

**UNIVERSITY OF LOUISVILLE**  
**CONTRACT ADMINISTRATION AND PROCUREMENT SERVICES**  
**BELKNAP CAMPUS**  
**LOUISVILLE, KY 40292**

**PERSONAL SERVICE CONTRACT**  
**REQUEST FOR PROPOSAL**  
**COVER/SIGNATURE PAGE**

<b>REQUEST DATE:</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">1. October 9, 2020</div>	<b>2. NAME OF DEPARTMENT:</b> Operational Support Services  <b>CONTACT PERSON:</b> Amanda Detherage	
<b>3. Service:</b> To solicit firms that will assist the University of Louisville in the recruitment of a dean for the College of Education and Human Development.		
<b>4. Due Date:</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">October 22, 2020</div>	<b>5. Time Due:</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">4:30 PM EST</div>	<b>6. Email:</b> <a href="mailto:amanda.detherage@louisville.edu">amanda.detherage@louisville.edu</a>

Proposals should be sent to the department by the following method:

**7. EMAIL PROPOSALS TO:** Amanda Detherage at: [amanda.detherage@louisville.edu](mailto:amanda.detherage@louisville.edu).

**THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL**

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

**STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST**

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

In submitting this quotation, it is expressly agreed that upon proper acceptance by the University of Louisville, of any or all items bid, a contract shall thereby be created with respect to the services accepted.

SIGNED BY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

# **REQUEST FOR PROPOSAL COMPONENTS**

## **Section 1 – Purpose**

This Request for Proposal solicits proposals from executive search firms for consulting services to assist the University of Louisville in identifying and recruiting qualified candidates for the position of the dean of College of Education and Human Development. The successful firm will be awarded a personal services contract in accordance with the Commonwealth's Finance and Administration Cabinet's established procedures (sample provided).

## **Section 2 – General Summary**

The University of Louisville was established in 1798, and serves more than 22,000 students on three campuses: (1) the 287-acre Belknap Campus located three miles from downtown Louisville that houses seven (7) of the university's twelve (12) colleges and schools; (2) the Health Sciences Campus situated in downtown Louisville's medical complex that houses the university's health-related programs and the University of Louisville Hospital; and (3) the 243-acre ShelbyHurst Campus located in eastern Jefferson County. The University is committed to achieving preeminence as a nationally recognized metropolitan research university. The mission of the University is to pursue excellence and inclusiveness in its work to educate and serve its community and the Commonwealth through:

1. teaching diverse undergraduate, graduate and professional students in order to develop engaged citizens, leaders and scholars;
2. practicing and applying research, scholarship and creative activity; and
3. providing engaged service and outreach that improves the quality of life for local and global communities.

The successful firm will work with a search committee of stakeholders to recommend a process, timetable, criteria and leadership profile to recruit candidates to fill this vacancy. The firm will also assist the Committee in identifying potential candidates, evaluating and recommending candidates for additional consideration, verifying resumes and employment and salary history, contacting references, providing complete background investigations for the final candidates, and managing the overall search process in a manner consistent with best practices and the requirements of all applicable laws.

The successful firm will have an online portal available to search committee members that permits them to review and evaluate applicant curriculum vitae and other materials that have been submitted. Ideally, an online collaborative environment will be available to search committee members.

The University of Louisville is an Affirmative Action, Equal Opportunity, Americans with Disabilities Employer, committed to community engagement and diversity, and in that spirit, seeks applications from a broad variety of candidates. For additional information about the institution, please visit the University's website at <http://www.louisville.edu>.

## **Section 3 – Contents of Proposal**

Interested respondents to this RFP must submit, at a minimum, the following information and where applicable address any circumstances or approaches that would be different if awarded both searches or just one:

- A. Description of the firm, including its history and an organizational chart.

