



**Mississippi Board of Trustees of the State Institutions of Higher Learning  
REQUEST FOR PROPOSALS  
Institutional Executive Office Searches**

The Mississippi Board of Trustees of the State Institutions of Higher Learning (Board of Trustees) is requesting proposals from executive search firms for three searches. The searches include presidents at **Alcorn State University, Jackson State University** and **Mississippi University for Women**. The objective of this Request for Proposal is to obtain the services of a qualified professional executive search firm to provide assistance to the Board of Trustees in identifying and recruiting qualified candidates for these positions.

**Alcorn State University:** Founded in 1871, Alcorn was the nation's first state-supported institution for the higher education of African Americans. The main campus of Alcorn is located in Claiborne County, Mississippi halfway between Vicksburg, to the north, and Natchez, to the south. The branch campus in Natchez is home to the School of Nursing and School of Business, and a variety of courses are offered at the Vicksburg location in collaboration with Hinds Community College. Seven schools offer programs leading to the associate, baccalaureate, master's, and specialist degrees. Approximately 3,300 full and part-time undergraduate and graduate students attend Alcorn State University.

**Mississippi University for Women:** MUW, located in Columbus, Mississippi, is a public university that feels like a private college. Founded in 1884 one-third of the buildings are listed on the National Register of Historical Places. MUW is the first public college for women in the United States and is a tradition-rich university that has educated men for more than 20 years. Their four colleges offer its 2,500 students more than 50 majors. *U.S. News & World Report* has consistently ranked MUW among the top Southern public master's universities. MUW also has been prominently ranked in other leading publications such as *Kiplinger's Personal Finance* and *Consumer's Digest* magazines.

**Jackson State University:** Founded in 1877, Jackson State University has a rich heritage as a historically black university. A doctorate granting public institution of higher learning, Jackson State University, with an enrollment of 8,250 students, educates a diverse student population from across the nation and many foreign countries by providing a broad range of baccalaureate programs and a variety of master's and doctoral programs in its six colleges. As the urban university in the state, Jackson State emphasized public service programs designed to enhance quality of life and seek solutions to urban problems in the physical, social, intellectual, and economic environments. Located in Jackson, the capital city and the cultural, political, geographic and business center of Mississippi, the campus is a scenic 125-acre tract only five minutes from downtown and less than twenty minutes from Jackson International Airport.

**Search Process:** Firms may submit proposals for a single search, combination of two, or all three presidential searches. The Board of Trustee’s policy on the search process may be found at <http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf> under section 301.0806.

If the individual hired as President of Alcorn State University, Jackson State University or Mississippi University for Women leaves the post for any reason before serving three years from the start date, the search firm will be responsible at the Board of Trustees’ request to conduct a new search for the same position to the satisfaction of the Board of Trustees for direct expenses only. The Board of Trustees reserves the right to reject any candidate for any reason.

**The proposal must address the following:**

- Firm's contact name, title, phone number, and email address.
- The number of years of experience in senior level executive searches, particularly in higher education.
- A brief profile or summary of the firm including expertise, skills, and methodology that will enable it to provide the best services to the Board of Trustees.
- A fee schedule associated with providing executive search consultant services for a single search, combination of two, or all three presidential searches as well as a fee schedule associated with each search on an individual basis. Fee schedules must include a detailed list of any administrative fees, minimum fees, etc., as well as other possible expenses, including background checks and telephone, e-mail, internet, fax, copying, and postage charges. The firm will be responsible for the coordination and actual processing of payment of all candidate travel, so a fee schedule associated with this kind of reimbursement must be included.
- A list of searches conducted for institutional executive officers in the last five years.
- Five references along with contact information for similar type searches.
- Estimated time-frame to conduct search.
- Names, titles, etc. of the persons who will be assigned responsibility for the search and for the person who will actually conduct the search, if different, as well as any executive assistants assigned to the responsibility of search coordination on behalf of the listed consultant(s).
- A description of how the search firm will meet the following objectives, in light of the Board of Trustees current search policy, with regard to the following:
  1. Recruitment of applicants;
  2. Screening of applicants;
  3. Job description formation and advertising;
  4. Maintenance of secure website for viewing of applications by the search committee;
  5. Scheduling of interviews;
  6. Board preparation prior to interviews;
  7. All aspects of background checks, including exact type(s) and scope of background checks and name of company(ies) that will be sub-contracted to conduct background checks; and
  8. Any assistance specific to the Board’s communication objective, including consultant availability to the media for interviews as field expert and timeframe of submission of candidate information and print-quality photo to Board of Trustees for media submission.

In addition, the following criteria must be met within the proposal:

9. Conflict of Interest: All Proposers must disclose in the proposal the name of any officer, director, or agent who is also an employee of the Mississippi Institutions of Higher Learning (IHL). All Proposers must disclose in the proposal the name of any IHL employee or member of the Board of Trustees who owns, directly or indirectly, an interest in the Proposer's firm.
10. Equal Employment Opportunity: Proposer shall provide a written statement that it does not and will not discriminate against any person, employee, or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, or disability.
11. IHL encourages participation of minority and/or small businesses for the procurement of goods and services.
12. Drug-Free Workplace: The Proposer shall provide a statement concerning the Proposer's status as a Drug-Free Work Place (DFW).
13. Accept/Reject Proposals: IHL reserves the right to reject any or all proposals, to waive any informality in proposals, and, unless otherwise specified, to accept any items on the proposal.
14. Not an Agreement/Contract: An official contract or agreement will not be negotiated until the proposal is reviewed and accepted by the appointed staff, approved by the appropriate level of authority within IHL, and executed by both parties.

Whether a proposer is a Mississippi firm and whether the firm and/or any of its subcontractors have a presence in Mississippi will be considered as a factor in evaluating proposals.

**The Institutions of Higher Learning encourages participation of minority businesses and small business enterprises for the procurement of these services.**

The proposal must be signed by a representative who is authorized to contractually bind the firm. **Two copies of the proposal must be received no later than 12:00 p.m. (Central Time) on Thursday, June 10, 2010 and should be delivered to:**

Mississippi Institutions of Higher Learning  
Office of Finance and Administration  
Attn: **Linda W. McFall**  
3825 Ridgewood Road  
Jackson, MS 39211-6453

For questions regarding this request for proposals or any specific questions with regard to either search, contact Dr. Linda W. McFall, Deputy Commissioner of Finance and Administration, Board of Trustees, at [IHLsearch@mississippi.edu](mailto:IHLsearch@mississippi.edu) or 601-432-6147.