



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES


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**DATE:** July 7 2015

**TO:** Chief Financial Officers

**FROM:** Kim Lynch, Senior System Director for Educational Innovations,  
Academic and Student Affairs



**SUBJECT:** **Minnesota State College and Universities Request for Proposals (RFP):  
Minnesota Online Quality Initiative—Administrative and Business  
Services**

The Minnesota State Colleges and Universities system office announces a Request for Proposals from colleges and universities interested in providing administrative and business office support for the Minnesota Online Quality Initiative (MOQI). The term of the partnership will be a one-year agreement, July 1, 2015, through June 30, 2016, with an opportunity to extend for up to five years.

The successful bidder, selected from among the Minnesota State Colleges and Universities that submit proposals, will manage Quality Matters (QM) affiliate subscriptions for participating campuses; manage the human resources and accounting processes for QM course reviews, and manage the human resources and accounting processes for QM and other MOQI-sponsored workshops and courses.

Academic and Student Affairs (ASA) will provide the college or university funding to cover subsidized subscription, review, and workshop costs. ASA will also pay administrative fees for these activities.

Proposals addressing the stated criteria are due by July 31, 2015, and must be sent electronically to Kim Lynch, Minnesota State Colleges and Universities, at [kim.lynch@so.mnscu.edu](mailto:kim.lynch@so.mnscu.edu).

c: Ron Anderson, Vice Chancellor, ASA  
Presidents  
Chief Academic Officers  
Laura King, Vice Chancellor, Finance  
Phil Davis, Associate Vice Chancellor, Campus Service Cooperative



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## **REQUEST FOR PROPOSALS (RFP)**

### **OVERVIEW**

The Minnesota Online Quality Initiative (MOQI) provides information and resources for faculty and staff from participating institutions to promote quality course design and to build collaborative relationships and shared expertise through statewide collaboration. The primary goal is to improve the quality of courses and learning experiences for students in online and blended courses.

### **PURPOSE**

To improve continuously the quality of online learning experiences, Academic and Student Affairs (ASA) announces the opportunity for colleges and universities to contract with the system office to provide shared administrative and business office services for the Minnesota Online Quality Initiative (MOQI). The objective is to have a single point of service for all of MnSCU's subscriptions, contracts, employee assignments, purchasing and invoicing related to Quality Matters and related online quality assurance programs.

### **TIMEFRAME**

There will be a one-year agreement between the Minnesota State Colleges and Universities and the college or university. The agreement will include an opportunity to extend for up to five years and may be terminated by either party with no less than a 60-day notice.

### **FUNDING**

Academic and Student Affairs will provide the college or university funding to cover subsidized subscription, review, and workshop costs. ASA will also pay administrative fees for these activities. Bidders must complete the financial bid sheet outlining specific per-service administrative charges for identified direct and indirect costs of this work.

To be considered for this opportunity, college and university presidents must submit a project proposal adhering to the stated criteria herein, to Kim Lynch, Senior System

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**Minnesota Online Quality Initiative – Southern Region**

Director for Educational Innovations, Minnesota State Colleges and Universities, at [kim.lynch@so.mnscu.edu](mailto:kim.lynch@so.mnscu.edu). The proposal must be received no later than July 31, 2015.

Activities may begin upon notification from the system office that the proposal has been approved and an intra-agency agreement finalized.

**SCOPE OF WORK**

The intent is to select one state college or university from the Minnesota State Colleges and Universities system to deliver the following services:

1. The college or university shall be the vendor(s) and, as such, have control over and responsibility for completed agreements, contracts, employee assignments, and invoices for QM affiliate subscriptions and MOQI-sponsored course reviews and workshops.
  
2. The selected college or university will deliver administrative and business office activities:
  - a. Manage Quality Matters (QM) annual affiliate subscriptions for participating campuses.
    - i. Contact current and prospective QM subscribers about participation.
    - ii. Invoice and process payment for QM subscribers.
  - b. Manage the payment processes for course reviews.
    - i. Work with two regional MOQI Coordinators to create and manage peer reviews in the QM Course Review Management System.
    - ii. Execute necessary intra-agency agreements for each MnSCU QM affiliate that participates in QM course reviews.
    - iii. Create and process contracts or employee assignments for reviewers per MOQI/QM guidelines.
    - iv. Process orders and payments to Quality Matters, Inc.
    - v. Submit to ASA quarterly invoices for subsidy payments (September 30, December 30, March 30, June 15).
  - c. Manage the payment processes for QM and other MOQI-sponsored workshops and courses.
    - i. Work with MOQI Coordinators on workshop/course pricing and registration.
    - ii. Process credit card payment or invoices from purchase order information for MnSCU campus attendees.

