



Norwich University Applied Research Institutes, LTD (NUARI) is seeking proposals for assistance with an Executive Search to replace the position of President. The due date for proposals is **April 18, 2025**.

General Instructions

1. Due Date

Your response to this RFP is due by email no later than **3:00 p.m. Eastern Time, Friday, April 18, 2025**. Please deliver your proposal to cwillet1@norwich.edu.

An authorized official of your company must sign the original.

2. Validity Period

Your response must specifically identify your proposal's validity period as ninety (90) days.

3. Period of Performance

The anticipated period of performance will be May 12, 2025, through October 1, 2025. The award date is expected to occur May 1, 2025.

4. Evaluation

Your response should provide information in sufficient detail to allow for a fair and complete evaluation of your capabilities and will form the basis for any resultant agreement. NUARI reserves the right to reject any bids or offers if deemed to be in its best interest.

5. Small Business Representation

The North American Industry Classification System (NAICS) Code for this acquisition is 541715, for which the small business size standard is 1,000 employees. NUARI is an Equal Opportunity Employer.

In your response, please include the following information:

- CAGE Code and DUNS (if available)
- Whether or not you are currently registered in the System for Award Management (SAM.gov)
- Please represent as part of your offer, whether you are or are not a small business concern. If you represent you are a small business concern, please indicate any of the following socioeconomic statuses that apply:
 - Small disadvantaged business concern as defined in 13 CFR 124.1002
 - A women-owned small business (WOSB) concern

- Economically disadvantaged women-owned small business (EDWOSB) concern
- A veteran-owned small business concern
- A service-disabled veteran-owned small business concern
- A HUBZone small business concern
- A Certified 8(a) Firm
- If the offeror represents it is a small business concern, please state that your business size and socioeconomic status representation(s) are current, accurate, and complete as of the date of submission of your offer.

6. Proprietary Information

NUARI considers the information contained in this RFP and its Attachments to be Proprietary Information. NUARI will treat all information received from the respondents as Proprietary Information, if properly marked.

7. Exceptions/Deviations

Any exceptions to the RFP shall be clearly stated, giving the reason for the exception/ clarification and, where applicable, the impact on price and services.

8. Clarifications

All questions or clarifications in response to this request shall be submitted in writing to cwillet1@norwich.edu.

Background

NUARI is a 501(c)(3) non-profit that serves the national public interest through the interdisciplinary study of critical national security issues. We are partially funded by the Department of Homeland Security and the Department of Defense and federally chartered under the sponsorship of Sen. Patrick Leahy. We are co-located with Norwich University in Northfield, VT, and share their ideals of academic excellence, innovation, and service to the country. NUARI provides cyber exercises, secure networking monitoring, custom consulting, research and education. We do this through our DECIDE exercises, the Security Situation Center, technology development and deployment, research deliverables, and in-person and online workforce training.

NUARI currently has 30 full time employees and 6 part time employees/interns with an annual payroll of approximately \$4,000,000. NUARI has a central office located in Vermont, but many employees work remotely across 15 different states.

NUARI has a total approved (FY 2025) revenue budget of approximately \$6.5 million dollars.

Scope of Service

NUARI is seeking a partnership with a firm specializing in Executive Search Services to support the recruitment of its next President/Chief Executive Officer. The selected firm will be responsible

for managing the search process, including engagement with the Board of Directors, market research, posting, candidate sourcing, selection, and facilitating offer negotiations. Prospective firms should note that the Board has already made significant progress in defining the ideal candidate profile, which will be shared with the successful firm.

NUARI has a target date of October 1, 2025, for the offer for the candidate, with an anticipated start date of December 1, 2025.

Proposal Requirements

- Describe the firm's Executive Search Experience and identify if you have experience in the Education and non-profit sectors.
- Indicate the number of people by level that will handle the search. State your policy on notification of changes in key personnel.

Reference Information

Provide an overview of two (2) references. For each reference include the following:

- Client name and main line of business
- Respondent's rationale for including specific reference (e.g. similar in size to NUARI)
- Client contact information including name, position, phone number and extension.

Information to be requested by NUARI and evaluated from each reference includes services performed, Respondent's abilities, communication skills and timeliness, prices, accuracy, problems, overall performance, and if the reference would rehire Respondent. NUARI reserves the right to check any other reference(s) that might be indicated through the explicitly specified contacts or that result from communication with other entities involved with similar requirements

Service Execution

- Proposed timeline and completion dates of each major section of the engagement

Fee Calculation

- Detailed fee schedule according to the firm's billing structure

Responses

Interested parties should submit their proposal to:

NUARI
Cheryl Willette, CFO
PO Box 30
Northfield, VT 05663
cwillet1@norwich.edu

No formal structure for the proposal is required but all proposals must address all the previous

points. Overall length of the proposal should not exceed 10 pages. Please provide one electronic copy. Responses must be submitted no later than **3:00 pm, Eastern Time on April 18, 2025**. NUARI, at its discretion, may elect to return responses received after the deadline.

NUARI reserves the right to reject any responses or, at NUARI's discretion, to solicit additional responses. NUARI may also accept or reject portions of a response.

The entire price for the preparation of a response, the Respondent presentation, or negotiation sessions (if conducted) shall be borne by Respondent.

This document represents the best estimate of NUARI's requirements. NUARI reserves the right to adjust the specification or scope of effort stated in this document. If any modifications to the original document become necessary, all Respondents will be notified in writing by means of an addendum.

Thank you in advance for your time and careful attention. If you have any further questions, please feel free to contact Chery Willette at cwillet1@norwich.edu or 802-485-2704.