

**REQUEST FOR PROPOSAL  
MIDWESTERN STATE UNIVERSITY  
PURCHASING & CONTRACT MANAGEMENT DEPARTMENT  
3410 Taft Blvd., Daniel Bldg., Rm. 202  
Wichita Falls, TX. 76308**

BID NUMBER

BID TITLE

**735-18-8189**

**Vice President Search Assistance**

**BIDS WILL BE RECEIVED BY SEALED BID OR EMAIL UNTIL:  
2:00 P.M.,  
December 5, 2017 to:  
the office's of the Director of Purchasing & Contract Management,  
3410 Taft Blvd., Daniel Bldg., Rm. 202  
Wichita Falls, TX. 76308**

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**GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all offers made to Midwestern State University (herein after referred to as "University") by all prospective vendors (herein after referred to as "Bidders") on behalf of Solicitations including, but not limited to, Invitations to Bid and Request for Quotes.

**INSTRUCTIONS FOR SUBMITTING BIDS**

Review this document in its entirety. Be sure your bid is complete, and double check your bid for accuracy.

Questions requiring only clarification of instructions or specifications will be handled through the email process. If any questions results in a change or addition to this Bid, the change(s) and addition(s) will be addressed to all vendors involved as quickly as possible in the form of an addendum. It is the responsibility of the bidder to view the posting on the MSU purchasing web page located at <http://mwsu.edu/purchasing/>.

Sign the **Vendor's Affidavit Notice** and return with your bid.

**BIDDERS SHALL SUBMIT BID ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT, AND RETURN ENTIRE BID PACKET.** In the event of inclement weather and the University Offices are officially closed on a bid opening day, bids will be received until 2:00 p.m. of the next business day. At which time said bids will be privately opened.

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**BIDS SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.**

SUCCESSFUL VENDOR WILL BE NOTIFIED BY EMAIL OR MAIL. All responding vendors will receive written notification regarding the outcome of the award. Bid tabulations will be posted to the MSU Purchasing we page.

**PLEASE NOTE CAREFULLY**

**THIS IS THE ONLY APPROVED INSTRUCTION FOR THIS BID. ITEMS BELOW APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING.**

1. Each bid shall be emailed or placed in a separate envelope completely and properly identified with the name and number of bid. Bids must be in the Purchasing Office **BEFORE** the hour and date specified.
2. **QUOTE F.O.B. DESTINATION.** If otherwise, show exact cost to deliver. Bid unit price on quantity specified – extend and show total. In case of errors in extension, UNIT prices shall govern. Bids subject to unlimited price increase will not be considered.
3. Bids **MUST** give full firm name and address of the bidder. Failure to manually sign bid will disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.
4. Bids **CANNOT** be altered or amended after opening time. Any alterations made before opening time must be initialed by bidder or his authorized agent. No bid can be withdrawn after opening without the approval by the Vice-President of Administration & Finance based on a written acceptable reason.
5. The University is exempt from State Sales Tax and Federal Excise Tax. **DO NOT INCLUDE TAX IN BID.**
6. Any catalog, brand name or manufacturer's reference used in a bid invitation is descriptive-**NOT** restrictive-it is to indicate type and quality desired unless otherwise indicated. Bids on brand of like nature and quality will be considered. If bid is based on other than referenced specifications, proposal must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete description should be made part of the bid. If bidder takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified.
7. Samples, when requested, must be furnished free of expense to the University. If not destroyed in examination, they will be returned to the bidder on request, at his

expense. Each sample should be marked with bidder's name, address, and University bid number. **DO NOT ENCLOSE OR ATTACH SAMPLE TO BID.**

8. **Delivery:** Bid must show number of days required to make delivery to place material in receiving agency's designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five-day difference in delivery promise may break a tie. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bidder list. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m., unless prior approval for late delivery has been obtained from the Director of Purchasing.
9. If delay is foreseen, contractor shall give written notice to Director of Purchasing. The University has the right to extend delivery date if reasons appear valid. Contractor must keep University advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the University to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor.
10. All items proposed shall be new, in first class condition suitable for shipment and storage (Midwestern State University prefers recycled packaging whenever possible), unless otherwise indicated in bid. Verbal agreements to the University will not be recognized. All materials and services shall be subject to Purchaser's approval. Unsatisfactory materials will be returned at Seller's expense.
11. Written and verbal inquiries pertaining to bids must give Bid Number and Commodity.
12. No substitutions or cancellations permitted without written approval of Director of Purchasing.
13. The University reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award to the Bidder that bids to the Best Value to the University. The University reserves the right to award by item or by total bid. Prices should be itemized.
14. Consistent and continued tie bidding could cause rejection of bids by the University and/or investigation for Anti-Trust violations.
15. The contractor agrees to protect the University from claims involving infringement of patents or copyrights.
16. This is a Quotation inquiry only and implies no obligation on the part of the University. All cost quotations must include all the various features needed to satisfy the requirements. Note: No amounts will be paid for the items in this BID in excess of the amounts quoted.

