Illinois Institute of Technology
REQUEST FOR PROPOSAL

TO: Potential Bidders

FROM: Sandra LaPorte, Director

DATE: March 20, 2019

SUBJECT: RFP for a Search for the position of Vice President for Institutional Advancement

Illinois Institute of Technology (IIT) seeks an Executive Search Consulting Firm to assist the President and the university community in the identification and recruitment of prospective candidates for the position of Vice President for Institutional Advancement. A brief description of the services sought is set forth below, and detailed submission requirements are in Paragraph A of the Solicitation Response Requirements. If you are interested and able to meet these requirements, we would appreciate receiving your bid.

IIT:

Founded in 1890, IIT is known for its focus on innovation, tech entrepreneurship, and design-centered thinking. The university prides itself on academic excellence and extraordinary achievement, emphasizing preparation for professional careers in the sciences, engineering, the social and behavioral sciences, architecture, planning, design, business administration, and law. IIT has four campuses in the city of Chicago and surrounding suburbs.

Vice President for Institutional Advancement Search:

IIT seeks an Executive Search Consulting Firm to assist in developing the necessary recruitment materials for the position of Vice President for Institutional Advancement, including advertising materials and developing a search process schedule and recruitment strategy, with a goal of appointment in FY20, and a start date of September 1, 2019.

Sandra LaPorte will be the primary contact for the successful firm. The successful firm will work closely with the search committee to present and discuss the position, review the position description, advertise the position in appropriate sources to ensure a strong and diverse applicant pool, recruit qualified candidates, conduct sensitive, confidential and thorough background checks, handle administrative details such as follow-up and correspondence with candidates and meet with the search committee as needed to bring the recruitment process to a successful conclusion in a timely manner. The Executive Search Consulting Firm’s recommendations must set forth the strengths and weaknesses of each candidate.
Proposals should address experience with searches at similar institutions, effectiveness in establishing and keeping to a realistic but tight timeframe, success in attracting a pool of diverse candidates, and include a reference list.

The solicitation package consists of the following sections:

1) “Instructions.” This section outlines what you need to know and do when preparing and submitting a bid. It also explains how IIT will evaluate bids. The first page of the Instructions, the Custom Page, will provide dates, locations and other information specific to this solicitation.

2) “Solicitation Response Requirements.” We have presented our needs in the form of specifications that explain how the bid must be priced and the information that must accompany each bid. Although your response to this solicitation is voluntary, without the requested information, we reserve the right to not consider your response.

3) “Bid Form.” This Form requires a signature of an authorized representative of the Bidder and the Bidder’s bid for providing the Services. Bids must be received on this Form.

4) “Debarment and Suspension Form.” The vendor must carefully review, complete, and sign the Debarment and Suspension Form and return it as part of the proposal package.

Please read the entire solicitation package and submit your bid in accordance with the Instructions. Your return of the Solicitation Response Requirements and an executed Bid Form will constitute a binding bid. Do not submit the Instruction pages with your bid. You should keep the Instructions and a copy of your bid for future reference.
INSTRUCTION

A. SUBMIT BIDS TO:
   Sandra LaPorte, Director (Bid Responses)
   Illinois Institute of Technology
   10 West 35th Street, 19th Floor
   Chicago, Illinois 60616

B. DUE DATE & TIME FOR SUBMISSION AND OPENING:
   March 29, 2019
   Time: 5:00 p.m. (Local Time)

C. NUMBER OF COPIES: Submit a signed original and two (2) copies (TOTAL of three) of your
   bid in a sealed container addressed as follows:
   Sandra LaPorte, Director (Bid Responses)
   Illinois Institute of Technology
   10 West 35th Street, 19th Floor
   Chicago, Illinois 60616

   Please identify your company on the envelope. Proposals may not be e-mailed or faxed.

D. BID FIRM TIME: 30 days from opening

E. VENDOR CONFERENCE:     ____ Yes      X No

F. PROJECT CONTACT:
   Sandra LaPorte, Director
   Illinois Institute of Technology
   10 West 35th Street, 19th Floor
   Chicago, Illinois 60616
   Phone: (312) 567-5199
   Email: laporte@iit.edu

G. SUBMISSION OF BID: You may mail, ship or hand-deliver a bid, including any
   amendments. We do not allow fax or other electronic submissions. We must receive
   submissions as specified herein. It shall not be sufficient to show that you mailed or
   commenced delivery before the due date and time. All times are local Chicago times. We
   are not responsible for and will not pay any costs associated with the preparation and
   submission of your bid.

