



Procurement & Contract Services
 Klamath Falls: 541.885.1133 (office)
 3201 Campus Dr.
 Purvine Hall 288
 Klamath Falls, OR 97601
 Wilsonville: 503.821.1266 (office)
 27500 SW Parkway Ave.
 Room 236
 Wilsonville, OR 97070

REQUEST FOR QUOTES (RFQ) #2019-44

Issue Date: September 10, 2019

| | | | |
|-----------------------|--|--------|--|
| Project Name: | Executive Search Services for Dean of the College of Health, Arts and Sciences | | |
| Quote Due Date/Time: | September 24, 2019 at 1:00 PM PST | | |
| Project Coordinator: | Joanna Mott | Phone: | 541-885-1107 |
| | | Email: | Joanna.Mott@oit.edu |
| Contract Coordinator: | Vivian Chen | Phone: | 503-821-1266 |
| | | Email: | Vivian.Chen@oit.edu |

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO VIVIAN CHEN

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE "2019-44" IN THE SUBJECT LINE

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read and understand and comply with all information contained within this Request for Quotes ("RFQ"). All quotes are binding upon Quoter for thirty (30) days from the Quote Due Date/Time. All payments for services will be paid in accordance with Oregon Revised Statute (ORS) 293.462. Quotes received after the Quote Due Date/Time indicated above may not be considered. If authorized in this RFQ, resulting contract, travel, and other expenses will only be reimbursed in accordance with the Oregon Institute of Technology ("Oregon Tech") Contractor's Travel Reimbursement Policy in effect at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the Public University Procurement Website (www.orpu.org) to check for any available addenda, response to clarifying questions, cancellations, or other information pertaining to this RFQ.

2. SCOPE

The purpose of this RFQ is to engage the services of an experienced executive search and consulting firm to assist in the recruitment of qualified applicants to fill the position of Dean for the College of Health, Arts and Sciences at Oregon Tech with a goal of placing the successful candidate into the position on or before July 1, 2020.

Oregon Tech seeks a firm which has had experience in successfully recruiting and placing deans of health-focused colleges, especially at smaller universities (approximately 4,000-7,000 student headcount) in rural areas and with multiple campuses. With a new DPT program recently approved this is an opportunity for a visionary leader who can build on our applied programs and develop initiatives based on current health field trends.

The firm selected will be expected to assist Oregon Tech through all aspects of executive recruitment and work closely with Oregon Tech's campus and community representatives. Services ("Services") of the selected firm may include the following:

- Meet with senior executive leadership, Academic Affairs leaders and faculty regarding the dean search process, refine the position description and desired qualifications, create the position announcement, and draft criteria for selection.
- Generate an initial pool of candidates through advertisements and other industry-accepted means. All nominations, applications, and letters of inquiry will be directed to the firm for initial screening.
- Narrow the applicant pool to a number of top candidates as requested by the search committee, which shall include representatives from faculty, students, classified staff, administration (collectively, “Search Committee”).
- Assist the Search Committee with engaging campus constituencies in the dean search process.
- Manage and maintain all aspects of a confidential website to be used by the Search Committee for access to candidate information.
- Present the credentials of the top candidates to the Search Committee and assist the Search Committee in further narrowing the pool of candidates to a smaller group of semifinalists.
- Help conduct necessary background and other reference checks on the semifinalists. The Search Committee will then meet with the semifinalists and the pool will be further narrowed.
- Conduct academic and criminal background checks on remaining candidates, as directed by the Search Committee.
- Assist in negotiating the final contract with the chosen candidate.

It is anticipated the selected search firm would attend Committee meetings in Klamath Falls, Oregon and Wilsonville, Oregon.

The aforementioned process constitutes anticipated steps in the recruitment process and possible tasks for the selected firm. Oregon Tech and the Search Committee reserve the right to request the performance of other tasks related to the presidential search, as may be determined during the search process.

Contract timeline:

The contract with the successful firm is expected to begin on or about October 2019 and shall extend to the point of selection of an individual to fill the executive position, which is anticipated to occur spring 2020.

3. QUOTE

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Experience of staff who will work on the project;
- C. Total not-to-exceed price to complete the project, including a breakdown of the not-to-exceed fee and the not-to-exceed reimbursable expenses;
- D. References;
- E. Estimated time to complete the project; and
- F. Any additional information that Oregon Tech should take into consideration for the project or qualifications.

4. EVALUATION

Quotes will be evaluated based on subjective factors, including but not limited to the following: Company experience, staff experience, not-to-exceed price for the inventory, references, and proposal to complete the inventory (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATION
RFQ #2019-44**

Each Quoter must read, complete, and submit a copy of this Oregon Institute of Technology Certification ("Certification") with their quote. Failure to do so may result in rejection of quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the entity is not in violation of any Oregon Tax Laws. For purposes of this Certification, "Oregon Tax Laws" means a state tax imposed by the Oregon Revised Statutes (ORS) 401.792 to 401.816 and ORS Chapters 118, 314, 316, 317, 318, 320, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620. If a contract is executed, this information will be reported to the Internal Revenue Service (IRS). Information not matching IRS records could subject entity to 28% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women, or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to Oregon Tech Policy 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments);
2. Are an authorized representative of the Quoter;
3. That the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the quote or contract termination; and
4. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and quote.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name (Type or Print): _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

Minority: _____ Women: _____ ESB: _____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

Minority: _____ Women: _____ ESB: _____

OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Tech Policy and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Oregon Tech's office via e-mail, mail, or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Oregon Tech serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE PUBLIC UNIVERSITY PROCUREMENT WEBSITE (www.orpu.org) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN, AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Oregon Tech in the specifications are for the purpose of describing and establishing the standard of quality, performance, and characteristics desired, and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Oregon Tech.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Oregon Tech reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon Institute of Technology Professional Services Contract may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon Institute of Technology Professional Services Contract (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Oregon Tech prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.
12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Oregon Tech Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via email, mail,

or in person, but no oral, fax, or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Oregon Tech generally will not completely review or analyze quotes, which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Oregon Tech generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Oregon Tech that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than thirty (30) days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Oregon Tech reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Oregon Tech may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Oregon Tech reserves the right to reject any quote or to reject all quotes at any time prior to Oregon Tech's execution of a contract if it is determined to be in the best interest of Oregon Tech to do so.
6. **METHOD OF AWARD:** Oregon Tech reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Oregon Tech.
7. **QUOTE REJECTION:** Oregon Tech reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.