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- iii. Process and pay invoices from QM for materials and technology fees.
  - iv. Create and process contracts or employee assignments for each workshop/course facilitator.
  - v. Submit quarterly invoices to ASA for subsidy payment (September 30, December 30, March 30, June 15).
3. The college or university shall work closely with ASA's identified contract manager for timely payment and tracking.
  4. The college or university shall ensure that all activities and services are completed within each calendar year, July 1 through June 30. Direct supervision to ensure work completion shall be provided locally by the college or university and in consultation with the system director for innovative teaching and learning at system office.
  5. Selected college or university shall enter into an intra-agency agreement specifying the terms and conditions of the work to be performed and payment to be provided.

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**COMPONENTS OF PROPOSAL**

**Part A. Letter of Support from The University President(s)**

**Part B. Cover Page**

**1. Applicant Contact Information**

Name of Institution	Name of Institution
CAO or CIO	Name of other contact
Title/Position	Title/Position
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Fax	Fax
E-mail	E-mail

**2. Project Title and Courses**

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(RFP): MINNESOTA ONLINE QUALITY INITIATIVE – SOUTHERN REGION**

**3. Certification Signature**

I understand that unless there exists a law characterizing some portion of the information submitted as private, project proposals will be treated as public information on submission in accordance with the Data Practices Act. I understand that our institution assumes responsibility for academic and fiscal management of the project and addressing any intellectual property and/or copyright issues, consistent with board policy and collective bargaining agreement(s).

President’s Signature	Date
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**Part C. Proposal Narrative**

*Proposal narrative must follow the format described below and shall address each component as necessary.*

Proposal Section	Proposal Content	Suggested Length
<b>1. Understanding of the Work</b>	Describe college or university initiatives that demonstrate an understanding of providing administrative and business services for complex transactions involving multiple entities.	Half page
<b>2. Particular Expertise</b>	Describe college and university experience with vendor contracts, employee assignments, credit card payment transactions, and invoice management. In addition, provide details about experience your business office and human resources department have in working with other institutions and the system office to deliver shared services.	One page
<b>3. Office/Staff Evaluation</b>	Describe the process you would use to evaluate the performance of the business office or other staff member(s) selected to deliver these services. Address both the nature and frequency of the evaluation.	Half page
<b>4. Timely Processing &amp; Intra-unit Coordination</b>	Describe how various service intra-institution units (e.g., human resources, business office) will coordinate work to ensure timely processing of paperwork, accounts receivable, and accounts payable.	Half page
<b>5. Additional Challenges</b>	What additional challenges or limitations do you expect to encounter, and how would you address them?	Half page
<i>NOTE: Proposal narrative should be no more than 4 pages in length, plus attachments as appropriate.</i>		

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**EVALUATION PROCEDURE FOR PROPOSALS**

Proposals shall be evaluated in accordance with the requirements stated in this request for proposals and any addenda issued. Proposals shall be evaluated and ranked by a team of business office experts and administrators to be designated by the Minnesota State Colleges and Universities system office. Ranked proposals shall be submitted to the Vice Chancellor for Academic and Student Affairs (or designee) for final approval or denial. Approval or denial notification letters will be sent to the colleges and universities submitting proposals.

*Evaluation Weighting and Scoring Criteria*

The following percentages are assigned for evaluation purposes:

Understanding of the Work (Part C. 1)	15%
Expertise (Part C. 2)	50%
Outcome Evaluation (Part C. 3)	10%
Timely Processing and Intra-Unit Coordination (Part C. 4)	20%
Additional consideration (Part C. 5)	5%

**SUBMISSION AND REVIEW PROCESS FOR PROPOSALS**

**Step 1. University provost, academic vice president, or chief information officer submits proposal.**

The university president must review, approve, and endorse the proposal with a letter of support.

**Step 2. The system office reviews and evaluates the proposal.**

The evaluation team will review and rank each proposal using the above *Evaluation Weighting and Scoring Criteria*.

**Step 3. The university begins the project after receipt of the approval notification letter from the system office.**

Within 15 working days of the system office's receipt of the proposal, the university president shall receive a letter of notification from the Vice Chancellor regarding approval or denial of the proposal.

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**Step 4. The system office shall prepare and present to the university an intra-agency agreement specifying terms and conditions of the award.**

**TIMELINES AND SUMMARY OF COMPONENTS FOR PROPOSALS**

- *Dissemination of RFP – July 6, 2015*
- *Deadline for submission of proposals – July 31, 2015*
- *Review and selection of proposals – Begins August 7, 2015*
- *Letter of notification – August 14, 2015*
- *Work begins – August 24, 2015 or as soon as intra-agency agreement is executed*

*All proposals must be submitted electronically and shall include:*

Part A. Letter of Support from the university president

Part B. Cover Page, signed and completed (faxed, mailed or e-mailed with electronic signature)

Part C. Proposal narrative

**REQUEST FOR PROPOSAL CONTACT PERSON**

Submit any questions and your proposal via email to Kim Lynch, Minnesota State Colleges and Universities, at [kim.lynch@so.mnscu.edu](mailto:kim.lynch@so.mnscu.edu) or 651-201-1655.

**ATTACHMENTS**

- Financial Bidding Sheet