

UNT | SYSTEM

REQUEST FOR PROPOSALS

Request for Proposal #: 752-17-195085BS

Request for Proposal Name:

RFP DUE DATE AND TIME:

RETURN SEALED PROPOSALS TO:

Physical Address (i.e. hand delivery and overnight):

University of North Texas System
Business Service Center-Procurement Services
1112 Dallas Drive, Suite 4000
Denton, Texas 76205

INSTRUCTIONS FOR A FACSIMILE RESPONSE:

Fax Responses or responses submitted via any other electronic means will not be accepted for this RFP.

If there are any questions regarding this RFP, please contact Barry Sullenberger, Senior Buyer, at 940-369-5500 or submit solicitation questions to: [Solicitation Inquiry](#) located at bsc.untssystem.edu. All questions must be received no later than 11/21/16 at 3:00 pm CST. CST, 11/23/16

A copy of this proposal form is posted at and may be downloaded from: bsc.untssystem.edu

Check below if preference claimed under TAC, Title 34, as amended

- Supplies, materials, or equipment produced in Texas/offered by Texas bidders
- Agricultural products produced or grown in Texas
- Agricultural products and services offered by TX bidders
- USA produced supplies, materials, or equipment
- Products of persons with mental or physical disabilities
- Recycled, remanufactured, or environmentally sensitive products, including recycled steel products
- Energy efficient products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formally contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards

By signing this proposal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code (TAC), Title 34, as amended.

Executive Search –

**Dean College of Public Affairs and
Community Service**

December 5, 2016, 3:00 PM Local Time

All questions and answers will be posted to the website in accordance with the Texas Government Code, Sections 2161.181-182 and the Texas Administrative Code (TAC), Title 34, as amended, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBS) in contracts for construction, services, including professional and consulting services and commodities contracts. The Texas Comptroller of Public Accounts HUB Rules, TAC, Title 34, as amended, encourages the use of HUBs by implementing these policies through race-ethnic-and gender-neutral means.

Are you a certified HUB? (circle one) YES or NO

If yes, please circle the organization or entity certified with below and include a copy of your certificate:

Texas Comptroller of Public Accounts; NCTRCA; MBDC; Other

If yes, please also specify: Ethnicity _____ & Gender _____

IF SUBMITTING A PROPOSAL, RFP MUST BE SIGNED and ALL attached files must be printed and returned with proposal package. You shall submit one (1) original hard copy and one (1) electronic copy (CD or Thumb drive) in a single PDF format. Sealed proposals should be received NO LATER THAN the specified due date and time. UNTS reserves the right to accept late proposals, however proposals received after opening time will not be accepted. Show RFP opening date, RFP number, and return address of firm on sealed proposal envelope. Incomplete proposals will be disqualified.

RESPONDENT MUST FILL IN AND SIGN BELOW:

(FAILURE TO SIGN WILL DISQUALIFY PROPOSAL)

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PAYEE ID#: _____

AUTHORIZE AGENT: _____

(Print or Type Name)

AUTHORIZED SIGNATURE: _____

DATE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

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Attachment A	UNTS Terms and Conditions

RFP Checklist-Please use this checklist to make sure you are providing all the proper documents

- () All UNTS provided RFP forms completed
- () Proposal signed
- () One hard copy original, and one electronic copy in a single PDF format
- () Addendums included in response

NOTICE: UNTS STANDARD PROCUREMENT TERMS AND CONDITIONS APPLY AND MAY BE FOUND AT: http://bsc.untsystem.edu/sites/default/files/BSC_PO_terms_072015_0.pdf.

IMPORTANT NOTICE: ANY PROPOSED CHANGES TO THE TERMS AND CONDITIONS OUTLINED IN THIS RFP MUST BE SUBMITTED ALONG WITH YOUR RESPONSE TO THIS RFP. FAILURE TO PROVIDE SUCH MAY PREVENT UNTS FROM AGREEING TO ANY CHANGES IN OUR STANDARD TERMS AND CONDITIONS AND COULD AFFECT THE AWARD OF THIS RFP.

