Request for Proposal Number:
Request for Proposal Name:
Response Due Date & Time:

Return sealed responses, either in person or by courier, to:
Monica Madrid
University of North Texas System
Business Service Center-Procurement Services
1112 Dallas Drive, Suite 4000
Denton, Texas 76205

Fax, email, or any other type of electronic media responses will not be accepted for this RFP.

A copy of this proposal is posted at and may be downloaded from the UNTS Bid Opportunity website page as well as the Electronic State Business Daily (ESBD) website. Any changes, updates, or addendums to this RFP will be posted to the same web locations.

If there are any questions regarding this RFP, please complete and submit the Bid Inquiry form (https://www.untsystem.edu/bid-inquiry). All questions must be received no later than 5:00 PM local time on 9/27/17. All questions and answers will be posted to the UNTS Bid Opportunity page and the ESBD website by 5:00 pm local time, 9/29/17.

Check below if preference is claimed under TAC, Title 34, as amended.
☐ Supplies, materials, or equipment produced in Texas/offered by Texas bidders
☐ Agricultural products produced or grown in Texas
☐ Agricultural products and services offered by TX bidders
☐ USA produced supplies, materials, or equipment
☐ Products of persons with mental or physical disabilities
☐ Recycled, remanufactured, or environmentally sensitive products, including recycled steel products
☐ Energy efficient products
☐ Rubberized asphalt paving material
☐ Recycled motor oil and lubricants
☐ Products produced at facilities located on formally contaminated property
☐ Products and services from economically depressed or blighted areas
☐ Vendors that meet or exceed air quality standards

By signing this proposal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code (TAC), Title 34, as amended.

In accordance with the Texas Government Code, Sections 2161.181-182 and the Texas Administrative Code (TAC), Title 34, as amended, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consulting services and commodities contracts. The Texas Comptroller of Public Accounts HUB Rules, TAC, Title 34, as amended, encourages the use of HUBs by implementing these policies through race-ethnic-and gender-neutral means.

Are you a certified HUB? (circle one) YES NO

If yes, please indicate the organization issuing your certification, and include a copy of your certificate. Please also indicate ethnicity and gender.
☐ Texas Comptroller of Public Accounts ☐ NCTRCA
☐ MBDC ☐ Other ________________________________

Ethnicity ______________________        Gender __________________

Submitted proposals must be signed and ALL attached files must be printed and returned with proposal package. Proposal package must include clearly marked original and one (1) CD/DVD or flash/thumb drive and in the proper format. The HUB Subcontracting Plan must be submitted in its own separate, sealed and marked envelope. Incomplete and/or unsigned proposals will be disqualified. Sealed proposals should be received NO LATER THAN the specified due date and time. UNTS reserves the right to accept late proposals. However, proposals received after opening deadline will not be accepted. Clearly mark the RFP number, opening date, and responding firm name and return address on the master envelope. All proposals and HUB subcontracting plan must be submitted in a sealed master envelope.

RESPONDENT MUST FILL IN AND SIGN BELOW:
(FAILURE TO SIGN WILL DISQUALIFY PROPOSAL)

COMPANY NAME: ________________________________
ADDRESS: _______________________________________
CITY, STATE, ZIP: _________________________________
PAYEE ID#: ________________________________

AUTHORIZED AGENT: ________________________________
(Print or Type Name)

AUTHORIZED SIGNATURE: ______________________________
DATE: ________________________________
PHONE NUMBER: ________________________________
FAX NUMBER: ________________________________
EMAIL ADDRESS: ________________________________
1.0 OVERVIEW
In accordance with Education Code 51.9335, the University of North Texas System, subsequently referred to as UNTS, is accepting proposals and intends to enter into an agreement with a successful respondent who specializes in Executive Search for a PT (Physical Therapy) Chair (Commodity Code: 961-30) in accordance with the terms and conditions and requirements set forth in this Request for Proposal. The resulting pricing, terms and conditions shall be extended to the University of North Texas (UNT), the University of North Texas Health Science Center (UNTHSC), University of North Texas at Dallas (UNTD) and any other institutions of higher education interested in utilizing the agreement, as allowed by the Texas Education Code.

