

MISSOURI WESTERN STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS 19-051

FOR

PRESIDENT SEARCH CONSULTING SERVICES

Submission Deadline: September 27, 2018, 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFQ 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 RFQ to the Purchasing Department until 2:00pm on September 18, 2018. Questions received after this date may not be answered. Please reference the RFQ# on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFQ confirming receipt.

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**Introduction**

Missouri Western State University (MWSU) is a comprehensive regional university located on over 700 acres in St. Joseph, Missouri. Founded in 1915, the university provides a blend of traditional liberal arts and professional degree programs and serves an enrollment of approximately 6,000 students, 91% of whom are Missouri residents. The student population is almost 50% first-generation college attendees, and more than 25% of the total students are nontraditional. Another 25% of the students are living in on-campus housing.

As the state’s largest open-enrollment university, Missouri Western State University has a statewide mission in applied learning. MWSU’s programs help students to connect the theory of the classroom with applications beyond the classroom in the community, the region and well beyond. More than 95% of Missouri Western graduates participate in an internship, undergraduate research, or other applied learning experiences.

The 18 building campus includes 12 major academic and student activity buildings and a 1257 bed residential complex. In additional, MWSU offers courses at facilities in Kansas City and many high school/college dual-credit courses with school districts throughout the region. MWSU is the sixth largest employer in the city of St. Joseph and appreciates the benefits of many effective partnerships with regional business and industry, government agencies and school districts. MWSU employs approximately 203 full time faculty and 330 full time staff.

Missouri Western State University receives approximately 37% of its annual operating revenues from state appropriations. The majority of its remaining $3.55 million budget is derived from student tuition and fees. MWSU is also supported by a separate legal entity, the Missouri Western State University Foundation.

Missouri Western is accredited by the [Higher Learning Commission](http://hlcommission.org/) (HLC), one of the six regional accrediting associations in the United States. Specialized program accreditations include:

* [Association to Advance Collegiate Schools of Business, AACSB International](http://www.aacsb.edu/)
* [Commission on Accreditation for Health Informatics and Information Management Education](http://www.cahiim.org/)
* [Commission on Accreditation in Physical Therapy Education](http://www.capteonline.org/)
* [Commission on Collegiate Nursing Education](http://www.ccneaccreditation.org/)
* [Council on Social Work Education](http://www.cswe.org/)
* [Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology](http://www.abet.org/)
* [National Accrediting Agency for Clinical Laboratory Science](http://www.naacls.org/)
* [National Association of Schools of Music](http://nasm.arts-accredit.org/)
* [National Council for Accreditation of Teacher Education](http://www.ncate.org/)

Missouri Western also has the [All-Steinway School](http://www.steinway.com/institutions/all-steinway-schools/) designation, the [American Chemical Society](http://www.acs.org/) curriculum approval, and the [American Bar Association](http://www.americanbar.org/) approval.

The historic city of St. Joseph, Missouri has a population of approximately 77,000 and a favorable location 30 miles north of Kansas City International Airport. Recreational, cultural and community opportunities are available. Cost of living is below the national average, especially housing costs.

Additional information regarding MWSU is available on our website at [www.missouriwestern.edu](http://www.missouriwestern.edu)/about/ and information regarding the St. Joseph community can be found at [www.saintjoseph.com](http://www.saintjoseph.com).

**PURPOSE**

The purpose of the Request for Qualifications (RFQ) is to solicit information for services related to the identification of a new President for MWSU. MWSU is seeking a firm, which can provide the following services:

1. In consultation with MWSU’s Board of Governors, document the leadership needs of MWSU in the context of MWSU’s substantial record of achievement and its aspirations for a future of enhanced leadership;
2. In consultation with MWSU’s Board of Governors, develop a written position description and timetable for the search that best ensures a start date for the President position on or before July 1, 2019;
3. Develop a comprehensive recruitment plan for the position including advertisements in appropriate publications ***and*** the solicitation of applications of potential candidates to ensure a robust and diverse pool of candidates; and
4. Recommend and participate in a screen process – including techniques for assessing applicant resumes, reference call procedures and conduct of background checks on finalists selected in the search process.

**GENERAL GUIDELINES**

The contract between MWSU and the selected Firm shall consist of the RFQ document and any amendments thereto, and the Qualification Response submitted by the selected Firm in response to this RFQ document. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFQ shall govern. However, MWSU reserves the right to clarify any contractual relationship in writing with the concurrence of the prospective Firm and such written clarification shall govern in case of conflict with the applicable requirements stated in this RFQ document of the Firm’s Qualification. In all other matters not affected by the written clarification, if any, the RFQ document shall govern. Firms are cautioned that their Qualification shall be subject to acceptance by MWSU without further clarification.

All reports and material developed or acquired by the selected Firm, as a direct requirement specified in the contract/purchase order shall become the property of MWSU. No reports or materials prepared shall be released to the public without the prior written consent of MWSU.

The selected Firm shall not assign any interest in the contract/purchase order and shall not transfer any interest whatsoever in the contract/purchase order without the prior written consent of MWSU.

As a public institution, MWSU must follow State of Missouri rules and regulations regarding the procurement of services. Data obtained through this consulting process must be handled as confidential and may not be shared with Firms who may want to do business with MWSU without the prior written approval of MWSU.

The Firm covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Firm further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract/purchase order.

MWSU may cancel the contract/purchase order at any time for a breach of any contractual obligation by providing the selected Firm with a written notice of such cancellation. Should MWSU exercise its right to cancel the contract/purchase order for such reason, the cancellation shall become effective on the date as specified in the Notice of Cancellation sent to the Firm.