- B. A list of key personnel who would be assigned to the University of Louisville search, including the name and title of the individual who will have primary responsibility, and resumes of each detailing background and employment history with the firm and involvement with similar searches.
- C. Description of the firm's experience in recruiting and successfully placing deans in College or Schools of Education.
- D. The names of clients for whom the firm has conducted education dean searches in the past three (3) years and at least five (5) references (with name, title, phone number, and email address) from institutions of higher education comparable to the University of Louisville where education dean searches have recently been completed.
- E. Description of steps taken to ensure a diverse candidate pool.
- F. Description of how the firm would propose to engage constituent members of the University in the search process.
- G. Description of online resources available to search committee members to facilitate their work.
- H. The average length of time from initiation of search activities to successful search completion (selection of candidate and acceptance of the position) as facilitated by the firm, and a proposed timeline for the various stages of this search.
- I. Detailed information about the firm's approach to the searches and the services it would provide to the University, including administrative services the firm can provide to support the search and any subcontractors that might be used.
- J. Explanation of the firm's policy on conducting concurrent searches for similar positions. List those searches the firm currently has in process.
- K. Fee proposal, including pricing for each section of services offered, hourly rates (if applicable) of personnel assigned to the search, summary of costs, and a combined price for the entire proposal.
- L. Explanation of the firm's policies on confidentiality during and after the search.
- M. Description of any incident where the firm has had a contract terminated for default in the past five (5) years, including the firm's position on the matter.
- N. A list of all companies and institutions from which the firm cannot recruit based on existing/prior contracts with such companies or institutions.
- O. A statement of provisions in the template personal services contract (attached) that the firm finds problematic and why.
- P. Other relevant and pertinent information the firm would like considered by the Committee.

Narratives should provide a concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on clarity, brevity and completeness of response.

Any proposal containing terms and conditions not in conformity with the Statutes of the Commonwealth of Kentucky may be rejected. For instance, the University of Louisville, as an agency of the Commonwealth of Kentucky, is prohibited from entering into contracts that require the University to indemnify the other party. Any contract resulting from this RFP shall be governed by Kentucky law, including the provisions of KRS Chapter 45A.

The University of Louisville is a public institution and your response to this RFP will be a public document after the conclusion of the search.

#### **Section 4 – Criteria for Selection**

The evaluation of each proposal will be based upon the information provided in the proposal, additional information requested by the University, information obtained from references and independent sources, and formal presentations (if requested). The following criteria will be considered:

- Experience, expertise, and success in identifying and recruiting a strong 30%

- pool of candidates with relevant experience.
- Reputation and expertise of firm personnel to be assigned to UofL project 20%
- Demonstrated commitment to recruiting a diverse pool of candidates 20%
- Competitive cost proposal (Firms responding to this RFP must offer a flat rate to be considered) 15%
- References on firm and firm personnel to be assigned to UofL search 15%

The final firms under consideration may be requested to travel to the University of Louisville, at the firm’s expense, to present a formal presentation and answer questions. The University reserves the right to limit any on-campus and/or teleconference interviews to the top two or three evaluated proposals based upon the original evaluation criteria listed, or may elect to proceed with contract negotiations with the highest evaluated proposal if deemed to be in the best interest of the University and that proposal was clearly the best or only proposal received. Should negotiations with the highest evaluated proposal fail to propose a formalized contract, the university reserves the right to enter into negotiations with the next highest evaluated proposal or cancel the original RFP, whichever would best serve the interest of the university. Regardless, all proposals and additional sessions shall be governed by KRS 45A.085.

**Section 5 – Deadline**

Questions pertaining to this RFP should be submitted by email no later than 4:30 PM Eastern Standard Time (EST) on October 13, 2020 to: Amanda Detherage at: [amanda.detherage@louisville.edu](mailto:amanda.detherage@louisville.edu).

Answers to questions will be issued as an addendum and posted to the website location of the RFP by October 15, 2020.

Respondents to this RFP must submit their response electronically via PDF. Proposals must include page 1 of this document with signature and be received by the University by **4:30 PM Eastern Time on October 22, 2020. Proposals received after this time and date will not be considered.** Please submit responses to: Amanda Detherage at: [amanda.detherage@louisville.edu](mailto:amanda.detherage@louisville.edu).

**Section 6 – Reciprocal Preference**

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.

**Section 7 - Foreign Corporation Registration**

**This is necessary for only the vendor who is awarded the contract. No action is necessary when submitting a proposal.** Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at <http://www.sos.ky.gov/bus/business-filings/Forms/Documents/COA.PDF>