

TEXAS STATE UNIVERSITY SYSTEM BOARD OF REGENTS

REQUEST FOR PROPOSALS FOR OUTSIDE CONSULTANT OR EXECUTIVE SEARCH FIRM

RFP ISSUE DATE: October 2, 2009
PROPOSALS DUE: October 29, 2009

PURPOSE

The Texas State University System Board of Regents ("Board") solicits responses to this Request for Proposals ("RFP") from consultants or executive search firms interested in advising and assisting the Board (and its advisory search and selection committee) in its search for a chancellor. The consultant or search firm selected will be issued a contract to commence immediately and terminate upon the Board's appointment of a chancellor.

It is the policy of the System to make a good faith effort to include participation of Historically Underutilized Businesses (HUB) certified firms in its contracts. A "HUB" is a for profit business that meets the requirements of Texas Government Code, Chapter 2161 and administrative rules of the Texas Comptroller of Public Accounts in 34 TAC Chapter 20, Subchapter B.

THE SYSTEM

The System was created by the Texas Legislature in 1911; its institutional components include Lamar University, Sam Houston State University, Sul Ross State University (including Sul Ross Rio Grande College), Texas State University – San Marcos, Lamar Institute of Technology, Lamar State College – Orange, and Lamar State College – Port Arthur. Together, System colleges and universities enroll over 70,000 students and employ 13,000 faculty and staff.

The System is governed by a nine-member Board plus one non-voting student regent. Regents are appointed by the Governor with consent of the Senate for six-year, staggered terms. The student regent is appointed by the Governor for a one-year term. The current members of the Board are: Ron Blatchley, Chairman; Trisha S. Pollard, Vice Chairman; Charlie Amato, Michael J. Truncale, Kevin Lilly, David Montagne, Ron Mitchell, Greg Wilkinson, and Donna Williams. The current student regent is William Patterson. Charles R. Matthews is the current chancellor of the Texas State University System.

THE CHANCELLOR

As chief executive officer of the System, the chancellor's duties are prescribed by law and Board rule and include, but are not necessarily limited to, the following: recommending a plan for the organization of the System; recommending the appointment of presidents; assuming responsibility for the general management and success of the System and its component institutions; assuring that the System offers legal, financial, personnel, curriculum, development, governmental relations, and planning and construction services to its component institutions.

SCOPE OF SERVICES

The Consultant shall advise and assist the Board in conducting its academic search for a new chancellor for the System, performing the tasks necessary to engage the services of an exceptional chief executive officer, including but not necessarily limited to the following: organization of the search process; meeting with key stakeholders; analysis of needs; posting of announcements; recruitment of a qualified pool of applicants; screening candidates and sharing its evaluation of the same as requested by the Board; setting up interviews of suitable candidates; facilitating the appointment process; working with and taking directives from the Board's advisory search committee and the Board; and working with such persons as that advisory search committee or the Board may direct.

CEO NOTICE OF NEED FOR SERVICES

As provided by Texas Government Code, Section 2254.028(c), the chief executive officer of the system has investigated the situation and found that the consulting services are necessary for the reasons that follow. First, the chancellorship is a critical position because, under the Texas State University System enabling legislation—Education Code, Chapters 95 and 96—the chancellor is charged with oversight of both the System and its component institutions. Second, everyone in the System's presidential or executive staffs reports to the chancellor and would report to the individual selected. Third, it would be inappropriate for the incumbent chancellor to assist in choosing his successor. Fourth, selecting a chancellor is an infrequent occurrence, having happened just once in the System's history (on that occasion, the Board retained an outside consultant). Therefore, securing the services of a knowledgeable, impartial and uninvolved outside advisor to assist the Board in the search is essential to finding the quality individual needed to run the state's third largest university system, an institution serving over 70,000 students.

SCHEDULE OF EVENTS

The Board anticipates that this RFP process will proceed in accordance with the following schedule:

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| October 2, 2009 | RFP Issued |
| October 29, 2009 | DEADLINE FOR SUBMISSION OF PROPOSALS (2:00 PM) |
| November 9, 2009 | Deadline for evaluation of proposals |
| November 16, 2009 | Deadline for selection and announcement of firm |

The Board reserves the right to change this schedule. Notice of any changes will be posted on the System's website.