2.0 BACKGROUND
The University of North Texas System serves the North Texas area and is one of the nation’s largest public universities. Approximately 41,000 students are enrolled in undergraduate, graduate, and professional programs across its member campuses, which include The University of North Texas at Dallas, the University of North Texas Health Science Center in Fort Worth, The University of Texas Dallas College of Law, and the flagship University of North Texas in Denton.

3.0 SCOPE OF WORK AND POSITION DESCRIPTION
The intent of UNT is to engage a firm that specializes in executive search services for assistance in locating a well-qualified candidate for the Physical Therapy Department Chair. The PT Chair serves as the academic and operational leader of the DPT (Doctorate of Physical Therapy) program. As a faculty member, the Chair will have the opportunity to teach, maintain her/his own research program, and engage in interprofessional activities across the institutions other schools/colleges and with external organizations. The expected salary range is $150,000 to $165,000.

SEE ATTACHMENT B – Job Description

4.0 PRICE AND TIMELINE
The detailed fee for services and expected timeline shall be identified in the response to this RFP.

Proposers should describe all educational, state, and local government discounts, as well as any other applicable discounts that may be available to the University in a contract for the services.
5.0 SELECTION AND EVALUATION PROCESS

As provided by statute, awards will be based on the best proposal most advantageous to UNTS. Determination will be made by consideration of prices offered, delivery date, quality, general reputation, and performance of the respondents, service as related to past performance, suitability of items for the intended use and conformity to specifications, terms and conditions of the Request for Proposal. UNTS reserves the right to reject all proposals that UNTS determines in its sole judgement are not in the best interest of the institution.

5.1 SELECTION PROCESS

Selection of the Successful Offer submitted in response to this RFP by the Submittal Deadline will be made using the competitive process described below.

The selection of the Successful Offer may be made by UNTS on the basis of the offers initially submitted, without discussion, clarification or modification. In the alternative, selection of the Successful Offer may be made by UNTS on the basis of negotiation with any or all of the respondents. At UNTS’s sole option and discretion, it may discuss and negotiate all elements of the offers submitted. UNTS will not disclose any information derived from the offers submitted by competing respondents in conducting such discussions.

After the submission of offers but before final selection of the Successful Offer is made, UNTS may permit a respondent to revise its offer in order to obtain the respondent’s best final offer. UNTS is not bound to accept the lowest priced offer if that offer is not in its best interest, as determined by UNTS.

UNTS reserves the right to: (a) enter into agreements or other contractual arrangements for all or any portion of the Scope of Work set forth in the Proposal with one or more respondents; (b) reject any and all offers and re-solicit offers; or (c) reject any and all offers and temporarily or permanently abandon this procurement, if deemed to be in the best interest of UNTS.

5.2 EVALUATION PROCESS

The successful offer will be the offer that is submitted in response to this Proposal by the Submittal Deadline and is the most advantageous to UNTS in UNTS’s sole discretion. Offers will be evaluated by the evaluation committee that will include employees of UNTS and other persons invited by UNTS to participate. The evaluation of offers and the selection of the Successful Offer will be based on the information provided to UNTS by the respondent in response to the Evaluation Criteria stated herein. The successful respondent will be required to enter into a contract acceptable to UNTS.

The evaluation committee will determine if Best and Final Offers are necessary. Award of a contract may be made without Best and Final Offers. UNTS may, at its discretion, elect to have Respondents provide oral presentation and respond to inquiries from the evaluation committee related to their Proposals. A request for a Best and Final Offer is at the sole discretion of UNTS and will be extended in writing.

In evaluating Proposals to determine the best value for the State, UNTS may consider information related to past contract performance of a Respondent including, but not limited to, Texas Comptroller of Public Account’s Vendor Performance Tracking System.

Evaluation Criteria shall be as follows:

- Experience performing searches similar in scope
- References from clients similar in size and structure to UNTS
• Corporate Structure
• Composition of Project Team
• Project Timeline including Schedule of Events
• Financial considerations including any fees which will be charged to the UNTS

Failure to address any of the above criteria may result in your proposal being considered non-responsive and an unsatisfactory rating assessed to that criteria.

