Addendum #1: Responses to Vendor Questions

Q1: Is this a new initiative?

A: The Luoma Leadership Academy, as described in the RFP, has been operating since 2004. The current RFP is for delivery of cohorts 11 and 12.

Q2: What has the program looked like in the past? Which aspects do you wish to retain or change?

A: We wish to retain the basic structure of the program as described in the RFP. Each cohort will begin in mid-July with a week-long residential development program and end the following July with a second week-long residential program. Content should include core leadership skills and abilities with a specific focus on leadership within a higher education setting. It should include 360-degree pre- and post-assessments as well as coaching and mentoring throughout an 18-month program.

Q3: What qualifications are you looking for in the facilitators?

A: Facilitators identified by potential vendors should have demonstrated experience in leading cohort-based leadership development programs, coaching participants, and appropriate credentials to deliver and provide feedback on proposed assessments. Preference will be given to facilitators with higher education leadership experience.

Q4: What is your preferred modality for meetings?

A: For the week-long sessions we require a highly learner-centered and interactive program with at least one in-person facilitator who will commit to the full length of one cohort. Check-in meetings and mid-year webinars can be conducted virtually.

Q5: May we include references and hyperlinks to electronic resources and web pages?

A: Yes.

Q6: May we see the program materials and outcomes from prior cohorts, including budget?

A: Minnesota State has worked with external vendors to facilitate previous cohorts. Program materials are proprietary to them and not available to be shared.

Q7: Why are you seeking an outside vendor rather than staffing the program internally?
A: The facilitation vendor will work closely with internal staff. Cohort members are part of an action learning team that is facilitated by Minnesota State staff, but we do not have internal capacity to manage program logistics and delivery. We are also seeking facilitators with higher education leadership experience which is not available in the internal staff.

**Q8: Is the project based on similar programs that have been developed elsewhere?**

A: The year-plus cohort based nature of the program is somewhat unique in higher education. Two nationally-known programs for leadership development in higher education are the HERS Leadership Institute, which is focused on women leaders within higher education, and the Harvard Institutes Higher Education Leadership Programs.

**Q9: What is your budget range?**

A: The average amount spent over the last three cohorts has been under $100,000. This should cover all facilitation costs for approximately 54 participants (assessments, feedback, and coaching, program communications).