

Event Summary - Executive Search Services for Procurement in Education/Research

Type	Purchasing- Request for Proposal	Number	KA021920
Organization	UConnFullSuite	Currency	US Dollar
Event Status	Open	Work Group	UConn
Exported on	2/19/2020	Exported by	Kristin Allen
Estimated Value	-	Payment Terms	-

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	Yes
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No	Confidential Pricing	No

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

The University of Connecticut is seeking proposals from experienced and qualified firms to assist the University in conducting executive/senior level searches.

Commodity Codes

None Added

Event Dates

Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Released	-
Open	2/19/2020 11:00 AM EST
Close	3/11/2020 2:00 PM EDT
Sealed Until	3/11/2020 2:00 PM
	 Show Sealed Bid Open Date to Supplier
Q&A Close	2/25/2020 12:00 AM EST

Event Users

Event Creator

Kristin Allen

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Event Owners

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Garrett Heinze (Admin)

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Contacts

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Stakeholders

There is no user added to group

Description

Intent to Bid Directions:

Suppliers intending to bid must read and follow the proposal Submittal Instructions provided below.

Questions Due 2/25/2020 @ 2:00 PM

Answers to questions will be provided by Friday, February 28, 2020.

About UConn - General:

The University is a Land, Sea, and Space Grant consortium institution, which occupies over 4302 acres, enrolling over 30,000 students for the academic year of 2016-2017. The total construction-related budget for fiscal year 2014 was \$2.1 billion dollars and on-going initiatives include UCONN 2000 & 21st Century UConn, Next Generation Connecticut, and Bioscience Connecticut. The main campus is located in Storrs, Connecticut and regional campuses located throughout Connecticut. Regional campuses include Avery Point in Groton, Stamford, Waterbury, and Hartford. Its academic health center, UConn Health, is located in Farmington, Connecticut. The UConn School of Law is located in West Hartford, Connecticut. Detailed University demographics are available via the following link:

[2019 Fact Sheet](#)

Scope of Work:

The University of Connecticut (hereinafter referred to as the University) in Storrs, Connecticut and UConn Health located in Farmington, Connecticut is seeking proposals from experienced and qualified firms to assist the University in conducting searches for executive/senior level and/or professional staff specializing in educational procurement and contracting at the University. The successful firm may work with search committees or be charged with development and referral of a qualified candidate pool to the appropriate hiring authority. Final appointments will be made by the designated hiring officer or search committee as defined by the university.

It is the University's intent to make multiple awards as a result of this RFP.

RFP Definitions:

"Request for Proposals (RFP)" means all documents, whether attached or incorporated by reference, utilized for soliciting proposals. Awards made as a result of an RFP shall be based upon "Competitive negotiations".

"Sourcing Event" means an electronic bid document in the form of a request for quotation, request for proposal, etc. for goods and services that is solicited through the University's branded HuskyBuy self-service online portal.

"Competitive negotiation" means a procedure for contracting for supplies, materials, equipment or contractual services, in which proposals are solicited from qualified suppliers by a request for proposals, and changes may be negotiated in proposals and prices after being submitted.

"Addenda" means written and/or graphic instructions issued by the University subsequent to the receipt of proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

"Proposer" means a person, firm or corporation submitting a proposal in response to a Request for Proposal.

"Contractor" means any business that is awarded, or is a subcontractor under, a contract or an amendment to a contract with a state contracting agency under statutes and regulations concerning procurement, including, but

not limited to, a small contractor, minority business enterprise, an individual with a disability, as defined in section 4a-60, or an organization providing products and services by persons with disabilities.

"Informal communications" means any communication method other than written emails to the Point of Contact Person identified for this RFP.

"Non-Acceptance of Proposal" means another proposal was deemed more advantageous to the University or that all proposals were rejected.

"Offer" or "Proposal" means the Proposer's response to this Request for Proposal.

"Services" shall mean all services described within the scope of this RFP.

"Agreement" shall mean the contract issued as a result of this Request for Proposal.

"CT-based Businesses" shall be a firm that is: (i) a business entity organized, headquartered and operating in the State of Connecticut for at least one year prior to the date of bid submission; or (ii) a business entity that is authorized to do business in Connecticut, maintains an operating location in Connecticut, and has generated over 50% of its annual gross revenues each year, over the past five (5) years prior to the date of bid submission, from work on projects located in Connecticut.

