

EASTERN OREGON UNIVERSITY – REQUEST FOR PROPOSALS

Request for Proposals from Executive Search Consultants Serving Higher Education

RFP # 2023-24-05

Request for Proposals from Executive Search Consultants Serving Higher Education

Eastern Oregon University (EOU) requests proposals from qualified executive search consulting firms to assist the university with filling multiple university executive level positions. The immediate need is to fill the following positions: Provost, Vice President of Student Affairs, and a Vice President of Finance and Administration. All searches may be conducted simultaneously or independently, with additional executive level searches being conducted over the next three to five years. Depending on the search, EOU may request the vendor to manage the full search process, for others we may only request the vendor to provide recruitment only services. Recruiting-only is using the vendor to advertise, attract, and qualify applicants, and assist with recommending first-interview candidates. We request the vendor to provide proposal costs, which will allow EOU this flexibility.

INTRODUCTION

Oregon's Rural University

Eastern Oregon University, designated by the Oregon legislature as Oregon's Rural University, is a regional public university with a strong sense of mission and service. Our faculty, staff, administrators, and trustees are committed to serving rural students and rural communities in all their diversity, and at all levels of need, throughout our region and the world. Located in the scenic Grande Ronde Valley in northeastern Oregon, we serve a region of rich natural resources, very low population density, relatively low income, substantial ethnic diversity, high levels of high school completion, and low levels of college enrollment. Our institution serves a population that has not traditionally connected with higher education. Sixty-one percent of our students are from traditionally underserved communities (32% first generation, 33% Pell eligible, 27% racial/ethnic minorities). We were early pioneers in distance education, and have strong online enrollment. Our Fall 2021 enrollment of 2,825 was evenly divided between on-campus and online students.

The university is taking the lead (in collaboration with two regional community colleges) in implementing the Moon Shot for Equity Program in our region. The program, designed by EAB Global, applies best practices and facilitates inter-institutional collaboration to eliminate equity gaps. In May 2017, the EOU Board of Trustees approved the strategic plan. The university is midway through the execution of this 13-year plan, The Ascent, which has as its end point our centennial, 2029. We will be conducting an evaluation of the plan during this interim year. EOU's greatest challenge, like other institutions of our type and size, is achieving enrollment goals.

In July 2023, President Kelly A. Ryan assumed her role and she is looking to create her leadership team. The university is seeking executives, including but not limited to, a Provost, Vice President

of Student Affairs, and a Vice President of Finance and Administration, with strengths to advance the mission of EOU.

Expectations of Consultant

The selected consulting firm will be committed to presenting the President, search committees and the larger university community with a selection of well-qualified, diverse candidates for multiple executive level positions who are aligned with the university's vision and strategic goals and who are prepared to assist in leading the university to our next level of success. Searches may be conducted independently or concurrently depending on the needs of the University. For more details see the Scope of Work, Questions to Answer, and Evaluation and Selection Criteria, below.

SOLICITATION PROCEDURES

General RFP provisions and EOU's General Terms and Conditions at Eastern Oregon University are available at: <https://www.eou.edu/busserv/purchasing/> It is the proposer's responsibility to review the provisions and terms & conditions before providing a response. EOU will only review minor changes to the general terms and conditions. Proposer must provide requested changes with the proposal for review.

It will be the responsibility of potential proposers to refer daily to the Oregon Public Universities Shared Resources website (www.orpu.org) or the Oregon Buys website <https://oregonbuys.gov/bso/> to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Proposals ("RFP")

PROPOSAL SUBMISSION

All proposals must be received electronically on or before 3pm Pacific Time on TBD

Proposals must be submitted electronically (one PDF document is preferred but not required). Email subject line must be "Response to RFP #2023-24-05." Proposals delayed or lost by email system filtering or other failures may be considered at EOU's sole discretion. It is the responsibility of the Proposer to ensure that Proposals are received by the closing date and time. NO LATE PROPOSALS WILL BE ACCEPTED.

ISSUING OFFICE

All correspondence regarding proposals should be in writing to the contact person below, they are the sole point of contact regarding this RFP:

Kimberly Newman

Executive Assistant to the President
One University Blvd
La Grande, OR 97850
knewman5@eou.edu541-962-3512

SCHEDULE OF EVENTS

Tuesday, August 8, 2023

Issue Date

Friday, August 11, 2023

Clarifying Questions Due to Issuing Office

Friday, August 18, 2023 - 3pm (PST)
be accepted)

Closing /Submission Date (late submissions will not

PROPOSAL REQUIREMENTS

Include Proposer's Federal tax identification number and Secretary of State Corporation Division Business Registry number. Provide an explanation if Proposer is not required to be registered with the Business Registry in Oregon. This information can be submitted by completing EOU's Bidder/Proposer Tax Laws and Non-discrimination Certification Form (Exhibit A) and submitting a copy with your proposal.

