

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 21, 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, Ms. Jamie Wilke, Ms. Sharon Schwartzbauer **CTS** Mr. Dirk Huggett, Ms. Pamela Nielsen

Call to Order

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

1. Agenda
 - a. Campbell moved, Ryan seconded, to approve the agenda, as presented. Motion passed by consensus 5-0.
2. # Approval of January 8, 2025, [Meeting Minutes](#)
 - a. Co-chair Ryan recommends including the year 2014 to section 2, c of the January 8, 2025, meeting minutes
 - b. Ryan moved, Campbell seconded, to approve the January 8, 2025, meeting minutes as amended. Motion passed by consensus 5-0.

Committee Business

3. Develop Background and Budget – Ms. Pam Nielsen
 - a. The Background and Budget section will provide vendors with more information about the SBHE, the NDUS, and the overall mission. Detailed budget information will need to be included in this section.
 - b. Mr. Gorenflo and Mr. Rostad will be assigned to edit the language in the Background Information section.
 - c. Mr. Huggett shared that it is best to provide a range for the budget as quotes from vendors may come in well above what the NDUS is willing to pay, or well below that won't cover the actual needs.
 - d. Ms. Nielsen will replace references to NDUS to SBHE within the draft RFP document.
 - e. Co-chair Ryan expressed concern about the scope of the RFP draft, which seems to go beyond the tasking of SBHE Chair Mihalick, and its likely cost.

- f. Co-chair Volk referred the Committee to the motion passed by the SBHE at its October meeting. He suggested the Committee work through Member Campbell's suggested edits to the RFP draft and Committee members can review the document and propose other changes after today's meeting.
4. Develop Statement of Work – Ms. Pam Nielsen
 - a. The Statement of Work lists out what we're expecting from the vendors.
 - b. Mr. Campbell walked committee members through his suggested edits to the draft RFP.
 - c. Co-Chair Ryan suggests that the full board should review the 2004 documentation that clarifies the roles and responsibilities within the NDUS.
 - d. Ms. Nielsen stated in section 3.0 – Scope of Work, the committee members will need to determine the deadline for the final report.
 - e. Committee members further discussed the various sections of the draft RFP.
 5. Develop Deliverables List – Ms. Pam Nielsen
 - a. Ms. Nielsen shared that within the deliverables list vendors should be supplying information such as an example of their timeline, how they plan on completing each step of the project, etc.
 - b. Committee members must create various questions related to the offeror's experience and qualifications, for example what experience they might have in higher education? Does the committee require a specific number of years of experience? Do committee members want examples of work the vendors have done in the past?
 6. Develop RFP Evaluation Criteria – Ms. Pam Nielsen
 - a. Co-chair Volk asked if the scoring for review is information that is kept internally. Mr. Huggett stated that information related to how scoring is evaluated must be published.
 - b. Co-chair Volk asked in regard to contracting for pricing, does it need to be an hourly amount or a lump sum. Mr. Huggett stated that the RFP can ask for either, but if a fixed price is preferred vendors will typically build risk costs into the price. If vendors charge an hourly rate, it is typically hourly by deliverable.
 7. Next Steps – Co-chairs Ryan and Volk
 - a. Ms. Magilke will send the draft RFP document to committee members for their review.
 - b. Mr. Gorenflo pointed out [SB 2242](#), which would direct a Legislative Management study relating to institutions of higher education, since this might influence the RFP.
 - c. Co-chairs Ryan and Volk will reach out to SBHE Chair Mihalick to verify the scope and what he wants to see come out of the ad-hoc committee.
 - d. Ms. Nielsen requests that committee members send her their comments or changes via email, and she will incorporate those into the draft RFP working document.
 - e. Co-chair Volk requests that Ms. Magilke schedule a meeting prior to the SBHE meeting on January 30, 2025.

Adjourn

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

Approved February 20, 2025.