"Joint Venture" in this sourcing context refers to firms that may have familiarity within particular areas but may not be subject matter experts in all necessary areas; therefore, the University welcomes joint venture proposals.

"SBE/MBE Firm" shall refer to a certified Small Business Enterprise/Minority Business Enterprise firm that meets the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statue) as amended by Public Act 11-229.

"University" or "UConn" or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, Connecticut as well as its five regional campuses and the Cooperative Extension Offices.

"UConn Health" or "UCH" shall mean University of Connecticut Health and its affiliates.

Proposal Selection Evaluation Criteria:

All proposals will be evaluated by a selection committee, using the specific evaluation criteria listed in the table below. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University.

Evaluation Criteria Descriptions

Professional Experience and Qualifications:

1. Recent experience in searches for higher education Executive, Senior and/or Professional level positions in Procurements/Contracting.
2. Expertise in generating a diverse pool of qualified candidates and demonstrated achievements in placing diverse candidates in higher education institutions.
3. Firm's capabilities to staff, manage, evaluate risk and conduct services identified in the background and scope of work of this RFP.
4. Proven strategies that resulted in successful candidates being selected.

Customer Service:

1. Time commitment to assigned searches.
2. Three (3) references that demonstrate a history of experience in successfully providing identified services especially to large public research, higher education institutions similar in size and scope to those of the University of Connecticut.
3. Demonstrated satisfaction of previous clients.
4. Accessibility and responsiveness to hiring authority.
5. Account Support Model.

Cost Structure:

1. Fixed fee; Direct expenses; Overhead fees and indirect costs; Other expenses; Candidate travel expenses; Background investigations costs

Submittal Instructions:

There are a number of sections within this bid that requires your attention.

1. Prerequisites- If there are any forms or questions within this section they are required fields.
2. Buyer Attachments- These will be attachments related to the bid.
3. Supplier Attachments- This section is available to suppliers to upload any necessary attachments.
4. Questions- This section is a point by point response to a number of content including Scope of Work, References, Terms and Conditions, Contract Requirements and Required Submittals.
5. Additional Item Field- Not Applicable
6. Items- If applicable please provide any required pricing information.*

[*If pricing is to be submitted in a separate document (outside of the Items page), the following should be requested:

Pricing: Proposals must show stated quantity, unit price, extended amount and grand total with packing and delivery cost to destination included.]

No Substitute:

Unless qualified by the provision “NO SUBSTITUTE”, the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict proposers to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which proposals are submitted must be of the same or better character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting a proposal on a commodity other than as specified, proposer shall furnish complete data and identification with respect to the alternate commodity bidder proposes to furnish. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the State. If the proposer does not indicate that the commodity he/she proposes to furnish is other than specified, it will be construed to mean that the proposer proposes to furnish the exact commodity described. Any substitutions must meet or exceed all specification requirements and must receive approval in writing from the appropriate party at the University prior to any order being filled.

Point of Contact & Communication:

Upon formal issuance of a Sourcing Event, the University and Proposer(s) will cease all informal communications relevant to the Sourcing Event. All communications and/or inquiries regarding this Sourcing Event must be directed to the contact person identified within. All questions must be submitted through this portal. Upon Sourcing Event status change with the selected Proposer(s), all other Proposers will be notified as to their Sourcing Event status, or when the University formally rejects all proposals and cancels the Sourcing Event process. Failure to adhere this provision may result in a Proposer being declared ineligible, proposal rejection, or Sourcing Event cancellation. The University will not respond to any request for clarification received after the Deadline for Proposer Questions has expired.

Under no circumstances, may any proposer or its representative contact any employee or representative of the University regarding this Sourcing Event prior to the closing date. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in proposer being considered as non-compliant and ineligible for award.

Questions and Answers:

Please submit all questions through this portal . All Questions and answers will be managed through this portal. Question and answers are incorporated into the Sourcing Event and may be incorporated along with the Sourcing Event into any resulting contract. Failure of a Proposer to not acknowledge the Questions and Answers shall not relieve the Proposer of any responsibility for complying with the terms thereof.

Campus Visitor Parking:

At all Campuses parking is strictly regulated and violations are subject to monetary fines. Visitors must park only in areas specifically designated for general public parking (signed, paved, and lined parking areas and/or parking garage). Detailed parking information is available at the following links:

[UCONN Parking Services \(Main and Regional Campuses\)](#)

Supplier Diversity:

The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience, as they are afforded equal access to the bid process that transfers goods and services to the campus communities. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut's Department of Administrative Services (DAS) Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Additionally, the University encourages Connecticut-based businesses to participate within this public bid process.

