Addendum Two to
RFP Sr. Associate Vice President, Finance & Deputy Chief Financial Officer
Executive Search Services

Since the time of the original due date for proposals back to the University, it has come to our attention that our normally reliable ListServ did not reach all participants. We’ve worked to correct that issue, and are sending out this Addendum to extend the due date for submissions.

Attached to this Addendum is a copy of the full RFP. The new Due Date for submissions will be Friday, March 25, 2022 at 4:00 pm.

If you have already submitted a proposal to the University, you have the option of either simply letting us use that submission, or resubmitting by this Friday. If you want to confirm receipt of your original submission, send an email to me.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to Kenneth Doherty, Assistant Vice President, Email; ken-doherty@wayne.edu.

Kenneth Doherty
Kenneth Doherty, CPSM
Assistant Vice President
Procurement & Strategic Sourcing

Enclosure

Cc: Carolyn Hafner, Assistant Vice President, Human Resources Division
March 09, 2022

Re: Sr. Associate Vice President, Finance & Deputy Chief Financial Officer

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of Sr. Associate Vice President, Finance & Deputy Chief Financial Officer. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter and we anticipate an annual compensation of approximately $200,000 to $250,000, commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at http://go.wayne.edu/bids. When visiting the Web Site, click on the “Service” link in green. You can also use the following link to directly access the submission form: https://forms.wayne.edu/6228c0bc3a8da

Please respond to this request by 4:00 p.m. E.S.T. on March 17, Marcy 25, 2022 as follows:

Wayne State University
Attn.: Kenneth Doherty
Online Submission Link: https://forms.wayne.edu/6228c0bc3a8da

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

Kenneth Doherty
Kenneth Doherty, CPSM
Assistant Vice President
Procurement & Strategic Sourcing

Enclosure

Cc: Carolyn Hafner, Assistant Vice President, Human Resources Division
Wayne State University  
Sr. Associate Vice President, Finance & Deputy Chief Financial Officer  
Executive Search Services

This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.

**SCOPE OF WORK**

The University is seeking a full service Executive Search Firm to execute a successful search for our next Sr. Associate Vice President, Finance & Deputy Chief Financial Officer. The salary range for this position is anticipated to be approximately $200,000 to $250,000, commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

This position will be posted on the Wayne State University online hiring system. The final candidate must complete an online application in the System and submit his or her resume in accordance with University policy. Any and all applications will be forwarded to the selected search firm for consideration. If feasible, the awarded firm will be given Guest Access to the University’s online hiring system to view applications as they come to the University.

**Key Project Deliverables**

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm’s experience with urban research universities, if any.
3. Your firm’s experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year

**General Information**

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.
This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact me by email at ken-doherty@wayne.edu

Please respond to this request by 4:00 p.m. E.D.T. on March 17, Marcy 25, 2022 as follows:

Wayne State University
Attn.: Kenneth Doherty
Online Submission Link: https://forms.wayne.edu/614ba131daf86

JOB PURPOSE
Reporting to the Vice President for Finance and Business Operations, Treasurer and Chief Financial Officer, the Senior Associate Vice President for Finance and Deputy Chief Financial Officer provides consultative analysis, advice, and reports to the President and Board of Governors on treasury and financial activities. Oversees financial management functions within a framework of sound internal controls and applicable best practices. Oversees the Investments and Treasury function providing strategic planning for the university's cash management and investments and debt. Serve as the Chief of Staff for the Finance and Business Operations Division.

