



Nevada System of Higher Education Board of Regents

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January 4, 2023

REQUEST FOR QUOTATION (RFQ)

The Board of Regents of the Nevada System of Higher Education (NSHE) is in the process of selecting a new Chancellor. The Chancellor is the Chief Executive Officer of NSHE and is responsible to the thirteen-member elected Board of Regents. The Chancellor leads the eight-institution system which consists of two research universities (containing professional schools such as a law school, dental school and two medical schools), a state college, a research institute, and four community colleges. NSHE is the sole system of public higher education in Nevada with over 100,000 students, over 15,000 employees, and an annual operating budget of approximately \$2 billion (from all sources). Additional information regarding NSHE is available [here](#).

In anticipation of using professional services to assist in this endeavor, the Board of Regents is requesting proposals for assistance in selecting the new Chancellor.

The Board of Regents has formed a Regents' Chancellor Search Committee (the "Search Committee"), including non-voting institutional advisory members. As authorized by Title 2, Section 1.5.3 (h) of the NSHE Code, the Board of Regents has authorized the Chancellor, the Interim Chief of Staff to the Board, and the Chief General Counsel (the "NSHE Committee") to select the best qualified search consultant.

Proposal Requirements

Proposals should include a fee and work plan summary for the following services to be provided to the Search Committee and the Board of Regents:

- Attending the first meeting of the Search Committee on **February 3, 2023, at 1:00 p.m.** at the System Administration Office in Las Vegas, Nevada. The meeting will be video conferenced to Reno, Nevada and to Great Basin College in Elko, Nevada.
- Helping the Search Committee in defining general parameters for the search and selection criteria.
- Developing, with the assistance of the Search Committee and the advisory members, a position description/leadership profile with a particular emphasis on those attributes, skills and experience which are relevant and reflective of the Chancellor's role within the NSHE.
- Obtaining at the first Search Committee meeting approval from the Committee on the publication and on-line location where advertising for the Chancellor position will be placed.
- Recruiting a diverse candidate pool, with an emphasis on applicants from Nevada.
- Conducting reference and background checks.
- Presenting a semi-finalist candidate pool for review by the Search Committee Chair no later than April 14, 2023.
- Coordinating and participating in the interviews of semi-finalist candidates and selection of the final candidate pool by the Search Committee Chair.



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- Coordinating the scheduling and implementation of the final selection and interview process, including any on-campus public forums throughout Nevada with selected campus and community groups from several NSHE institutions, in compliance with Nevada's Open Meeting Law (NRS 241.010, *et seq.*).
- Assisting with any on-campus visits and forums with various faculty, student, and employee groups of several NSHE institutions, as well as the general public on dates to be determined.
- Developing an online survey to collect feedback from the candidate forums and summarizing this information along with the candidate's experience and references, prior to each finalist's interview.
- Presenting the final candidate pool no later than May 31, 2023 for in-person interviews at the NSHE System Administration Office in Las Vegas, Nevada with the Regents' Search Committee and the advisory members on a date or dates to be determined.
- Presenting the final candidate to the full Board of Regents at a Board meeting on a date to be determined.

The State of Nevada has a rigorous open meeting law. The firm selected would maintain all applications directly (working with the Search Committee Chair and NSHE staff) and would provide information on the final candidates, including the final candidates' names and resumes to the Search Committee when the agenda for the final meeting is posted, at which time the information will be made available to the public. The firm selected will also complete background reviews of all finalists including verification of degrees, credit history and criminal records.

Proposal Evaluation

Proposals will be evaluated based upon the responses received in relation to the information requested. The evaluation of responses to this RFQ will be based upon, but not limited to, the criteria stated below. These criteria are listed in no particular order of importance.

- Company history, profile and demonstrated performance ability should be provided.
- Preference may be given for experience searching for a chancellor of a university, college, or system of higher education, with a particular emphasis on searches for individuals who have served as president and/or in the highest positions within a university or system of higher education. Consideration will also be given to firms with demonstrated experience managing CEO level search processes. Please provide a list of all such similar searches, identifying the position and institution involved in the similar searches, and the lead consultant(s) from your firm.
- Financial considerations, including but not limited to a concise statement outlining your fee structure and manner of computation of the fee should be described. Please state whether expenses are included in the fixed fee arrangement. **Also, please note that the Board of Regents has**



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indicated a preference for fixed fees that are not percentage based but may consider either type of fee structure. At a minimum, please include a fixed fee proposal in your response and indicate the payment intervals for the fee. In this regard, the Board of Regents typically will not make the final fee installment payment until the search is concluded.

- Input from listed references will be considered. Please provide a list of at least three recent projects similar in type and complexity to this search with final outcomes. In addition, please provide the five most recent search projects that your firm managed, along with the time frames for completion of those projects.
- Please specify the continued services to be performed in the event of a failed search (meaning the reasonable rejection of candidates brought forward by the firm) and any costs associated therewith.
- Weight will be given to the identified staffing to be provided for this search. Please specifically identify the lead person from your firm who will provide the search services if your firm is selected to provide services to the Search Committee, and any other persons who will assist the lead person and firm resources that will be utilized.
- Please confirm that if your firm is selected to provide search services, that the person identified as your lead person will be present at a public meeting to be held on **February 3, at 1:00 p.m.** at the NSHE System Administration Office in Las Vegas, Nevada to finalize the search details and the Chancellor leadership profile with the Search Committee.

The NSHE shall not be obligated to accept the low bid but will make an award in the best interest of the NSHE after careful evaluation of all proposals received.

The awarded contractor, in performance of the contract, shall release and discharge the NSHE and the Board of Regents from liability for, and assume the risk of, loss or damage to property of the contractor. Further, the contractor shall hold the NSHE and the Board of Regents harmless from and defend against all losses, all liabilities, expenses and other detriments of every nature and description, to which the NSHE and the Board of Regents may be subjected by reason of any negligent act or omission of the contractor, or any of the contractor's subcontractors, employees, agents, invitees or licensees where such loss, liability, expense or other detriment arises out of or in connection with the performance of work under the contract, including, but not limited to liens, personal injury and loss of or damage to property of the NSHE or others.

The Board of Regents requests that all proposals be sent **electronically** (only) to Keri Nikolajewski, Interim Chief of Staff to the Board of Regents, at: knikolajewski@nshe.nevada.edu. **Proposals must be submitted electronically and be received by no later than 5:00 p.m. PST on Friday, January 20, 2023. Late submissions will not be considered.**

Any questions should be directed to Keri Nikolajewski, Interim Chief of Staff to the Board of Regents at 702-889-8426. Once the selection is made, the consultant will be expected to sign a standard contract including appropriate certification requirements.