [10] <http://www.academic-search.com> [11] <mailto:jennifer@acesrch.com> [12] <https://acesrch.com/> [13] <mailto:andrea.hanson@AMNHealthcare.com>
[14] <https://www.amnhealthcare.com/> [15] <mailto:sarahm@anthemexecutive.com>
[16] <https://anthemexecutive.com/> [17] <mailto:gregduyck@aspenleadershipgroup.com>
[18] <http://www.aspenleadershipgroup.com> [19] <mailto:chelsie@buffkinbaker.com>
[20] <http://www.buffkinbaker.com> [21] <mailto:barthur@dhrinternational.com>
[22] <http://www.dhrinternational.com>

[23] <mailto:Sgriffin@greenwoodsearch.com> [24] <http://www.greenwoodsearch.com>
[25] <mailto:sales@imsearch.com> [26] <http://www.imsearch.com> [27] <mailto:twright@kbic.com>
[28] <http://www.kbic.com> [29] <mailto:craig.smith@opuspartners.net> [30] <http://www.opuspartners.net>
[31] <mailto:lwilder@parkersearch.com> [32] <http://www.parkersearch.com>
[33] <mailto:astiles@spencerstuart.com> [34] <http://www.spencerstuart.com>
[35] <mailto:m.walsh@storbecksearch.com> [36] <http://www.storbecksearch.com>
[37] <mailto:rmamlet@wittkieber.com> [38] <mailto:contracts@wittkieber.com> [39] <http://www.wittkieber.com>
[40] <mailto:kmcdaniel@zrgpartners.com> [41] <https://www.zrgpartners.com/> [42]
<mailto:Katie.Wilson@cu.edu>