



Florida State University (FSU)

Board of Trustees

Request for Quotation 6195-6

Executive Search Firm – University Presidential Search

Response due by:

2:00 pm ET

November 4, 2020

REQUEST FOR QUOTATION

EXECUTIVE SEARCH FIRM – UNIVERSITY PRESIDENTIAL SEARCH

RFQ NUMBER: 6195-6

I. Statement of Objective

The objective of this Request for Quotation is to enable Florida State University (FSU) to enter into a contract with a firm to provide an extensive national executive search for a new University President to succeed President John Thrasher upon his retirement.

II. About the University

Florida State University (FSU) is a public, fully accredited institution and is one of the nation’s elite research universities. The University’s main campus is located on 452 acres in Tallahassee. In addition, the University operates a branch campus located on 26 acres in Panama City, FL and The Ringling Museum of Art in Sarasota, FL. The University is one of the largest and oldest public institutions of higher learning in the state of Florida. FSU is ranked No. 19 among national public universities in the latest U.S. News & World Report rankings list, marking the second consecutive year that the University placed in the Top 20.

III. Calendar of Events

Task	Date
FSU Releases Request for Quotation	October 21, 2020
Questions Due from Respondents no later than 2 pm ET	October 28, 2020
Proposals Due from Respondents no later than 2 pm ET	November 4, 2020
FSU begins reviewing proposals	November 5, 2020
Committee Interviews with search firm finalists begin on or about	November 10, 2020
Negotiations begin on or about	November 12, 2020
FSU Awards on or about	November 16, 2020

FSU reserves the right to alter this calendar of events as necessary to meet the University’s needs. Vendor is solely responsible for checking the below referenced website periodically to ensure that changes to the above calendar of events and/or requirements for participating in this quote process have been made.

All costs associated with RFQ response preparation as well as any travel expenses incurred by respondent prior to contract engagement will be borne by the respondent.

IV. Response Format

Required elements of the Response include:

A. Executive Summary

The executive summary shall summarize the Respondent's overall experience and capabilities to administer this project as well as its firm's mission and philosophy. The Respondent is encouraged to limit the executive summary to no more than five (5) pages. This should include, at a minimum, search experience with public universities; successful experience in recent comparable university presidential searches; and experience with Florida's Sunshine Law (open meetings and public records laws).

B. Approach to Scope of Services

The Respondent should describe its approach to conducting presidential searches. This should include, at a minimum, approaches to identifying candidates and strategies for a diverse pool of applicants. Response should also denote what distinguishes Respondent's process/results from other like firms. Respondents should also describe the following regarding its approach:

- i. Collection of information
- ii. Research method
- iii. Communication strategy
- iv. Assistance with advertisement plan and placement
- v. Development of a candidate profile
- vi. Development of a search plan
- vii. Recruitment of a candidate that meet FSU's requirement and profile
- viii. The management of prospects
- ix. Development of a candidate matrix
- x. Conducting background checks
- xi. Assisting with candidate negotiation
- xii. Providing support during the candidate's transition

C. Work Plan

The Respondent shall provide a work plan to include a recommended timeline for completion and its strategies for obtaining input from internal and external constituents. Respondent shall attach a listing of staff who will be assigned to this project along with their role on the project if so awarded. Resumes for staff member(s) assigned primary responsibility for this project must also be included.

D. References

Provide three to five (3-5) references which demonstrate efforts comparable to the one described in this RFQ at a similar type and size institution. FSU reserves the right to contact references regarding the services provided.

E. Pricing

Respondents shall submit total pricing for services including all applicable fees and any additional financial considerations such as discounted base rates/fees and capping of certain expenses.

V. Evaluation

The submitted proposal responses will be evaluated on the following criteria. These are not listed in any priority order.

- A. Experience with presidential searches
- B. Experience with Florida laws
- C. Experience with American Association Universities (AAU) and Top 25
- D. Commitment to diversity
- E. Experience building a strong candidate pool
- F. Successful hires at other top universities
- G. Team of professionals
- H. Cost of the firm
- I. Interview with FSU Presidential Search Committee

Because this is a quotation process, the University and its designees reserves the right to conduct phone and/or on-site interviews, clarification of response discussions, and/or general discussions.

VI. Right to Reject

FSU reserves the right to reject any and/or all responses and negotiation efforts. It also reserves the right to waive any minor irregularities in an otherwise valid response.

VII. Response Submission

All questions regarding this RFQ should be directed to rmurton@fsu.edu no later than 2 pm ET on October 28, 2020. Answers to questions will be posted on the website.

Responses shall be submitted by due date via email to:

Rosey Murton, Chief Procurement Officer
Florida State University
rmurton@fsu.edu

VIII. Definitions

- A. **Calendar of Events** - Dates for critical events. All times are Eastern Time and are subject to change.
- B. **Contract** - An agreement between the FSU Board of Trustees and the Contract Vendor resulting from this RFQ.
- C. **Contractor** - After the award, said Respondent will be referred to as the "Contract Vendor", "Contractor", "Consultant" or "Vendor".
- D. **Respondent** - A potential contract vendor acting on its own behalf and on behalf of those individuals, partnerships, firms or corporations comprising the Respondent's team. For purposes of this RFQ, only vendors who have been awarded a contract as the result of a competitive solicitation through an eligible entity may participate. (examples would include those contracts awarded through Florida International University (FIU), University of Virginia (UVA), or similar).
- E. **Response** -The complete response to the Request for Quotation (RFQ), including properly completed attachments and supporting documentation as requested.
- F. **University or FSU**- Florida State University Board of Trustees.
- G. **Vendor**- Proposed respondent, consultant, contracted vendor, or contractor.