Third Party Owner’s Representative (TPOR) RFP Q & A
October 4, 2019

1. Will Minnesota State have an independent Program Manager and/or Director of Change Management or will they be Minnesota State employees? *Minnesota State has current incumbents in these roles.*

2. Is it expected that the TPOR will deliver their review directly to the Program Manager or to a Project Leadership Committee or both? *Both.*

3. In our experience, it’s best for the TPOR to report directly to the Executive Steering Committee. Will that be the case here? If not, to whom would the Owner’s Representative report? *Co-Chairs of the ERP Steering Committee.*

4. To whom will the TPOR report? See answer to Q3.

5. To whom will the TPOR submit TPOR deliverables? See answer to Q2.

6. To whom will the TPOR submit invoices? *Instructions will be provided in the resulting contract with TPOR.*

7. What role will the Owner’s Representative play in the governance of the NextGen project? *Advisory.*

8. Does Minnesota State expect the vendor to provide Organization Change Management (OCM) support for the Minnesota State change lead? If so, does the vendor provide their recommended OCM toolkit, or does Minnesota State provide the change approach and methodology? *No.*

9. In addition to the TPOR, what other specific role(s) does Minnesota State expect the vendor to provide for this engagement? *Unknown at this time.*

10. Is there an incumbent person or team for this opportunity? *No.*

11. Are multiple resources allowed to work in this support function? *Yes, although there should be a primary representative.*

12. Are different resources able to serve in different phases? *Yes.*

13. What are the expected work location(s) for this effort – downtown St. Paul and the system offices? *Yes, the work location expected is at the system office in St. Paul with some remote hours. Travel to other campuses may be necessary.*

14. When onsite, is the expectation the TPOR will work strictly out of the St. Paul offices? See answer to Q13.

15. Are there any expectations over the multi-year timeframe for the TPOR to travel to the various college & university locations? *Yes.*

16. What is your expectations for the TPOR to be onsite? *Periodically, as needed.*

17. Please identify the Executive Steering Committee for the implementation.
The Program Steering Committee is Co-Chaired by the Sr. Vice Chancellor of Academic and Student Affairs, and the Vice Chancellor of Information Technology. Its membership include:

Ron Anderson, Sr. Vice Chancellor for Academic and Student Affairs
Ramon Padilla, Vice Chancellor for Information Technology
William Maki, Interim Vice Chancellor for Finance and Administration
Eric Davis, Vice Chancellor for Human Resources
Angelia Millender, President, Century College
Scott Olson, President, Winona State University
Eric Wion, Executive Director of Internal Audit, ex-officio member

18. Please provide an organization chart for the Minnesota State Colleges and Universities (Minnesota State) System Office and its organizational relationship to the Board of Trustees. This information can be found online at www.minnstate.edu

19. How much time do you estimate that the Third Party Representative will be allotted to review major deliverables before they’re due? TPOR will participate in the planning process and will identify how much time will be needed per deliverable.

20. Is it preferred to price the “optional services” on a variable, as needed, basis? Please see Amendment 1 for changes to Exhibit H Cost. Please quote Risk Mitigation Services for Key Project Roles under Optional Services as an hourly rate cap (including expenses).

21. Regarding Item b, bullet #5 on page 5 of the RFP: How would Minnesota State like bidders to propose and budget for providing “optional services to fill key project roles as needed for risk mitigation (i.e., Program Management, Project Management, Change Management)”? Please see the answer to Q20.

22. What is the budget for the TPOR engagement? TBD.

23. What is the capital budget for the entire ERP implementation over the coming five years? TBD.

24. How will this significant capital project be funded? Legislative and system funds.

25. Does the Minnesota System ‘chargeback’ systems that are enterprise-wide to each ‘member’ institution (the 37 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities)? If yes, what is the general chargeback philosophy (size - students, staff, equipment – terminals/printers, utilization – CPU cycles, storage, etc?) This varies by project.

26. We are unable to determine the submission method for our proposal in your RFP. Will an electronic file sent to you suffice? Yes, responses are required by email.