To become a DAS-Certified S/M/W/DisBE, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS). For further information, please visit this website: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center> or contact the DAS Supplier Diversity Division (Set-Aside Program) at (860) 713-5057. To learn about the University of Connecticut's Supplier Diversity Program (USDP), please visit <http://supplierdiversity.uconn.edu>, or contact the USDP by e-mail at supplierdiversity@uconn.edu or by phone at (860) 486-2614.

Contract Term:

Initial term of three (3) years, plus two (2) additional one (1) extensions, or any part or combination thereof, for a total potential contract terms of five (5) years.

Mandatory Submittals and Forms page:

If you have any difficulty copying and pasting the links (located on the **Mandatory Submittals and Forms** page) into your browser please refer to the active hyperlinks below. The completed documents must be uploaded in the **Mandatory Submittals and Forms** section of the event.

Form 1 Gift and Campaign Contribution Certification, please download, complete and attach
http://www.ct.gov/opm/lib/opm/OPM_Form_1_Gift_and_Campaign_Contribution_Certification_3-28-14.pdf

Form 5 Consulting Agreement, please download, complete and attach
http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf

Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928>

Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>

SEEC Form 10 Acknowledgement of Receipt
http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf

Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at:
<http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/>

CT Economic Impact Form [http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut_Economic_Impact_Form_(DAS-46).pdf)

Buyer Attachments

There are no Buyer Attachments added to this event.

Questions

★ Supplier Response Is Required

General Information and Requirements

Group 1.1: Executive Summary/Agreement Format

- 1.1.1 Provide a summary to include what is being proposed, the important points of the proposal and key benefits of being selected as the Contractor. ★
Text (Multi-Line)
- 1.1.2 The Office of the Attorney General approved agreement template is attached for your review. This document does not need to be completed for this solicitation. This will be the agreement template used as a result of this solicitation. ★
Multiple Choice (Pick One)
Agree
Disagree
Agreement Template - ../Attachments/QuestionAttachments/Agreement Template.doc

Group 1.2: Form of Proposal

- 1.2.1 Proposer understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest. ★
Multiple Choice (Pick One)
Agree
Disagree
- 1.2.2 Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University. ★
Multiple Choice (Pick One)
Agree
Disagree
- 1.2.3 Proposer agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer. ★
Multiple Choice (Pick One)
Agree
Disagree
- 1.2.4 Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services? ★
Multiple Choice (Pick One)
No
If yes, please attach a copy of your certification.
- 1.2.5 Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms. ★
Text (Single Line)
- 1.2.6 Sales Representative Contact Information - please include name, telephone #, email address and attach resume. ★
File Upload

- 1.2.7 Confidential Information: The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a bidder wishes to supply any information, which it believes is exempt from disclosure under the act, said bidder should summarize such information in a separate file, upload here and mark as Confidential. However, any such information is provided entirely at the bidder's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the bidder in connection with its proposal. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.2.8 Freedom of Information: The University is subject to the CT Freedom of Information Act, found in Chapter 14 of the CT General Statutes. Two exceptions may apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned); and Conn. Gen. Stat. sec. 1-20(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in questions, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements would need to be borne by the owner of said trade secrets, not the University. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.2.9 Conflict of Interest: The bidder shall disclose and identify to the University, with its proposal, any relationships, which may constitute a potential conflict of interest with the University of Connecticut Procurement Services Department, or any other University organizations or departments for the purpose of determining whether a conflict of interest exists. All such disclosures require acceptance/approval action on the part of the University, who shall determine, in its sole discretion, whether an impermissible conflict exists. ★
- Multiple Select (Pick Many)
- Agree
Disagree
- 1.2.10 Ethics and Compliance Reporting/Whistleblower Protection: The Office of University Compliance is responsible for handling anonymous ethics and compliance reporting. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism. Any person who is aware of unethical practices, fraud, violation of state laws or regulations, or other concerns relating to University policies and procedures can report such matters anonymously using the information provided on their website at <https://compliance.uconn.edu> ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.2.11 Communications: All formal communications in regards to this solicitation must be in writing in the portal. Until the time when the University posts notification of intent to award; all communications in regards to this solicitation must be sent to the Procurement representative via email. Failure to adhere to this provision may result in a proposer being declared ineligible, proposal rejection, or solicitation cancellation. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.2.12 Unless specifically authorized in writing by the University's Communications Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of Contractor's products or services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.2.13 The proposing vendor must certify that no elected or appointed official or employee or student of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this bid, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contract to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. (See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut). The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney. See Code of Ethics in CT ★

