



# Request for Proposal (RFP) – No. FIN-2020-01

## Executive Recruitment Services

**\*\*\*\* Proposals Due: August 06, 2020, prior to 3:00 pm, Local Time \*\*\*\***

**Issue Date:** 7/20/2020

**Issuing Office:** Purchasing

**RFP Coordinator:** Jules DeGiulio  
Purchasing Manager  
Office: 541 440 7640  
Cell: 541 510 2937  
[jules.degiulio@umpqua.edu](mailto:jules.degiulio@umpqua.edu)

**Submit Sealed Proposals to:** Umpqua Community College  
  
1140 Umpqua College Rd  
Office of Business Services  
Lockwood Hall  
Roseburg, OR 97470  
Attn: Purchasing

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**WARNING:** This entire Solicitation Document set may be obtained from two official sources: the College’s Purchasing Services webpage: <https://www.umpqua.edu/solicitation-documents> or the Oregon Purchasing Information Network Website, (ORPIN): <http://orpin.oregon.gov/open.dll/welcome>. If obtaining the Solicitation Document set from any other source, it is the Proposer’s responsibility to ensure a full and complete set of Documents has been obtained. Any addenda or clarifications to this Solicitation Documents shall be published at both sites. It is the responsibility of each Proposer to check these sites for any information or Addenda to this solicitation.

The RFP Coordinator is the sole point of contact for this procurement. All communication between the Proposer and the College regarding this solicitation shall be in writing, submitted by e-mail, to the RFP Coordinator at the e-mail addresses listed above. Proposers are to rely on written statements issued exclusively by the RFP Coordinator or Coordinator’s designee. Any other communication will be considered unofficial and non-binding. Communications directed to parties other than the RFP Coordinator will have no legal bearing on this RFP or the resulting Contract(s).

Umpqua Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, genetic information, domestic abuse victim, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College’s programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about Title IX, which includes gender based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 541-440-

7690, 1140 Umpqua College Rd, Roseburg OR 97470. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

For an accommodation based upon a disability-related need please contact Student Accessibility Services at 541 440 7655 or through <https://www.umpqua.edu/accessibility-services>

To request this publication in an alternative format, please call the RFP Coordinator @ 541 440 7648.

## **Part I - General Information**

### **Part I A - Public Notice - Request for Proposal (RFP) No. FIN-2020-01. Executive Recruitment Services**

#### **Background:**

Umpqua Community College's president has announced her retirement from the College effective June 30, 2021. The College desires a smooth transition between presidents, and is seeking recruitment and selection process services from a qualified organization. The College is open to overlap between candidates in order to promote a smooth transition. The tentative timeline calls for president profile development in September/October, advertising beginning in November, and a decision in early Spring of 2021.

#### **Solicitation document, submittal requirements, timelines**

The College requests sealed competitive Proposals from qualified and experienced Proposers to conduct an executive search to identify a new President for the College.

The Solicitation Document Set and any resulting addenda, may be obtained from these two official sources: The College's Purchasing Services webpage: <https://www.umpqua.edu/solicitation-documents> or the Oregon Purchasing Information Network Website, (ORPIN): <http://orpin.oregon.gov/open.dll/welcome>.

The Closing Date is August 06, 2020, and the Proposals must be received ***prior to 3:00 pm Local Time*** to be considered. Conclusive proof of the date and time of receipt of a Proposal by the Purchasing Office will be determined by the date/time stamped on the Proposal as endorsed manually by the RFP Coordinator or a clerk of the office.