5.3 ACCEPTANCE OF PROCESS

Submission of an offer by a respondent indicates: (1) the respondent’s acceptance of the Selection Process, the Evaluation Criteria for selection, and all other requirements and specifications set forth in this Proposal; and (2) the respondent’s recognition that some subjective judgements must be made by UNTS during this Proposal process.

6.0 RESPONSE FORMAT

The response to this RFP should include the following information in sequential order, and be organized into distinctive sections that correspond with the individual requirements described in the following order:

A. Firm Data
   1. General Qualifications:
   2. Name and Address of Firm:
   3. Firm Profile, i.e.:
      i. Age;
      ii. Type of firm (partnership, professional corporation, etc.);
      iii. Full names of principles or owners:
      iv. Firm history;
      v. Firm size;
      vi. Areas of specialty/concentration

B. References

   References to include specific examples of previous search services performed that demonstrate relevant experience and expertise.

C. Description of the Project Team
   1. Identification of the single point of contact for the Project Team, that includes name, title, telephone number, and email address;
   2. Identification of key firm personnel to be assigned to the Project:
   3. Organizational chart illustrating reporting lines, names, and titles for key participants proposed by the firm for the Project, along with each person’s role in the Project.

D. Project Pricing and Timeline of Events

   1. Maximum all-inclusive pricing for completion of the Project. A detail of all costs associated with the proposed services along with a schedule of major stages in the search process. The University expects firm to coordinate all candidate travel arrangements within the State of Texas Travel guidelines.

   It is the responder’s sole responsibility to submit information related to the foregoing, and UNTS is not obligated to solicit such information if it is not included. The failure to submit such information may cause an adverse impact on the evaluation of the proposal. Each distinctive section should be
titled with each individual requirement and all material related to that category should be included therein.

7.0 SUBMITTAL DEADLINE

To respond to the Proposal via mail, respondents must submit the information requested in the Specifications section of this Proposal and any other relevant information in a clear and concise written format to:

**Via hand delivery or overnight (i.e. USPS, FedEx, UPS, etc.)**

Monica Madrid, Buyer  
University of North Texas System  
Business Service Center  
1112 Dallas Drive Suite 4000  
Denton, TX 76205

Offers must be submitted in an envelope or other appropriate container and the name and return address of the respondent must be clearly visible. All offers shall be received at the above address no later than the due date and time listed on Page 1 of this RFP. UNTS reserves the right to accept late proposals, however proposals received after opening time will not be accepted.

Proposals will be received until the date and time established for receipt, then opened. Only the names of the respondents who submitted proposals will be made public. Prices and term will not be divulged until after contract award.

8.0 SCHEDULE OF EVENTS

The solicitation process for this RFP will proceed according to the following schedule:

1. **RFP Posted** - 9/21/17  
2. **Deadline for Submission of Questions** - 9/27/17, 5:00 PM local time  
3. **Questions/Answers Posted to Bid** - 9/29/17, 5:00 PM local time  
4. **Proposals Due** - 10/5/17, 2:00 PM local time  
5. **Contract Awarded (Estimation)** - 10/10/17

UNTS reserves the right to change the dates in the schedule of events above upon written notification to prospective Respondents through a posting on the UNTS website and the Electronic State Business Daily as an Addendum.

9.0 QUESTIONS

Please submit solicitation questions to: Solicitation Inquiry located at bsc.untsystem.edu Bids Listing Page. **Do not contact any other individuals from the University or UNTS. This may result in disqualification.**

All questions must be received no later than 9/27/17 at 5:00 PM local time. All questions and answers will be posted to the website by 5:00 PM local time, 9/29/17.
UNTS may in its sole discretion respond in writing to questions concerning this Proposal. Only UNTS’s responses made by formal written Addendum to this Proposal shall be binding and shall be posted on the UNTS website located at bsc.untsystem.edu. Oral or other written interpretations or clarifications shall be without legal effect.

