





Contracting for Services

Search firm services in the amount of \$100,000 or greater require advertisement on the Illinois Public Higher Education Procurement Bulletin for a minimum of 14 calendar days and solicitation through a competitive sealed proposal process.

Exceptions to the competitive sealed proposal process may be granted for contracts that are non-renewable, one year in duration, and have a value of less than \$100,000. Exceptions granted shall be published in the Illinois Public Higher Education Procurement Bulletin and shall include a brief explanation of the reason for the exception.

After selection of the search firm, University contracting procedures must be followed. The hiring agent or designee will contact the Purchasing Department to facilitate the solicitation and contracting processes.

Payment of Service Fees

Charges for the services of an external hiring search firm may not be paid from any University funds, except (i) in the hiring of the President of the University or (ii) in certain instances when the President of the University, or designee, and the Board of Trustees approve the hiring of an individual or firm with specific expertise in the field of the hiring.

06/11/2018 – Revised; updated Responsible Office and Officer, updated Contracting for Services information under Procedures

[110 ILCS 680/25-175](#)

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Office of Human Resources	(773) 442-5200	human-resources@neiu.edu

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