NHED Responses to Clarification Questions

We received multiple questions regarding the work location and travel requirements for the PM throughout the project. Please see a broad response to questions #1-5 below:

Response to Questions #1-5 Regarding Work Location and Travel Required:

During the first six months of the contract the PM will need to setup and attend multiple in-person meetings with college constituents which will require a fairly consistent presence in the region. Once the project flow has been defined and established, work from remote locations will become much more feasible. The district president’s office is located at Hibbing Community College. Our campuses are located in the following communities: Hibbing, Grand Rapids, Eveleth, Virginia, International Falls, and Ely. Travel to any of these locations may be appropriate throughout the project. The balance of working remotely, using technology to connect, or being present on campus will be agreed upon by the PM and leadership team as a part of contract negotiation, taking the overall timeline and scope of work into careful consideration.

1. What are the expectations for working location for PM? Is there a location already selected where the PM would be required to report for work? Or can we assume this would be a "work from home" position, attending meetings at NHED campuses and potentially the system office in St. Paul as required?

2. What is the primary work location for the work described in this RFP?

3. How much travel is expected between the main work location and the other college locations?

4. Is working remotely an option when the consultant is not required to attend an in-person meeting or event?

5. Our offices are located in Minneapolis – and this means that our candidate would need to travel for meetings and important sessions. We are VERY good at utilizing technology to enable us to do much of the research and follow up work from our offices. But we want to know if some combination of on-site vs. remote work is acceptable to your team, and if so, what would you like to see as a mix?
6. **Is there a project management tool that will be required to track tasks, decisions, risks, etc...?**
   No. We don’t require a certain tool or software. How the vendor creates or produces documentation and tracks this work is up to them.

7. **In Section I, under Nature of RFP, the first required services is: “Act as project manager for multiple work streams under the direction of the NHED President’s Leadership Cabinet.” Can you provide any additional detail about the expected number of work streams, the nature of each stream and the deliverables that will come out of each one?**

   Leadership envisions that the PM will coordinate with multiple workgroups involving faculty, staff, students and community members. All of the working areas of a college will be addressed in this restructuring process, from academics to support services like financial aid and advising, or operations areas including IT and facilities; these are examples of work areas and groups that the vendor will work with both remotely and in person as the work dictates.

   Examples of groups/work areas that the PM will facilitate:

   1. There are currently two well-established, separately accredited Natural Resource programs with some unique areas and some commonality in programming. The PM will facilitate the group working to combine the two programs to continue the attractiveness and quality of learning experiences for students; transition accreditations; and keep stakeholders and advisory committees committed to partnering with both locations.

   2. Each college has separate registrar offices. The PM will coordinate the combining of these five offices into one; including operations and staffing. The PM will set up meetings with a team that is working in the registrar area. The team would be something like the registrar for the new one-college model, the assistant registrars and possibly others. The PM will need to attend the meetings early on and for a while to help facilitate the team to develop a list of what they need to address, including policies, procedures, etc. Then, the PM will establish with the team the order in which they will execute their goals and arrange multiple meetings for addressing these goals. The PM will document established progress to report back to President Raich and the leadership team.

8. **Is this RFP for one Project Manager consultant only or will Minnesota State consider a proposal that includes two consultants with complementary skill sets working on this together, each on a part-time basis?**
NHED leadership prefers to negotiate one vendor contract for project management services.

9. The candidate we want to propose for this project will be on vacation with her family the week that you have scheduled for interviews. Will it be possible to have some flexibility in the interviews so that she would be able to meet with you when she gets back, assuming you would be interested in meeting her in person?

The interview dates are set. If we do have onsite interviews, the expectation is that there will be a representative(s) from your organization who will present during the interview. If leadership determines that your organization may be the best fit, a follow-up meeting may be scheduled with the entire team, to include the person absent during the initial interview, as a part of the negotiation process.

10. The RFP describes this as a two year effort. Are you thinking that this will be a full-time effort for two years, or a part-time effort? Some sense of YOUR idea of how much effort you envision this to be would be helpful as we consider whether we are a fit or not.

Leadership doesn’t envision this to be full-time effort over two years. There will be peaks and valleys to the workload, with times that may require a considerable amount of the PM’s time and other points in time that will be a more minimal commitment. The timeline and identified outcomes will dictate this.