Multiple Choice (Pick One)

Agree
Disagree

Group 1.3: Standard Contract Terms and Conditions

- 1.3.1 The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Bidders are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award process. Contract Status: The response to this solicitation will be considered an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any differences and informalities. After final negotiations, the University will issue an acceptance of the proposal offer. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.2 Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.3 Contract Assignment or Subcontract: The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.4 Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.5 Contract Commencement: The contract will commence upon execution and final approval by the Office of the Attorney General. The Project covered under the contract will be based on the specific University requirements or requests. The University can neither project nor guarantee a specific volume of business over the term of any contract that may result from this solicitation. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.6 If the vendor fails to deliver or has delivered nonconforming goods, the University shall provide a cure notice as soon as discrepancy is identified. The vendor shall have up to ten (10) business days to correct the deficiency. If the vendor continues to be in default, Procurement will have the right to procure the correct goods from another source and charge the difference between the contracted price and the market price to the defaulting vendor. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.7** The University of Connecticut has, in this Request for Proposal and otherwise, provided proposers with information relating to the University, its current operations and initiative described herein. The University assumes no responsibility or liability for the adequacy or accuracy of any information provided by the University, its agents, employees or representatives. The proposer agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the anticipated contract. Subject to these limitations, this Request for Proposal contains information describing University communities, operations and planned programs. ★
- Multiple Choice (Pick One)

Agree
Disagree

- 1.3.8** If the University and selected Proposer(s) are unable to reach a mutually agreeable contract, the University reserves the right to abandon negotiations and commence negotiations with the second highest ranked Proposer. The University will be the sole judge of the suitability of the proposed Agreement(s). ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.9** Notwithstanding any other provision of this RFP or any ensuing contract, if funds anticipated for the continued fulfillment of the contract are at any time not forthcoming or insufficient, either through the failure of the Connecticut Legislature to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the contract without penalty by giving not less than thirty (30) days advance written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, the University agrees to re-establish a contract with the firm whose contract was terminated under the same provisions, terms and conditions of the original contract. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.10** Any Agreement resulting from this RFP will not grant the Proposer a license or other right to duplicate or use any image or intellectual property of the University in any manner other than as may be expressly approved in writing in connection with the performance of the contract. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.11** The Proposer will hold and save the University and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance furnished in the performance of any contract resulting from this RFP including its use by the owner, unless otherwise specifically stipulated. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.12** Copyrights for any item specified shall be the property of the University and inure to its benefit and Proposer shall execute such documents, as University may require, for the perfection thereof. ★

Multiple Choice (Pick One)

Agree
Disagree

- 1.3.13 The University shall retain all rights, title and interest in all its usage, user and biographical data and Proposer shall only use such data to the extent necessary for complying with its obligations to the University unless it otherwise receives express written approval from the University's designee for any other use. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.3.14 The Proposer shall be responsible for the acts and omissions of all the Proposer's employees and all sub-proposer's employees, if applicable, as well as all other persons involved in performing any tasks associated with the provision of the goods and/or services outlined in this RFP by the Proposer. ★
- The Proposer shall at all times enforce strict discipline and good order among the Proposer's employees and shall not employ any unfit person or anyone not skilled in the task assigned. The contract awardee, when so determined by the University, shall dismiss incompetent or incorrigible employees from the project, and such persons shall be prohibited from returning to the project without written consent of the University.
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.3.15 In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University requires all Vendors to adhere to the "Vendor Code of Conduct" policy (<http://policy.uconn.edu/?p=2718>). Please acknowledge the University policy and, if applicable, provide any additional pertinent information in the Supplier Attachments.
- Multiple Choice (Pick One)
- I Acknowledge
- 1.3.16 The University has recently developed an Access Management Plan for the Storrs campus. The plan will help create a safer pedestrian campus, protecting both the landscape and hardscape by giving service and delivery vehicles safer, more appropriate access to campus buildings. Additional details related to the University's Access Management Plan can be found at <https://park.uconn.edu/access-maps-for-contractors/>. Awarded parties will be required to adhere to the requirements of the Access Management plan; therefore bidders shall make themselves familiar with its requirements and agree to adhere to the same. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.3.17 All items to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. All alleged violations and deviations from said state and federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the proposed requirements and criteria in the proposal response. Or, if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the proposer is awarded the contract hereunder, the proposer must notify the University's Director of Procurement Services immediately by registered mail. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- Group 1.4: State of Connecticut Terms and Conditions**
-
- 1.4.1 Please indicate that your firm agrees to all the State of Connecticut terms and conditions found at this website: <http://contracting.uconn.edu/terms-and-conditions>. If your firm disagrees to any, please choose disagree and provide explanation and/or alternate language in the next line. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 1.4.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable).
- Text (Multi-Line)