17. **Award:** A written purchase order or notice of award mailed or otherwise furnished to the successful bidder within the time of acceptance specified in this package results in a binding contract without further action by either party.
18. **Variation in Quantity:** The University assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.
19. **Invoicing:** Bidder shall submit two (2) copies of an itemized invoice showing bid number and purchase order number to:

**Midwestern State University  
Accounts Payable  
3410 Taft Blvd.  
Wichita Falls, TX. 76308**

20. **Payments:** The University, after receipt of completed order will make payment to the contractor within 30 days from the receipt of goods or invoice whichever is later. All partial shipment must be pre-approved by the Director of Purchasing. In the event of partial shipments the University is not required to make payments until the order is complete. Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by the University.
21. **Discrimination:** In order to comply with the provisions of fair employment practices, the contractor agrees as follows; 1.) the contractor will not discriminate against any employee or applicant for employment because of race, sex, religion, handicap, or national origin; 2.) in all solicitations or advertisements for employees, the contractor will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap or national origin; 3.) the contractor will furnish such relevant information and reports as request by the University for the purpose of determining compliance with these regulations; and 4.) failure of the contractor to comply with these laws will be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part.
22. **Assignment:** Any contract entered into pursuant to this request is not assignable, nor the duties thereunder, by either party without the written consent of the other party in the contract.
23. **Other Remedies:** In addition to the remedies stated herein, the University has the right to pursue other remedies permitted by law or in equity.
24. **E-Verify:** Contractor is responsible to verify all employees are approved by The Homeland Security E-Verify program.
25. **Bonds:** For construction type awards, if bids are over \$25,000 a payment bond will be required if awarded the contract. A performance bond will be required if award is over \$100,000.

## REQUEST FOR PROPOSAL

### VICE PRESIDENT SEARCH ASSISTANCE MIDWESTERN STATE UNIVERSITY

It is the intent of these specifications to describe the minimum requirements for **the above titled project** at Midwestern State University in sufficient detail to secure comparable bids.

Each bidder must confirm he fully understands these specifications and the University's needs and satisfies himself that he is cognizant of all factors relating to requirements contained in these specifications.

~~The bid analysis will include compliance to bid specifications, past performance with vendor, references, delivery time, which will have a weighted average of 30 percent and the overall cost to the university, which will have a weighted average of 70 percent. Midwestern State University reserves the right to consider deviations from these specifications.~~

Award of this bid will be contingent on availability of Midwestern State University funds.

References shall be included on this bid form. Three current customers with a comparable purchase shall be listed with complete name, address, telephone number and contact person.

Bids must be submitted on this form and the bidder shall return the entire bid/specification package which will constitute a contract equally binding between the bidder and Midwestern State University if bids accepted by the University. Each bid shall be placed in a sealed envelope or emailed, signed by a person having the authority to bind his/her firm in a contract.

This contract shall remain in effect until completion and acceptance by the University. Midwestern State University reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the University in the event of breach or default if this contract. Midwestern State University reserves the right to terminate the contract immediately in the event the successful bidder fails to make delivery in accordance with the specifications.

**Questions** concerning these specifications should be directed via email no later than November 28, 2017 to:

Stephen Shelley, Director of Purchasing and Contract Management  
3410 Taft Blvd. Daniel Bldg. Rm. 202  
Wichita Falls, TX. 76308  
[stephen.shelley@mwsu.edu](mailto:stephen.shelley@mwsu.edu)  
(940) 397-4110

Midwestern State University may in its sole discretion respond in writing to questions concerning this bid request. Only MSU responses made by formal written addendum to this proposal shall be binding and shall be posted on the MSU purchasing web site located at <http://mwsu.edu/purchasing/>. Oral or other written interpretations or clarifications shall be without legal effect.

All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exception and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Midwestern State University reserves the right to accept any and all or none of the exception(s) / substitution(s) deemed to be in the best interest of the University.