H. FORM AND CONTENT OF BIDS: The “Solicitation Response Requirements,” once
   completed, signed and returned by you, will constitute your bid. An original and the
   designated number of copies of each bid are required. Failure to submit the required
   number of copies may prevent your bid from being evaluated. Bids, including
modifications, must be submitted in ink, typed or printed form and signed by an authorized representative. Your bid must provide all required information and address all listed points.

I. MODIFICATION/WITHDRAWAL OF BID: Written requests to modify or withdraw a bid prior to the scheduled opening time will be accepted and will be acted upon at opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as either MODIFICATION or WITHDRAWAL.

J. QUESTIONS: Please direct all questions (and requests for ADA accommodations) to the Project Contact (see F above). Questions received less than five (5) calendar days prior to the due date may be answered at the discretion of IIT. We will provide written answers to questions of a general nature or which would affect the solicitation. We will send answers to all recipients of the solicitation. Only written answers to questions will be binding.

K. RESPONSIBILITY TO READ AND UNDERSTAND: Your failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If you suspect an error, omission or discrepancy in this solicitation, you must immediately notify the Project Contact. We will issue written instructions, if appropriate.

L. OPENING (see B above): We will open all bids properly and timely submitted. All bids become the property of IIT and will not be returned. We will not consider bids received after the stated due date and time.

M. BID FIRM TIME (see D above): Bids shall remain firm and unaltered after opening for the number of days shown. We may accept your bid, subject to successful contract negotiations, at any time during the bid firm time.

N. PRESENTATIONS AND INSPECTIONS: You must provide a formal presentation of the bid upon request.

O. BEST AND FINAL: We may request best and final bids if deemed necessary, and will determine the scope and subject of any best and final request. However, you should not assume that we will ask for a best and final bid, thereby giving you an opportunity to strengthen your bid. Therefore, you should submit your best bid based on the terms and conditions set forth in this solicitation.

P. EVALUATION AND AWARD: We evaluate bids using criteria shown in this solicitation. If we select your bid for award, we will so notify you. Such notice will extend the bid firm time until we sign a contract or determine, in our sole discretion, negotiations with you have failed. All decisions of IIT are final. You must be prepared for IIT to accept your bid
as submitted, but we may require contract negotiations if we deem such to be necessary or desirable. If negotiations do not result in an acceptable agreement, we may reject your bid or revoke the award and begin negotiations with another vendor. Final contract terms must be approved and signed by an authorized IIT official. If you begin any billable work prior to IIT’s final approval and execution of the contract, you do so at your risk.

Q. RESERVATIONS: IIT, at its sole discretion, reserves the right to reject all bids; to reject individual bids for failure to meet any requirement; to award in part or total; and to waive minor defects and non-compliance. We may seek clarification of the bid from you at any time, and your failure to respond may be cause for rejection. Clarification is not an opportunity to change the bid. Submission of a bid confers on you no right to an award or to a subsequent contract. This process is for IIT’s benefit only and is to provide IIT with competitive information to assist in its selection process. All decisions on compliance, evaluation, terms and conditions shall be made solely at our discretion and made to favor IIT.

R. VENDOR CONTACT: We will consider the person who signed your bid to be your contact person for all matters pertaining to the bid unless you designate some other person in writing.

S. NON-DISCRIMINATION POLICY: In compliance with all applicable federal and state laws and regulations, IIT does not unlawfully discriminate in employment, contracts, or any other activity.

T. COMPLETION OF SOLICITATION RESPONSE FORMS: The Solicitation Response Requirements require responding to and submitting all requested information. By submitting a bid, you are making an offer to perform in accordance with the terms and conditions of this RFP. IIT may accept your bid as submitted or may propose a counter.

U. CRITERIA FOR EVALUATION AND AWARD:

1. Responsiveness and Price. For this RFP, we will determine Responsiveness as follows: We will rank bids, without consideration of price, from best to least qualified based on our review of the bid and in consideration of criteria (a) and (b) below. References may be considered in this portion of the evaluation. We will determine whether any failure to supply information, or the quality of the information supplied, should result in the rejection or downgrading of a bid. Vendors who do not rank sufficiently high will not be considered for price evaluation, which, per criterion (c), is the next basis for the ranking of bids, and possible award. The most “responsible” bidder whose bid is determined by IIT to be the most responsive and whose bid is determined by IIT to be the most financially advantageous will be eligible for award.

IIT will evaluate responsiveness based on the following three criteria:
a. Reputation of the firm and experience in working with leadership and search committees at private research universities with programs similar to those offered at IIT.

b. Past successful Vice President for Institutional Advancement (or comparable position) searches within a tight schedule.

c. Costs and fees of the proposed engagement.

2. **Alternative Evaluation.** If three or fewer bids are received in response to this RFP, the bids may be evaluated using simple comparative analysis of the elements of responsiveness and price.

