



Request for Proposals (RFP)

for an

**Executive Search Firm
to assist with the recruitment
of a
Cancer Center Director**

Issued: January 16, 2019

**Proposals due: February 8, 2019
4:00 pm CST**

REQUEST FOR PROPOSALS (RFP) TO PROVIDE EXECUTIVE SEARCH SERVICES TO THE Louisiana Cancer Research Center

The Louisiana Cancer Research Center (LCRC) is accepting proposals from qualified executive search firms for the recruitment of a highly qualified Cancer Center Director. Please see the timeline below for important deadlines and review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

One (1) Original and four (4) hard copies of each proposal shall be submitted by the deadline per the RFP. The original copy of the proposal shall be clearly labeled "Original".

LCRC will receive proposals in response to this RFP until 4:00pm, CST on February 8, 2019. Proposals received after that time will not be reviewed. Proposals shall be in a sealed envelope plainly marked with the project name "Cancer Center Director Recruitment Services Proposal", and shall be addressed as follows:

The Louisiana Cancer Research Center
1700 Tulane Avenue, 10th Floor
New Orleans, Louisiana 70112
Attention: Vinson Alford, Human Resources Manager

Section 1. Summary of Request

The Louisiana Cancer Research Center is accepting proposals from qualified executive search firms (“Firms”) for the recruitment of a Cancer Center Director. The Louisiana Cancer Research Center anticipates awarding the contract on or before March 31, 2019.

The Louisiana Cancer Research Center anticipates that the Firms will be able to provide a variety of services as outlined in Section 4, Scope of Work/Service Expectations. The Louisiana Cancer Research Center is seeking a full-service executive search firm who can provide these recruiting services within a prescribed timeframe.

Questions regarding the proposal can be directed to:

Attention: Director Search Committee
c/o Vinson Alford, Human Resources Manager
valford@lcrc.info

Section 2. Background and Overview

During the 2002 Regular Legislative Session, the Louisiana State Legislature passed a 12-cent tax increase on a pack of cigarettes, five cents of which directly funds cancer research, research infrastructure, and related tobacco cessation and control programs. Consequently, during the First Extraordinary Session of 2002, the Legislature of Louisiana enacted La. R.S. 17:1921 et. seq., which created the Louisiana Cancer Research Center of L.S.U. Health Sciences Center in New Orleans/Tulane Health Sciences Center (LCRC) with the primary function of conducting research and promoting education in the diagnosis, detection, and treatment of cancer.

The LCRC’s mission is to seek National Cancer Institute (NCI) designation as a comprehensive cancer center by developing a coordinated cancer research and education program that will optimize discovery and development of innovative cancer therapies; leading to innovative clinical treatment programs offering new opportunities for early detection, treatment, and prevention of cancer in our region; and promoting regional economic growth. Tulane University (“TUHSC”), Louisiana State University Health Sciences Center in New Orleans (“LSUHSC”), Xavier University (“XAVIER”), and Ochsner Health System (“OCHSNER”) are members of the LCRC.

The LCRC building (Louisiana Cancer Research Center) is a ten-story, state-of-the-art cancer research center on the corner of Tulane and S. Claiborne Avenues in downtown New Orleans. This 260,000 sq. ft., \$100M facility houses approximately 200 cancer researchers, allowing them to collaborate more easily as they seek a deeper understanding of the biology of cancer in the hopes of developing new treatment options for the citizens of our state.

Section 3: Minimum Qualifications of Respondent Firm

1. Experience and proven track record in providing nation-wide, full-service executive recruitment searches particularly for Cancer Center Director of an NCI-designated Center or a Center planning to apply for NCI designation.
2. Knowledge of NCI Designated Cancer Centers program and the knowledge, skills and abilities (both required and preferred by the NCI) for NCI Designated Cancer Center Directors.
3. Demonstrated ability to provide high-quality candidates for executive level positions.
4. Demonstrated ability to ensure and maintain proper confidentiality of all aspects of the process.

Section 4. Scope of Work/Service Expectations

LCRC anticipates the following services would be provided by the executive search firm. The selected Firm will be viewed as an active partner in assuring LCRC a high-level of satisfaction during the process, the outcome, and the cost associated with this recruitment. **Detailed Scope of Services will be revised and finalized at the time of the contract.**

The Scope of Work shall include but is not limited to the following:

1. Work in a cooperative fashion with appropriate LCRC representatives (the "Cancer Center Director Search Committee) to conduct the recruitment process.
2. Review and provide suggestions regarding the current job description and scope of duties and responsibilities needed for success as a Cancer Center Director and source for qualified candidates (**a draft job description will be made available upon request**).
3. Create high-quality advertising materials which highlight the position and the unique aspects of LCRC and ensure timely placement of those materials in the best venues to reach the most qualified candidates who may be interested in the position.
4. Create an aggressive direct networking campaign for top talent that will include national, regional, in-state and local elements.
5. Assist in developing documents to be used during final interviews including but not limited to: interview questions, scoring sheets, and feedback forms.
6. Conduct initial candidate screening, including screening for qualifications and fit.
7. Formally interview and evaluate candidates by telephone and in person according to established criteria.
8. Present top candidates to LCRC Board and arrange on-site interviews.
9. Conduct professional reference and background checks and verify all applicable credentials, licenses, and certifications.
10. Work with candidate and LCRC representative to negotiate salary and offers.
11. Ensure that the discussions and process remain strictly confidential.
12. Adhere to all prescribed timelines to be provided.

