

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Finance and Facilities Committee **Date of Meeting:** January 16, 2013

Agenda Item: Metropolitan State University - Approval of Contract Exceeding \$3 Million for WebWOC Program

Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda: Board Policy 5.14, Procurement and Contracts, Subdivision 3, requires Board of Trustees approval of all contracts valued greater than \$3 million.

Scheduled Presenter(s): Laura M. King, Vice Chancellor – Chief Financial Officer
Murtuza Siddiqui, CFO - Vice President for Administrative Affairs, Metropolitan State University

Outline of Key Points/Policy Issues: Metropolitan State University is requesting approval of a professional/technical services contract estimated to total \$4,234,739 through the end of the contract and requested amendment period, which would be in effect from February 2, 2010 through December 31, 2013. The contract was awarded to Bryant Rolstad Consultants, LLC for three (3) years with an option to renew for up to two (2) one-year contract periods. The contract will end on December 31, 2012 and an amendment for one additional year will increase the value of the contract to \$4,234,739, thereby requiring approval by the Board of Trustees.

Background Information: The contract with Bryant Rolstad Consultants, LLC is to educate Wound, Ostomy and Continence (WOC) Nursing students through the Web. WOC Nursing is a specialty within nursing dedicated to the care of patients with a wound or ulcer, ostomy and bowel or bladder incontinence. A request for proposal was published in the State Register on October 12, 2009 with one respondent (Bryant Rolstad Consultants, LLC).

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION

**Metropolitan State University - Approval of Contract
Exceeding \$3 Million for WebWOC Program**

BACKGROUND

Board Policy 5.14, Procurement and Contracts, requires prior approval by the Board of Trustees for contracts exceeding \$3,000,000. The proposed action item is for Board approval of a professional/technical services contract estimated to total \$4,234,739 through the end of the current contract and the proposed amendment, which would be in effect through December 31, 2013.

Since 2001, Metropolitan State University has engaged in a contractual relationship with Bryant Rolstad Consultants, LLC to educate Wound, Ostomy and Continence (WOC) Nursing students through the Web. WOC Nursing is a specialty within nursing dedicated to the care of patients with a wound or ulcer, ostomy and bowel or bladder incontinence. The webWOC Nursing Education Program at Metropolitan State University premiered in the summer of 2001 with four students.

A request for proposal was published in the State Register on October 12, 2009 with one respondent (Bryant Rolstad Consultants, LLC). The expenditures to date under the current agreement total \$2,784,738 for the term February 9, 2010 through December 31, 2012. This proposed amendment will extend the contract by one (1) year, through December 31, 2013 at an estimated additional cost of \$1,450,000 for calendar year 2013. According to the terms of the current contract, the contractor is paid 85% of the tuition collected from the students. The University keeps the remaining 15% for the administration. Since the inception of the program, the number of enrolled students significantly exceeded the expectations and has grown from 35 students in 2002 to 276 students in 2012.

The value of the contract, including the proposed amendment for the upcoming calendar year, is now expected to exceed the Board policy threshold of \$3 million and requires approval by the Board of Trustees. The University will also prepare an RFP, contingent upon its decision to continue this program, prior to the expiration of the final term of the contract.

*Metropolitan State University - Approval of Contract
Exceeding \$3 Million for WebWOC Program*

RECOMMENDED COMMITTEE ACTION:

The Finance and Facilities Committee recommends that the Board of Trustees adopt the following motion:

The Board of Trustees approves execution of a one year amendment to the contract with Bryant Rolstad Consultants, LLC totaling \$1, 450,000 for a new contract total not to exceed \$4,234,739. The Board delegates execution of the contract to the Chancellor, or his designee.

RECOMMENDED BOARD OF TRUSTEES MOTION:

The Board of Trustees approves execution of a one year amendment to the contract with Bryant Rolstad Consultants, LLC totaling \$1,450,000 for a new contract total not to exceed \$4,234,739. The Board delegates execution of the contract to the Chancellor, or his designee.

Date Presented to the Board of Trustees: January 16, 2013