

SUPPLEMENTAL MATERIALS

Special Called Board Meeting

AGENDA ITEM III

Discussion and Consideration of a Recommendation to issue a Request for Proposals regarding an Executive Search Firm to provide assistance in the search for the next Commissioner of Higher Education

RECOMMENDATION: Approval

Background Information:

Mr. Stuart Stedman, Chair of the Board, will lead a discussion in consideration of a recommendation to issue a request for proposals regarding an executive search firm to provide assistance in the search for the next Commissioner of Higher Education.

Attached are a key schedule of events as well as the criteria by which all proposals will be scored, i.e., evaluation criteria for each of the proposal components.

Key Schedule of Events

Issuance of RFP	Friday, February 8, 2019
Deadline for Questions/Concerns (ref. Section 2.2 of this RFP)	Tuesday, February 19, 2019
Submittal Deadline (ref. Section 2.1 of the RFP)	4:30 p.m. CST on Friday, March 1, 2019

Scored Criteria

Evaluation Criteria for each of the Proposal Components:

1	Contractor Qualifications & Experience	40%
2	Fees and Costs	35%
3	Approach to Project Services, including approach to delivering high-quality diverse candidate pools	25%
	Total	100%

1. Contractor Qualifications & Experience: (Criteria will be evaluated based on response to Section 5.6.1)

5.6.1 Evaluation Criteria #1: Contractor Qualifications and Experience (40%)

1. Provide references from three (3) of Proposer’s customers from the past five (5) years for services that are similar in scope, size, and complexity to the Services described in this RFP. These references should be able to speak specifically to Proposer’s ability to deliver a diverse pool of competitive candidates. Provide the following information for each customer:
 - Customer name and address;
 - Contact name with email address and phone number;
 - Time period in which work was performed;
 - Short description of work performed.
2. Has Proposer worked with the THECB in the past? If “yes,” provide a brief description of work performed and period of performance.
3. Provide a detailed description of the firm’s experience in recruiting executive and/or upper level management positions in State of Texas government agencies as well as the higher education field, and other public service fields, including a list of customers and positions previously filled.
4. Provide detailed information on the organizational structure of Proposer’s firm, the history of the firm, and the philosophy and value the firm would add to the search process for the THECB.

5. Provide names and resumes demonstrating the qualifications of personnel from Proposer's firm that will perform the Services described in this RFP. Include:
 - role in Proposer's firm;
 - role and responsibility for managing the project(s) with the THECB;
 - position in Proposer's firm;
 - education, experience and background, etc.
 6. Disclose whether Proposer has ever had a contract terminated and if so, provide a detailed explanation of the contract and circumstances surrounding termination.
 7. If available, provide overall client satisfaction scores from surveys of past organizations for which Proposer has conducted searches.
 8. Financial stability based on Texas Comptroller records and any other available information.
 9. Past vendor performance per the Texas Comptroller's Vendor Performance Tracking System (VPTS)
- 2. Fees and Costs criteria:** (Criteria will be evaluated utilizing the following sub-criteria)
1. Professional fee
 2. Administrative fees
 3. Reimbursable expenses
 4. Minimum retainer fee
 5. Payment term
- 3. Approach to Project Services, including approach to delivering high-quality diverse candidate pools** (Criteria will be evaluated based on response to Section 5.6.2)

5.6.2 Evaluation Criteria #3: Approach to Project Services (25%)

1. Provide a detailed plan for conducting a time-sensitive national search for the Commissioner of Higher Education position. Include detailed description of strategies and tactics used to ensure a smooth and successful search process.
2. Provide an example of the average timeline for the search process, including an identification of the steps of the process completed in each phase and the time allotted for each phase.
3. Provide an example, if any, of a unique technology applied by the Proposer that aids in the search process.
4. State Proposer's capabilities in providing assistance during the interview process. Examples of assistance will include but not be limited to: assisting with correspondence between applicants, nominators and nominees, and coordinating between applicants, nominators, nominees and THECB Search Committee.
5. Describe in-depth background screening that will be completed by the Proposer for candidates at various stages of the process.

6. Explain the Proposer's commitment to diversity, including recruitment and placing women and minority candidates.
7. Describe Proposer's internal screening methodology (video conference/in person / telephone, etc.) and how it produces the most viable candidates.
8. Provide Proposer's policy on the confidentiality of its search process.
9. Provide information regarding its guarantee and replacement policy, including information regarding "off-limits" provisions.
10. Describe Proposer's billing policy. Note that the THECB is a state agency and generally may not pay for goods or services before their delivery to the agency.