Addendum #2: Additional Responses to Vendor Questions

1. Who is the incumbent vendor for the program? Would it be fair to characterize the Academy as a local version of the Chairs Academy?

The incumbent vendor is the Chair Academy from Mesa, Arizona. The Luoma Leadership Academy is a version of their foundation academy that has been modified for Minnesota State.

2. How many hours will the facilitators spend interacting with the Minnesota state leaders of the program to finalize the proposal, provide drafts, etc.?

The number of hours spent in development is dependent on the vendor selected, their familiarity with higher education and leadership development, and the curriculum materials they have already developed. Minnesota State will provide the information and collaboration necessary to develop a strong program.

3. The “minimum contents” of the proposal request identification and description of the deliverables to be provided by the vendor. However, the RFP has not, other than development and facilitation of the two residential weeks, told prospective vendors what it wants or is expecting. Could you please specify the deliverables (and number of hours) you are expecting from the vendor in addition to developing and delivering the two program weeks.

4. Based on the Luomo Academy’s previous programs, each Academy appears to begin a few months prior to the first residential week, and end a few months after it, for a total of 18 month. In addition to developing and delivering the two residential weeks, for how many hours are the facilitators expected to interact with the participants?

Proposed vendors are expected to submit a work plan specifying the deliverables and contact hours associated with their proposed curriculum and identifying how that curriculum will meet program goals and objectives. The hours would be based on the potential vendor’s estimate of what is needed to implement the proposed work plan.

Proposed work plans should include the following deliverables in addition to development and facilitation of the two residential weeks:

- Delivery of 360-degree pre- and post-program assessment and other assessment tools needed to meet learning goals
- Appropriate facilitation and coaching as required by the identified assessments and learning objectives (including at least one individual mid-year coaching session with each participant)
• Development and facilitation of pre-program orientation and mid-year check-in webinars, plus any other webinars, email correspondence, and communications identified in the work plan

5. Do participants attend an orientation at the beginning of the program/prior to the residential weeks?

Participants typically attend an orientation webinar prior to the beginning of the program, which is jointly facilitated by Minnesota State and the program vendor. There is no in-person orientation.

6. Could you let us know what activities are included in the year-long experience when participants are not in the residential weeks?

7. Participants spend an average of 16 hours per month on activities related to the program. Can you let us know what those activities are?

8. Does the vendor provide coaching and mentoring, or are these tasks provided by Minnesota State?

Participants are involved in action learning teams which are created and facilitated by Minnesota State. They work individually and with a mentor of their choice (provided by Minnesota State) on activities identified in individual development plans.

Coaching related to development plans and assessments is provided by the program vendor, including mid-year and final reflection meetings and documentation.

9. How many facilitators would you prefer to have to facilitate the workshops for the 58 participants?

Ideally, there would be two facilitators who lead the workshops and provide coaching and assessment feedback throughout the cohort. Details would be identified in the proposed work plan.

10. How extensive should the vendor’s experience with higher education be?

The preferred vendor would provide facilitators with significant leadership experience in higher education, including experience in the roles to which the participants are aspiring (dean, provost, vice president, etc.)

11. Does the academy pay for hotel and travel expenses for the facilitator(s) during the residential weeks?

Minnesota State will provide lodging and on-site meals during the residential workshops. There is no reimbursement for other expenses such as air fare and these should be built into the cost proposal.

12. Does Minnesota State provide projectors, easels, and flip charts?

Yes

13. Does Minnesota State provide printing for the program?

No
14. Is there a graduation? If yes, when is it held. Are facilitators expected to attend?

*Graduation is held on the last day of the second week of the program, so facilitators would be there.*

15. Has the amount spent on the last three cohorts been $100,000 for each of the 18-month cohorts or is this number for the combination of the last three cohorts?

*Minnesota State has spent less than $100,000 per 18-month cohort for program facilitation, assessment fees, program materials, and other expenses associated with the vendor’s work plan.*

16. Are you expecting the vendor to provide outside speakers? Has the previous vendor done so?

*Minnesota State has provided outside speakers, such as a welcome by a member of administration and a Board member to participate in graduation. Outside speakers have not been used during the one-week sessions, although a vendor may wish to provide additional expertise if the facilitators have less higher education experience.*