

**The Ohio Board of Regents  
Request for Proposal (RFP)  
April 25, 2006**

The Ohio Board of Regents (the “Regents”) seeks the services of an executive search firm to assist the Regents in identifying and recruiting candidates for the position of Chancellor for the Ohio Board of Regents. The current Chancellor is resigning to pursue other ventures effective May 12, 2006.

**Scope of services required**

1. The search firm will educate itself on the issues, challenges and opportunities faced by the state of Ohio and Ohio’s higher education system in order to assist in the development of the criteria for the successful candidate to serve as the seventh Chancellor of the Ohio Board of Regents.
2. The search firm will familiarize itself with the relevant Ohio laws pertaining to open meetings and public records and will make sure that all applicants are aware of the requirements and the impact those requirements may have on the applicants’ potential candidacy.
3. The search firm will familiarize itself with Ohio’s ethics laws and conduct its work consistent with those laws.
4. The Chancellor selection will be a priority for the principal assigned and the principal assigned will facilitate the work of the subcommittee from the beginning organizational meeting through appointment of the Chancellor. The principal during this engagement will not have a conflicting engagement which will include a search for a college or university President in Ohio.
5. The search firm will work with the Regents’ designated subcommittee to identify a search process timetable.
6. The search firm will assist the Regents in engaging stakeholder groups in the recruitment process.
7. The search firm will work with the Regents’ subcommittee to develop a job description for the position of Chancellor.
8. The search firm will generate an applicant pool. One method for developing the applicant pool that Regents’ will require of the search firm is to draft and publish a comprehensive position announcement for electronic and print media and the corresponding advertising and marketing materials to support the announcement.
9. The search firm will strategically place advertisements in appropriate electronic and print publications and other media to seek and identify candidates who may not otherwise apply for the position.
10. The search firm will check references; conduct background checks; interview semi-finalists; coordinate and assist with finalist candidate interviews with the subcommittee; and update the subcommittee

chair and the Board of Regents chair on the progress of the search as appropriate.

11. The search firm will conduct an analysis of the candidates and summarize the qualifications for a minimum of five finalists. The summaries will be presented to the Regents. The Regents may interview any or all of the five finalists.
12. The search firm may be asked to assist with recommending a competitive compensation package for the successful candidate.

### **Submission of Proposals**

Interested firms should submit an email indicating their intent to respond to Kristina D. Frost, Esq. Vice Chancellor for Operations at: [kfrost@regents.state.oh.us](mailto:kfrost@regents.state.oh.us) Proposals must be received in the Regents' office no later than 5:00 p.m. on May 18, 2006, and may be submitted by email to [kfrost@regents.state.oh.us](mailto:kfrost@regents.state.oh.us) or by regular mail to:

The Ohio Board of Regents  
30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43215

Submissions will include:

1. A letter of introduction
2. A firm narrative describing the size of the firm and the type of searches regularly completed. Include experience with academic searches and searches for state higher education executive officers.
3. A description of the size or extent of the firm's data base of potential candidates.
4. A description of all prior work conducted in Ohio.
5. The list of names, credentials, qualifications and experience of the principal and staff members who will be assigned to this project.
6. A list of references, including telephone and email contact information, from state higher education executive organizations and universities for whom the firm has identified successful candidates in similar searches.
7. The projected fixed fee that will be charged to the Regents to provide the services described herein. Expenses related to the Regents' search will be billed separately and the proposer will provide an estimate of those expenses in this proposal.
8. An outline, including suggested timetable, of the processes and methodology to be used in providing the requested services.
9. The interested firm may include other suggestions for processes and services proposed to assist in conducting a successful search.

### **Questions and communications regarding the response to this proposal**

Any questions or requests for clarification should be made to Kristina D. Frost at: 614-752-9496 or [kfrost@regents.state.oh.us](mailto:kfrost@regents.state.oh.us). Upon receipt of a question or request for clarification, the Regents will communicate the request and Regents' response to all interested firms.

## **Factors and criteria that will be considered when evaluating the proposal**

Upon submission of the proposals, a review and evaluation of each submission will be conducted. Prior to the final selection of a search firm, the proposers may be requested to meet with the subcommittee to discuss their proposal, firm and pending services. The Regents will not be responsible for costs incurred by the proposer in attending such a meeting.

## **Selection process**

The contract will be awarded to the firm that, in the opinion of the Regents, represents the best and most responsive proposal meeting the Regents' needs. To determine the best and most responsive proposal, the Regents will consider the following:

1. The quality of the response including whether the proposal responds to the Regents' needs identified above.
2. The comprehensive nature of services proposed.
3. Experience of the proposer in comparable searches.
4. Cost of the proposer's services.
5. The Regents' perceived value for the level of services as compared to the proposed fees.
6. Reliability and reputation of the proposer in providing similar services within Ohio and to other state systems and universities.
7. General experience and qualifications of the firm, the assigned principal and the assigned staff.

## **Contract terms and conditions**

The selected firm will execute the attached contract. The request for proposal, the response and any additions to the scope of work will be attached and made fully a part of the contract.

## **The Regents' right to reject any and all proposals**

The Regents reserve the right to reject any and all proposals if the proposer takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to the standards, specifications, and requirements of the RFP. The Regents reserve the right to reject all proposals in whole or in part where the board has determined, after evaluation of the proposals, that award of the contract is not in the best interests of the Regents or the state.