Section 5. Standard Terms and Conditions

When preparing the proposal for submission to the LCRC in response to this RFP, Firms should be aware of the following terms and conditions which have been established by the Louisiana Cancer Research Center.

1. The Louisiana Cancer Research Center reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
2. The Louisiana Cancer Research Center reserves the right to conduct reviews of and discussions with those who have submitted proposals or other entities as it deems necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a period of ninety (90) days after the date of the proposal deadline.
4. The Louisiana Cancer Research Center assumes no responsibility for payment of any expenses incurred by any firm as part of the RFP process.
5. The following criteria will be used to evaluate all proposals:
 - a. Experience with NCI Designated Cancer Center Director and/or Executive recruitments
 - b. The Firm's interest in the services which are the subject of this RFP, as well as the understanding of the scope of such services and the specific requirements of the LCRC.
 - c. The overall qualifications of the Firm
 - d. The reputation, experience, and efficiency of the Firm.
 - e. The ability of the Firm to provide quality services within the time established and funding considerations of the LCRC.
 - f. The general organization of the proposal; special consideration will be given to submittals which are appropriate, address the goals; and provide information in a clear and concise format that address the requested information.
 - g. The financial arrangements proposed by the Firm, including, but not limited to, the amount of the guaranteed cost contract that the Firm is willing to enter into with the LCRC.

The LCRC is committed to selecting the most responsible, responsive and competitive offer for the contract award, but will not base its evaluation solely on price. LCRC reserves the right to award the contract to a Firm who may not necessarily be the lowest Firm based upon cost comparison.

Section 6. Required Submittals

1. Provide the name and home office address of your Firm. Describe what type of a business entity your Firm is (corporation, general partnership, Limited Liability Company, etc.) Indicate in what state and year your business entity was incorporated or formed.

2. Provide a brief history of your business, including years of operation, general business description, and number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Identify the key personnel of the Firm who will be assigned to perform services for LCRC and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage LCRC's account.
4. How many clients does the principal consultant provide executive recruitment services for?
5. Provide a typical detailed timetable for services.
6. Describe your experience in providing Cancer Center Director recruiting services. Particularly describe services for NCI designated Cancer Centers. Include a list of recent recruitments listing the name of the organization, the location, and the time to complete the recruitment.
7. List at least three (3) current and three (3) former clients (Cancer Centers, Research Institutions and/or other Medical/Research related academic centers), Provide telephone numbers and contact names for references.
8. Provide specific costs per services, fee payment schedule and cost guarantees, if available, for the services listed above. Include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract.
9. Can the client or Firm terminate the services without obligation at any time under the Consulting Services contract? If not, what are the separation terms?
10. Does the Firm provide any type of guarantees if recommended candidate does not work out as expected for the LCRC?

Section 7. LCRC

The LCRC will provide and arrange for the Firm to receive in a timely and expeditious manner and suitable format for use and review by the Firm, at no expense to Firm, copies of all documents, materials, policies and other data and information necessary to the Firm's performance which will be of assistance to the search. The point of contact for this support will be the responsibility of the Human Resources Manager, Vinson Alford (valford@lcrinfo).

Section 8. Confidentiality

All information and data in the RFP are proprietary to LCRC and should be treated as confidential information. It is for your exclusive use in preparing a proposal and must not be shared, where written or oral, with any other firm or used for any other purpose. The use of the Louisiana Cancer Research Center's and/or any of its member institutions' names in any way as a potential customer(s) is strictly prohibited.

In addition, if anything submitted in your proposal is confidential to your organization it should be clearly marked as such.

Thank you for your interest in working with LCRC. We look forward to reviewing your proposal.

Attachment: Exhibit A – Anticipated Timeline

Exhibit A

1. The RFP process will proceed according to the following anticipated schedule:

RFP Timeline	
January 16 , 2019	RFP Issued
January 25, 2019	Deadline for all questions and clarification inquiries which must be submitted electronically to info@lcrc.info (or valford@lcrc.info)
February 1, 2019	Answers to questions distributed and/or posted to LCRC's website (louisianacancer.org)
February 8, 2019	Responses due
February 11–18, 2019	Contractor Interviews (if needed)
By March 15, 2019	Contractor Selection

2. Responses will be due no later than 4:00PM CST (local time) on February 8, 2019
Responses received after the due date will not be considered.