

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

**Agenda Item Summary Sheet**

**Committee:** Finance and Facilities Committee      **Date of Meeting:** May 22, 2013

**Agenda Item:** St. Cloud State University Approval of Contract Exceeding \$3 Million for Beverage Sponsorship

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, Procurements and Contracts, requires approval by the Board of contracts exceeding \$3,000,000.

**Scheduled Presenter(s):** Laura M. King, Vice Chancellor - CFO  
Douglas Vinzant, Vice President, Finance & Administration  
St. Cloud State University

**Outline of Key Points/Policy Issues:**

The purpose of this report is to request Board approval of a beverage sponsorship contract with a value not to exceed \$4,500,000 for on campus pouring services at St. Cloud State University (SCSU).

**Background Information:**

The university has issued a call for RFP for campus pouring services. The published notice asks vendors who respond to RFP to provide financial information for two contract term periods—five years and ten years. The university will evaluate the term that offers the greatest benefit to the university based on consideration of the information provided in response to the RFP.

The university initiated the RFP process on May 1, 2013 and anticipates receiving responses on May 21, 2013. Board approval in May is necessary so a fully executed contract with the selected vendor can be completed by July 1, 2013.

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

**BOARD ACTION**

**St. Cloud State University Contract Approval Exceeding \$3 Million  
for Beverage Sponsorship**

**BACKGROUND**

Board Policy 5.14, Procurements and Contracts, requires approval by the Board of contracts exceeding \$3,000,000. The purpose of this report is to request Board approval of a beverage sponsorship contract with a value not to exceed \$4,500,000 for on campus pouring services at St. Cloud State University.

The university has issued a call for RFPs for this purpose. The published notice asks vendors who respond to the Request for Proposal (RFP) to provide financial information for two contract term periods—five years and ten years. The university will evaluate the term that offers the greatest benefit to the university based on consideration of the information provided in response to the RFP.

The university initiated the RFP process on May 1, 2013 and anticipates receiving responses on May 21, 2013. Board approval in May is necessary so a fully executed contract with the selected vendor can be completed by July 1, 2013. The schedule for the RFP and decision-making process is presented below.

RFP Selection and Implementation Timeline

Wednesday, May 1, 2013	Publish RFP notice at MMD solicitation website
Tuesday, May 7, 2013	Deadline for RFP proposal questions
Tuesday, May 14, 2013	SCSU responses to questions
Tuesday, May 21, 2013	Deadline for RFP proposal submissions
Wednesday, May 22, 2013	MnSCU Board approval
Friday, May 31, 2013	Final decision by SCSU
Monday, July 1, 2013	Contract is fully executed

Respondents to the RFP are also being asked to provide information for (a) exclusive pouring rights in all campus facilities; and/or (b) shared pouring rights among athletics, residence halls, student union, and all other facilities. Pursuant to Minnesota Statute § 248.07, Subd. 7, Minnesota State Services for the Blind (SSB) operates the vending machines in all university buildings. Therefore, the successful responder must work cooperatively with SSB.

*St. Cloud State University Contract Approval  
Exceeding \$3 Million for Beverage Sponsorship*

After responses are received from vendors, they will be evaluated by university staff from the university's divisions of Finance and Administration, Student Life and Development, and Athletics. This group will evaluate the proposals and make a recommendation to the President.

**RECOMMENDED COMMITTEE MOTION:**

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

The Board of Trustees approves St. Cloud State University entering into a beverage sponsorship contract not to exceed \$4.5 million for on campus pouring services. Execution of the contract is subject to the review and approval of the chancellor or his designee.

**RECOMMENDED BOARD MOTION:**

The Board of Trustees approves St. Cloud State University entering into a beverage sponsorship contract not to exceed \$4.5 million for on campus pouring services. Execution of the contract is subject to the review and approval of the chancellor or his designee.

*Date submitted to the Board of Trustees: May 22, 2013*