10.0 REFERENCES

Respondents MUST list three (3) companies who have utilized your firm for similar or like services in the past 6-12 months. By listing references, respondent agrees that UNTS may investigate these references and consider them as a basis to determine award of this RFP. The following information shall be included for each reference:

Company Name: __________________________________________
Person to Contact: _________________________________________
Street Address: ____________________________________________
City, State, Zip: __________________________________________
Area Code and Telephone: _________________________________
Date and description of work performed: ______________________

Company Name: __________________________________________
Person to Contact: _________________________________________
Street Address: ____________________________________________
City, State, Zip: __________________________________________
Area Code and Telephone: _________________________________
Date and description of work performed: ______________________

Company Name: __________________________________________
Person to Contact: _________________________________________
Street Address: ____________________________________________
City, State, Zip: __________________________________________
Area Code and Telephone: _________________________________
Date and description of work performed: ______________________
Attachment A: Terms and Conditions

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF THE SOLICITATION

1.1 Response Requirements:
   a. Respondents must comply with all the rules, regulations and statutes relating to purchasing in the State of Texas, to the rules and regulations of the University of North Texas System and the requirements of this form. The University of North Texas System (UNTS) consists of the University of North Texas, University of North Texas at Dallas, and the University of North Texas Health Science Center at Fort Worth.
   b. Respondents must price per unit shown. Unit prices shall govern in the event of extension errors.
   c. Responses should be submitted on this form. Responses will be time stamped on or before the hour and date specified for the response opening.
   d. Unsigned responses will not be considered under any circumstances. Person signing response must have the authority to bind the firm in a contract.
   e. Quote F.O.B destination, freight prepaid and allowed. Otherwise, specify exact delivery cost and terms.
   f. Response prices are to be firm for UNTS acceptance for 180 days from response opening date. "Discount from list" Responses should be specified. Cash discount will not be considered in determining the low response. All cash discounts offered will be taken if earned.
   g. Respondents must give unit prices for each item to be purchased. Respondents may respond less than the total number of items. An "All or None" response by Respondent may be rejected at the option of UNT System.
   h. Respondents should give Payee ID Number, full firm name, and address of respondent on the face of this form. Enter in the space provided.
   i. The Payee ID Number is the taxpayer number assigned and used by the Texas Comptroller of Public Accounts. If this number is not known, complete the following:
      Enter Federal Employer's Identification Number
      Enter Payee ID Number
      Enter Payee ID Number

1.2 Tie Responses: In case of tie bids, any award will be made in accordance with TAC, Title 34, as amended.

1.3 Delivery:
   a. Show number of days required to place material at UNTS designated location under normal conditions. Failure to state delivery time obligates respondent to deliver in 14 calendar days. Unrealistic delivery promises may cause offer to be disregarded.
   b. If delay is foreseen, respondent shall give written notice to UNTS. Vendor must keep UNTS advised at all times of status of order. Default in prompt delivery (without accepted reason) or failure to meet specifications authorizes UNTS to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting vendor.

1.4 Inspection and Tests:
   a. All goods will be subject to inspection and test by UNTS. Authorized UNTS personnel shall have access to supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the response or on samples taken from regular shipment. All costs shall be borne by the respondent in the event products tested fail to meet or exceed all conditions and requirements in this Solicitation. Goods delivered and rejected in whole or in part may, at UNTS option, be returned to the respondent or held for disposition at respondent's expense. Latent defects may result in revocation of acceptance.
   b. Award of Contract: A response to this Solicitation is an offer to contract based upon the terms, conditions and specifications contained herein. Responses do not become contracts until they are accepted through a UNTS purchase order. The contract shall be governed, construed, and interpreted under the laws of the State of Texas as the same may be amended from time to time. The Education Code 51.9335 shall be considered in making an award when specified. Venue for any suit filed against the UNTS shall be subject to the mandatory venue statute set forth in § 105.151 of the Texas Education Code.
      a. An award is made to the vendor submitting the lowest and/or best value response conforming to this specification. To determine the lowest and/or best value response, in addition to price, BEST VALUE may be considered by some of the criteria listed below:
         i. The quality, availability, and adaptability of the supplies, materials, equipment, or contractual services to the particular use required;
         ii. The purchase price,
         iii. The reputation of the vendor and of the vendor’s goods or services;
         iv. The quality of the vendor’s goods or services;
         v. The extent to which the goods or services meet UNTS needs;
         vi. The vendor's past relationship with UNTS and its component institutions;
         vii. The impact on the ability of UNTS to comply with laws and rules relating to historically underutilized business;
         viii. The total long-term cost to UNTS of acquiring the vendor’s goods or services;
         ix. And any other relevant factor that a private business entity would consider in selecting a vendor.
b. DEBTS TO THE STATE: Any party indebted to the State of Texas or any party who is more than 30 days delinquent for Child Support is not entitled to payment on this purchase order or any accompanying contract.

