

ADD # 1 – Athletic Director – UMaine Search Firm

Deadline for Submission EOB Friday, May 18, 2018

Submission/Contact info rachel.piper@maine.edu

Purpose: Identify qualified executive search firm(s) interested in serving as a Consultant to the University Search Committee in the recruitment and hiring of an Athletics Director. The University of Maine is looking for a Respondent with a demonstrated record of access in finding and placing successful athletic directors who have a commitment to excellence, student success, and diversity that can best identify effective and efficient ways for the recruitment of an Athletic Director.

Respondents are encouraged to suggest specific processes that they would recommend for selection of the position. Respondents should also recommend a schedule for their approach

- Provide evidence of recent experience in successful searches for candidates in the academic sector. Specifically identify experience in successfully placing Higher Education Athletics Directors who have a commitment to excellence, student success, and diversity. If you have not placed any higher education Athletics Director, please identify successful placements of similar positions, such as assistant athletic directors or coaches that you have placed that have a commitment to excellence, student success, and diversity. Provide relevant information, such as approximate dates of hire, etc.
- Provide a customer reference list of no fewer than three (3) organizations/institutions, preferably of size and scope similar to the University of Maine, with whom Respondent currently has contacts and or has previously provided similar goods and/or services within the past five (5) years. Reference list is to include company name, contact person, telephone number, and e-mail address, length of business relationship and the yearly dollar volume of these references.
- Respondent's distinctive plan for performing the requirements of the Scope of Work: Provide detailed written narrative that demonstrates the method or manner in which the Respondent proposes to satisfy the requirements of the Scope of Work. The Respondent is advised that failure to provide adequate evaluation information may result in a lower evaluation score for the Respondent's operating approach/method of performance. The Respondent's plan must include, but is not limited to, the following:
 1. Provide process steps and description of your proposed Search process.
 2. Indicate the time frame required for successful completion of the search following award of a contract. Provide a schedule.
 3. Detail any guarantees and/or refunds which will be provided to the University if the selected candidate leaves the University employment within one (1) year following the candidate's official start date of employment with the University.
 4. Provide any other information deemed relevant by the Respondent which should be considered in evaluating the Respondent's operating approach/method of performance.
 5. List any information and support that would be required from the University to help Respondent successfully perform an executive search.
 6. Describe how Respondent would go about promoting this position as an exciting position, especially given the recent financial challenges that have been well documented relative to public higher education in Maine.

PART II Pricing/Rate Sheet Requests

The Respondent must state below a firm, fixed percentage of the selected candidate's first year salary which shall be paid to the Consultant for services provided under the Contract.

Fixed Percentage for Consultant Services ("Consultant's Fee") ___% of the successful candidate's salary (including only the actual paid salary (excludes bonuses) as may be reduced by furlough, unpaid leave, or other state salary reductions due to budget cuts, deferred compensation).

Will you provide the services for a flat fee? ____ If so, list the amount and any financial terms specific to the flat fee: ____

Do you provide services on a contingent or non-contingent basis? ____

Do you have a cap for the Consultant's Fee? ____ If so, what is it? ____

Do you have a minimum Consultant's Fee? ____ If so, what is the minimum Consultant's Fee?

What is your invoice schedule? _

Do you charge direct expenses? If so, is there any mark-up on your direct expenses? What do your direct expenses include? (criminal background check?).

Do you charge any indirect expenses? If so, what do your indirect expenses include and is there a cap? ____

Is there a charge for reference calls? If so, detail costs ____

Travel Expenses:

“Travel Expenses”

UNIVERSITY OF MAINE has established the following travel reimbursement rates: Airfare: The most economical rate available

Rental Cars: The most economical rate available for a mid-sized sedan (or an economy vehicle)

Except as otherwise agreed to in writing by the Search Committee or UNIVERSITY OF MAINE (email acceptable), Consultant shall utilize these reimbursement rates for all Consultant and candidate travel. All travel and trips must be pre- approved in writing by UNIVERSITY OF MAINE (email acceptable) with a range or a do not exceed price. In the event that any travel is not in accordance with UNIVERSITY OF MAINE's travel policy or exceeds the approved scope, Consultant shall be responsible for the amount of Travel Expenses above the permitted amount.

Except as otherwise agreed to in writing by the Search Committee or UNIVERSITY OF MAINE (email acceptable), all Travel Expenses must be pre-approved in writing (email acceptable) by UNIVERSITY OF MAINE, substantiated by receipts and invoiced without mark-up to UNIVERSITY OF MAINE within thirty (30) days of being incurred. At the UNIVERSITY OF MAINE's discretion, pre-approval will be provided for an exact price or a range on a trip per trip or project by project basis, or simply for a specific

trip or a collection of trips (i.e. all trips or collections of interview rounds involving travel must be either pre- approved individually for singular travel, or as a collection if part of an interview round or a series of visits by Consultant to UNIVERSITY OF MAINE).

Are you willing to accept these reimbursement rates? __YES__NO

The cost of travel may be considered in the overall analysis of the Pricing proposal.

Include an estimated amount of consultant travel necessary to perform the requested services and the estimate expenses (do not include travel arrangement costs for candidates).

Estimated total number of trips to be made to University _____

Estimated total travel expenses per trip of Consultant ____

In the event the candidate(s) placed should leave UNIVERSITY OF MAINE or be terminated by UNIVERSITY OF MAINE within the first year of placement, do you provide a refund____? Do you provide a guarantee replacement search? If so, do you require any additional fees, direct or indirect expenses, etc.? Please list__.

Should the Search Committee determine that the Consultant is not meeting the standards of performance set forth in this RFP, UNIVERSITY OF MAINE reserves the right to terminate the Contract. Indicate what fees and expenses the Respondent would require reimbursement for, should the Contract be terminated by UNIVERSITY OF MAINE (is no Consultant's Fee due, only the portion invoiced, or only any direct expenses, indirect expenses or Travel Expenses incurred up until the date of termination?) _____

If more than one person is hired through the search effort, what is your percentage fee of the candidate's first year's salary (including only the actual paid salary (excludes bonuses) as may be reduced by furlough, unpaid leave, or other state salary reductions due to budget cuts, deferred compensation) any secondary candidate placed at UNIVERSITY OF MAINE? _____

Are there any additional costs, fees, or payment terms not detailed above?_____If so, please detail costs
