

REQUEST FOR PROPOSALS

EXECUTIVE SEARCH CONSULTING SERVICES

The Kansas Board of Regents invites proposals to provide executive search consulting services to identify and recruit qualified candidates for the position of President of Emporia State University and to advise the Board on selection and hiring procedures.

The successful search consultant will assist a search committee appointed by the Board in recruiting, screening, and evaluating presidential prospects and recommending a list of final candidates.

I. Scope of Services

The search consultant selected by the Board shall be expected to provide the following services:

1. The development of a recommended approach for recruiting, screening, and evaluating candidates (search methodology);
2. Personal interaction with a Search Committee of no fewer than fifteen (15) university and community representatives that the Board has designated to guide the recruitment and selection process.
3. The development of a recruitment profile which includes a position description and the preliminary selection criteria;
4. Active outreach and solicitation of individuals with superior qualifications to encourage them to become part of the pool of prospects, including but not limited to contacts with potentially qualified women and ethnic minority individuals. It is anticipated that this activity will range from the circulation of announcements in professional journals to extensive personal contacts with prospective candidates.
5. Maintain all applications, resumes, and related materials in a manner which is consistent with the requirements of state and federal law and which is designed to preserve the confidentiality of all prospects for the position.
6. Facilitate Board interviews of final candidates.
7. Conduct reference and background checks

II. Dates of Performance

The services requested are expected to commence on or about March 6, 2006. We would look to the search consultant for guidance regarding the date by which the search should be completed.

III. Selection Criteria

The criteria to be used in selecting the consulting firm to provide these services are as follows:

1. Demonstrated expertise and experience in the recruitment of senior academic administrators, at universities comparable to Emporia State University.
2. Demonstrated capacity to attract a substantial pool of qualified prospects for the position and to evaluate their qualifications according to the prescribed criteria.
3. The specific qualifications and experience of the principal and subordinate consultants to be assigned to the search.
4. The ability to devote the necessary resources to complete all tasks within the required timeframe.
5. The fees proposed for the services to be provided.
6. Responsiveness to Proposal Requirements as listed in Part VI.

IV. Fees and Expenses

The fees proposed shall include the cost of all necessary clerical and administrative support. In addition, the search consultant shall be entitled to be reimbursed for the following categories of out-of-pocket expenses, not to exceed a total sum to be determined by the Board: (1) Travel-related expenses of the search consultant and prospects/candidates; (2) Telephone charges; (3) Reproduction and material costs; and (4) Mail and delivery charges. Invoices for all reimbursable expenses will be submitted to the Board on a monthly basis. No expenses in excess of the Board-approved amount will be reimbursed without the prior written authorization of the Board President or his designee.

V. Selection Process

It is anticipated that following the receipt of proposals the Board's President/CEO and a subcommittee of the Board shall review the proposals and determine the need to conduct interviews with any of the proposers. Following the review of proposals and interview process, if any, the President/CEO will select a consultant to provide the services.

VI. Proposal Requirements

Proposals should comply with the following requirements:

1. Provide a narrative description of your firm, its capacity to provide these services, and the location and phone number of the office which will coordinate this activity.
2. Provide a list of higher education clients for whom presidential searches have been conducted in the past three years. Include the name, address and phone number of the primary contact person for each such client.
3. Describe your firm's capacity to contact prospects whose qualifications for this position are known to you.
4. Provide the names and background summaries of the individuals who will perform these services at each phase of the process, and the roles that each will be assigned.
5. Provide an assurance of your firm's ability to complete the required tasks within the stated timeframe, or any reservations you may have.
6. Describe how your firm will accommodate state and federal laws and Board policy relating to Affirmative Action and Equal Opportunity Employment.
7. Provide any feedback you have with respect to the proposed "Emporia State University Presidential Search Process."
8. Provide an explanation of the fees you intend to charge.

VII. Understandings

1. Five (5) copies of each proposal should be submitted not later than 1:00 p.m., on Friday, March 3, 2006, to:

**Reginald L. Robinson
President & CEO
Kansas Board of Regents
1000 S.W. Jackson, Suite 520
Topeka, KS 66612**

2. The Kansas Board of Regents reserves the right to reject any or all proposals, to waive or refuse to waive errors or omissions in any proposal, to extend the time for submission of proposals or withdraw this request at any time.
4. Further information relating to this proposal may be obtained by contacting, Carol Swader, telephone (785) 296-3421.