Original hard copies of Proposals must arrive at the Purchasing Office prior to the Closing Date and Time. Submit the Proposal in a sealed, non-transparent, container plainly marked: **Request for Proposal (RFP) – No. FIN-2021-01, Executive Recruitment Services**. Include the name and address of the Proposer. **Electronic submissions will not be considered.**

Proposals will be opened immediately and the competing firms noted following the 3pm receipt time. Due to COVID-19, which severely restricts gatherings on campus, there will NOT BE a public opening and announcement, but all Proposers will be named and alerted by email acknowledgement from the RFP Coordinator no later than the following morning. It is not necessary to physically carry your proposals to campus, and is recommended where possible, to return your Proposals by carrier. Nevertheless:

- **Late is Late!** Proposals received at or after 3:00 pm on August 06, 2020 will be returned unopened. It is the responsibility of the Proposer to insure receipt to these requirements. Proposers may use a Carrier Service for this delivery, but a delay on their part will not alter the date and time the proposals must be received.

Proposals may be rejected for failure to comply with the law applicable to submission, failure to comply with the rules adopted by the Local Public Contract Review Board concerning the submission of Proposals or failure to comply with the requirements of this Solicitation.

The College reserves the right in its sole discretion to waive minor informalities in Proposals submitted provided that such informalities have no effect on price, quality, quantity, fitness, delivery or any matter to be evaluated in making a selection and confer no material advantage on the Proposer whose nonconformity is waived.

**Extension of Time for the Submission of Proposals**

The College may in its sole discretion extend the time for the submission of Proposals upon a finding that it is in the interest of the College to do so. Such extension shall be by written Addendum, which may be issued either before or after the time for the submission of Proposals has passed; however, no Addendum extending the time for submission of Proposals shall be issued once any Proposal properly received has been opened.

**RFP Coordinator:** Jules DeGiulio, Purchasing Manager, 541 440-7648.

**Publication:** Umpqua Community College Purchasing Webpage: <https://www.umpqua.edu/solicitation-documents> and the Oregon Purchasing Information Network Website, (ORPIN): <http://orpin.oregon.gov/open.dll/welcome>.

**Publish Date: July 20, 2020**

EO/AA/ADA/Title IX institution

**Part 1 B - Campus Access**

See **Exhibit E - Campus Map**, for Visitor Parking and Lockwood Hall locations. No pass required.

**Part I C - General Information**

**Tentative Schedule**

RFP Released	July 20, 2020
RFP Closing	<b>August 06, 2020, prior to 3:00 pm Local Time</b>
Acknowledgement of Proposals	August 07, 2020 by email
Evaluation of Proposals	August 07 through August 22, 2020
Interviews (if applicable)	August 24 through September 7, 2020
Notice of Intent to Award published	September 15, 2020
President profile development	September/October of 2020
Hiring decision	Early Spring of 2021

**Proposal Rejection and Procurement Cancellation**

The College reserves the right to cancel all or any portion of the procurement. In addition, the College reserves the right to reject any or all Proposals and to cancel all or any portion of the procurement.

**Proposal Development Costs**

The College is not responsible for any costs incurred in the preparation or submission of a Proposal.

**Public Record**

At the conclusion of the selection process, the contents of all Proposals received and opened will be made

available for public inspection (ORS 192.410 to 192.505). The College will endeavor to withhold trade secrets or proprietary information that are recognized as such and are protected by law (ORS 646.461 to 646.475), if clearly identified as such in the Proposal submitted.

If a Proposal contains any proprietary information that the Proposer does not want disclosed to the public or to be used by the College for any purpose other than evaluation of their Proposal, each sheet of such information shall be readily separable from the remainder of the Proposal and must be marked with the legend:

**“CONFIDENTIAL,” “PROPRIETARY” or “TRADE SECRET”**

The College reserves the right to waive the exemption from disclosure if the exemption is waivable and it is in the public interest to do so. Proposers are further informed that final determinations concerning the withholding of information from public disclosure rest with the District Attorney, the Attorney General or the Courts and not with the College. The College may not disclose information that the law forbids it to disclose and may not withhold information the law requires it to provide. Failure to mark information, documents or data shall be conclusive proof that the Proposer claims no exemption for it.

All submissions and additional information, if any, shall become public record after award of Contract.

