

REQUEST FOR PROPOSAL
West Virginia University at Parkersburg
RFP #FY18-002
Selection of Executive Search Firm

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SECTION ONE: GENERAL INFORMATION

1. **Purpose:** The West Virginia University at Parkersburg, Purchasing Division (hereinafter referred to as the “Purchasing Division”) is soliciting proposals pursuant to **West Virginia Code §5A-3-10b**. West Virginia University at Parkersburg is looking for a qualified Executive Search Firm interested in serving as Consultant to the Board of Trustees in the recruitment and hiring for the President of West Virginia University at Parkersburg.
2. By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this Request for Proposal (“RFP”).

An RFP is generally used for the procurement of services in situations where price is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value). Through its proposal, the bidder offers a solution to the objectives, problem, or need specified in the RFP, and defines how it intends to meet (or exceed) the RFP requirements.

3. **Schedule of Events:**

Vendor’s Written Questions Submission Deadline 12/04/17
Bid Opening Date..... 1:00PM Eastern Time 12/08/17
Oral Presentation..... Upon Request

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SECTION TWO: INSTRUCTIONS TO VENDORS SUBMITTING BIDS

Proposals must be submitted to:

Jeannine Ratliffe, Chief Purchasing Officer
West Virginia University at Parkersburg
300 Campus Drive
Parkersburg, WV 26104
Phone: (304) 424-8000 x262

Questions can be emailed to:

jeannine.ratliffe@.wvup.edu

All updates to the RFP and answers to questions will be posted at:

<http://www.wvup.edu/about/business-office/current-bidsproposals/>

SECTION THREE: GENERAL TERMS AND CONDITIONS

Following the selection of the best proposal, the College and selected Proposer may enter into negotiations to arrive at mutually agreeable terms and conditions. The contents of the selected Proposal may become contractual obligations if a Contract is mutually agreed to, accepted and signed by both parties. Failure of the Proposer to accept or negotiate in good faith these obligations in a Contract may result in rejection of the proposal. If the College is unable to negotiate a mutually satisfactory contract with the best Proposer, negotiations shall be formally ended with the Proposer and begun with the next best Proposer. Negotiations shall be undertaken in this manner until a mutually satisfactory contract has been negotiated or the solicitation is canceled. The College will demonstrate "good faith" in reaching a mutually acceptable contractual agreement. Notwithstanding this, there are certain conditions that are unacceptable to the College.

Following is a non-exclusive list:

1. Governing law other than the State of West Virginia.
2. Clauses requiring the College to indemnify and hold harmless the successful respondent.
3. Clauses that unduly restrict or place unacceptable claims of ownership on data which are the subject of the agreement/contract.
4. Clauses relating to requiring the College to enter into reimbursement arrangements relative to attorney's fees.

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5. Insurance coverage and limits that are different.

Vendor shall provide to the College all documentation necessary and are required to show proof of insurance and proof of Workers' Compensation coverage prior to the College executing this Agreement. Vendor further agrees and understands that failure to maintain the required insurance as stated in any PO/Contract issued pursuant to this RFP may lead to termination of any PO/Contract, in the sole discretion of College.

SECTION FOUR: PROJECT SPECIFICATIONS

1. **Location:** The College is located at 300 Campus Drive, Parkersburg, WV 26104.
2. **Background and Current Operating Environment:** Established in 1961, West Virginia University at Parkersburg is regionally accredited by the Higher Learning Commission. Academic credits earned at WVU Parkersburg are transferable to any institution in the West Virginia higher education state system as well as other accredited institutions throughout the country. WVU Parkersburg is the only public community college in West Virginia accredited to offer baccalaureate degrees. The college's primary service area consists of seven counties in West Virginia: Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood.

WVU Parkersburg enrolls a headcount of approximately 2,500 students annually. The college's main campus in Parkersburg, WV, and its Jackson County Center is located in Ripley, WV. Approximately 61% of students are 24 or younger, and 39% are 25 or older with the average student age being 26.

3. **Qualifications and Experience:** Vendors will provide in **Attachment A: Vendor Response Sheet** information regarding their firm, such as staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.
4. **Project and Goals:** The search is supported and guided by the search consultant. The search firm is responsible for:
 - 4.1. Carrying out the wishes of the Board of Governors
 - 4.2. Working with the Board to develop the position profile, the search/selection calendar, and the interview of finalists
 - 4.3. Recruiting highly qualified candidates who meet the elements identified in the position profile

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- 4.4. Working closely with the Search Committee and College support staff to screen applicants
- 4.5. Screening all applications for the position
- 4.6. Working with College support staff to reduce the applicants to 20-25 for the Search Committee to review
- 4.7. Conducting preliminary background and reference checks on all semi-finalists
- 4.8. Assisting the Search Committee to reduce applicants to a semi-finalist list of 10-12
- 4.9. Developing a set of questions (with input from HR and the Search Committee) to pose to each finalist
- 4.10. Assisting the Board with the selection of 3-5 finalists
- 4.11. Assisting the Board and College support staff with the design, logistics and calendar for the finalist interviews
- 4.12. Assisting the Board in the selection and contract
- 4.13. Attending two Search Committee or Board meetings in person and one by video conference as designated by the Search Committee

5. Mandatory Requirements:

The following mandatory requirements must be met by the Vendor as a part of the submitted proposal. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in the disqualification of the proposal. The terms “must”, “will”, “shall”, “minimum”, “maximum”, or “is/are required” identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the Purchasing Division.

