

REQUEST FOR PROPOSAL
NORTHEAST OHIO PUBLIC UNIVERSITY 2010 TRUSTEES' MEETING PROJECT
("2010 TRUSTEES' MEETING PROJECT")

Overview

The Northeast Ohio Council on Higher Education ("NOCHE") has been charged by the Chancellor of the Ohio Board of Regents to conduct a Spring 2010 meeting of the trustees ("Trustees' Meeting") of the five four-year public institutions of higher education in Northeast Ohio (The University of Akron, Cleveland State University, Kent State University, Northeastern Ohio Universities Colleges of Medicine and Pharmacy, and Youngstown State University, collectively "NEO Public Universities"). To prepare for the Trustees' Meeting and to develop a report on certain criteria applicable to the NEO Public Universities, as defined below, NOCHE seeks to engage a consultant to provide professional services including project design, research, data collection and professional evaluation, with work to begin in November 2009. Successful engagement and performance related to the 2010 Trustees' Meeting Project will position the successful bidder to be considered for re-engagement for a similar project in 2011.

Background

The Trustees' Meeting is a "key strategy" identified in the Strategic Plan for Higher Education 2008-2017 ("Strategic Plan"), which may be downloaded at <http://uso.edu/strategicplan/downloads/index.php>.

Stated Objectives

As set forth in the Strategic Plan, the Trustees' Meeting includes the following stated objectives:

The Chancellor will convene a public session of the trustees of Northeast Ohio's four public universities and NEOUCOM at least annually to review the progress toward improving quality, increasing mission differentiation, increasing collaboration, increasing the contribution of the institutions to the regional and state economy, and decreasing competition among the institutions, and will submit an annual report to the Governor and the General Assembly summarizing the progress made since the release of the Northeast Ohio Universities Collaboration and Innovation Study Commission's report.¹

¹ In 2007, the NEO Public Universities participated in the Northeast Ohio Universities Collaboration and Innovation Study Commission, which collected and reviewed data that resulted in a report that may be found at <http://www.noche.org/study-commission>.

Northeast Ohio's progress on these stated objectives is to be reviewed and compared against other regions across the state and nation.

Proposed Scope of Work

NOCHE seeks to engage a consultant to assist with the following proposed tasks from November 2009 through June 2010 as part of the 2010 Trustees' Meeting Project:

1. **STRATEGY:** Developing and designing a strategy to conduct research and collect the data necessary to evaluate the stated objectives.

2. **DATA COLLECTION:**
 - a. Guiding NOCHE (in conjunction with the Chancellor's office) in NOCHE's collection of identified data from NEO Public Universities.
 - b. Collecting/compiling information, ideally from readily available sources, on similar progress measures from other relevant, key regions across the state and/or nation for purposes of comparing Northeast Ohio's progress.

3. **ANALYSIS:** Analyzing data collected on NEO Public Universities to evaluate progress on the stated objectives within Northeast Ohio and as compared against select regions across the state and/or nation.

4. **TRUSTEES' MEETING:**
 - a. Assisting with NOCHE's preparation for the 2010 Trustees' Meeting (tentatively planned for April 2010 at a location in Northeast Ohio), including development of the agenda, identification of presenters, and presentation on the evaluation of progress on the stated objectives.
 - b. Attending, presenting and/or answering questions at the 2010 Trustees' Meeting as needed.

5. **REPORT:** Acting as consultant/editor in NOCHE's preparation of a written report on the evaluation of progress on the stated objectives (to be submitted to the Chancellor for review on or before May 15, 2010, and presented to the Governor and General Assembly on or before June 30, 2010).

6. **MISCELLANY:** Collaborating with NOCHE in conjunction with the Chancellor's office on such other incidental tasks necessary to meet the requirements of the Trustees' Meeting.

Submission of Proposals

Proposals must be submitted electronically to info@noche.org by 5:00 p.m. EST on November 2, 2009, with the following subject line: 2010 Trustees' Meeting Project Proposal.

The submission should include the following:

- (1) Cover page that lists the applicant's name, organization/company, address, phone, cell phone, email, and EIN.
- (2) Proposal for the 2010 Trustees' Meeting Project, not to exceed 5 pages. In the proposal, please address the following:
 - a. Background/experience
 - b. Knowledge of Northeast Ohio
 - c. Knowledge of higher education
 - d. Proposed approach to meet stated objectives
 - e. Timeline
 - f. Budget, with costs broken down into the following categories:
 - i. Strategy
 - ii. Data collection
 - iii. Analysis
 - iv. Trustees' Meeting
 - v. Report
 - vi. Travel
 - vii. Miscellany (if any; not to exceed 10 hours)
- (3) Curriculum vitae
- (4) Sample of relevant professional work; this may be mailed separately to NOCHE.
- (5) Professional references (at least two) with contact information for each reference.

Any questions about submission of the proposal should be directed via email to Richelle Kidder, Associate Director-NOCHE, at rkidder@noche.org. No phone calls please.

Northeast Ohio Council on Higher Education
www.noche.org
1422 Euclid Avenue, Suite 840
Cleveland, OH 44115