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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**July 12, 2022**

Re: **Director for the Karmanos Cancer Institute**

To Whom It May Concern:

Wayne State University, McLaren Health Care and the Karmanos Cancer Institute (the Organizations) are beginning a search for a new Director for the Karmanos Cancer Institute. KCI is the only NCI-designated comprehensive cancer center in metropolitan Detroit, and one of just 51 centers of its kind in the United States The comprehensive cancer center designation is held by Wayne State University. KCI’s clinical partner is McLaren Health. **For this search, we are interested in receiving “fixed fee” proposals**.

If you are interested in working with the Organizations 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**](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/62cc600a809e0>

**Please respond to this request by 4:00 p.m. E.S.T. on July 22, 2022** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/62cc600a809e0>

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, Associate Vice President

Procurement & Strategic Sourcing

Enclosure

Cc: Julie Miller, Vice President and Secretary to the Board of Governors

**Wayne State University**

**Director for the Karmanos Cancer Institute**

**Executive Search Services**

Wayne State University, McLaren Health Care and the Karmanos Cancer Institute (the Organizations) are beginning a search for a new Director for the Karmanos Cancer Institute. KCI is the only NCI-designated comprehensive cancer center in metropolitan Detroit, and one of just 51 centers of its kind in the United States The comprehensive cancer center designation is held by Wayne State University. KCI’s clinical partner is McLaren Health. **For this search, we are interested in receiving “fixed fee” proposals**.

***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.***

**General Outline**

**Project Scope**

We are seeking a full-service Executive Search Firm to execute a successful search for the next Director of the Karmanos Cancer Institute, a critical role directing cancer treatment, care, and research. This position currently includes a wide scope of responsibility that includes: Director of the Cancer Institute, the PI on the Cancer Center grant, and Chair of the WSU School of Medicine’s Department of Oncology. A review of that structure will be undertaken by the Search Committee as part of this process.

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 the structure and duties for the position, and find and recommend potential candidates that meet all requirements for the position to the University.

**Key Project Deliverables**

The selected search firm shall have extensive experience in performing searches for both health care and higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for hospital systems, colleges and universities. The search firm must demonstrate an understanding of the search processes inherent in these types of institutions and 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 executive leadership positions of a similar scope and breadth, and the names of the 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.
7. 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. **For this search, we are interested in receiving “fixed fee” proposals.**

**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 meby email at **ken-doherty@wayne.edu**

**Please respond to this request by 4:00 p.m. E.D.T. on July 22, 2022** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/62cc600a809e0>

**About the Organizations:**

WSU, 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 and many other areas of scholarship. 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 to hold the highest Carnegie Foundation for the Advancement of Teaching designations in both research and community engagement. Wayne State’s advancement of its research mission is augmented by collaboration with the University of Michigan and Michigan State University in the University Research Corridor, an alliance that accounts for 94 percent of all federal research dollars that flow to Michigan each year.

McLaren Health Care is a fully integrated health care delivery system committed to quality, evidence-based patient care and cost efficiency. The McLaren system includes 14 hospitals in Michigan and Ohio, ambulatory surgery centers, imaging centers, a 490-member primary and specialty care physician network, commercial and Medicaid HMOs covering approximately 640,000 lives in Michigan and Indiana. It also includes home health, infusion and hospital providers, pharmacy services, a clinical laboratory network and a wholly owned medical malpractice insurance company. McLaren operates Michigan’s largest network of cancer centers and providers, anchored by the Karmanos Cancer Institute.

Karmanos Cancer Institute, headquartered in Detroit, is among the nation’s best cancer centers, and brings together the best people and science to fight this complex disease. With 16 locations throughout Michigan and Ohio, Karmanos is the largest provider of cancer care and research in Michigan, caring for approximately 12,000 new patients annually and conducting more than 800 cancer-specific scientific investigation programs and clinical trials. Karmanos offers one of the largest clinical trials programs in the nation, giving patients access to more than 250 promising new treatments often not found at other hospitals or health organizations. Karmanos strives to lead in transformative cancer care, research and education through courage, commitment and compassion.

**Non-Discrimination**

Wayne State University, coordinating the search on behalf of all three organizations, is an Equal Opportunity Employer. It 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.

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