Request for Proposal (RFP)

For

Executive Search Services

In Connection with Hiring of:

Executive Director of Information Technology

RFP Issue Date: November 26, 2018

RFP Due Date: December 21, 2018

Executive Search Firm

Eastern Virginia Medical School ("EVMS"), located in Norfolk, Virginia is initiating a recruitment search for an academic leadership position.

About EVMS:
EVMS is an academic health center dedicated to achieving excellence in medical and health professions education, research and patient care. Adhering to the highest ethical standards, we will strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine. EVMS values creating and fostering a diverse and cohesive faculty, professional staff and student body as the surest way to achieve our mission.

Available Position:

- **Executive Director of Information Technology**

    The expected salary range is $_125K to $_145K with a target hiring date no later than June 30, 2019.

EVMS is currently requesting proposals from executive search firms to assist in the process. The job description for this position is attached.

EVMS internal search committee ("Committee") will be responsible for conducting candidate interviews and making recommendations to the EVMS Vice President, Administration and Finance and EVMS Chief Information Officer (CIO). The Vice President and CIO will make the final decision in selecting candidates.

Defined Objective(s):
- To hire an executive having a strong academic and business background with the understanding that on retirement of the current CIO a promotion could be in order.
- To task the new hire with short and long term planning of technology strategies.
- To task the new hire with short and long term planning of budgets.
- To task the new hire with short and long term planning of workforce.
- To task the new hire to develop short and long term planning of application strategies.
- To task the new hire with all major committee chairs.
- Expects as part of integration process that the applicant:
  o Will direct, through subordinate supervisors, all program, operations, and staff in assigned areas.
  o Will perform work of unusual difficulty in the executive level management of major functional areas.
  o Will be responsible for major programmatic areas of the institution's operations.

o Will possess and apply advanced knowledge of management principles and practices.
o Will possess and apply comprehensive knowledge of particular functions to the oversight of significant assignments.
o Will develop contacts that include institutional staff, other institutional directors, and other key administration leaders.
o See final page of the RFP for role based requirements of the state of VA.
o EVMS job description and hierarchy charts attached.

If required, flexibility in the target hiring date will be allowed to ensure the right candidate is selected.

Proposals should include:

1. Detail of suggested search process; include attracting, screening, evaluating and interviewing high quality candidates; meeting with search committee; preparing draft job description; market- based compensation study, etc.

2. Scope of services to be provided: including background verifications, reference checks, preparing questions and protocols for the interviews, maintaining confidentiality of the process, etc.

3. Outline of your firm's experience related to Higher Education Institutions (Medical Schools) recruitment of leadership positions at the Director of Information Technology level or higher.

4. List of recent searches completed in the last 3 years and relevant academic medicine/higher education clients.

5. Disclose if your firm has ever had a contract terminated and if yes, provide a detailed explanation of the contract and circumstances surrounding termination.

6. Disclose any areas that may be a potential conflict of interest in undertaking this search.

7. Typical timeline for the search process.

8. Background of firm representative(s) assigned to work with EVMS; provide names, qualifications, expertise and resumes of staff members involved in this search process especially if they were involved in a similar CIO or Director of Information Technology search.

9. Indication of your firm's willingness to have all candidates apply through the EVMS on-line application system as required by our policies (iCMS).

10. Detailed fee structure to include all costs for services expected to complete the search; include out-of-pocket expenses, pricing format (percentage of salary or flat rate), travel policy, other indirect costs and payment schedule.

11. Details of your candidate placement "guarantee period".

12. Statement of your firm's position on diversity.

13. References from no less than three clients for services performed similar to the scope in this search from a Higher Education (Medical School) or a CIO or CTO search.

14. Process for handling EVMS internal candidates.

15. Guidance on EVMS alternative courses of action if no qualified candidates are presented or if the length of the search will take considerably longer than timeline specified.

Proposals and any questions should be sent to:
Deborah A. Taylor, CCP
Chief Information Officer
Eastern Virginia Medical School
Smith Rogers Hall, Suite 105
Norfolk, VA 23507
(757) 446 – 6031

EVMS ROLE DESCRIPTION BASED ON STATE OF VA REQUIREMENTS
DIRECTOR OF INFORMATION TECHNOLOGY

This role consists of executive director level positions that are responsible for managing programs and resources and that require extensive knowledge and leadership experience. These positions are responsible for providing services to multiple agents and/or for systems that provide services for significant segments of EVMS missions. These positions supervise multiple supervisors. The role may also require relevant and necessary certifications.

Information Technology Manager III

Computer and Information Systems Managers	**Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.** Illustrative examples: *Chief Technology Officer, Management Information Systems Director, Information Technology Systems Director*
COMPLEXITY Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.	• Directs, through subordinate supervisors, all program, operations, and staff in assigned areas. • Performs work of unusual difficulty in the executive level management of major functional areas. • Responsible for major programmatic areas of the agency's operations. • Possesses and applies advanced knowledge of management principles and practices. • Possess and applies comprehensive knowledge of particular functions to the oversight of significant assignments. • Contacts include agency staff, other agency directors, cabinet secretaries, and other key administration leaders.
RESULTS Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.	• Work is accomplished through multiple business units. • Results are measured by the achievement of the goals as related to the mission of the agency. • Errors occurring at this level could have a severe impact on the systems accessibility to business users and the public including the inability of users and citizens to access and use Commonwealth systems; system failure; insecure systems; and the unreliability of information and data produced by systems. • Consequences of error may also include delayed projects or failed project implementations. • Delivery of expected service will improve how business is executed within state government and with customers.
ACCOUNTABILITY Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.	• Decisions are made independently and impact major programs of the agency. • Significant executive management responsibilities. • Significant executive level customer and stakeholder relationship management responsibilities. • Relies on extensive expertise and judgment to determine, plan, and accomplish goals. • Ensures compliance with all necessary rules, regulations, standards and laws.