

North Dakota State Board of Higher Education

RFP Ad-Hoc Committee Meeting Minutes

The State Board of Higher Education RFP Ad-Hoc Committee met via Teams on January 08, 2025, at 3:00 p.m. CT.

SBHE Audit Committee Members

- Mr. Jeffry Volk, Co-chair
- Dr. Casey Ryan, Co-chair
- Mr. DJ Campbell
- VC. Jerry Rostad
- Mr. Mark Gorenflo

System Office/CTS/Guests

NDUS Ms. Caitlin Magilke **CTS** Mr. Dirk Huggett, Ms. Pamela Nielsen

Call to Order

Co-chair Ryan called the meeting to order at 3:00 p.m. CT.

1. Agenda

- a. Campbell moved, Gorenflo seconded, to approve the agenda, as presented. Campbell, Gorenflo, Ryan, and Volk voted yes. Motion passed 4-0.

Committee Business

2. Charge from SBHE and Board Chair – Co-chairs Ryan and Volk

- a. Co-chair Ryan shared that based on a motion at the October SBHE meeting, Chair Mihalick charged this committee to engage a firm to examine roles and responsibilities of SBHE members and to examine the Chancellor's job description.
- b. Co-chair Volk clarified that the first step of the charge is to hire a firm to assist with the first phase of reviewing the roles and responsibilities of the board, campus presidents, and the Chancellor which would include a listening tour. The second step is to review and discuss the information gathered in the listening tour.
 - i. Co-chair Ryan asked what the end point is and what groups should be targeted for the listening tour. Co-chair Volk stated that the committee's role is to recommend a consultant to the SBHE through the RFP process. Additionally, Co-chair Ryan and Volk suggested engaging with the Interim Higher Ed Committee, Chamber of Commerce departments, Department of Public Instruction, and other similar agencies.
- c. Co-chair Volk stated that a similar process was conducted around 2004 or 2005, and 2014, and he recommends following a similar process and taking a deep dive into the current higher education governance model.

3. [RFP Process Brief](#) – Mr. Dirk Huggett and Ms. Pamela Nielsen
 - a. [RFP Evaluators Guide](#)
 - i. Mr. Huggett shared that public procurement process allows for an equal opportunity for all qualified persons to sell to the state and participate in the RFP process.
 - ii. Procurement generally is not an open meeting process so there may be mixed open and closed meetings during this process.
 - iii. Everything related to this procurement is considered confidential until the notice of intent to award has been posted.
 - iv. If committee members have a vendor in mind, send the contact information to Pam and she will ensure they are notified of the RFP.
4. Key Elements for Committee to Develop – Mr. Dirk Huggett and Ms. Pamela Nielsen
 - a. Statement of Work
 - i. There are two types of requirements – core requirements and desired requirements. Core requirements are those that vendors must provide. It is desired to limit the number of core requirements as they can become restrictive. Desired requirements are functionalities the committee would like the vendor to have but can be used without it.
 - ii. Vendor proposals can be evaluated on both core and desired requirements.
 - b. RFP Evaluation Criteria
5. Nominal RFP Timeline – Mr. Dirk Huggett and Ms. Pamela Nielsen
 - a. The next committee meeting will develop the RFP requirements. Once those are developed, the RFP can be posted to the state procurement website.
 - i. Co-chair Volk asked how the RFP would be shared out to the public. Mr. Huggett stated that all bidders that have registered with the state procurement office under a particular commodity code will receive the notification. Outside vendors are welcome to submit proposals and their contact information can be shared with Pam who will notify them when bids are open.
 - ii. VC. Rostad asked if once the requirements are written, will the committee look at the state contract to see what fits, or will it go straight to the RFP. Mr. Huggett stated that there is no specific state contract regarding roles and responsibilities so more than likely it will go straight to the RFP.
 - iii. Co-chair Ryan asked what the general timeframe for this process is. Mr. Huggett stated the biggest challenge is developing the requirements but if done quickly, the RFP can be posted by the end of January. A vendor could be chosen by the end of February to recommend to the SBHE.
 - b. Committee members are asked to send Pam their list of requirements and she will gather the feedback prior to the next meeting.
6. Next Steps – Co-chairs Ryan and Volk
 - a. Committee members will send their list of requirements to Pam no later than January 15th and Caitlin will schedule a follow-up meeting for the week of January 20th.

Adjourn

Co-chair Ryan adjourned the meeting at 4:00 p.m. CT.

Approved January 21, 2025.