

North Dakota State Board of Higher Education RFP Ad-Hoc Committee Meeting Minutes

The State Board of Higher Education RFP Ad-Hoc Committee met via Teams on July 8, 2025, at 1:00 p.m. CDT.

SBHE RFP Ad-Hoc Committee Members

- Mr. Kevin Black, SBHE Chair
- Ms. Danita Bye
- Mr. DJ Campbell
- VC. Jerry Rostad

System Office/CTS/Guests

NDUS Interim Chancellor Brent Sanford, Ms. Caitlin Magilke, Ms. Bethany Kadrmas, Ms. Sharon Schwartzbauer, Ms. Jamie Wilke **CTS** Mr. Dirk Huggett, Ms. Pamela Nielsen **AG** Ms. Meredith Larson

Call to Order

SBHE Chair Black called the meeting to order at 1:00 p.m. CDT.

1. Agenda
 - a. Bye moved, Campbell seconded, to approve the agenda, as presented. Motion passed by consensus 4-0.
2. # Approval of January 21, 2025, [Meeting Minutes](#)
 - a. Campbell moved, Bye seconded, to approve January 21, 2025, meeting minutes as presented. Motion passed by consensus 4-0.

Committee Business

3. RFP Next Steps Discussion
 - a. SBHE Chair Black requested feedback from committee members on the future direction of the committee. He provided three scenarios to discuss: 1) continue down the original timeline that was previously shared with committee members; 2) abandon the process and shift the responsibility for responding to SB 2003 to the Governance Committee and allow the Governance Committee to develop a process in conjunction with the full board; 3) a hybrid option where the RFP Committee continues with the current timeline and see what responses are received while also initiating what the committee believes would be best practice internally.
 - i. Member Bye commented that following the discussion at the last board meeting, her sense was that the board wanted to proceed with option 3 and continue with the current timeline.
 - ii. Member Campbell commented that he believes the original RFP Committee did great work in putting the RFP together, and he believes it

would be beneficial to see where it leads the system office. Furthermore, Member Campbell stated that he feels strongly that through governance we could do a lot of work in SB 2003. His biggest concern is around the listening sessions and how those would be executed.

- iii. Member Bye requested that the current RFP be sent to her for review.
- iv. Mr. Dirk Huggett shared that the biggest thing on the Procurement Office's plate at this time is to respond to questions that have come in for this RFP. Mr. Huggett and Ms. Pam Nielsen can respond to questions that are related to procedures or processes; however, they will need input from committee members for responses to other questions from vendors. Ms. Nielsen stated that the deadline to submit any questions was today and NDUS has until July 10th to respond. Member Campbell stated that he would be willing to go through the questions and answer them as he is the only original RFP Committee member that worked through the RFP.
- v. Member Bye requested more information on who the RFP was sent to. Mr. Huggett stated that it is a level 4 RFP and it was published to all vendors on the state procurement list. Additionally, per the request of outgoing Member Volk, the RFP was sent to 3 additional vendors. If there are other vendors committee members would like the RFP sent to, it is on a public facing website and would entail sending the vendor a link to this site to review the RFP.
- vi. Member Bye requested an approximate timeline of next steps, etc. Mr. Huggett stated that the deadline for receipt for proposals will be July 24th by 2:00 p.m. At that point, Ms. Pam Nielsen, Procurement Officer, will review and validate the bids to ensure they meet minimum requirements, include all information and documentation required, and prepare the bids for committee review. Once the committee begins their evaluations, they must complete a scoring form for each vendor. The evaluations are due by August 8th. There is additional time built within the schedule to conduct interviews of vendors, if necessary. The goal would be to have the evaluation completed by the August SBHE meeting.
 1. Campbell moved, Bye seconded, that at the direction of the RFP Committee, the SBHE Governance Committee will begin to put together a formal process to meet the requirements of SB 2003 in coordination with possibly including some of the strategies built into the RFP, as well as continue the current RFP process.
Bye, Campbell, Rostad, and Black voted yes. Motion passed 4-0.

Adjourn

SBHE Chair Black adjourned the meeting at 1:30 p.m. CDT.

Approved July 24, 2025.