SCOPE OF WORK

The consultant shall provide a full range of university executive level search services for multiple positions, including:

- Understanding the position(s), scope of responsibilities, compensation package, and other aspects of university executive level position, and all applicable Oregon employment laws and regulations.
- Providing assistance in refining the timeline and process for conducting the search, and advising on best practices
- Assisting the with community outreach, engagement, and information gathering efforts
- Assisting with the development of a leadership profile meeting the University's strategic priorities, as informed by views gathered from a broad array of community members and university stakeholders
- Generating an exceptionally qualified and diverse initial pool of applicants that meets the specific needs of the university
- Generating a clear set of criteria on which all applicant and candidate evaluation and selection would be based, and ensuring decisions made by groups and individuals throughout the entire hiring process conform to the criteria
- Identifying qualified applicants for search committee review and providing applicant profiles
- Facilitating candidate interviews at all stages of the process (initial, semi-final, and final)

- Preparing detailed reports regarding the candidates' strengths, and weaknesses based on the established hiring criteria
- Conducting thorough reference and background checks of finalists,
- Assisting the search committee and President with evaluation of candidates based the hiring criteria
- Assisting the search committee and President in planning finalists' on-site visits,
- Assisting, when necessary, in negotiations regarding salary and benefits.

QUESTIONS TO ANSWER

In addition to providing documentation meeting the evaluation criteria listed below, the Proposer should answer the following questions:

- What do you consider to be the two most fundamental factors that are key to a successful university executive search?
- How is your firm best positioned to provide guidance and direction on best practices?

EVALUATION AND SELECTION CRITERIA – TOTAL POINTS 100

Of primary importance in selecting the consultant will be the consultant's demonstrated understanding of the university's identity, strengths, challenges, and goals, and the consultant's demonstrated ability to deliver candidates of the desired quality. A key factor will be the consultant's track record of recruiting and placing university executives who performed excellently at smaller rural universities with similar missions.

The following is a summary of the criteria by which proposals will be evaluated, and the maximum possible points associated with each.

Criteria	Maximum Points
1. Proposer's Approach, Methodology, Philosophy, and Ability	30
2. Evidence of Successful University Executive Searches	25
3. Commitment to Diversity, Equity and Inclusion (DEI)	10
4. Project Team	10
5. Cost	15
6. References	10
TOTAL:	100

Proposer's Approach, Methodology, Philosophy, and Ability (30 points)

The Proposer must describe their approach, methodology, philosophy, and ability to fulfill the requirements set forth in the Expectations of Consultant and in the Scope of Work. Specifically, the Proposer, upon review of this solicitation document and the documents linked within it will describe: (1) approaches to community engagement, (2) assisting the President, and search committee, (3) processes to develop a leadership profile, (4) inclusive processes to effectively interview and narrow the pool of candidates,

Evidence of University Executive Searches (25 points)

The Proposer must describe, with evidence, the Proposer's successful completion of higher education executive searches within the past five years. In particular, note "open" searches in which the finalists are announced and visit the institution before an appointment is made. Please include institution name, position title, year of search, and outcome. Proposers should take care to describe how their role was credible, transparent, and collaborative on the relevant campuses and how the successful candidate matched the campus expectations.

Commitment to Diversity, Equity, and Inclusion (10 points)

The Proposer must describe and convey, with evidence and specific examples, its commitment to diversity, equity and inclusion, and how, through its processes, approaches, and track record, it creates a sufficiently diverse and inclusive pool of candidates for the Board and the university community to consider. The Proposer should demonstrate its commitment to present multiple qualified candidates from diverse backgrounds in the initial pool, the semi-finalist pool, and the finalist pool.

Project Team (10 points)

The Proposer must provide information about the project team members who will be assigned to this contract, including names, titles, and resumes, detailed qualifications, of every member of the project team. List the last five higher education executive searches on which each member of the project team has worked. Be clear about who will serve as lead and who will serve in supporting roles. Include details about the location where each of these individuals are based. Team members with a professional background in higher education are preferred.

Cost (15 points)

The Proposers must describe its approach to the cost of the services, whether it be hourly, flat fee, or some other arrangement. If the Proposer charges on a per hour basis, the hourly rate for each project team member and type of service with an estimated number of hours must be included in the Proposal. Disclose travel cost estimates. If the Proposer charges a flat fee, the structure of the fee should be described in sufficient detail. Cost proposal must include clear options for all services, and for recruitment only options. Cost proposal also must include all incidental expenses, including estimated travel costs. Travel reimbursements will be paid based on EOU's travel policy and reimbursement schedule.

References (10 points)

The Proposer must provide three recent references from institutions or universities for which the Proposer has performed substantially similar services as to those described in the Expectations of Consultant and the Scope of Work described in this solicitation document. EOU reserves the right to contact all references.