The laws of the State of Texas must prevail on all responses.

1.0 OVERVIEW

In accordance with Education Code 51.9335, the University of North Texas System, subsequently referred to as UNTS, is accepting proposals on behalf of the University of North Texas in Denton, TX and intends to enter into an agreement with a vendor that specializes in **Executive Search Services** (COMMODITY CODE: 961-30) in accordance with the terms and conditions and requirements set forth in this Request for Proposal. The resulting pricing, terms and conditions shall be extended to the University of North Texas and any other institutions of higher education interested in utilizing the agreement, as allowed by the Texas Education Code.

Established in 1890, UNT is one of the nation's largest public universities with over 37,000 students. As a public research university, UNT is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of the world. This is accomplished through a broad and balanced array of programs where well-prepared students and dedicated scholars and artists collaborate with our local and global communities in the creation, integration, application, and dissemination of knowledge. In this way, UNT creates an enriched and sustainable future for our students, state, nation and world.

2.0 SCOPE OF WORK AND POSITION DESCRIPTION

About College of Public Affairs and Community Service UNT-International (CPACS)

The College of Public Affairs & Community Service was founded in 1968 to address problems facing the aging population. Through the years, the college has added departments and programs that tackle important social issues by training students for professional careers that impact our communities. PACS is now the fourth largest college at the University of North Texas with a diverse student body of 2,553 undergraduate and 461 graduate students. The PACS mission is to strengthen communities through education, research and engagement.

Job Description

The Dean of the College of Public Affairs and Community Service (CPACS) is responsible for academic, fiscal and personnel issues, provides leadership for the College and fosters excellence in teaching, research and service to the North Texas community. The Dean represents the College to external agencies and constituencies, actively participates in fundraising initiatives, and advocates for the College in particular and in general within and outside of the university.

The Dean will lead initiatives in academic and strategic planning which are consistent with the University's strategic plan and developed in collaboration with the faculty, that support the College's student enrollment and success goals, as well as faculty research, external funding, and engagement goals. The Dean will prepare an annual budget for the College to achieve its annual goals and objectives as they relate to the College's mission and vision, and communicate this to the academic community. The Dean will recommend to the Provost and Vice President for Academic Affairs faculty appointments, reappointments, promotions, tenure, terminations and faculty awards, in light of the recommendations of the department chairs and faculty committees. The Dean will oversee the securing and maintaining of all professional accreditations for academic programs within the College and ensure compliance with SACS

accreditation.

The Dean reports to the Provost and Vice President for Academic Affairs and works closely with CPACS's Associate Dean, Department Chairs as well as with the Deans and Directors of other university units. The Dean must be a leader with vision and imagination who will be credible to constituents and willing to work collaboratively at all levels. The Dean will support the University's commitment to inclusion, diversity, equity and access in all academic and personnel matters. The Dean will adhere to and foster high standards of ethical conduct, compliance with all applicable laws and regulations, appropriate financial oversights and controls, as well as safety, security, and confidentiality precautions related to the position. Teaching, research and creative opportunities are negotiable.

The Dean's responsibilities include, but are not limited to:

- Provide leadership and overall administration of the College
- Guide strategic planning in accordance with the University's Strategic Plan
- Maintain accountability to the University in terms of fiscal, personnel, and policy matters
- Develop and manage the College's budget
- Engage in fundraising and resource acquisition to meet current and future needs of the College
- Oversee and participate in efforts to attract and retain outstanding and diverse faculty, staff, and students
- Motivate and support high level faculty performance in teaching, scholarship, and service
- Work with faculty and staff to establish equitable workload assignments and task distribution
- Supervise staff to maintain efficient and effective office operations
- Oversee and participate in faculty and staff performance evaluation processes
- Oversee planning, curriculum development and evaluation for all academic programs
- Oversee provision of services to fulfill various needs of a diverse student body
- Represent the College in University planning and development
- Encourage interdisciplinary and collaborative activities among faculty, administrators, and the professional community inside and outside the University
- Represent the College to external constituents at local to international levels, including alumni, professionals, researchers, and funding agencies
- Engage in personal teaching, research, and service efforts to help stay current with the academic and professional field

Competitive applicants for the position should have a terminal degree and demonstrated successful administrative experience in academic and international related settings. Applications should include a cover letter discussing qualifications for, and interest in the position, and a leadership philosophy; curriculum vitae; and a list of at least three professional references (with names, addresses, email and telephone). Applicants must apply online at <https://jobs.unt.edu>. Estimated salary for this position is \$185,000 annually.