27. Evaluation criteria includes “qualifications and experience of the vendor and its personnel” and “demonstrated managing ERP deployments in higher education...” Since these are two separate evaluation criteria, they presumably relate to different evaluation criteria. Please describe the qualifications and experience that Minnesota is looking the vendor to describe other than “demonstrated managing ERP deployments in higher education.” Evaluation criteria is described in Section III., pages 12 and 13 of the RFP.

28. Some software vendors maintain programs for advisory firms and provide those firms with information that are not accessible by advisory firms that do not participate in these programs for advisory firms and is beneficial to the participating firms’ clients. Those participating in these programs might be termed “advisory partners.” Are “advisory partners” with the vendor or...
vendors identified in the response to the question (Minnesota State states in the RFP that “Vendors partnering with Minnesota State’s selected ERP solution vendor, are not eligible for award under this RFP.” However, Minnesota State does not state which vendor Minnesota State has selected. Which vendor has Minnesota State selected? If Minnesota State has not selected a software vendor, which software vendors are currently under consideration?) not eligible for award under this RFP, or is the restriction only applicable to partners other than advisory partners? The TPOR RFP cannot be awarded to any vendor named within the awarded proposal for Minnesota State’s SaaS solution.

29. Minnesota State states in the RFP that “Vendors partnering with Minnesota State’s selected ERP solution vendor, are not eligible for award under this RFP.” However, Minnesota State does not state which vendor Minnesota State has selected. Which vendor has Minnesota State selected? If Minnesota State has not selected a software vendor, which software vendors are currently under consideration? Minnesota State has not selected a vendor at this time. No further information can be provided at this time.

30. Minnesota State selected a firm earlier to assist with ERP assessment and business case development. Is that firm eligible for award under this RFP? If that firm is eligible, did that firm successfully complete the earlier project? Yes. The contract awarded under the Consulting Services for ERP Solution RFP in July 2017 is currently in place until December 31, 2019.

31. Is the consultant(s) who assisted Minnesota State with earlier phases of this ERP initiative eligible to bid on this project? Yes.

32. With which firms has Minnesota State worked during the last five years on projects related to its ERP initiative? Which of these firms (if any) are ineligible to respond to this RFP? All Vendors are eligible except for those noted in Section I. General Requirements, under Selection Process.

33. What role will CampusWorks play, if any, in this effort? The current contract with CampusWorks is in place until December 31, 2019.

34. Please identify the ERP Vendor, if selected. Minnesota State has not selected a vendor at this time.

35. Please identify the ERP Systems Integrator, if selected. Minnesota State has not selected a vendor at this time.

36. Please provide the RFP and the candidate vendors who have submitted responses to your solution RFP. The RFP can be viewed at: https://www.minnstate.edu/vendors/index.html Minnesota State cannot provide candidates at this time.

37. Please provide the requirements section that was part of the RFP. The RFP (w requirements) can be viewed at: https://www.minnstate.edu/vendors/index.html

38. Please identify the Executive Sponsor(s) for the implementation. Devinder Malhotra, Chancellor

39. Will the systems integrator and/or the solution vendor be conducting some of its work offshore? TBD.

40. Will the systems integrator be using developer resources offshore? TBD.

41. The RFP indicates the TPOR contract will be executed by the end of 1/31/20 and the ERP Vendor contract will be completed by the end of March, 2020 with Implementation Planning beginning in April, 2020. Given that the TPOR will be under contract during February and March of 2020, does the Minnesota System expect the TPOR to begin work in February, 2020 by participating in the ERP Vendor contract negotiations throughout February and March of 2020? Yes.
42. Is a consultant (or firm) assisting the Minnesota System with the evaluation and selection of the ERP Solution Vendor? If yes, please identify the consultant and state if the consultant is eligible to respond to this RFP. Yes. CampusWorks is assisting in the evaluation process but is not part of the selection process.

43. Did a consultant (or firm) assist the Minnesota System with the development of the ERP Solution requirements? If yes, please identify the consultant and state if the consultant is eligible to respond to this RFP. Yes, CampusWorks.

44. Does the Minnesota System envision the ERP Solution to be from a single vendor. Yes.

45. Does the Minnesota System envision the ERP Solution Vendor to provide implementation resources or a separate system integrator? Either option is acceptable.

46. Which implementation methodology does the Minnesota System follow and which does it envision will be the underlying implementation methodology for the ERP Implementation (waterfall or agile)? TBD.