c. If a “best offer” vendor shows not to be in “good standing” this agency may reject the response and award to the next best response.

d. The UNTS reserves the right to award the entire contract to a single Vendor or to award different components to different Vendors, whichever UNTS, at its sole discretion, determines to be in its overall best interest, as solely determined by the responsible parties of UNTS.

e. Delivery may be a factor in this award.

1.6 Payment Terms: UNTS shall be billed in accordance with Chapter 2251 of the Texas Government Code and payment shall be made no later than thirty days following the latter of (i) delivery of the goods or completion of the service, and (ii) delivery of an invoice to Customer; and (c) interest, if any, on past due payments shall accrue and be paid in accordance with Chapter 2251 of the Texas Government Code. Payee must be a State entity, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur; Invoices and any required supporting documents must be presented to: UNTS Business Service Center-Payment Services; 1112 Dallas Dr. Ste. 4000, Denton, TX 76205 or electronically submitted to invoices@untsystem.edu

a. Payment on any contract will be withheld if Respondent is determined to be more than 30 days delinquent for Child Support.

b. Successful respondent shall be responsible for referencing the purchase order number(s) resulting from this response on any invoice(s) packing list(s), correspondence etc. Invoicing must coincide to prices quoted either on a unit, hourly, etc. basis.

c. DISQUALIFICATION: Response is subject to disqualification if respondent provides revisions and/or exclusions to the terms and conditions listed that the solicitation that the UNTS is limited by law from accepting (i.e. offers with the laws of a State other than Texas), requirements for payment not defined in or allowed for in this Solicitation, limitations on remedies, any revision to stated terms and conditions of the Solicitation, etc.

1.7 Patents and Copyrights: The vendor agrees to protect UNTS from claims involving infringement of patents or copyrights.

1.8 Vendor Assignments: Vendor hereby assigns to UNTS any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, Tex. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to Solicitations must give solicitation number, codes, and opening date.

1.9 Respondent Affirmation: Signing this response with a false statement is a material breach of contract and shall void the submitted response or any resulting contracts, and the respondent shall be removed from all bidder lists. By signature provided below, the respondent hereby affirms and certifies that:

a. The respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.

b. The respondent is not currently delinquent in the payment of any franchise tax owed the State of Texas.

c. Neither the respondent nor the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation, partnership, or institution has violated the antitrust laws of this State or the Federal Antitrust Laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

d. Under Section 2155.004 Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if the certification is inaccurate.

e. Under Section 231.006(d), Family Code (relating to child support), the respondent certifies that the individual or business entity named in this offer is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

f. Respondent agrees that any payments due under this contract may be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

g. Respondent agrees to comply with Government Code 2155.4441, pertaining to service contract use of products produced in the State of Texas.

h. Respondent understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor’s Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Respondent further agrees to cooperate fully with the State Auditor’s Office or its successor in the conduct of the audit or investigation, including providing all records requested. Respondent will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through bidder and the requirement to cooperate is included in any subcontract it awards.

i. Respondent certifies that they are in compliance with Section 669.003 of the Government Code, relating to contracting with the executive head of a State agency. If Section 669.003 applies, respondent will complete the following information in order for the response to be evaluated:

Name of former Executive:

Name of State Agency:

Date of separation from State agency:

Position with respondent: Date of employment with respondent:

1.10 Pursuant to Section 231.006 of the Family Code, response must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the response. Vendors that have pre-registered this information on the Texas Comptroller of Public Accounts Centralized Master Bidders List (CMBL) have satisfied this requirement. If not pre-registered, list the name and social security numbers for each person. Otherwise, this information must be provided prior to contract award.

