

**Request for Qualifications/Proposals**

**17-9026-DH-U**

**Executive Search Services for University of Missouri System Chancellor, Missouri S&T**

**Dated: March 16, 2017**

**URGENT TURNAROUND NEEDED**

**DUE: March 27th, 2017**

**March 27, 2017, 4:00 p.m. CST.**

**Send electronic copy in follow up to (** [**higginsdj@umsystem.edu**](mailto:higginsdj@umsystem.edu) **)**

**The University of Missouri does not assume responsibility for on-time receipt of vendor response.**

**University of Missouri System Supply Chain**

**For University of Missouri System**

**2910 Lemone Industrial Blvd (65201 - Express Delivery)**

**Columbia, MO**

**(Attention: Darla Higgins Strategic Sourcing Specialist)**

**If hand delivery, deliver to:**

**2910 LeMone Industrial Blvd. Columbia, MO 65201 Office of University of Missouri System Supply Chain**

**OBJECTIVE**

The University of Missouri System, hereafter referred to as UM System, wishes to receive Statements of Qualifications/Proposals from established and experienced executive search firms qualified to provide services assisting the University in the search for the Chancellor of Missouri University of Science and Technology (Missouri S&T).  Our intent is to evaluate and enter into a contract with a qualified recruitment firm within 60 calendar days and it is our preference that the firm selected will serve as our partner to complete the recruitment, selection and hiring of a fully vetted candidate within 365 calendar days.

**BACKGROUND**

**SEARCH FOR Chancellor, Missouri University of Science and Technology**

President Choi will identify an interim Chancellor to perform the responsibilities of the office while the UM System seeks a permanent replacement.

In preparation of this search, President Choi in conjunction with the Human Resources Executive Initiatives team, will identify a search committee to include representatives from the following constituencies (faculty, student, staff, alumni, retirees, trustees and other key stakeholders).

**BACKGROUND – UNIVERSITY OF MISSOURI SYSTEM AND MISSOURI UNIVERSITY OF SCIENCE & TECHNOLOGY**

UM System has provided teaching, research and service to Missouri since 1839. It was the first publicly supported institution of higher education established in the Louisiana Purchase territory. The University of Missouri is one of the nation’s largest higher education institutions with more than 77,000 students, 28,000 faculty and staff on four campuses, an extension program with activities in every county of the state, comprehensive distance learning services and a premier academic medical center. The mission of the university, as a land-grant university and Missouri’s only public research and doctoral level institution, is to discover, disseminate, preserve and apply knowledge.

The UM System was established in 1963. Through its administrative offices, it serves to collaborate with the four campuses to leverage unique campus strengths and advocate for higher education and the University.

Founded in 1870, Missouri S&T is one of the nation’s top technological research universities and one of the four campuses of the University of Missouri System. The university offers over 90 degree programs in engineering, science, computing and technology, business, social sciences, humanities, and liberal arts. Missouri S&T has 16 accredited undergraduate engineering and computer science programs and over 80% of the students graduate with a STEM degree. Building on the university’s reputation for excellence for STEM education, the College of Engineering and Computing (CEC) has adopted a goal to achieve a top 50 ranking. The university is a research-intensive institution with a long history of exceptional undergraduate education.

**RFP SCOPE OF WORK**

1. Provide experienced, dedicated resources throughout the search process
2. Develop a strategic recruitment plan
3. Engage campus and system stakeholders to assess desired competencies and skillsets
4. Develop recruitment and advertisement materials to attract a high quality and diverse candidate pool
5. Recruit, screen, assess, and recommend candidates for review by the search committee established by this opening
6. Provide detailed information related to all candidates considered
7. Perform/coordinate pre-hire screening and assessment activities of candidates presented for consideration.
8. Conduct background, reference and credentialing checks; research and evaluate electronic and media profile for candidates
9. Support the UM System president and Missouri S&T Chancellor Search Committee in efforts related to the presidential search.

**PROCESS**

UM has a pre-selected a review team to evaluate the proposals. Questions follow in this document which must be responded to in written format, on time, to be given consideration. Our designated team of experts will review and evaluate the responses using a scoring method to select finalist firms. The number of finalists will be determined by and at that the sole discretion of the University. Finalists should be prepared to participate in an interview and/or presentation(s) at the University’s discretion.

