

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Committee

Date: November 18, 2015

Title: Approval of Contracts Exceeding \$1M for:

- a. Continuing Education/Customized Training Online Registration Request for Proposal
- b. Assessment for Course Placement

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board Policy 5.14, Procurement and Contracts, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees. This report presents system wide and college and university contracts for consideration and approval by the Board.

Scheduled Presenter(s):

Laura M. King Vice Chancellor - CFO

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

BOARD ACTION

Approval of Contracts Exceeding \$1M for:

- a. **Continuing Education/Customized Training Online Registration Request for Proposal**
- b. **Assessment for Course Placement**

BACKGROUND

Board Policy 5.14, Procurement and Contracts, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees. This report presents system wide and college and university contracts for consideration and approval by the Board.

Systemwide Contracts Exceeding \$1M for:

- a. **Continuing Education/Customized Training Online Registration Request for Proposal** –the Board is asked to approve a contract not to exceed nine years and a maximum payment of \$2,000,000 million with the selected vendor for a new or extended license for CE/CT online registration and payment software. The effective date of the contract would be November 30, 2015 with an end date of June 30, 2020. The contract would include an option to extend for an additional 48 months.

Terms of the contract will include the online registration system for customized training and non-credit enrollment that will integrate with ISRS, reducing the need for duplicate entry into two systems. The product also contains marketing and enrollment features that will enhance the work of CE/CT and increase access for students and employers.

The product was selected via a Request for Proposal (RFP) process utilizing a team of subject matter experts from CE/CT departments throughout the system. The RFP was released on August 31, 2015 with proposals due on September 30, 2015. Campuses will transition to the product between January and June of 2016. Integration with ISRS will begin in winter 2015/spring of 2016. The cost of the contract will be paid by the campuses using the services.

- b. **Assessment for Course Placement** – the Board is asked to approve a contract not to exceed seven years and a maximum payment of \$1,750,000 for purchase of course

1 placement assessment software and services. The effective date of the contract would be
2 July 2016 with an end date of June, 2020. The contract will include an option to extend for
3 three years to 2023.
4

5 As of 2006, the Minnesota State Colleges and Universities system has been using a vendor
6 provided common system-wide assessment tool for course placement. In anticipation of
7 the contract expiration date of June 30, 2016, a Request for Proposal (RFP) process was
8 undertaken to solicit proposals for the next contract cycle. The RFP for the assessment for
9 course placement was made available on June 15th, 2015.
10

11 MnSCU received one comprehensive proposal that met the RFP requirements to provide a
12 suite of assessments for course placement in reading, writing, math, English as a second
13 language and computer skills. The proposal came from the current vendor, the College
14 Board, for their placement instrument, Accuplacer. The proposal from the College Board
15 was thoroughly reviewed by the members of the RFP steering group. The intention is to
16 execute a master contract for all colleges and universities in the system. Each institution
17 would be invoiced individually by the College Board on a per test unit basis. The proposal
18 submitted by the College Board proposes a five-year contract with an option to renew for
19 up to an additional two years. All terms of the contract are still under consideration and
20 no final determinations have been made.

21
22
23 **RECOMMENDED COMMITTEE MOTION**
24

25 The Finance and Facilities committee recommends the Board of Trustees adopt the following
26 motions:
27

- 28 a. The Board of Trustees authorizes the chancellor or his designee to execute a contract with
29 the selected vendor for a term of up to 9 years ending 2024 for a total amount not to exceed
30 \$2,000,000. The Board directs the chancellor or his designee to execute all necessary
31 documents.
32
- 33 b. The Board of Trustees authorizes the chancellor or his designee to execute a contract with
34 the College Board for a term of up to seven years ending 2023 for a total amount not to
35 exceed \$1,750,000. The Board directs the chancellor or his designee to execute all
36 necessary documents.
37
38
39

40 **RECOMMENDED BOARD MOTION:**
41

- 42 a. The Board of Trustees authorizes the chancellor or his designee to execute a contract with
43 the selected vendor for a term of up to 9 years ending 2024 for a total amount not to exceed

1 \$2,000,000. The Board directs the chancellor or his designee to execute all necessary
2 documents.
3

- 4 b. The Board of Trustees authorizes the chancellor or his designee to execute a contract with
5 the College Board for a term of up to seven years ending 2023 for a total amount not to
6 exceed \$1,750,000. The Board directs the chancellor or his designee to execute all
7 necessary documents.
8
9

10
11
12
13
14
15
16
17 *Date of Adoption:* 10/21/15

18 *Date of Implementation:* 10/21/15
19