1.11 Note to Vendors: Any terms and conditions attached to any response will not be considered unless specifically referred to on the Solicitation and may result in disqualification of the response.

a. Dispute Resolution: Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services, and certain types of projects. If Chapter 2260 applies to this Purchase Order, then the statutory dispute resolution process must be used by the vendor to attempt to resolve all of its disputes arising under this Purchase Order.

i. Any contractual claim of respondent that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the Texas Government Code. To initiate the process, respondent shall submit written notice, as required by subchapter B, to Michael Abernethy, UNTS Business Support Services Sr. Director of Procurement Services. Said notice shall specifically state that the provisions of Chapter 2260, of subchapter B, are being invoked. Compliance by respondent with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, of the Texas Government Code.

ii. The contested case process provided in Chapter 2260, subchapter C, of the Texas Government Code is respondent’s sole and exclusive process for seeking a remedy for any and all alleged contractual claims if the parties are unable to resolve their disputes under subparagraph (A) of this paragraph.

iii. Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature under Ch. 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by the UNTS and its component institutions nor any conduct of any representative of the UNTS and its component institutions hereafter shall be considered a waiver of sovereign immunity to suit. The submission, processing, and resolution of respondent’s claim is governed by the published Rules adopted by the Texas Office of the Attorney General pursuant to Chapter 2260, as currently effective, hereinafter enacted or subsequently amended. Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by respondent, in whole or in part. The designated individual responsible on behalf of the UNTS for examining any claim or counterclaim and conducting any negotiations related thereto, as required under 2260.052 of H.B. 826 of the 76th Texas Legislature shall be Michael Abernethy, UNTS Business Support Services Sr. Director of Procurement Services.
iv. Venue and service of process for suits involving UNTS is governed by Section 105.151 of the Texas Education Code.
b. Excess Obligations Prohibited: The Texas Constitution (Article XVI, Section 10) prohibits obligators beyond the current appropriations, which UNTS applies annually. Any Purchase Order may be canceled at any time without penalty if legislative and/or UNTS funds are not appropriated for goods or services obligated on any Purchase Order beyond the current fiscal year (September 1 through August 31 of any given year.)
c. Cancellation: Items or orders may be canceled without the consent of the vendor due to failure to fulfill their contractual obligations. If cancellation is requested by UNT System for some other reason through no fault of the vendor, the vendor will be contacted. UNTS reserves the right to cancel this contract upon 30 days written notice to the contractor. The contractor must request and secure in writing the approval of the Procurement Services Department to be released from this contract or any portion thereof should conditions unforeseeable occur.
d. Miscellaneous: The laws of the State of Texas shall prevail including the Public Information Act. Any order is not confidential. All transactions associated with this Order may be subject to audit. Vendor by accepting this Order agrees to allow access to all records regarding this transaction upon written request by the UNTS Internal Auditors and/or UNTS Business Service Center Procurement Services.
e. RESPONSE RESULTS: It is not the policy of UNTS to furnish results over the telephone. Bid tabulations may be requested at http://bsc.untsystem.edu/content/bid-inquiry. UNTS shall release information to the extent required by the Texas Public Information Act and other applicable law. If requested, Vendor shall make public information available to UNTS in an electronic format.
f. Centralized Master Bidders List (“CBML”): The UNTS utilizes the Texas Comptroller of Public Accounts Centralized Master Bidders List (CMBL) for Historically Underutilized Businesses (HUB). The CMBL is located at: http://www.window.state.tx.us/procurement/. Non-HUB respondents are identified from various sources including the CBML.
1.12 Indemnification: Vendor further agrees to indemnify, defend, and hold harmless the UNTS, its Board of Regents, officers and employees, from and against any and all claims, actions, suits, demands, proceedings costs, liability, injuries, damages or allegations of such brought by an act or omission of vendor or vendor’s employees and/or subcontractors or due to vendor’s product or services. This indemnification shall include but not be limited to acts or omissions related to environmental hazards.
1.13 The parties understand and agree that any purchase order/contract may be subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the administrative regulations and/or guidance which have issued or may in the future be issued pursuant to HIPAA, including, but not limited to, the Department of Health and Human Services regulations on privacy and security, and Texas state laws pertaining to medical privacy (collectively, “Privacy Laws”). Vendor agrees to comply with all Privacy Laws that are applicable to this purchase order/contract and to negotiate in good faith to execute any amendment to this purchase order/contract that are required for the terms of this purchase order/contract to comply with applicable Privacy Laws. In the event the parties are unable to agree on the terms of an amendment pursuant to this paragraph within thirty (30) days of the date the amendment request is delivered by one party to the other, this order may be terminated by either party upon written notice to the other party.
1.14 Important Notice: Any purchase order may be funded wholly or partially with federal funds subject to the American Recovery and Reinvestment Act of 2009 (ARRA). The vendor shall comply with all applicable provisions of ARRA, which may include, but are not limited to the provision of Division A, Titles XV and XVI (e.g., audit provisions, whistleblower protection, and preferences for American products).
1.15 Federal Funds: All procurements of supplies equipment, and services utilizing Federal Funds (e.g. Federal Grant or Contract) shall be made in accordance with all applicable federal rules and regulations: Federal Acquisition Regulations (FAR), Federal Office of Management and Budget (OMB) Educational Institutions (even if part of a State or local government) follow: OMB A-21 for cost principles, A-110 for administrative requirements, and A-133 for audit requirements. All procurement requirements contained in the above referenced circulars are incorporated herein by reference. By signing this solicitation document vendor certifies that vendor is in compliance with OMB A110 and that vendor is not on the Debarred Bidders List.
1.16 Suspension, Debarment, and Terrorism: Vendor further certifies that the vendor and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that vendor is in compliance with the State of Texas statutes and rules relating to procurement and that vendor is not listed on the federal government’s terrorism watch list as described in executive order 13224. Entities ineligible for federal procurement are listed at http://www.epis.gov.
Position Description:
The University of North Texas Health Science Center in Fort Worth is seeking a visionary leader for the position of Physical Therapy (PT) Department Chair. The department is housed within the School of Health Professions (SHP), which also includes a Physician Assistant Studies Program and an online Graduate Certificate in Lifestyle Health. The PT department offers a clinical Doctorate of Physical Therapy (DPT) and a dual-degree DPT/Ph.D. in Structural Anatomy and Rehabilitation Sciences in collaboration with the Graduate School of Biomedical Sciences.

