**REQUEST FOR PROPOSAL**

**SEARCH FIRM SERVICES**



RFP16-067

Proposals Due: April 27, 2016

Missouri Western State University

4525 Downs Drive

St. Joseph, MO 64507

Dated April 13, 2016

**Background:** Missouri Western State University is a four-year public institution providing a blend of traditional liberal arts and professional degree programs. The University offers associate, baccalaureate and graduate degrees, as well as certificate and graduate certificate programs and has an enrollment of approximately 5,800 students.

**Scope of Services**: Missouri Western State University is requesting proposals to engage a national search firm consulting services to fill the position of founding Associate Dean of the School of Nursing and Health Professions. The following services should be included in the proposal:

1. Assist the Search Committee in defining search goals and appropriate leadership priorities and desired attributes;
2. Assist in coordinating the search process;
3. Assume major responsibility for developing and cultivating a list of qualified candidates;
4. Assist in developing and implementation of an effective candidate screening procedure;
5. Provide due diligence on credentials and background of candidates identified on a short list and those identified as semi-finalists and finalists;
6. Help coordinate final candidate interview schedules and procedures;
7. Handling of all search-related administrative services in an efficient and confidential manner.
8. Assist in preparation of a draft position description for the University to inform candidates and potential candidates about the University, its history, its opportunities and challenges.
9. Identify any guarantees and/or processes provided by the firm if the initial search fails to identify a qualified candidate willing to accept the position.
10. Provide a schedule of anticipated fee payments related to these services.
11. Identify the name and background for the consultant who will lead the search effort for your firm.

**RFP Requirements**: Submissions **must** include portfolio of work, whether through the website or other methods to provide examples. If portfolio of work is not included (either by website link or physical samples) the RFP will not be reviewed. Prior experience with higher education search is preferred; please include previous work in samples.

**Project Timeline:** Search process will begin immediately upon awarding the vendor.

**Submission of Proposal**: The Respondent must respond to this RFP by submitting all required information in order for the proposal to be evaluated and considered for award. Failure to submit such information may cause disqualification of proposal from further consideration for award. **The University reserves the right to declare a proposal as non-responsive if an Applicant fails to respond properly to any part of this RFP.**

Proposals must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Proposal Number **(RFP16-067)** shall also be clearly marked on the outside of the envelope or package. The completed Request for Proposal Page (Cover Sheet) as well as the Pricing Sheet shall be incorporated into the Respondent’s proposal and shall be signed in ink by an authorized officer of the company. All costs incurred by the Respondent in replying to this RFP shall be borne by the Respondent. **Proposals are to be mailed or hand delivered to Missouri Western State University, Purchasing Department, Room 221, 4525 Downs Drive, St. Joseph MO 64507, prior to 2:00 p.m. CST, Wednesday, April 27, 2016.**

**RFP Questions:** RFP questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until the end of business on Wednesday, April 20, 2016. Questions received after this date may not be answered.

**Submission Materials:**

Respondent shall submit an **original document, plus two (2) copies for a total of three (3) hard copy documents.** ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED.

Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Invitation for Bid Number (RFP16-067) shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by April 27, 2016 by 2:00pm.

* Invitation to Bid Page: Complete the required vendor contact information for RFP16-067.
* Introduction: Briefly introduce your company, indicating whether the company is local, regional, national or international. Provide a profile of the company including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the company, their titles, addresses and phone numbers.
* References (3)
* Pricing: Include the pricing page to provide a brief overview of your proposal pricing. Specifications found on page 5.
* Addendum: Include any addendums for verification of receipt.

**Evaluation:** The award of the contract resulting from this Request for Proposal shall be awarded in response to written proposals based on the best and lowest cost. Each proposal will be evaluated using a subjective review of the information presented by the vendor to ascertain which proposal provides all required services and is most advantageous to Missouri Western State University. The University will award this contract based on the following evaluation categories:

Cost

Higher education in nursing experience

Applicant History and References

The University reserves the right to reject any and all bids received in response to this RFP and to waive any minor irregularity or informality.

**Costs:** Missouri Western requires all vendors to complete the pricing sheet (page 5).

**Notes:** Please provide specific notes/explanations regarding your work if necessary.



**PRICING SHEET**

**RFP16-067**

Bid Amount : $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Vendor Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_