3.0 PRICE AND TIMELINE

The detailed fee for services and expected timeline shall be identified in the response to this RFP.

Proposers should describe all educational, state, and local government discounts, as well as any other applicable discounts that may be available to the University in a contract for the Services.

4.0 SELECTION AND EVALUATION PROCESS

As provided by statute, awards will be based on the best proposal most advantageous to UNTS. Determination will be made by consideration of prices offered, delivery date, quality, general reputation, and performance of the respondents, service as related to past performance, suitability of items for the intended use and conformity to

specifications, terms and conditions of this Request for Proposal. UNTS reserves the rights to reject all proposals that UNTS determines in its sole judgment are not in the best interest of the institution.

4.1 Selection Process

Selection of the Successful Offer submitted in response to this RFP by the Submittal Deadline will be made using the competitive process described below.

The selection of the Successful Offer may be made by UNTS on the basis of the offers initially submitted, without discussion, clarification or modification. In the alternative, selection of the Successful Offer may be made by UNTS on the basis of negotiation with any of the respondents. At UNTS's sole option and discretion, it may discuss and negotiate all elements of the offers submitted. UNTS will not disclose any information derived from the offers submitted by competing respondents in conducting such discussions.

After the submission of offers but before final selection of the Successful Offer is made, UNTS may permit a respondent to revise its offer in order to obtain the respondent's best final offer. UNTS is not bound to accept the lowest priced offer if that offer is not in its best interest, as determined by UNTS.

UNTS reserves the right to: (a) enter into agreements or other contractual arrangements for all or any portion of the Scope of Work set forth in this Proposal with one or more respondents; (b) reject any and all offers and re-solicit offers; or (c) reject any and all offers and temporarily or permanently abandon this procurement, if deemed to be in the best interest of UNTS.

It shall be noted that the selected vendor must have a minimum of 15 years of experience in projects placing positions at this level and must have at least five (5) years of proven experience with these placements in Texas.

4.2 Evaluation Criteria

Proposals will be evaluated against the following criteria:

- Experience performing searches similar in scope
- References from clients similar in size and structure to UNTS
- Corporate Structure
- Composition of Project Team and
- Project Timeline including Schedule of Events
- Financial considerations including any fees which will be charged to the UNTS.

4.3 Evaluation Process

The successful offer will be the offer that is submitted in response to this Proposal by the Submittal Deadline and is the most advantageous to UNTS in UNTS's sole discretion. Offers will be evaluated by an evaluation committee that will include employees of UNTS and other persons invited by UNTS to participate. The evaluation of offers and the selection of the Successful Offer will be based on the information provided to UNTS by the respondent in response to the Specifications section of this RFP and evaluation criteria listed in Section 4.2. The successful respondent will be required to enter into a contract acceptable to UNTS.

The evaluation committee will determine if Best and Final Offers are necessary. Award of a contract may be made without Best and Final Offers. UNTS may, at its discretion, elect to have Respondents provide oral presentations and respond to inquiries from the evaluation committee related to their Proposals. A request for a Best and Final Offer is at the sole discretion of UNTS and will be extended in writing

In evaluating Proposals to determine the best value for the State, UNTS may consider information related to past contract performance of a Respondent including, but not limited to, Texas Comptroller of Public Account's Vendor Performance Tracking System.