- 5.1. All proposals must be received via mail or courier with the packaging clearly marked with the RFP number.
- 5.2. All cost information must be in a sealed separate envelope within the submission package.
- 5.3. All proposals must include the enclosed signed purchasing affidavit.

6. Oral Presentations (College Option): The College has the option of requiring oral presentations of all Vendors participating in the RFP process. If this option is exercised, it would be listed in the

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Schedule of Events (Section 1.3) of this RFP. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information.

SECTION FIVE: VENDOR PROPOSAL

1. **Economy of Preparation:** Proposals should be prepared simply and economically providing a straightforward, concise description of the Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of the content.
2. **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.
3. **Proposal Format:** Vendors should provide responses in the format listed below:

Title Page: State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.

Table of Contents: Clearly identify the material by section and page number.

Attachment A: Within the attached response sheet (**Attachment A: Vendor Response Sheet**), provide the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

Also, describe the approach and methodology proposed for this project. This should include how each of the goals and objectives listed is to be met.

Attachment B: Complete **Attachment B: Mandatory Specification Checklist**. By signing and dating this attachment, the Vendor acknowledges that they meet or exceed each of these specifications as outlined in Section Four: Subsection Five. The State reserves the right to require documentation detailing how each is met at its discretion.

Attachment C: Complete **Attachment C: Cost Sheet** included in this RFP and submit in a separate sealed envelope. Cost should be clearly marked.

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Oral Presentations: The College reserves the right to have the finalist give an oral presentation if additional clarification is needed. The presentations will be conducted via conference call.

4. **Proposal Submission:** Proposals must be received in **two distinct parts**: technical and cost.
- **Technical proposals** must not contain any cost information relating to the project.
 - **Cost proposal** shall be sealed in a separate envelope and will not be opened initially.

All proposals must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFP as the opening date. All bids will be dated and time stamped to verify official time and date of receipt. All submissions must be in accordance with the provisions listed below and in Section Two: Instructions to Bidders Submitting Bids above.

5. **Technical Bid Opening:** The Purchasing Division will open and announce only the technical proposals received prior to the date and time specified in the Request for Proposal. The technical proposals shall then be provided to the College evaluation committee.
6. **Cost Bid Opening:** The Purchasing Division shall schedule a date and time to publicly open and announce cost proposals when the Purchasing Division has approved the technical recommendation of the evaluation committee. All cost bids for qualifying proposals will be opened. Cost bids for non-qualifying proposals will also be opened but shall not be considered. A proposal may be deemed non-qualifying for a number of reasons including, but not limited to, the bidder's technical proposal failing to meet the minimum acceptable score and the bidder's technical proposal failing to meet a mandatory requirement of the contract. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5..

SECTION SIX: EVALUATION AND AWARD

1. **Evaluation Process:** Proposals will be evaluated by a committee of three (3) or more individuals against the established criteria with points deducted for deficiencies. The Vendor who demonstrates that they meet all of the mandatory specifications required; and has appropriately presented within their written response and/or during the oral demonstration (if applicable) their understanding in meeting the goals and objectives of the project; and attains the highest overall point score of all Vendors shall be awarded the contract. The selection of the successful Vendor will be made by a consensus of the evaluation committee.
2. **Evaluation Criteria:** All evaluation criteria are defined in the specifications section and based on a 100 point total score. Cost shall represent a minimum of 30 of the 100 total points.

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The following are the evaluation factors and maximum points possible for technical point scores:

- Qualifications and experience (20) Points Possible
- Approach and methodology (50) Points Possible
- Cost (30) Points Possible

Total 100 Points Possible

Each cost proposal cost will be scored by use of the following formula for all Vendors who attained the minimum acceptable score:

Lowest price of all proposal

$$\frac{\text{Lowest price of all proposal}}{\text{Price of Proposal being evaluated}} \times 30 = \text{Price Score}$$

- 2.1 Technical Evaluation: The College evaluation committee will review the technical proposals, deduct points where appropriate, and make a final written recommendation to the Purchasing Division.
- 2.2 Minimum Acceptable Score: Vendors must score a minimum of 70% (49 points) of the total technical points possible. All Vendors not attaining the minimum acceptable score (MAS) shall be considered as non-qualifying. A proposal may be deemed non-qualifying for a number of reasons including, but not limited to, the bidder's technical proposal failing to meet the minimum acceptable score and the bidder's technical proposal failing to meet a mandatory requirement of the contract. Cost bids for non-qualifying proposals will also be opened but shall not be considered. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5.
- 2.3 Cost Evaluation: The College evaluation committee will review the cost proposals, assign appropriate points, and make a final recommendation to the Purchasing Division.

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Attachment A: Vendor Response Sheet (attach additional documentation as necessary)

Provide a response regarding the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

Provide methodology and approach to attaining project goals and objectives contained in Section 4, Subsection 4:

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Attachment B: Mandatory Specification Checklist

Mandatory specifications contained in Section 4, Subsection 5:

Section 4, Subsection 5.1:

All proposals must be received via mail or courier with the packaging clearly marked with the RFP number.

Section 4, Subsection 5.2:

All cost information must be in a sealed separate envelope within the submission package.

Section 4, Subsection 5.3:

All proposals must include the enclosed signed purchasing affidavit.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

(Company)

(Representative Name, Title)

(Contact Phone/Fax Number)

(Date)

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Attachment C: Cost Sheet

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be detailed and clearly marked.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Employer default” means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____