FORM OF RESPONSE

1. Overview of the Firm

Provide a brief description of your firm, including the total number of consultants practicing in the higher education area; and the number of years the firm and the consultant to be assigned to this search have been engaged in such practice; and the scope and depth of knowledge of the firm and the consultant in Texas. Explain how your firm is organized and how its resources will be applied to the System's work.

2. **Qualifications**

Provide a brief narrative updating your firm's work since January 2006, assisting higher education clients with chief executive officer searches particularly in Texas.

3. **Resumes**

Provide *vitas* or resumes of those persons who would be assigned to advise and assist the Board and indicate specifically the proposed role of each individual. The resumes must clearly specify the number of years the individual has provided executive search services in Texas or elsewhere, distinguishing when the individual has been the primary consultant in a search. Further, identify who would be assigned as the primary, day-to-day contact for the System.

4. **Business Practices**

As to participation of minorities and women, describe efforts made by the firm to encourage and develop the participation of minorities and women as consultants in the firm, specifying whether the firm has adopted formal Equal Employment Opportunity and Affirmative Action policies, and provide a summary of the firm's hiring and promotion statistics for women and minority attorneys from January 2006 to date.

Also, please identify searches in which the candidate hired was a minority or a woman.

5. **References**

Please provide names, addresses, and phone numbers of three references.

PROPOSAL MODIFICATION

Any response to this RFP may be modified or withdrawn at any time prior to the proposal due date. No changes will be allowed after the expiration of the proposal due date. Prior to the proposal due date, the Board reserves the right to make amendments to the RFP by giving written notice to all firms who submitted RFP's as of the amendment date or posting notice thereof as indicated in the RFP Notice published at [http:// www.marketplace.state.tx.us/](http://www.marketplace.state.tx.us/)

TIME SCHEDULE AND SUBMISSION DIRECTIONS

Proposals must be submitted by U.S. mail, enclosing five (5) copies to: The Honorable Donna Williams, Chair, Advisory Search and Selection Committee, Texas State University System Board of Regents, 200 E. 10th Street, Suite 600, Austin, Texas 78701. In addition, proposers are asked to submit an electronic version of their proposal to donna.williams@tsus.edu.

If you submit your proposal by mail, mark the outside of the envelope or shipping container as "PROPOSAL –CONSULTING SERVICES." All proposals become the property of the System. Proposals must set forth accurate and complete information as required by this RFP. Oral instructions or offers will not be considered. **Contact with Board Members, System or component institution officials regarding this RFP is expressly prohibited and will result in disqualification of your firm from consideration.**

CONTRACT FORMATION AND ADMINISTRATION

The Board retains sole discretion, reserving the right to reject any and all responses to this RFP and to cancel the RFP if such is deemed to be in the best interests of the System or its component institutions. This RFP in no way constitutes a commitment by the Board to award a contract. Firms responding must maintain a Texas office staffed with personnel who are responsible for providing consulting services to the Board.

In accordance with Texas Government Code 2254, Subchapter B, the Board through its advisory search and selection committee will evaluate responses to this RFP to identify the firm it judges to be the most highly qualified.

The Board reserves the right to negotiate all elements of the contract and to approve all personnel assigned to the search.

Further, the Board reserves the right to terminate the contract for any reason, subject to payment of earned fees and expenses accrued as of the date of termination.

COSTS INCURRED IN RESPONDING

All costs directly or indirectly related to preparation of a response to this RFP or any supplemental information required to clarify your original response shall be the sole responsibility of and shall be borne by your firm.

RELEASE OF INFORMATION AND OPEN RECORDS

Information submitted in response to this RFP shall not be released by the System during the proposal evaluation process. After the evaluation process is completed as determined by the Board, all proposals and the information contained therein may be subject to public disclosure under the Texas Public Information Act, Government Code, Chapter 552.