



Solicitation Information

Date: November 21, 2012

RFP # 7458304

**Title: Executive Search Consulting University of Rhode Island - Vice President,
Administration and Vice President, Research and Economic Development**

Submission Deadline: December 14, 2012 @ 11:00 AM (EST)

Questions concerning this solicitation may be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.ri.gov no later than December 3, 2012 @ 12:00 Noon EST. Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the purchasing website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Thomas Bovis

Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers not accompanied by a completed and signed Bidder Certification Cover Form may not be considered.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

I. Overview:

The University of Rhode Island invites proposals to provide executive search consulting services to identify and recruit qualified candidates for the positions (2) of Vice President, Administration, and Vice President, Research and Economic Development and to advise the President on selection, hiring and transitioning procedures.

In its search for a new Vice President, Administration, and Vice President, Research and Economic Development, the University of Rhode Island is seeking the assistance of an individual consultant or a consultant group, hereafter called the consultant, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov.

The University's Search Committee is seeking a consultant who can assist with the search by doing the following tasks, at the discretion of the Search Committee, in an efficient and timely manner:

- Organize the search process
- Identify and attract a strong candidate pool
- Develop an appropriate preliminary screening process
- Assist in the identification of a short list of candidates
- Coordinate the interview process
- Work with the Search Committee to reduce the short list to the finalists
- Check the references for the finalists
- Maintain the confidentiality of the process
- Provide necessary follow-up and concluding activities
- Advise on all aspects of the search

However, whereas the consultant will provide these services to the University and its Search Committee, all major decisions, regarding the search including but not limited to the selection of the finalists and the designation of new Vice President, Administration, and Vice President, Research and Economic Development, rests solely with the University. The consultant services are to be limited to advice and staff work.

INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

Potential Offerors are advised to review all sections of this Request for Proposal (RFP) carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

This is a Request for Proposal, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this request, other than to name those Offerors who have submitted proposals. Please note the following:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All cost associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Offeror. The State assumes no responsibilities for this cost.
4. Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All prices submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibilities for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontractors are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security Number as evidenced by a Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases' website on a regular

basis, as additional information or changes relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.

12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmation action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-2040). This is a requirement only of the successful vendor(s).

14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or by email at charles.newton@doa.ri.gov.

II. Preparation of Proposal

To be eligible for consideration, individuals and firms desiring to compete for this contract should supply the following information as part of the submitted proposal - -

1. A fully developed plan describing how the consultant will assist the University of Rhode Island in its search for a new Vice President, Administration, and Vice President, Research and Economic Development.

The plan should include the following components:

- a. Name and address of consultant, along with name, phone number and e-mail address for the contact person
- b. Basic philosophy of the consultant on how searches for university vice president(s) should be conducted.
- c. Distinguishing characteristics of the consultant's approach to conducting searches.
- d. Proposed activities with designation as to responsibility (i.e. consultant, Search Committee, University liaison, and others).

- e. Possible barriers that may be encountered and suggestions for dealing with these problems.
2. A timeline for beginning the search with the intent of having it completed by April 1, 2013.
3. A realistic budget that is consistent with the proposed services.
4. A description of the previous experience and expertise, particularly with searches for university vice president(s), of those proposing to provide the services.

III. Review of Proposals

Price will not be the sole consideration in the evaluation of each proposal. All proposals will be reviewed and rated against the following criteria, in addition to the specific requirements stated below:

1. Description of Services

Do the proposed consultant services coincide with the needs of the Search Committee?
2. Timeline

Is the timeline reasonable and compatible with the ending date of April 1, 2013?
3. Budget

Are all entries in the budget reasonable, sufficiently justified, and related to the proposed activities?
4. Project Personnel

Is the proposed staff sufficient and well versed in providing consultant services to assist in a search for a state educational leader?
5. Expertise and Experience

Does the consultant have the necessary experience, capability and proven track record to provide the necessary services?

IV. Institutional Profile:

The University of Rhode Island is the state's only Land, Sea and Urban Grant public research institution. Its main campus is located on 1,200 acres in Kingston, Rhode Island. Satellite campuses include 153 acres in Narragansett which house the Graduate School of Oceanography and the Coastal Institute; 2,300 acres of forest and lake in western Rhode Island which house the National Center for Environment Education; and the Continuing College for Education and several other URI programs that are house at the Feinstein campus in the vibrant heart of Providence.

Academic offerings are provided in more than 100 majors from seven degree-granting schools (the College of Arts and Sciences, the College of Business Administration, the College of Engineering, the College of Environmental and Life Sciences, the College of Human Sciences and Services, the College of Nursing, the College of Pharmacy) as well as graduate schools in Oceanography and Research and Outreach.