~~**PRE-BID MEETING: A *MANDATORY* pre bid meeting will be held at 1:15 p.m. on Thursday, September 11, 2014 on the west side of the Hardin Administration Building near the president's office, Midwestern State University, 3410 Taft Blvd., Wichita Falls, Texas.**~~

**Proposals** are to be sent via email or hand delivered to:

Stephen Shelley, Director of Purchasing and Contract Management  
3410 Taft Blvd. Daniel Bldg. Rm. 202  
Wichita Falls, TX. 76308  
[stephen.shelley@mwsu.edu](mailto:stephen.shelley@mwsu.edu)  
(940) 397-4110

# **SPECIFICATIONS**

## **RFP #735-18-8189**

Please see specifications and drawing at the below Link under current bid opportunities listed under the RFP number:

<http://mwsu.edu/purchasing/>

~~Please supply a HUB Subcontracting Plan with your bid, which can be found at the below listed link:~~

~~<http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>~~

~~Please supply schedule and lead time for project with bid:~~

~~Supply an insurance certificate with your Bid.~~

Supply a W-9 With your Bid if new to Midwestern State University.

~~2010 Uniform General Conditions apply to this Bid and can be found at the below listed link:~~

~~<http://mwsu.edu/purchasing/contract-management>~~

## **SPECIFICATIONS con't**

### **Vice President for Enrollment Management**

#### **Objective**

Midwestern State University plans to hire a Vice President for Enrollment Management by June 2017. A national search firm will be retained to assist in identifying the best-qualified candidates for this position.

#### **Proposal Submission**

The successful firm will demonstrate in their proposal:

- Scope of services.
- Approach to providing services.
- Qualification and experience of the firm, including a proven track record in Vice President searches in higher education.
- Qualifications of the individuals who will actually provide the services.
- Ability to source high-quality candidates with background and experience as senior professionals, in management and administration of a complex organization, in research, and in communicating clearly and effectively with individuals both inside and outside of their organization.
- A detailed outline of a search strategy, including a brief resume for each of the key personnel and resources that will be required for the search. Also include a statement describing the proposer's commitment of the individuals proposed to perform the requested services.
- An established timeline. The timeline should be based on the estimated number of weeks it would take to complete the search.
- Three references (key contact names, titles, telephone numbers and email addresses) that have direct knowledge of your ability to provide the type of services outlined in this RFP. Particular weight will be given to references provided in higher education.
- A description of the marketing approach and promotions your company intends to provide MSU including examples of promotions or promotional materials.

#### **Compensation and Fees**

Provide a compensation schedule for the search type to be performed in response to this RFP, including an estimated minimum and maximum amount. Proposer should also provide an estimated fixed, sliding or percentage of fee amount that will be charged for additional expenses (if any).

#### **Intent and Purpose**

MSU expects to enter into a contract with the selected firm for the following services:

- Assist MSU with the review of the position description and in the finalization of outreach search materials.
- Assist MSU with recruitment and outreach strategies for advertising the position and securing a sufficient pool of qualified and diverse candidates.
- Assist MSU with the evaluation of candidates, providing evaluations of perceived strengths and weaknesses of each candidate.
- Maintain their schedules and timetables for the selection process.



- Meet with MSU as needed, to move the process through completion.
  - Provide information, materials, and support to MSU as requested.
  - Where applicable, maintain confidentiality of communications with candidates and MSU.
  - The selected firm will provide all relevant information about potential candidates to MSU.
- MSU will provide the following services, at its expense:
- Design and produce an outreach fact sheet describing the University, the position, and the desired candidate profile.
  - Utilize existing MSU recruiting resources and website to assist in promoting awareness of the vacancy.
  - Make, coordinate, and arrange travel of the interviewees.
  - Retain all candidate materials as the property of MSU.

**Position Description** – See Attachment A for full job description

**Evaluation and Award Process**

MSU will utilize a proposal evaluation team for the evaluation of this RFP. The award will be based on the proposal judged to be in the best interest of MSU, and the judgment in this regard shall be considered final. Any Contract resulting from this request shall be awarded to the proposer providing the “best value” to MSU.

Each proposal shall be evaluated on the ability to meet MSU’s requirements and to provide the best value to MSU. The evaluation shall be based on the criteria/weight shown below.

No.	Criteria	Weight
1	Procedural approach to search and selection	20%
2	Experience with executive level recruitment, particularly with higher education institutions	25%
3	Qualifications and references of the search firm	25%
4	Quality of the proposal	15%
5	Cost	15%
	TOTAL	100%

**Contract Award**

The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to the RFP, is most advantageous to the university, price, and other factors considered. The University reserves the right to reject any or all bids, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any other bid requirement in their sole discretion when such waiver is in the best interest of the university and where such waiver is permitted by law.

**Media release**

Except for any announcement intended solely for internal distribution by the respondent or any disclosure required by legal, accounting, or regulatory requirements beyond the reasonable control of the respondent, all media releases, public announcements, or public disclosures (including, but not limited to, promotional or marketing material) by the respondent or its

employees including the name, trade name, trademark, or seal of the University, shall be coordinated with and approved in writing by the University prior to its release. Respondent shall not represent directly or indirectly that any service provided by the respondent to the University has been approved or endorsed by the University or includes the name, trade name, trademark, or seal of the University on a list of respondent's customers without the University's express written consent.