Complete and enclose the pricing proposal with the signature pages provided in this RFP, using a flat placement fee structure (preferred), or a percentage of first year’s salary, and the guaranteed period if offered. Any additional incidental charges not included in the fee/percentage pricing should be clearly outlined in the Pricing Section of the Proposal.

The criteria/specifications are classified in two categories: **Limiting (mandatory)** and **Scored (desired).** Limiting Criteria is defined in the document and evaluated by the team on a Pass/Fail basis. Scored Criteria (which includes both ranking and weights) is used by the reviewers to arrive at a score to assist in evaluating firms against the criteria.

**The University of Missouri reserves the sole right to reject any and all proposals and the decision of the University with regard to the selected firm is final.**

**RFQ Vendor Finalist Selection – Questions and Criteria** - In order to be considered for this award, the response must provide sufficient detail in sequence to questions articulated below. The evaluation team will evaluate the responses and choose finalists at their sole discretion. Attachments by firms that enhance or amplify responses or provide relevant illustrations are encouraged; however superfluous information should not be included.

**Limiting Criteria/Mandatory**

1. Extensive experience leading executive searches, including presidential searches, in higher education institutions comparable to the University in size and complexity within the past five years.
2. Provision of a dedicated, lead consultant with demonstrated skills, credentials and experience to serve as the primary search consultant. Lead consultant must meet the criteria in #1 above.

1. Organizational Information:

Name

Address

Phone Number

Fax Number

Contact person name, phone number and email address

**Scored Criteria/Desired**

1. In addition to searches in higher education, provide firm experience leading CEO/Executive searches in other fields (such as non-profit, corporate, finance, manufacturing, etc.)
2. What is your methodology and approach to retained search and recruitment activities in general?  Describe in detail the support your firm can provide to the search committee.
3. Describe the research-related work your firm would provide on each candidate proposed to the University.
4. How would you succeed in providing a high quality, diverse candidate pool for the University’s consideration? Explicitly describe what your firm considers to be a diverse pool and how the firm accomplishes this.
5. Please provide standard metrics or measured statistics your firm tracks regarding candidate pool diversity for similar level searches
6. What is the placement percentage of women and underrepresented minorities for your firm during the last 5 years?
7. What, if any key recruitments have you been successful in completing in the past 5 years that have focused on similar leadership positions for STEM or Technology-centered public institutions?
8. What, if any key recruitments have you been successful in completing in the past 5 years that have focused on similar leadership positions for campuses found in similar smaller, rural communities?
9. Does your recruitment firm have an industry-specific specialty? If so, please describe.
10. Provide the name and contact information for at least three higher education clients who can validate the related work experience of the lead consultant(s) and overall search success within the past five years.
11. Are you able to provide a firm-hosted confidential method to share candidate material with members of the search committee and select members of the UM System community? If yes, please explain your capabilities providing such a resource.
12. Describe your project management approach when it comes to executive search. Describe how the account team would be structured, billing processes and other processes that you feel would be helpful to the evaluation team.
13. What, if any, services are sub-contracted to other agencies/firms?
14. Provide a listing of your current client roster.
15. What, if any potential conflicts of interest in performing this work exist for you?
16. Are you willing to provide a confidential list of ‘off-limit’ candidates that are not able to be recruited and/or considered for the opening of the UM System due to previous placements? Should such candidates be identified through another source, describe your approach to assisting UM System in evaluating them.
17. Describe what you believe differentiates you from other firms who may respond; or share other information that would be helpful to the evaluation team that is not covered above?
18. Provide your fee structure for this particular recruitment and a draft engagement letter or contract template

The University Reserves the Sole Right to reject any and all Proposals

All questions relating to this RFP and specifications should be submitted by the close of business, 5 calendar days following the release date of the RFP and must be submitted via email directly to:

(Darla Higgins, [higginsdj@umsystem.edu](mailto:higginsdj@umsystem.edu) ) at the before noted email addresses.

Thank you for your consideration in assisting the UM System with this search.