The University of Rhode Island is rapidly expanding its research activity and facilities. Research expenditures have grown from about \$60 million in 2005 to over \$97 million in 2010. In addition, the university has opened major, state of the art research facilities in the Center for Biotechnology and Life Sciences and the College of Pharmacy building. URI will begin construction on the Center for Chemical and Forensic Science in the near future.

The University of Rhode Island is accredited by the New England Association of Schools and Colleges.

When the University was established in 1888, it was chartered as the state's agricultural school. It then evolved into the Rhode Island College of Agriculture and the Mechanic Arts, then Rhode Island State College, and eventually the University of Rhode Island.

URI now serves approximately 12,400 undergraduate and 2,600 graduate students in courses and programs both on and off campus.

The University of Rhode Island operates under the aegis of the Board of Governors for Higher Education. The board consists of 13 individuals appointed by the Governor of Rhode Island.

The successful search consultant will assist a search committee appointed by the University of Rhode Island in recruiting, screening, and evaluating vice presidential prospects and recommending a list of final candidates for Vice President, Administration, and Vice President, Research and Economic Development positions.

V. Scope of Services

The search consultant selected by the University shall be expected to provide the following services:

TASK	DELIVERABLE
Meet with the URI Search Committee and provide assistance to the interview recruiting, screening and evaluating candidates.	Meeting held
Meet with the URI Search Committee to gather input on search objectives and candidate characteristics.	Meeting held
Prepare draft job description/candidate profile.	Draft prepared
Finalize job description including necessary skills, knowledge and experience based on feedback from URI Search Committee	Final job description written
Complete market-based compensation study and present findings and recommendation to the URI Search Committee.	Compensation study completed
Help facilitate meetings and engage in active and ongoing interaction throughout all stages of the recruitment and selection process with members of the search committee.	Coordinate process
Solicit applicants through media placements as appropriate.	Applicants solicited
Screen candidates based on criteria established in job description.	Candidates screened and selected
Conduct and facilitate in-depth interviews with candidates to develop a solid understanding of strengths and weaknesses and to make preliminary judgments about the suitability of the candidate.	Interviews conducted
Conduct detailed reference checks and background verification for candidates.	Checks and verification completed
Facilitate a meeting of the URI Search Committee to recommend finalists.	Recommendations made
Manage candidate communications, schedule interviews and handle all logistics for interviews (including preparing questions and protocols for the interviews) for finalists.	Interviews scheduled and held
Assist in finalizing the terms and conditions of employment and transition plans for the successful candidate if requested to do so.	Appointment executed

VI. Dates of Performance

The services requested are expected to commence on or about January 1, 2013. We expect the University of Rhode Island to select new Vice President, Administration, and Vice President, Research and Economic Development with those persons assuming their duties on or about July 1, 2013.

VII. Selection Criteria

The criteria to be used in selecting the consulting firm to provide these services are as follows:

1. Firm Experience/Staff Experience (30 points) –
 - a. Competence and capacity to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services.
 - b. Demonstrated expertise and experience in the recruitment of Vice President(s) and senior academic administrators, at universities comparable to the University of Rhode Island.
 - c. Past performance, as reflected by the evaluation of customers for whom similar work has been performed, including but not limited to other state(s) or higher education systems
 - d. The specific qualifications and experience of the principal and subordinate consultants to be assigned to the search.
2. Capacity (20 Points) – Demonstrated capacity to attract a substantial pool of qualified prospects for the position, including those from underrepresented populations, and to evaluate their qualifications according to the prescribed criteria.
3. Approach/Level of Effort (20 Points) – The ability to devote the necessary resources to complete all tasks within the required timeframe. Ability to perform the services expeditiously, as reflected by current workload and the availability of an adequate number of personnel, computer systems and organizational structure.
4. Cost (30 Points) -- The fees proposed for the services to be provided.
5. Responsiveness to the Proposal Requirements listed in Part VI (Pass/Fail).

VIII. Fees and Expenses

The Offeror shall include in their cost proposal a separate matrix listing job classifications/titles, fully loaded rates and level of effort (hours) for each position required in order to complete the scope of work detailed herein. The rates and level of effort shall correspond to the fixed price sum amount. Please note that underestimating the level of effort will not result in additional funds being paid to the Offeror and the Offeror will be held accountable for fixed price sum and proposed level of effort. (In other words, no “change orders” will be issued for completion of the services necessary to recruit successful candidates.)