## **Part I – D – Supplemental Conditions**

### **Confidential/Proprietary Information**

The Firm awarded the Contract as a result of this RFP shall treat as confidential all the College’s information in its possession and will take precautions to not reproduce, copy, duplicate, disclose or in any way treat the information supplied by the College in any manner except as specified by this agreement. The successful Firm agrees to exercise extreme caution and discretion in safeguarding the College’s information and materials.

### **Payment Terms**

The consideration will be based on the sum of all proposed costs including reimbursable expenses. Payments will be made by College generated check delivered by US Mail, to arrive within thirty (30) days of receipt of invoices as work progresses. A Standing Purchase Order will be generated as a Contract attachment.

## **Part II – Addenda/Proposal Submittals**

### **Addenda**

Any Addenda or clarifications to this Solicitation shall be published on the College’s Purchasing webpage: <https://www.umpqua.edu/solicitation-documents> and the Oregon Purchasing Information Network Website, (ORPIN): <http://orpin.oregon.gov/open.dll/welcome>. It is the responsibility of each Proposer to check for any information or Addenda to this solicitation.

The College may, at its sole discretion, extend the time for the submission of Proposals upon a finding that it is in the interest of the College to do so. Such extension shall be by written Addendum, which may be issued either before or after the time for the submission of Proposals has passed; however, no Addendum extending the time for submission of Proposals shall be issued once any Proposal properly received has been opened.

All Addenda, with the exception of Addenda to the Closing date and time, will be issued not less than 72 hours before the specified Closing date and time. Addenda specifically related to the Closing date and time may be

issued with less than 72-hours' notice. Failure of any Proposer to receive any such Addenda or interpretation shall not relieve the Proposer from any obligation under its Proposal as submitted.

### **Proposal Submittal Requirements**

Proposers may submit more than one (1) ORIGINAL Proposal; however, each alternative Proposal must be presented as a complete Proposal and will be evaluated independently of any other.

Proposals shall be firm and may not be modified or withdrawn, for a period of thirty (30) days after the Closing Date. Proposers may withdraw their Proposal if it has not been accepted within thirty (30) days from the RFP Closing Date.

Proposals shall be signed by an officer of your firm with the authority to commit the firm. No erasures are permitted. Mistakes must be crossed out and initialed in ink by the person authorized to sign the Proposal, otherwise the interlineations may render the Proposal non-responsive.

Submittals must be clearly and distinctly typed or written with ink in the English language.

Proposals must be font size 12 or larger, be contained in a document, and secured by binding or stapling. For ease in scoring the Proposals, please provide tabs keyed to each of the criterion's numbers.

### **Required Submittals:**

- Proposer(s) must provide ALL of the following submittals:
  - One (1) ORIGINAL set of submittals (clearly marked as "ORIGINAL"), in hard copy.
  - One (1) identical copy of the ORIGINAL in pdf format on a thumb drive
  - Three (3) complete copies of the ORIGINAL in hard copy.
- Mandatory Requirements of the Proposal (response Exhibit "A")
- Scored Criteria of the Proposal (response Exhibit "B")
- Response Form (response to Exhibit C)

### **These required Attachments shall be appended to the end of your Proposal:**

- Attachment A – References
- Attachment B - Exception

**Due Date/Time: August 06, 2020, prior to 3:00 pm Local Time**

## **Part III - Scope of Work/Evaluation/Contractual Process**

### **Scope of Work**

The Work performed by the Contract Awardee (Consultant) on any Contract awarded as a result of this Solicitation will include executive recruitment services (Services). A final Statement of Work will be negotiated prior to Contract execution.