ESSENTIAL FUNCTIONS
• Direct and coordinate the fiscal affairs of the University. Serve as consultant to University officials, administrators, committees and board members on all aspects of fiscal operations and related matters. Consult and coordinate with the Business Affairs Officers of the schools, colleges and divisions and direct as appropriate as they manage the fiscal affairs and operations of their respective units. Advise and guide University leadership on long- and short-term institutional planning; provide information and research to support data informed decision-making and strategic planning. Oversee the preparation of university financial statements and other financial reports. Oversee the fiscal closing activities to ensure timely completion and accurate reporting.
• Provide regular periodic interim financial reports to help ensure effective financial control environment and timely identification of emerging financial issues, problems and opportunities. Advise CFO, President, and Board of Governors of emerging financial issues and develop timely recommendations for corrective action as needed.
• Provide leadership in external debt planning and issuances working closely with investment bankers and internal finance team. Oversee efforts relative to shaping the investment policy for the University's short-term cash portfolio, ensuring ongoing compliance with internal and external requirements and policies, and monitors and reports on performance versus agreed upon benchmarks. Evaluate the optimal structure for borrowings and opportunities for minimizing the cost of capital. Oversee the management of relationships with credit rating agencies, providing pertinent data and all other information for periodic ratings and disclosures. Oversee the regular periodic Treasury reports to monitor endowment investment performance against expected targets, compliance with policy and update debt attributes.
• Lead the unit in identifying, developing, and implementing strategic goals and objectives. Ensure each department identifies and implements process improvements on a continuous basis to maximize operational efficiency and effectiveness throughout the organization and strives to enhance processes while maintaining a focus on improving customer service. Build, recruit and manage staff members into a high performance team. Manage and oversee the workflow of unit staff; establish organizational plans to meet operational mission and objectives. Oversee the personnel and budget related matters.
WORK CONTEXT

<table>
<thead>
<tr>
<th>Job Reports to</th>
<th>Vice President/AVP/Dean</th>
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<tr>
<td>Leadership Accountability</td>
<td>Develops policy and strategic plans</td>
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<td>Supervisory Accountability</td>
<td>Supervises through management personnel</td>
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<td>Organizational Accountability</td>
<td>Manages department</td>
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<td>Financial Accountability</td>
<td>Manages operating budget</td>
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<td>Customer Accountability</td>
<td>Interfaces with official and executives</td>
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<td>Freedom to Act</td>
<td>Sets broad policies and objectives</td>
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MINIMUM QUALIFICATIONS

Required Qualifications:
- Master’s degree in accounting, finance, business administration or related fields, or CPA.
- A minimum of ten years progressively responsible experience in one or more of the following areas: treasury operations, financial operations, or strategic budget and resource management
- Experience working in large, complex or decentralized environments
- Success in attracting, developing, and mentoring a team of high-performing professionals

Preferred Qualifications:
- Higher education experience

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

General knowledge and understanding of financial operations and investment and debt. Proven ability to provide consultative leadership in a dynamic environment. Skill in advocating, managing, and leading change related to business operations to ensure that operations are efficient, effective, contemporary, financially sound, and compliant. Ability to anticipate and provide information and appropriate analysis needed to support executive decision-making. A style that fosters and supports change and innovation. Ability to appreciate and embrace diversity of thought. Ability to promote sharing of knowledge and information. Encourages mentoring, coaching, skill enhancement in an effort to build an internal continuous improvement culture. An approach that inspires trust and confidence through actions that demonstrate integrity, transparency, and a strong work ethic. Sophisticated interpersonal, organizational, analytical, problem solving, presentation, and communication skills. Strategic thinking, problem solving, business process re-engineering and complex planning skills.

About Wayne State University:

Wayne State University, founded in 1868, is a nationally recognized public, urban research university in Detroit, Michigan. Wayne State is Michigan’s only urban research university, and is known internationally for its contributions in the sciences. Committed to educational opportunity, research, and community enrichment, Wayne State serves a critical role in Michigan’s higher education landscape. It is one of only a few institutions (among them the University of Michigan-Ann Arbor, Michigan State University, Harvard and Stanford) to hold the highest Carnegie Foundation for the Advancement of Teaching designations in both research and community engagement. Just as the city of Detroit is undergoing a renaissance, the university itself is in a time of significant transformation, strengthening its ability to serve students from Detroit and around the world.

Wayne State’s advancement of its research mission is augmented by collaboration with the University of Michigan and Michigan State University, as the University Research Corridor, an alliance that brings in 94 percent of all federal research
dollars attracted to Michigan each year. Wayne State also has a thriving research and technology park, called TechTown, and a number of partnerships with government, industry and business.

**Non-Discrimination**
Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.