

# NextGen RFP Options

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Phase 1 of the Minnesota NextGen ERP Project includes the direct participation of more than 200 Minnesota State campus-based and system office subject matter experts as members of working teams defining the future state business processes, with the indirect assistance and support of many others from all campuses and system office operating divisions. This collective effort will result in the definition of more than 1,000 specific requirements and the supporting contextual narrative, to which ERP vendors will respond to during the ERP RFP process. While the RFP process is the vendor's chance to demonstrate its software solution, it is also an opportunity for Minnesota State to discover the strength of the vendors and their software solutions.

## NextGen RFP Team Roles and Responsibilities

The RFP process measures economy and quality when purchasing goods and services, and it ensures fair treatment of vendors desiring to do business with Minnesota State. One of the critical success factors of creating the NextGen ERP RFP is to involve the right stakeholders who will be actively involved in the selection, and whose expertise and vision can positively contribute to the final selection. Members of the RFP Team will be responsible for:

- Advising on administrative level requirements concerning the NextGen ERP RFP development, vendor selection, and other related products and services associated with the NextGen Project.
- Evaluating and scoring their topical sections for all proposals submitted in response to the posted RFP for this project.
- Engaging in the vendor demos and interview process of all prospective vendors.
- Ensuring a fair and equitable process is utilized when selecting a recommended vendor for this project.
- Recommending selected vendors to the NextGen Steering Committee
- Participating in all phases of the ERP RFP process

## NextGen RFP Team Composition

The RFP Team and its functions are an essential part of the process leading to the award of an RFP. The primary role of the RFP Team is to evaluate and award points to the proposals and demos, so that they may be ranked, and a final vendor selected for recommendation to the Steering Committee. It is important for team members to understand what will be expected during this process:

- Significant hours of concentrated effort, as defined in the project timeline
- Work as part of a team of several evaluators on the RFP Team
- Need to apply judgment in awarding points to the proposals

The RFP team should be composed of 28-30 people, who can adequately represent the various areas that are part of the RFP process. The following provides a guideline for the make-up of the committee

- **HR/Payroll** – 5 total people
  - 4 covering benefits, payroll, general personnel operations
  - 1 or 2 covering faculty workload
- **Finance** – 6-7 total people
  - 2 or 3 covering finance operations/budgeting, AR,
  - 2 or 3 covering contracts/procurement/AP, grants
  - 1 covering taxes and student payroll,
  - 1 covering safety/facilities

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- **Academic and Student Affairs** – 11 total people
  - 2 covering Financial Aid operations
  - 2 covering Workforce/CECT
  - 2 covering Admissions and Enrollment Services (one from 2-year and one from a 4-year)
  - 2 covering Academic Records, Registration,
  - 2 covering Student Success and Advising
  - 2 covering Curriculum
- **Technology** – 2-3 total people, covering security/multi-tenancy, system admin, integration and the technical side of reporting/data warehouse
- **Data/Institutional Research** – 4 total people, covering analytics, data warehouses, dashboards
- **Oversight** – 2 total people (Melinda and Jennell) to marshal the progress

## Qualifications

Members of the RFP Team should already be assigned to a working team, have good communication skills; be innovative and visionary; be pragmatic; have broad knowledge combined with first-hand business process experience in areas such as academic and student services, finance HR, payroll institutional research, information technology, and others. The RFP Team members must be willing to engage and share knowledge with other team members; use critical and technical thinking; be well-respected within their peer community and have an overall understanding of data interfaces.

## Time Commitment

The table below provides tentative dates for the RFP process, and a count of days for RFP team member involvement (yellow highlighted rows are off weeks).

TASK	TIMING	Time Commitment (Days)		Total Time Commitment
		Individual	Team	
RFP Kickoff	• 2-3 hours the week of 11/12/18		0.25	2-3 hours
Review and edit requirements	• Initial Requirements Available Friday 11/16/18 for offline reviews, preparation and editing. Send questions and changes prior to editing days.	10 - 15		Editing Dates: 11/16/18 to 1/17/19  2 Onsite Days: January 2019
	• RFP Editing Sessions <ul style="list-style-type: none"> <li>○ Sessions will be planned and scheduled around domains (4-5 days mandatory per domain)</li> <li>○ Conducted via Skype in December</li> </ul>		5	
	• Onsite meeting in January for final review (2 days)		2	
RFP Process	• Steering Committee approves requirements • RFP Completed and released			SC Approval: 1/25/19 RFP Issued: 6/3/19 RFP Ends: 7/19/19

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		Individual	Team	
Review and Score Proposals, and Select Vendors for Demos	<ul style="list-style-type: none"> <li>Scoring Mechanism Training and RFP Assignments (1-2-hour meeting via Skype)</li> </ul>		0.25	Training: Week of 7/22
	<ul style="list-style-type: none"> <li>Score topical sections for Proposals Individually</li> </ul>	10		Scoring: 7/29-8/9
	<ul style="list-style-type: none"> <li>Select Recommended Vendors for Demos (1-2-day onsite meeting)</li> </ul>		1 - 2	Onsite Meeting: 8/19-8/20
Vendor Demo Prep	<ul style="list-style-type: none"> <li>Steering Committee approves vendors for demos</li> <li>Vendors prepping for demos</li> </ul>			SC Approval: 8/23/19 Vendor Prep: 20 days
Vendor Demos	<ul style="list-style-type: none"> <li>Onsite demos planned in tracks and around domains (mandatory 1.5-2.5 days onsite)               <ul style="list-style-type: none"> <li>Three weeks, one vendor each week</li> </ul> </li> </ul>		4.5-7.5	Vendor Demos Week 1 - 9/23 Week 2 - 9/30 Week 3 - 10/7  Follow-Up: 10/14-11/11
	<ul style="list-style-type: none"> <li>Follow-up with Working Teams will occur each week (1-2-hour meeting via Skype per working team)</li> </ul>		1	
	<ul style="list-style-type: none"> <li>RFP Team will evaluate all information, ask clarifying questions for vendors, and rescore vendor proposals</li> </ul>	4	1	
Select Final Vendor for Steering Committee	<ul style="list-style-type: none"> <li>CampusWorks facilitates evaluation and final selection to recommend to Steering Committee (onsite meeting)</li> </ul>		3	Onsite Meeting: 12/3 to 12/5 Board Meeting (December)
Negotiation	<ul style="list-style-type: none"> <li>Time allotted for negotiation (CampusWorks provides 120 hours of advisory services)</li> </ul>			12/16/19 to 3/6/20
Time Period for total RFP process		24 to 29 days allotted for reading and/or scoring	PLUS 18 to 22 meeting days	11/16/18 to 3/6/20 13 months

\* Dates, are estimated and could change.