Scope of Work

Group 2.1: Scope of Work

- 2.1.1 The University of Connecticut (hereinafter referred to as the University) in Storrs, Connecticut and UConn Health located in Farmington, Connecticut is seeking proposals from experienced and qualified firms to assist the University in conducting searches for executive/senior level and/or professional staff specializing in educational procurement and contracting at the University. The successful firm may work with search committees or be charged with development and referral of a qualified candidate pool to the appropriate hiring authority. Final appointments will be made by the designated hiring officer or search committee as defined by the university. ★

It is the University's intent to make multiple awards as a result of this RFP.

Multiple Choice (Pick One)

Agree
Disagree

- 2.1.2 Procurement/Contracting Searches: The Proposer has experience in performing searches for University Procurement and Contracting related positions including but not limited to, Associate Vice President, Chief Procurement Officer, Executive Director, Director and Category Manager. ★

Multiple Choice (Pick One)

Agree
Disagree

Group 2.2: Experience

- 2.2.1 The Proposer's background and demonstrated track record must be substantiated and verified by present and former clients. Clients must be comparable in size and attendance to the University of Connecticut and demonstrate experience with a large public research university with health center/hospital enterprise. ★

Multiple Choice (Pick One)

Agree
Disagree

Group 2.3: Requirements

- 2.3.1 The successful search firms will be required to assist, and /or perform one or more of the following tasks independently or in association with a university search committee or individual hiring officer: 1) Refine and finalize the Statement of Qualifications and Position Description. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.3.2 2) Develop appropriate advertisements for the positions and place those advertisements in a diverse group of professional journals, magazines, and newspapers or other appropriate resources following approval of advertising text by hiring authority and Human Resources. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.3.3 3) Solicit and identify potential applicants who possess the characteristics and experience desired by the hiring authority. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.3.4 4) Serve as the repository for all resumes, curriculum vitae and other supporting material submitted as part of an applicant's candidacy. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.3.5 5) Develop and assume responsibility for all correspondence between the University and the candidates. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.3.6** 6) Submit a list and supporting materials for pre-screened candidates who meet the University's established criteria and qualifications for the positions. Include in this list candidates selected by your firm based on the needs established by the search committee or the hiring authority. This list should be unranked. The submitted list must be inclusive of diverse candidates. If the firm is unable to produce a diverse slate of candidates the firm must provide in writing a rationale as to why. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.7** 7) Communicate on behalf of the hiring authority or search committee with all candidates in the applicant pool who are no longer under consideration. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.8** 8) Assist the hiring authority or search committee in developing pertinent questions encompassing a full range of issues to ensure consistency through the formal interview process. Also may be asked to assist with scheduling and coordinating interviews. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.9** 9) Meet with the hiring authority or members of the search committees at pre-established intervals and upon request. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.10** 10) At the request of the search chair, may assist in analyzing compensation structures to ensure candidate is compensated comparable to our university peers and industry standards. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.11** 11) Other duties as required by the hiring authority or search committee. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.12** 12) Perform requisite background checks consistent with the University's criteria. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.13** 13) Rules – The search will be in accordance with state and federal laws surrounding recruitment and hiring practices of Connecticut State Agencies, as amplified by the University's policies found at <https://policy.uconn.edu/> and Federal Regulations. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.3.14** 14) Public Relations – All advertisements, letters requesting nominations, letters requesting candidacy and data/information about the University must be approved by the Department of Human Resources and the Search Chair or his designee. ★
- Multiple Choice (Pick One)