The Chair serves as the academic and operational leader of the PT department. In this role, s/he will engage collaboratively with the faculty through curriculum development, research, service, and strategic planning. As a faculty member, the Chair will have the opportunity to teach and maintain her/his own research program. S/he will also engage in interprofessional activities across the institution’s other schools/colleges (Osteopathic Medicine, Allopathic Medicine, Public Health, Pharmacy, and Biomedical Sciences) and with external organizations. As an advocate for the Department, the chairperson collaborates with the administration in implementing the University's mission to create solutions for a healthier community.

UNTHSC relies on a culture of values—integrity, collaboration, respect, serve others first, be visionary—to produce solutions for a healthier community. We develop and deliver these solutions in an interprofessional, team-based environment that promotes patient-centered care. We are seeking a senior faculty member who recognizes the importance of values-based leadership and whose vision is consistent with emerging health care delivery.

The candidate we are seeking is a senior faculty member who possesses strong leadership skills, teaching excellence, an established research record, and a vision consistent with emerging health care delivery who will build on the department's accomplishments and contributions in education and scholarship. This is a full-time, 12-month appointment, tenure-track/tenured at the Associate/ Full professor level. Salary and rank are commensurate with qualifications and experience.

Core Responsibilities
- Promote collaboration within and outside of the department/institution;
- Engage in respectful and candid communication;
- Maintain the highest standard of ethics and compliance with federal, state, and accrediting body standards and regulations;
- Provide superior customer service to internal and external customers;
- Use a values-based approach to coaching/development of departmental faculty and staff;
- Guide curriculum development to maintain currency and relevance to the future of the field;
- Develop effective strategies for recruitment and retention of exceptional faculty, staff, and students;
- Manage fiscal and administrative matters with transparency and integrity;
- Align departmental goals with institutional goals, in order to effectively advocate for resources.

