



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Finance and Facilities Committee

DATE: January 29, 2025

TITLE: Contract Requiring Board Approval: Third Party Owners Representative for NextGen Student Implementation, System Office

Action

Review and Discussion

This item is required by policy

PRESENTERS

Bill Maki, Vice Chancellor for Finance and Facilities, System Office

Tim Anderson, System Director for Procurement and Contract Management, System Office

Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs, System Office

Jacquelyn Malcolm Bailey, Vice Chancellor of Information Technology & CIO, System Office

PURPOSE

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$3,000,000 or contract amendment that would increase the total value of a contract to more than \$3,000,000. System Procedure 5.14.2 Part 11 requires for contracts \$1,000,000 or greater and less than \$3,000,000:

Subpart A. System Office contracts between \$1,000,000 and \$3,000,000. The chancellor or chancellor's designee shall consult with the Board of Trustees' Chair and the Chair of Finance and Facilities Committee on all system office contracts with a total contract value (TCV) of \$1,000,000 and less than \$3,000,000. If the contract moves forward to executed status after consultation, it will be reported to the Board at the next scheduled Board meeting. The Chairs can recommend a full Board review after consultation is concluded prior to contract approval.

Subpart B. College and University contracts between \$1,000,000 and \$3,000,000. The Chancellor or the Chancellor's designee must report any college or university contract with a TCV of \$1,000,000 and less than \$3,000,000 to the Board at the next scheduled Board meeting after the contract has been executed. The Chancellor or the Chancellor's designee can recommend a full Board review if a review is believed to be in the best interest of the system prior to contract approval.

CONTRACTS APPROVED \$1 MILLION TO \$3 MILLION – Nov 1, 2024, to January 10, 2025

Institution	Contract/Services Description	Amount	Duration of Contract
Century College	Century College Theater Renovation, general contractor – <i>Jorgenson Construction</i>	\$2.1M	Completion of project
Century College	Century College Fire Alarm Detection project – Huot Construction and Services	\$1.5M	Completion of project

Contract Requiring Board Approval: Third Party Owners Representative for NextGen Student Implementation, System Office

BACKGROUND INFORMATION

The system office is seeking approval to enter into a contract for a Third-Party Owner’s Representative (TPOR) for the planning and implementation of Workday Student. The TPOR will assist Minnesota State in the successful planning, implementation, and sustainment of Workday Student by being a strategic partner, advisor to, and advocate for Minnesota State.

The scope of professional services the TPOR will provide Minnesota State includes participating in implementation planning meetings with Minnesota State, Workday and Deloitte (the implementation partner) to confirm that plans will achieve project scope, dependencies have been identified, and risks and issues are identified and have mitigation plans. The TPOR will assess all major project deliverables to advise on the design and implementation of Workday Student, which includes implementation scope, process improvement, resource planning, cost estimating, scheduling, deployment planning, testing, training and communication planning, and operationalizing.

The current contract with Berry Dunn McNeil & Parker (BerryDunn) was awarded through a Request for Proposal (RFP) process in September 2019 and approved by the Board in February 2020. This current five-year agreement, valued at up to \$3,000,000, has engaged BerryDunn as the TPOR for Minnesota State’s NextGen ERP Project, providing oversight and advisory services throughout the ERP implementation. The contract is set to expire on February 19, 2025, as the use of the TPOR during the implementation of Workday Platform exceeded original projections, primarily due to the one-year delay in the go live for HCM and finance. **The total contract expenditure by that date is estimated to be \$3,000,000.**

To ensure continuity of TPOR services as the implementation of Workday Student was beginning, this summer the Minnesota State NextGen executive team in consultation with the office of internal audit discussed options on how we should proceed knowing that a new contract would need to be executed within the next year. Options discussed included extending the current contract with BerryDunn to going through an RFP process since both the scope and the length of a TPOR arrangement had changed substantially from the process conducted in 2019. Ultimately, it was decided the best path for Minnesota State would be to issue a new RFP as the beginning of the Workday Student implementation would be a good transition since HCM and FIN went live in July 2024 and the scope of the services would be better defined in a RFP since we now have experience with a TPOR. A new RFP was issued in October 2024, receiving six responses. An RFP

committee, comprising the senior vice chancellor, three vice chancellors, and five system directors, evaluated submissions based on cost, qualifications, and interviews, with reference checks conducted for the finalists.

Following this process, CampusWorks was selected as the new TPOR. With 25 years of experience exclusively in higher education, CampusWorks specializes in ERP implementations, including Workday, and supports institutions from planning to post-implementation, ensuring successful outcomes. The Board had previously approved a three-year contract with CampusWorks in November 2017 for business process reviews and assistance with RFP creation and evaluation for an ERP solution.

As the TPOR, CampusWorks will strategically partner with Minnesota State to ensure the successful implementation of Workday Student, providing advisory services throughout the planning and execution phases. As part of achieving those objectives, Minnesota State has the option to enlist CampusWorks in providing additional services related to project management and change management, such as filling key project roles needed for risk mitigation or assisting Minnesota State in soliciting proposals for additional services, particularly during periods of turnover among key project staff. The ERP NextGen Program Manager and Steering Committee will oversee the scope and deliverables of the TPOR contract.

FINANCIAL TERMS

The system office is seeking approval to enter into a seven (7)-year services contract between Minnesota State and CampusWorks for a Third-Party Owner's Representative (TPOR) for the NextGen Workday Student project. This contract shall not exceed \$3,660,000 over the seven-year term.

The funding for the TPOR is included in the \$58.8 M Project Support category of the NextGen implementation budget that was approved by the Board of Trustees on November 22, 2024.

The initial contract for TPOR with CampusWorks is expected to be just over \$1.3M over 5 years as final terms would be finalized if the Board approved this request. The additional authority being requested for this contract would be for the additional services noted above and any amendments to the contract would follow the procurement processes that have been established for the NextGen project.

RECOMMENDED ACTION:

The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a contract with CampusWorks with a total contract value not to exceed \$3,660,000 with a term of seven (7) years. The Committee further recommends that the Board of Trustees direct the Chancellor or the Chancellor's designee to execute all necessary documents to formalize this agreement.

<i>Date Presented to the Finance and Facilities Committee:</i>	<i>01/29/25</i>
<i>Date Presented to the Board of Trustees:</i>	<i>01/29/25</i>
<i>Date of Implementation:</i>	<i>01/29/25</i>