4.4 Acceptance of Process

Submission of an offer by a respondent indicates: (1) the respondent's acceptance of the Selection Process, the Evaluation of Criteria for selection, and all other requirements and specifications set forth in this Proposal; and (2) the respondent's recognition that some subjective judgments must be made by UNTS during this Proposal process.

5.0 RESPONSE FORMAT

The response to this RFP should include the following information in sequential order, and be organized into distinctive sections that correspond with the individual requirements described in the following order:

A. Firm Data

1. General Qualifications;
2. Name and Address of firm;
3. Firm profile, i.e.:
 - i. Age;
 - ii. Type of firm (partnership, professional corporation, etc.);
 - iii. Full names of principles or owners;
 - iv. Firm history;
 - v. Firm size;
 - vi. Areas of specialty/concentration

B. References

References to include specific examples of previous search services performed that demonstrate relevant experience and expertise.

C. Description of the Project team

1. Identification of the single point of contact for the Project team, that includes name, title, telephone number, and email address;
2. Identification of key firm personnel to be assigned to the Project;
3. Organizational chart illustrating reporting lines, names and titles for key participants proposed by the firm for the Project, along with each person's role in the Project.

D. Project Pricing and Timeline of events

1. Maximum all-inclusive pricing for completion of the Project. A detail of all costs associated with the proposed services. The University expects firm to coordinate all candidate travel arrangements within State of Texas Travel guidelines (<https://fmx.cpa.state.tx.us/fm/travel/index.php>)
2. Detailed timeline of events related to Project.

It is the responder's sole responsibility to submit information related to the foregoing, and UNTS is not obligated to solicit such information if it is not included. The failure to submit such information may cause an adverse impact on the evaluation of the proposal. Each distinctive section should be titled with each individual requirement and all material related to that category should be included therein.

6.0 SUBMITTAL DEADLINE

To respond to this Proposal via mail, respondents must submit the information requested in the Specifications section of this Proposal and any other relevant information in a clear and concise written format to:

Via hand delivery or overnight (i.e. USPS, FedEx, UPS, etc.)

Barry Sullenberger,

Senior Buyer
University of North Texas System
Business Service Center
1112 Dallas Drive Suite 4000
Denton, Texas 76205

Offers must be submitted in an envelope or other appropriate container and the name and return address of the respondent must be clearly visible. All offers shall be received at the above address no later than the due date and time listed on Page 1 of this RFP. UNTS reserves the right to accept late proposals, however proposals received after opening time will not be accepted.

Proposals will be received until the date and time established for receipt, then opened. Only the names of the respondents who submitted proposals will be made public. Prices and terms will not be divulged until after contract award.

7.0 SCHEDULE OF EVENTS

The solicitation process for this RFP will proceed according to the following schedule:

EVENT	DATE
RFP Posted	11/14/16
Deadline for Submission of Questions	11/21/16
Questions/Answers Posted with Bid	11/23/16
Proposals Due	12/05/16
Contract Awarded (Estimation)	12/14/16

NOTE: The above dates are for planning purposes only and may be changed at the sole discretion of the UNTS.

8.0 QUESTIONS

Please submit solicitation questions to: [Solicitation Inquiry](#) located at bsc.untsystem.edu Bids Listing Page. **Do not contact any other individuals from the University or UNTS. This may result in disqualification.**

All questions must be received no later than 11/21/2016 at 5:00 pm Local Time. All questions and answers will be posted to the website by 5:00 pm Local Time, 11/23/16.

UNTS may in its sole discretion respond in writing to questions concerning this Proposal. Only UNTS's responses made by formal written Addendum to this Proposal shall be binding and shall be posted on the UNT's website located at bsc.untsystem.edu. Oral or other written interpretations or clarifications shall be without legal effect.

9.0 REFERENCES

Respondents **MUST** list three (3) companies who have utilized your firm for similar or like services in the past 6-12 months. By listing references, respondent agrees that UNTS may investigate these references and consider them as a basis to determine award of this RFP. The following information shall be included for each reference:

Company Name
Street Address
City, State, Zip Code

Name of Contact
Area Code and telephone number
Date and description of work performed