



**Solicitation Information  
April 18, 2016**

**RFP# 7550531**

**TITLE: Search for the URI Vice President, Administration and Finance**

**Submission Deadline: May 12, 2016 @ 11:30 am (Eastern Time)**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than **April 25, 2016 @ 4:00 pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. 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.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gary P. Mosca  
Senior Buyer**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **TABLE OF CONTENTS**

Section 1 –Introduction	3
Section 2- Background and Purpose	5
Section 3- Scope of Work	6
General Scope of Work	
Specific Activities / Tasks	
Section 4 -Technical Proposal	7
Narrative and Format	
Section 5 -Cost Proposal	10
Detailed Budget and Budget Narrative	
Section 6- Proposal Submission	10
Section 7 –Evaluation and Selection	11

## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Office of the President, is soliciting proposals from qualified firms to provide executive search consulting services to identify and recruit qualified candidates for the position of Vice President, Administration and Finance and to advise the President on selection, hiring and transitioning procedures, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, 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.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

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 will be rejected as being non-responsive.
3. All costs 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 vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing 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 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.
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 responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts 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 W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://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 relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative 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 to 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 or via e-mail at: [Raymond.lambert@doa.ri.gov](mailto:Raymond.lambert@doa.ri.gov)
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 (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8670 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [Dorinda.keene@doa.ri.gov](mailto:Dorinda.keene@doa.ri.gov)

## **SECTION 2: BACKGROUND**

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 housed 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 Rhode Island Council on Postsecondary Education.

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 Finance.

## **SECTION 3: SCOPE OF WORK**

### **General Scope of Work**

In its search for a new Vice President, Administration and Finance, 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.state.ri.gov](http://www.purchasing.state.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
- 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 for Administration and Finance rests solely with the University. The consultant services are to be limited to advice and staff work.

### **Scope of Services**

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

1. Provide assistance to the search committee in recruiting, screening and evaluating candidates.
2. 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.

3. Perform active outreach and solicitation of individuals with superior qualifications and experience to encourage them to become part of the pool of prospects, including but not limited to contacts with qualified women and ethnic minority individuals.
4. Maintain all applications, resumes, and related materials in a manner which is consistent with the requirements of state and federal law and which is designed to preserve the confidentiality of all prospective candidates for the position.
5. Help facilitate interview schedules of final candidates, including coordination of candidates' travel arrangements.
6. Conduct reference and background checks of finalists as directed.
7. Assist in finalizing the terms and conditions of employment and transition plans for the successful candidate if requested to do so.

#### **SECTION4: TECHNICAL PROPOSAL**

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Executive Summary – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror's technical approach and ability.
2. Capability, Capacity, and Qualifications of the Offeror –This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. Work plan/Approach Proposed –This section shall describe the offeror's understanding of the State/University's requirement, including the result(s) intended and desired, the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. Previous Experience and Background, including the following information:

- i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position

## **I. Dates of Performance**

The services requested are expected to commence on or about May 1, 2016. We expect the University of Rhode Island to select new Vice President, Administration and Finance on or about August 1, 2016.

## **II. Selection Criteria**

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

1. Demonstrated expertise and experience in the recruitment of Vice President(s) and senior academic administrators, at universities comparable to the University of Rhode Island.
2. 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. The specific qualifications and experience of the principal and subordinate consultants to be assigned to the search.
4. The ability to devote the necessary resources to complete all tasks within the required timeframe.
5. The fees proposed for the services to be provided.
6. Responsiveness to the Proposal Requirements listed in Part VI.

## **III. 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 will select a consultant to provide the services.

#### **IV. 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 Finance" process.
9. Provide an explanation and detailed breakdown of the fees you intend to charge.

## **SECTION 5: COST PROPOSAL**

A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service.

### **Fees and Expenses**

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.

## **SECTION 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7550531** on all correspondence. Questions should be submitted in a Microsoft Word attachment. 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus (3) copies**) should be mailed or hand-delivered in a sealed envelope marked **“RFP#”** to:

RI Dept. 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 those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to

the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 (inserted in original copy only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with similar project and all information described earlier in this solicitation.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked "original".

### **SECTION 7: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Evaluation of the responses will be based on evidence of:

1. Competence and capacity to perform the desired services by virtue of the experience of the offeror in providing similar services for institutions of Higher Education, and the qualifications and experience of the staff who would be assigned to perform the services [35%]
2. 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 [15%]
3. Past performance, as reflected by the evaluation of customers for whom similar work has been performed for higher education systems. [20%]
4. A cost proposal (with all-inclusive hourly rates). [30%]

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Competence and Capacity	35 Points
Capability, Capacity, and Qualifications to perform	15 Points
Past Performance	20 Points
<b>Total Possible Technical Points</b>	
	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

End.