REQUEST FOR PROPOSALS
CONSULTING SERVICES IN CONNECTION WITH
MINOT STATE UNIVERSITY PRESIDENT SEARCH

July 10, 2013

The North Dakota University System (NDUS) invites proposals for consulting services on a search for the next president of Minot State University (MiSU), a member institution of the NDUS. Dr. David Fuller, MiSU’s eighth president, retires June 30, 2014 after 10 years of successful service. The consultant will assist the NDUS CEO (Chancellor) and a search advisory committee in identifying and screening candidates for this position. The search advisory committee will be appointed by the Chancellor. The NDUS is a unified system of higher education and includes 11 public colleges and universities governed by the North Dakota State Board of Higher Education (Board) with total Fall 2012 degree-credit headcount enrollment of more than 48,000 students. The NDUS includes two research universities, one master’s institution, three baccalaureate universities, and five community colleges that offer associate degrees and career/technical programs. The ten-member Board is the policy-setting body for the NDUS and includes seven citizen members who are appointed by the governor for four-year terms and one student member appointed by the governor for a one-year term. The NDUS Council of College Faculties selects a non-voting faculty advisor and the NDUS Statewide Staff Senate selects a non-voting staff advisor to the Board.

Founded in 1913, MiSU is a regional public institution within the eleven campus NDUS. MiSU offers a wide array of undergraduate programs in the liberal arts and professional, and graduate education in ten masters programs and one specialist program. Total headcount enrollment is approximately 3,600. The university is located in Minot, a city with a growing population of over 41,000, that serves as the cultural, educational, economic and commercial center of north central North Dakota (www.minotstateu.edu/).

Dakota College at Bottineau (DCB) is an affiliate campus of MiSU, and is administratively attached to its parent institution. DCB is located in Bottineau, 80 miles northeast of Minot, has a headcount enrollment average of 650 students.

The search advisory committee is charged with identifying and screening candidates and recommending finalists to the Chancellor. The Board expects to interview finalists and select the ninth MiSU president by about January 31, 2014.

Interested firms are invited to submit a proposal for consulting services. The firm selected must have, and will be evaluated on, extensive experience assisting public governing boards in chief executive searches, including experience in North Dakota or the surrounding region, a national reputation and the ability to generate highly qualified candidates. Cost also is an important consideration, but may not be the determining factor in selecting a search consultant. The NDUS reserves the right to negotiate terms and the option of requiring in-person on-site presentations.
Proposals should incorporate and include specific tasks (and timelines) related to the following services:

1. Assistance in identifying desired skills and qualifications;
2. Solicitation of input from interested constituents;
3. Preparation of an executive search profile and a system overview;
4. Identification and recruitment of candidates;
5. Candidate appraisal, including reference checks, interviews and preparation of experience summaries;
6. Assistance in development and implementation of a screening process to narrow the list of candidates;
7. Assistance to and collaboration with the search committee in arranging and scheduling interviews;
8. Assistance completing in-depth evaluations and checking references and background of semi-finalists and finalists;
9. Assistance with visits of finalists and interviews by the board;
10. Assistance negotiating a compensation package and employment terms and other customary or requested assistance in connection with the search; and
11. Assist with a smooth and orderly transition to the position.

Proposals should include a statement of fee for services (payable in installments) and estimated expenses, along with a well-defined process and timeline.

Proposals must be received in the NDUS Office no later than 12:00 pm (CT) July 24, 2013.
Proposals sent by regular mail are acceptable, but submission via email to terry.meyer@ndus.edu is encouraged.

Proposals may be mailed to:
   Terry Meyer
   North Dakota University System
   600 E. Boulevard Ave., Dept. 215
   Bismarck, ND 58505-0230
   701-328-2963

Proposals or amendments received after the deadline will not be opened or accepted for evaluation.

North Dakota is an open meetings and open records state. All proposals become a public record after the award is made, and are then open and accessible to the public upon request. All employment applications, nominations, reference letters and other documents received or created by board members, NDUS employees, search advisory committee members or their agents in connection with this search are public records. Meetings of the search advisory committee and board are, as a general rule, open to the public, and notice of meetings and posting of agendas are required.