## Attachment A

**NOTE:** This is a working Job Description and for informational purposes only. Awarded firm will work with Search Committee to draft final job description.

### **VICE PRESIDENT FOR ENROLLMENT MANAGEMENT**

#### **JOB SUMMARY**

The Vice President for Enrollment Management (VPEM) position is being added to senior leadership of Midwestern State University with a goal of promoting substantial growth through a variance of modalities and strategies. The VPEM will be the senior administrative officer responsible for the university's enrollment planning and strategy, and provide leadership to the university's enrollment services division. The VPEM is responsible for planning, directing, and evaluating all aspects of university recruitment, including admissions, admissions processing, registration, and financial aid applications, processing, awarding, and disbursement. This includes the development and implementation of recruitment and financial aid leveraging strategies that positively impact enrollment of traditional first-year and transfer students, as well as adult, online, and returning students. The VPEM collaborates with campus leadership to support a culture that promotes recruitment, retention, and completion through coordinated campus initiatives and resources. The VPEM provides vision, inspiration, and strong leadership to the staff of the following offices: Offices of Admissions, Registrar, and Financial Aid. Work is performed under the administrative supervision of the President with broad latitude for independent judgment and initiative.

#### **PRIMARY DUTIES - *May include, but not limited to the following:***

- Oversees the development and implementation of a comprehensive, integrated, and aggressive Strategic Enrollment Plan developed using the principles of strategic enrollment management supported by assessment and external review.
  - This Plan must include student recruitment tactics to reach targeted populations, including underrepresented minorities, first-generation students, students by geography and major of study, and other selected characteristics and interests; must address efforts to meet the university's "60x30TX" goals; and must be congruent with the university's vision and mission.
- Collects and analyzes data for the purpose of making data-driven decisions, assessing recruitment and marketing efforts, and adapting innovative strategies.
- Monitors and analyzes inquiry, application, and enrollment patterns; student profiles; financial aid distribution, using historical and current data; as well as future projections to ensure satisfactory progress toward and attainment of recruitment and enrollment goals.
- Facilitates the dissemination of enrollment management data and incorporation of this information into university planning, budgeting, policy, procedure development, and implementation.
- Develops reliable enrollment goals and projections with effective use of predictive modeling.
- Optimizes CRM technology to generate targeted, segmented communications across all

facets of the undergraduate admissions pipeline.

- Monitors and ensures that institutional financial aid resources meet the needs of both new and continuing students as much as possible while supporting institutional enrollment goals.
- Ensures compliance with state and federal enrollment services-related regulatory requirements.
- Coordinates with the Office of Marketing and Public Information to facilitate market analysis, planning, and implementation of targeted market initiatives.
- Serves as a member of the President's Cabinet.

#### **MINIMUM QUALIFICATIONS**

- Master's degree in applicable field from a regionally accredited institution or university or an equivalent combination of education and experience. Doctorate preferred.
- Minimum of eight years of significant administrative/management experience within enrollment management or related area in higher education.
- Experience in higher education administration and enrollment modeling and statistics.
- Knowledge of word processing, spreadsheet, and database application
- Ability to multitask and work cooperatively with others.
- Strong verbal and written communication skills.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.
- Thorough knowledge of university policies and procedures, state and federal regulations relating to financial aid and regulations regarding the Registrar's Office.
- Knowledge of state-of-the-art enrollment management practices.
- Demonstrated leadership skills with a record of outstanding achievement in enrollment management, recruitment, retention, and marketing.
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to provide administrative guidance within the area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.

## VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The University prefers customers of similar size and scope of work to this proposal. ***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

<b>REFERENCE ONE</b>
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Government/CompanyName: \_\_\_\_\_

Address: \_\_\_\_\_

ContactPersonandTitle: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ ScopeofWork: \_\_\_\_\_

<b>REFERENCE TWO</b>
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Government/CompanyName: \_\_\_\_\_

Address: \_\_\_\_\_

ContactPersonandTitle: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ ScopeofWork: \_\_\_\_\_

<b>REFERENCE THREE</b>
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Government/CompanyName: \_\_\_\_\_

Address: \_\_\_\_\_

ContactPersonandTitle: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ ScopeofWork: \_\_\_\_\_

## AFFIDAVIT

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF TEXAS  
COUNTY OF WICHITA

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared

\_\_\_\_\_ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by \_\_\_\_\_

\_\_\_\_\_ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the  
State of Texas.