Agree
Disagree

- 2.3.15 15) In the case of a successful search, after a candidate has been identified and hired in the position the search firm will not recruit that hired candidate for another external from UConn search for at least three (3) years. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.3.16 16) Equity – The Office of Institutional Equity (OIE) Search Compliance Unit monitors the search process for compliance with state and federal Affirmative Action and Equal Employment regulations. The University’s search process and workflow application (Recruiting Solutions) ensures that OIE has an opportunity to review the recruitment and evaluation activities of all search committees for permanent University positions, and to obtain all information necessary for our reporting obligations. This is important because it allows the University to demonstrate its good faith efforts to meet its affirmative action goals and to diversify our workforce. ★

OIE reviews and approves searches at two phases in the process – prior to interview and prior to final offer. At the pre-interview stage, OIE reviews information from the search committee pertaining to recruitment efforts, applicant demographics, and applicant ranking and evaluation. At the pre-offer stage, OIE’s review focuses on

Multiple Choice (Pick One)

Agree
Disagree

Group 2.4: Price/Fee Structure and Payment Schedule

- 2.4.1 Fee Schedule. Fees and costs may be negotiated on a per search basis. However, all fees, expenses, and costs that will be billed will be no greater than in accordance with the cost structure listed below and in items section. ★

Maximum Percentage Fee. Refer to items section.

Direct Expenses. Direct search related expenses will be reimbursed at cost (including taxes) and typically include the cost associated with the interviewing and selection process and with visits to the University, video conferencing, and advertising and background checks.

Multiple Choice (Pick One)

Agree
Disagree

- 2.4.2 Overhead Fees and Indirect Costs. Overhead fees and administrative expenses are not permitted. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.4.3 Other Expenses. Other expenses will be reimbursed at cost and include printing, copying, advertising, and postage and mailing expenses. The Vendor will provide itemized invoices/receipts for these expenses. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.4.4 Candidate Travel. The Vendor will be compensated in accordance with the University’s travel policies in effect at the time of the expense as per University Guidelines found at:<https://travel.uconn.edu/wp-content/uploads/sites/481/2015/06/Travel-Policy.FY16-1.pdf> . ★
Travel expenses will include, but are not limited to hotel expenses, subsistence, gas mileage, airfare, rental car fees, parking, and tolls.

Multiple Choice (Pick One)

Agree
Disagree

- 2.4.5 Background Investigations. When applicable fees for background investigations will be reimbursed separately at cost. All University employees will be required to have the following satisfactory background clearances conducted in accordance with applicable law and University policies. ★

Multiple Choice (Pick One)

Agree
Disagree

- 2.4.6 Payment Schedule. The Vendor will provide itemized invoices that specify the actual services provided. Expenses are to be billed as they are incurred. All Fees and Expenses are to be invoiced as indicated below, but shall not exceed 70% of the total fixed fee until after the search is concluded and the candidate is hired. Direct expenses shall be billed on a monthly basis. Payment of fee is as follows: ★
1. Payment #1- Initial Retainer: ½ of the estimated total Fee to be billed on commencement of services
 2. Payment #2- Final Retainer: ½ of the estimated total Fee to be billed upon the conclusion of the services
- Multiple Choice (Pick One)
- Agree
Disagree

Group 2.5: Technology

- 2.5.1 If any, please describe the types of systems your firm uses and any integration opportunities into an Oracle based recruiting solution. ★
- Text (Multi-Line)

Group 2.6: Contract Term

- 2.6.1 The initial term of any contract resulting from this RFP will be for three (3) years, from date of award. By mutual written agreement of both parties, resultant contract may be extended for two (2) additional one (1) year terms. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.6.2 Assignment of searches may begin upon award and/or at any time during the course of the awarded contract. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- 2.6.3 The University does not guarantee a number of searches or a dollar level of activity. ★
- Multiple Choice (Pick One)
- Agree
Disagree

Group 2.7: First Search - Job Description

- 2.7.1 This is the current search opportunity the University is interested in contracting with a firm for. Please provide your pricing proposal for this search. The estimated salary is between \$175,000 and \$225,000. Refer to Section 2.4 when developing proposal for this search. ★
- File Upload
- Job Description - ../Attachments/QuestionAttachments/AVP Chief Procurement Officer Job Description

Group 2.8: Agreement Template

- 2.8.1 Awarded firms will use the attached agreement template for all/any searches. ★
- Multiple Choice (Pick One)
- Agree
Disagree
- Agreement Template - ../Attachments/QuestionAttachments/Agreement Template(1).doc

