

2019 Presidential Search: Scope of Work for Review of Due Diligence

BACKGROUND

On March 17, 2021, the OSU Board of Trustees approved a motion which included an outside review of the due diligence conducted in the confidential search resulting in the hire of former OSU President King Alexander. Trustees will discuss a scope of work for an external consultant to perform a review. A draft request for proposal is outlined in Attachment 1.

NEXT STEPS

Feedback from trustees will be incorporated into the draft scope before issuance of the request for proposals. Deliverables from the review will be shared with trustees and the public.

DRAFT Request for Proposal

BACKGROUND

Oregon State University (OSU) is currently evaluating the practices utilized to conduct background checks on the former OSU President King Alexander. On March 24, 2021 the Oregon State University Board of Trustees accepted King Alexander's resignation. This occurred following leadership questions brought forth to the board following the March 5, 2021 issuance of a review of Louisiana State University's Title IX programs by its Board of Supervisors for a period during which King Alexander was LSU's president.

STATEMENT OF WORK

OSU requests services for an evaluation of the sufficiency and reasonableness of the background check process performed during the hiring of King Alexander. The proposer is to provide conclusions on the following:

1. The board's due diligence in performing background checks on King Alexander's viability in accordance with industry standards for confidential searches. The evaluation should include the quality of the background check process to highlight concerns that would impact the continuation of King Alexander's candidacy. Concerns would include but would not be limited to issues involving the handling of sexual assault and misconduct and insufficiency of Title IX programs while at Louisiana State University (LSU).
2. The search firm's due diligence in performing background checks on King Alexander's viability in accordance with their professional and industry standards for confidential searches and the completeness of their duties under the contract with Oregon State University. The evaluation should include the quality of the background check process to highlight concerns that would impact the continuation of King Alexander's candidacy. Concerns would include but would not be limited to issues involving the handling of sexual assault and misconduct and insufficiency of Title IX programs while at Louisiana State University (LSU).

In addition to the above conclusions, the proposer is to provide observations on deficiencies and make recommendations to improve processes as well as outline existing practices that OSU should continue to employ in future searches.

DELIVERABLES

Vendor will be required to prepare the following management reports:

- Interim report: Report addressing the initial results of the evaluation following fieldwork.
- Final report: Provides conclusions on the board and search firm's background check process followed by recommendations. The recommendations are to highlight process

improvements as well as process best practices that should be continued in future searches.

- Executive Summary: includes an executive summary of conclusions, improvement recommendations and best practices.

COST

- Provide an aggregate, not-to-exceed cost of service at a blended rate, with total estimated hours to complete the work. As backup to the total not to exceed cost of service and estimated hours, provide the names and function of each staff member working on the Project with their billable hourly rate, and number of estimated billable hours they would be providing work on the project.
- Travel expenses and other costs will not be reimbursed separately and shall be included in the price of the Project.

TIMELINE

- Planning and preliminary requirements completed: April 29, 2021
- Fieldwork completed in accordance with implementation timelines with interim reports: May 31, 2021
- Final report/Executive Summary issued and delivered: June 15, 2021

PROPOSER QUALIFICATIONS

In order to qualify as a responsive proposer, a proposer needs to meet the minimum qualifications below.

1. Proposer has the ability to provide the work described in statement of work. Proposer has experience with executive recruiting practices for organizations of similar size and complexity to Oregon State University; understands publicly available information (what can be accessed/what is not readily available). The proposer does not need to demonstrate a detailed understanding of Title IX law but does need to demonstrate an understanding of the importance of the interpersonal violence prevention, support, and response.
2. The engagement manager must have led at least six engagements with similar scope of work or experience. While not currently expected, for any fieldwork to be conducted onsite, the manager must be able to be onsite.
3. Proposer and all staff must affirm they do not have any business or personal affiliations with LSU as it would cause a perceived or actual conflict of interest or bias against OSU. In addition, the proposer shall affirm they are in good standing with all relevant professional associations, certifications and licensing requirements.

REQUIRED DOCUMENTS FOR PROPOSAL

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal (RFP). If submittals are not substantially compliant in all material

respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-Responsive.

Proposers must submit the following information:

1. Methodology and project plan that demonstrates ability to meet required timelines for deliverables.
2. Biographies of staff that will perform the work that demonstrates the required qualifications.
3. Pricing per the cost detail listed in the statement of work and deliverables section.
4. Names and contact information (phone and email) for three references. These references should be for similar work as that being proposed.
5. Other information that may assist in the evaluation.