**RESPONSE FORMAT**

Firms are requested to provide the following information in their response.

 **Section 1 – Executive Summary**

A brief (1-2 pages) narrative highlighting the information provided. The Executive Summary should not include cost information.

**Section 2 – Firm Background**

 The Firm should include the following information:

* 1. Length of time in business;
	2. A brief description of the Firm;
	3. Firm size and organization;
	4. Audited financial statement (enclose in a separate envelope, which will be maintained as confidential information by MWSU.
	5. Qualifications and relevant experience of the Firm or Firms involved; in addition, the specific team members who will provide services and their role in the process should be detailed;
	6. The Firm may include information from past work that displays the Firm’s experience in providing this type of service; and
	7. A list and description of relevant higher education consulting projects undertaken in the most recent three years, including clients referenced by name, function, organization, address and telephone number for each project. It is preferred to have at least three references submitted with the Firm’s response, which involve searches for chief academic officers that demonstrate the Firm’s ability to match candidates with the client’s mission;

 **Section 3 – Information to be Provided**

The Firm should provide information regarding the scope of services to be provided including, but not necessarily limited to each of the following components:

* 1. Methodology and plan of action for ascertaining MWSU’s leadership needs;
	2. Production of a position description and proposed timeline for search activities, including the participation of a Search/Screen Advisory Committee in all activities;
	3. Development of a comprehensive plan to recruit a strong and diverse applicant pool, including advertisements in appropriate media and strategy for augmenting the applicant pool with additional, strong candidates through direct contacts; and
	4. Definition of an appropriate screening process involving a campus Search/Screen Advisory committee with consultant input, including appropriate evaluation criteria, reference call procedures and background checks on finalists.

In addition, for each of these components, the response should indicate the Firm and staff who will be providing the service; the manner in which the study will proceed; how information will be gathered; how communication will occur; the projected number and nature of on campus meetings; and the timetable for developing the various stages of the study.

**BIDDER INSTRUCTIONS**

* Qualifications may not be accepted if the RFQ19-051 is not clearly marked on the outside of the envelope.
* Qualification must be prepared in accordance with Submission Material (described below). Those Qualifications, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFQ is 2:00 p.m. Central Time, September 18, 2018. These questions should be submitted to purchase@misssouriwestern.edu. Submission questions and subsequent responses will be issued as an addendum to all prospective Firms.
* Financial information should only be submitted with the original response.
* RFQ should be submitted no later than September 27, 2018, 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing Department, Popplewell 221

4525 Downs Drive

St. Joseph, MO 64507

* Responses received after that date and time will not be considered.

**Submission Materials**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. The following items should be included in your response. Please make sure your response is signed.

* Invitation to Bid Page: Complete the required vendor contact information for RFQ19-051.
* 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) specifications found on page 9.
* Addendum: Include any addendums for verification of receipt.
* Include one (1) original plus seven (7) copies of all Qualification submission materials for a total of eight (8) hard copy documents. Also, please include a flash drive of complete RFQ **(non-returnable).**

**Vendor Evaluation**

The selection committee will first determine a Qualification satisfies the requirements stated in this RFQ document. MWSU seeks a professional service Firm with the following preferred qualifications.

* 1. MWSU is interested in Firms that have the size, expertise, experience and breadth of service offerings to provide the service required. MWSU’s evaluation will include assessment of the Firm’s overall organizational dimensions including scope of services provide, financial strength, quality and experience of personnel to be assigned to the operation, and the strength of the current client references provided.
	2. Financial evaluation will include an assessment of the Firm’s cost/revenue profile and market share.

The selection committee will then review all complete Qualifications. Respondents may be asked to make an oral presentation to clarify details of their response. A short list of Firms will be selected for possible telephone interviews and maybe for an onsite presentation to key MWSU personnel in St. Joseph. MWSU will confirm the schedule for any such onsite presentation. Written responses should be complete and not dependent upon any oral interview or presentation for clarification. It is anticipated that any on site/Zoom presentations would be scheduled during October 8-12th.

**TIMELINE**

RFQ Issued September 13, 2018

Deadline for Submission of Questions September 18, 2018

RFQ Open Date September 27, 2018

Presentations by Finalists October 8 thru 12, 2018

Selection of Search Firm No later than November 1, 2018

Contract Awarded No later than November 1, 2018

**QUALIFICATIONS**

As past performance is the best predictor of future success, MWSU is requesting that you provide detail in your proposal regarding each of the points listed to aid in our evaluation.

1. Recent successful experience working on presidential searches with public universities in the Midwest, which are approximately the size and Carnegie classification as MWSU. Success and retention metrics, reputation and references will be considered.
2. Recent successful experience conducting open presidential searches.
3. Recent experience recruiting a diverse pool of qualified candidates for universities similar to MWSU.
4. Evidence of ability to establish & meet timely deadlines.

**REFERENCES**

Every vendor must provide at least three (3) references, which reflect a successful implementation of similar scope and size. References should include the following information:

1. Customer name and address
2. Contact person and telephone number
3. Description of the Project
4. Number of students

CONDITIONS OF PROPOSAL:

* The vendor must comply with all Federal, State and Local regulations and laws.
* Qualifications received after the deadline will not be accepted or considered.
* Missouri Western State University reserves the right to reject any and all Qualifications received in response to this RFQ and to waive any minor irregularity or informality.

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_