Mandatory Submittals and Forms

Group 3.1: Affidavits and Certifications

- 3.1.1 If you are unable to copy and paste the link below into your web browser please refer to the Description page for active hyperlinks. ★
- Multiple Choice (Pick One)
- I acknowledge

- 3.1.2 Form 1 Gift and Campaign Contribution Certification, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_1_Gift_and_Campaign_Contribution_Certification_3-28-14.pdf ★
File Upload
- 3.1.3 Form 5 Consulting Agreement, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf ★
File Upload
- 3.1.4 Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928> ★
File Upload

Group 3.2: Additional Required Forms and Acknowledgements

- 3.2.1 Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★
File Upload
Bidder Contract Compliance Monitoring Report -
- 3.2.2 SEEC Form 10 Acknowledgement of Receipt http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf ★
File Upload
SEEC Form 10 - ../Attachments/QuestionAttachments/seec_form_10_final.pdf
- 3.2.3 Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at: <http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/> ★
Multiple Choice (Pick One)
Agree
Disagree
- 3.2.4 CT Economic Impact Form: Please download, complete and upload the form. ★
File Upload
CT Economic Impact Form - ../Attachments/QuestionAttachments/Connecticut Economic Impact Form
- 3.2.5 Non-Collusion Affidavit: Please download and sign, then upload the signed copy. ★
File Upload
Non-Collusion Affidavit - ../Attachments/QuestionAttachments/Non-Collusion.docx
- 3.2.6 State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy. ★
Multiple Choice (Pick One)
Agree
Disagree
State Ethics Policy Memo - ../Attachments/QuestionAttachments/State Ethics Policy Memo.pdf

References

Group 4.1: References

- 4.1.1 Provide references - these references should be of comparable size and scope to the University's requirements in this solicitation. Reference #1 Customer Name ★
Text (Single Line)
- 4.1.2 Reference #1 Street Address, City, State, Zip ★
Text (Multi-Line)
- 4.1.3 Reference #1 Contact Name ★
Text (Single Line)
- 4.1.4 Reference #1 Email Address for Contact ★

	Text (Single Line)	
4.1.5	Reference #1 Phone Number for Contact Text (Single Line)	★
4.1.6	Reference #1 Contract Dates Text (Single Line)	★
4.1.7	Reference #1 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. Text (Multi-Line)	★
4.1.8	Reference #2 Customer Name Text (Single Line)	★
4.1.9	Reference #2 Street Address, City, State, Zip Text (Multi-Line)	★
4.1.10	Reference #2 Contact Name Text (Single Line)	★
4.1.11	Reference #2 Email Address for Contact Text (Single Line)	★
4.1.12	Reference #2 Phone Number for Contact Text (Single Line)	★
4.1.13	Reference #2 Contract Dates Text (Single Line)	★
4.1.14	Reference #2 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. Text (Multi-Line)	★
4.1.15	Reference #3 Customer Name Text (Single Line)	★
4.1.16	Reference #3 Street Address, City, State, Zip Text (Multi-Line)	★
4.1.17	Reference #3 Contact Name Text (Single Line)	★
4.1.18	Reference #3 Email Address for Contact Text (Single Line)	★
4.1.19	Reference #3 Phone Number for Contact Text (Single Line)	★
4.1.20	Reference #3 Contract Dates Text (Single Line)	★
4.1.21	Reference #3 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. Text (Multi-Line)	★

Proposal Selection Evaluation Criteria

Group 5.1: Evaluation Criteria

5.1.1 All proposals will be evaluated by a selection committee, using the specific evaluation criteria provided in the description of this solicitation. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University. ★

Multiple Choice (Pick One)

Agree

Disagree

Product Line Items

There are no Items added to this event.

Service Line Items

Group S1: Search Services

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
S1.1	Maximum fee percentage Maximum fee percentage of the first years total compensation including base salary and projected bonuses for which the candidate is eligible.	1	P1 - Percent	-		-

Suppliers

Odgers Berndtson

Progress Event Not Viewed

nick.brill@odgersberndtson.com

jmjphillip

Progress Invitation Unaccepted

Dennis Theodorou

dennis.theodorou@jmjphillip.com

Direct Recruiters

Progress Invitation Unaccepted

info@directrecruiters.com

Lutzer Global Inc

Progress Event Not Viewed

steven@lutzerglobal.com