END OF INSTRUCTIONS
SOLICITATION RESPONSE REQUIREMENTS

A. QUALIFICATIONS OF VENDORS

A Bidder must submit the information below, so as to allow IIT to effectively evaluate its bid. This information should be prepared on standard 8 ½ x 11 paper, bound on the left-hand side, with materials printed on only one side. The font used should be 12 points or greater:

1. Title page containing:
   - RFP subject: Vice President for Institutional Advancement
   - Your firm’s name
   - Name, address, telephone number, facsimile number and, if available, e-mail address of the contact person. i.e., the person who will be responsible for the firm’s relationship with IIT
   - Date of your bid submission
   - Indicate if your firm qualifies as a business owned and operated by a minority, female, veteran or disabled person

2. Table of Contents

3. A Cover Letter, on your firm’s stationery, setting forth a general description of your firm’s experience, including a summary of all services that are similar to those for which you are submitting a bid that your firm or members of your firm have supplied to institutions of higher education, especially those with a technological or research focus, or comparable organizations within the prior three years. The Cover Letter should also contain a statement that: (i) all information provided in connection with your bid is true and accurate as of the date of its submission, and (ii) if any of the information subsequently becomes (or is discovered to be) false or inaccurate, you will promptly so notify IIT.

4. References, which shall include no less than three references, at least two of which should come from institutions of higher education. References must include the names, titles, addresses and telephone numbers of clients who may be contacted for reference.

5. Provide brief resumes, including education, relevant experience and the role within your firm, of the specific individuals who would be assigned to work on this search.

6. State the location of the office from which the services will be rendered.

7. Summarize your firm’s anti-discrimination, sexual harassment and affirmative action and equal opportunity policies. Summarize your firm’s female and minority employment practices, including whether any women or minorities would provide services to IIT.
8. Identify any conflicts of interest that may arise as a result of your selection under this RFP.

9. Discuss any other factors not mentioned above which you believe should be considered by IIT in its selection process.

B. PROPOSER’S FEE

1. Provide, either in or as an attachment to the Bid Form, a detailed schedule of billing rates, and methods to be used by the proposer. This schedule should include at a minimum, the hourly/per diem rates to be charged and a listing of expenses expected to be reimbursed.

2. Quote the maximum fixed fee for the services to be provided.

C. GENERAL CONTRACT TERMS

1. Tentative Timeline
   - Release RFP: March 20, 2019
   - Due Date & Time: March 29, 2019 at 5:00 p.m. (Local Time)
   - Award: On or about April 5, 2019

The foregoing timeline is provided only as a general guide, and variations to this timeline may be made at IIT’s discretion.

2. Early Termination
   - In connection with any contract award pursuant hereto, IIT shall reserve the rights to terminate the same without cause and without penalty or further payment being required upon 30 days prior written notice.
The Undersigned, on behalf of the Bidder:

1. Acknowledges receipt of the following Bid Documents:
   a. Instructions to Bidders,
   b. Solicitation Response Requirements, and
   c. Bid Form.
2. Attests to reviewing and understanding the Bid Documents and to familiarity with all work stipulated in the Bid Documents and agrees to hold this bid open for 30 days after the due date.
3. To enter and execute a contract, if awarded, on the basis of the terms and provisions in this RFP and this Bid.

The Undersigned, on behalf of the Bidder, agrees to perform the services requested by this RFP for and at the detailed schedule of billing dates, rates and methods, which must, at a minimum, include the hourly/per diem rates to be charged and the noted listing of expenses expected to be reimbursed: 

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

(The foregoing information must be consistent with the information provided pursuant to Paragraph B of the Solicitation Response Requirements. In the event of any conflict between the foregoing and the information submitted pursuant to Paragraph B of the Solicitation Response Requirements, the Undersigned, on behalf of the Bidder, expressly acknowledges and agrees that, in each case, the lesser amounts shall apply and be binding.)
Authorized signature in affirmation of the statements and Bid price set forth on this Bid Form:

______________________________________________  ______________________________________
(Name of Firm)                                         (Authorized Signature)

______________________________________________  ______________________________________
(Print Name and Title)                                (Date)

Note: Bid Form must be completed and accompany bid proposal.
CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

_____________________________________________________________

_____________________________________________________________

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(Company’s name) certifies to the best of our knowledge and belief that it and its principles are not listed on The Excluded Party List System maintained by the General Services Administration (GSA) at the World Wide Web site:

https://www.sam.gov/SAM/

This World Wide Web site is provided as a public service by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

THE PRIMARY PARTICIPANT (APPLICANT OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT) ______________________

CERTIFIES OR


_______________________________________

(Signature and Title of Authorized Official)

If you are unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

Illinois Tech (03/19)