The fees proposed shall include the cost of all necessary clerical and administrative support. In addition, the search consultant shall be entitled to be reimbursed for the following categories of out-of-pocket expenses, not to exceed a total sum to be determined by the University: (1) Travel-related expenses of the search consultant and prospects/candidates; (2) Telephone charges; (3) Reproduction and material costs; and (4) Mail and delivery charges. Invoices for all reimbursable expenses will be submitted to the University on a monthly basis. No expenses in excess of the University-approved amount will be reimbursed without the prior written authorization of the President or his designee. Final payment shall be contingent upon successful recruitment for the positions described herein.

IX. Selection Process

It is anticipated that, following the receipt of proposals, the President and members of the technical review committee shall review the proposals and determine the need to conduct interviews with any of the proposers. Following the review of proposals and interview process, if any, the President and the technical review team will send an evaluation memo outlining the review process and providing a recommendation to the State Purchasing Agent for the selection of a consultant to provide the requested services.

X. Proposal Requirements

To be eligible for consideration, proposals shall comply with the following requirements:

1. Provide a narrative description of your firm, its approach to conducting searches for university vice president(s), its capacity to provide these services, and the location and phone number of the office which will coordinate this activity.
2. Provide a list of higher education clients for whom vice presidential searches have been conducted in the past three years. Include the name, address and phone number of the primary contact person for each such client.
3. Describe your firm’s capacity to contact prospects whose qualifications for this position are known to you.

4. Provide the names and background summaries of the individuals who will perform these services at each phase of the process, and the roles that each will be assigned.
5. Provide an assurance of your firm's ability to complete the required tasks within the stated timeframe, or any reservations you may have.
6. Describe any provisions your firm makes in the event the initial search does not result in the University's employment of an acceptable candidate.
7. Describe how your firm will accommodate state and federal laws and University policy relating to Affirmative Action and Equal Opportunity Employment.
8. Provide any feedback you have with respect to the proposed "Vice President, Administration and Vice President, Research and Economic Development Search Process".
9. Provide an explanation and detailed breakdown of the fees you intend to charge.

XI. Pre-Proposal Questions and Submissions

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than THE DATE & TIME INDICATED ON PAGE ONE OF THIS SOLICITATION. Please reference the RFP# on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties regarding the RFP will be permitted unless expressly authorized by the Division of Purchases.

Interested offerors may submit proposals to provide the services covered by this Request on or before THE DATE & TIME LISTED ON THE COVER PAGE OF THIS SOLICITATION. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time will not be considered.

Proposal contents should be mailed or hand-delivered in a sealed envelope marked RFP # 7458304 "Searches for Vice President, Administration and Vice President, Research and Economic Development" to:

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
2. A completed and signed Form W-9 downloaded from the Rhode Island Division of Purchases' Internet home page at www.purchasing.ri.gov.
3. An original plus three (3) copies of the Proposal in accordance with the requirements above.
4. In addition to the multiple hard copies of proposals required, as noted above, Respondents are requested to provide two (2) electronic copies of the proposal in **electronic format (CDROM, diskette, or flash drive)**. Microsoft Word/Excel format is preferable.

XII. Award

As stated above, the proposals will be evaluated on the following:

<u>Experience –</u>	<u>30 Points</u>
<u>Capacity –</u>	<u>20 Points</u>
<u>Level of Effort/Approach –</u>	<u>20 Points</u>
<u>Cost –</u>	<u>30 Points</u>
<u>TOTAL</u>	<u>100 Points</u>

- The Division will commission a review team to evaluate and score all proposals that are complete and minimally responsive using the criteria described above. The evaluation of any item may incorporate input from sources other than the bidder's response and supplementary materials submitted by the bidder. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the bidder), prior experience with or knowledge of bidder's work, responses to follow-up questions posed by the State and/or oral presentations by the bidders if requested by the review team. The State may elect to use any or all of these evaluation tools.

- The review team may contact any, all or some of the bidders with questions and clarifications at any point during the process at its own discretion. The review team may also require vendors to provide an oral presentation or be interviewed as part of the evaluation. The review team may adjust the technical scores of any bidder after conducting such a clarification.
- The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web site.
- Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest costing bidder may not necessarily be awarded a contract.
- Notwithstanding anything above, the Division reserves the right to unilaterally: 1) accept or reject any, or all, bids, proposals, and award on cost alone; 2) cancel the solicitation at any time; 3) waive any technicality in order to act in the best interest's of the State; and 4) to conduct additional negotiations as necessary.
- Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the required work within the specified time.

END OF DOCUMENT