The Consultant will work collaboratively with the College during all phases of the engagement. Services may include, but are not be limited to, the following:

- Solicit feedback from College Faculty, Staff, Students, Board Members, and the local Community to inform the candidate profile.
- Draft job description, candidate profile, and selection criteria to be used in the recruitment process to be approved by the Board of Education.
- Create advertising and outreach strategies and recruitment materials to be approved by the College
- Conduct national and individualized outreach to a diverse pool of highly qualified candidates in a manner that honors confidentiality at all times
- Post the position announcement in a variety of outlets to gather a diverse pool of qualified candidates
- Accept and conduct initial screening of applications
- Recommend a small pool of diverse and highly qualified candidates to the College.
- Coordinate and schedule candidate interviews
- Produce a comprehensive reference check and thoroughly investigate and verify backgrounds and credentials of finalist candidates (may include site visits)
- Guide finalist candidates through the interview process
- Manage correspondence with unsuccessful prospects and candidates
- Recommend and perform other tasks to complete an efficient and comprehensive search

### **Evaluation**

The selection process will be based on the information submitted, obtained, received, presented, found, and heard in response to this RFP. The College will be the sole judge of the merits of each Proposer's submission.

Proposers must respond and return the required forms with their Proposal following the format of the forms included with this RFP. Failure to respond to any of the required submittals may result in the College determining the Proposal to be nonresponsive.

Purchasing staff will examine the Proposals to determine whether all Mandatory Requirements have been met by the Proposer. Only those Proposals, which appear to materially satisfy all Mandatory Requirements will be further considered. Failure to respond to any or all parts of the Mandatory Requirements of the Proposal may result in disqualification.

Proposals that appear to materially satisfy all Mandatory Requirements will be submitted to the Evaluation Committee (Committee) for scoring.

Each member of the Committee shall evaluate each Proposal that is eligible to be evaluated. No member of the Committee may discuss an evaluation with a Proposer, however Committee members may discuss evaluations with each other.

Evaluation and scoring Proposals will be conducted using a juried process. Committee members will independently evaluate the Proposals and assign preliminary scores. Fractional points may be awarded. The Committee will then meet to discuss their preliminary scores. Committee members may revise their scores based on the information shared. Computation of the final scores will follow the discussion.

### **Competitive Range**

If a Competitive Range is established, the College will provide written notice to all Proposers of its intent to engage in discussions with Proposers in the Competitive Range; said notice shall identify those Proposers in the Competitive Range. The College may increase the number of Proposers in the Competitive Range if the College's evaluation of Proposals establishes a natural break in the scores of Proposers indicating a number of Proposers greater than the initial Competitive Range are closely competitive, or have a reasonable chance of being determined the best Proposer after the College's evaluation.

Notwithstanding the foregoing, however, in instances in which the College determines that a single Proposer has a reasonable chance of being determined the most Advantageous Proposal, the College need not determine or rank Proposers in the Competitive Range (OAR 137-047-0261(6)(a)(A)).

### **Interview/Presentation**

On the basis of the evaluation, the College may extend an invitation for an interview/presentation to any Proposer in the Competitive Range.

If interviews/presentations are conducted for the top ranked Proposers, the College will use the interview/presentation for clarification purposes and increase or decrease the marks originally awarded. The interview/presentation is not an opportunity for Proposers to submit new information or modify an already submitted Proposal. The Committee will use predetermined, consistent questions, in order to receive reliable and objective information. Information provided by the Proposer during the interview, either verbally or in writing, shall be appended to the written Proposal and may become a part of the Contract.

The College reserves the right to videotape or record the interview/presentation. Any such recording shall become public record subject to disclosure, unless other exempted in law.

### **Contractual Process**

The College reserves the right to conduct discussions with the highest ranked eligible Proposer to negotiate: 1) the Statement of Work; 2) the Contract Price as it is affected by negotiating the Statement of Work; and 3) any other terms and conditions reasonably related to those expressly authorized for negotiation in the RFP or Addenda thereto. Negotiations are conducted for the purpose of reaching agreement on final contract terms.

If an agreement cannot be negotiated with the most responsive and responsible Proposer within thirty (30) days after the date the Proposals are due, the College reserves the right to discontinue negotiations with the highest ranked Proposer and begin negotiations with the next highest ranked Proposer.