PT program curriculum and operations
- Provides leadership, direction, and administration of all aspects of the Department activities in collaboration with the faculty and staff.
- Serves as the academic leader of the PT Department while appropriately reflecting the future of the profession.
- Responsible for development, implementation, evaluation and improvement of all teaching programs of the department, although specific activities usually are delegated to a curriculum committee and individual faculty.
- Supports faculty research and other forms of scholarly activity, particularly as these contribute to the further development of physical therapy and institutional research initiatives.
- Leads participation in the accreditation process; assures full compliance with federal, state and accrediting body standards and regulations;
• Responsible for the development and maintenance of effective department operations including efficient workflow, achieving student learning outcomes; ensuring appropriate faculty numbers; assuring quality curriculum;
• Ensures Department participation in the recruitment, selection, retention and academic success of students.
• Ensures the participation of herself/himself as well as departmental faculty on institutional committees and in service activities of the department and the institution.
• Serves as the fiscal agent for the Department; directing the preparation of the annual budget, completing analysis of fiscal status and implementing appropriate actions related to resource utilization, approving expenditures, reviewing reports.
• Delegates authority and responsibility consistent with faculty and staff strengths and interests, within the context of the Department needs and available resources.

Strategic Planning
• Works with departmental faculty to develop the departmental mission, vision, tactical initiatives and metrics that are consistent with the School and University's strategic and quality improvement plan. Leads the efforts of faculty and staff so that progress is made toward achieving individual, departmental, school and institutional goals. Anticipates the resources that will be needed in the department, represents these needs in the budget process, and monitors their judicious use.
• Assesses and reports on program metrics, such as faculty workload and scholarly productivity, student satisfaction, graduation rates, enrollments, etc. to assure program goals are being met; Uses data to help teams initiate, manage, and sustain the process.
• Offers original solutions to solve problems or develop opportunities. Shows a drive for and works with a focus on continuous improvement.

Faculty Leadership and Development
• Leads the recruitment and retention of high caliber faculty and staff in the department.
• Coaches, develops, and evaluates faculty (core and adjunct) effectiveness; assigns work with a focus on an agile workforce that responds effectively to changing programmatic situations and demands.
• Mentors and develops employees to maximize individual performance, build future organizational leadership, enhance teamwork and strengthen support of the organization's core values;
• Recommends to the Dean faculty members for appointment, promotion and tenure, and special assignments of workload consistent with the department, college, and university policies.

Scholarly and Professional Development
• Stays abreast of educational best practices, changes and developments that may impact the program through attendance, and developing professional relationships at professional conferences, seminars and local, state and national organizations;
• Meets scholarly goals and professional growth and development by active involvement in research/scholarly activities and keeping abreast of the latest trends in the profession, higher education and the health care environment.
• Promotes department’s overall visibility and reputation locally, nationally and internationally by active participation and service in professional organizations.

Minimum Required Qualifications:
• Earned academic doctoral degree (eg; Ph.D., Ed.D., DHS), as well as a license or eligibility to practice as a physical therapist in the state of Texas.
• Minimum of six years of full-time higher education experience, with a minimum of three years of full-time experience in a PT education program.
• Established record of excellence in teaching, with a defined area of professional content expertise.
- Established record of research/scholarly activity.
- Active involvement in the PT profession and understanding of key educational issues.
- Understanding of and experience with curriculum content, design, implementation, and evaluation.
- Strong written and oral communication and interpersonal skills, including the ability to engage in flexible, collaborative decision-making.
- Strong interest in faculty development and mentoring.
- Innovative vision and effective leadership skills to inspire teams to reach goals.

**Additional Preferred Qualifications:**
- Previous higher education administrative experience as a leader/chair of an academic department, and/or academic program.
- Experience with management of personnel-related activities, such as recruitment, new hire recommendations, and performance evaluations; and overseeing departmental financial processes.
- Experience in strategic planning.
- Demonstrated record of success in recruiting and developing high-caliber faculty.
- Outstanding judgment and the capacity to set and communicate priorities.
- Administrative experience with professional accreditation standards and procedures.
- Appreciation of new teaching methods and educational technology.

**Application Information**

Applicants must complete the online application located at [https://www.unthscjobs.com/applicants](https://www.unthscjobs.com/applicants)

The full and complete application should contain the following:

1) A cover letter
2) A complete CV
3) The names of three professional references including their relationship to you, their position, email, and direct phone numbers.

Inquiries can be directed to Dr. Brandy Schwarz, chair of the search committee at brandy.schwarz@unthsc.edu

A review of applications will begin immediately and will continue until the position is filled.