

Lincoln University Board of Curators

Executive Committee

May 16, 2023

OPEN SESSION

1. Call to Order:

The Lincoln University Board of Curators Executive Committee Open Session was officially called to order by Board President Victor B. Pasley at 2:00 p.m., on Tuesday, May 16, 2023, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Everidge Cade, Richard G. Callahan, Victor B. Pasley, and Richard R. Popp. Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Agenda:

Curator Callahan moved for approval of the agenda as distributed. Curator Popp seconded the motion. Motion carried.

3. Laundry Vending Services:

President John Moseley reviewed the recommendation for Laundry Vending Services. One proposal was received in response to RFP B23-1221 - Caldwell & Gregory. The total estimated annual cost for Laundry Vending Services for student housing is \$68,310, with a 10-year estimated cost of \$683,100. The contract is for seven (7) years with three (3) one-year extensions. Funding will come through Student Affairs/Auxiliary regular budget. Curator Callahan moved for approval of the recommendation to award the contract to Caldwell & Gregory for \$68,310 annually; \$683,100 for a 10-year estimated cost. Curator Popp seconded the motion. Motion carried.

4. Upgrades to Classroom Technology:

President Moseley reviewed the recommendation for Upgrades to Classroom Technology. Lincoln University received the Connecting Minority Communities Pilot Program grant from the Department of Commerce in December 2022. The purpose of the grant and the project is to (1) Upgrade existing classroom technology; (2) Provide technology to students; and (3) Upgrade existing campus infrastructure. The total estimated one-time cost for the project with Corporate Interiors Incorporated is \$717,635.23.

Funding will come through The Office of Sponsored Grants/Department of Commerce Connecting Minority Communities Pilot Program. Curator Callahan moved for approval of the recommendation to upgrade classroom technology with Corporate Interiors Incorporated for \$717,635.23. Curator Popp seconded the motion. Motion carried.

5. Student Laptops:

President Moseley reviewed the recommendation for purchasing Student Laptops. Lincoln University received the Connecting Minority Communities Pilot Program grant from the Department of Commerce in December 2022. The purpose of the grant and the project is to (1) Upgrade existing classroom technology; (2) Provide technology to students; and (3) Upgrade existing campus infrastructure. The total estimated one-time cost for the project with CDW is \$812,500. Funding will come through The Office of Sponsored Grants/Department of Commerce Connecting Minority Communities Pilot Program. Curator Popp moved for approval of the recommendation to purchase 1,300 Lenovo ThinkPad E14 student laptops from CDW for a one-time estimated cost of \$812,500. Curator Callahan seconded the motion. Motion carried.

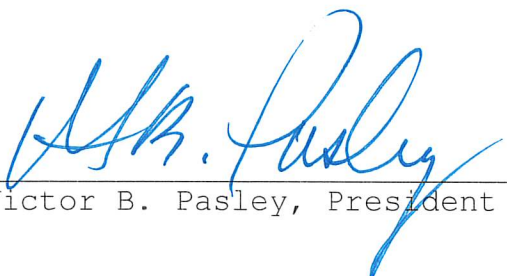
6. Other Business:

There was no Other Business for discussion in Open Session.

7. Adjournment:

Curator Callahan moved for adjournment of the Executive Committee Open Session. Curator Popp seconded the motion. Motion carried.

The Open Session adjourned at 2:35 p.m.



Victor B. Pasley, President




Everidge Cade, Secretary



Purchasing Department

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Jefferson City, Missouri 65101
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purchasing@lincolnu.edu

Date: May 4, 2023

To: Dr. John Moseley, President 

Via: Jeremy Faulk, Chief of Staff

From: Damon Nunn, Director of Purchasing on behalf of the Evaluation Committee

cc: Carlos Graham, Auxiliary Services
Jeff Barlow, VP Administration & Finance

Re: **Recommendation resulting from RFP B23-1221 Laundry Vending Services**

Proposals resulting from RFP B23-1221 Laundry Vending Services have been received and reviewed. This memo will outline the critical elements of the proposed contract award.

Background:

Lincoln University requested proposals from Laundry Vending Service companies to provide laundry services to Lincoln University students residing in the residence halls. The RFP B23-1221 was issued on February 10, 2023. The RFP (B23-1221) was advertised in the Kansas City Star, St. Louis American and the St. Louis Post Dispatch. The Purchasing department also searched for any MBE/WBE (Minority & Women Owned Business) through Missouri Office of Equal Opportunity.

Evaluation process:

One proposal was received in response to RFP B23-1221: Caldwell & Gregory. The proposal was accepted and reviewed on March 13, 2023, by a committee comprised of Jeremy Faulk, Carlos Graham, Curtis Burton, Guy Washington, Damon Nunn (non-evaluator). The committee reviewed the initial proposal from Caldwell & Gregory and scored them on subjective elements. The committee also performed an in-person evaluation of Caldwell & Gregory's post proposal presentation on April 19, 2023. The elements included a review of the provider qualifications: Method of Performance, Experience & Expertise, Additional Qualifications, and MBE/WBE. A (BAFO) best and final offer from Caldwell & Gregory was accepted by Purchasing on April 26, 2023. The full RFP (Request for Proposal) can be found at https://www.lincolnu.edu/about-lincoln/purchasing/bid-information/b23-1221_revised.pdf.

Recommendation:

Based on the combined subjective and financial scores for the proposal and post proposal presentation, the committee determined that the proposal from Caldwell & Gregory was acceptable and would meet the needs expressed in the RFP. The committee recommends moving forward with this vendor.


Cost and Funding:

The total estimated annual cost for Laundry Vending Services for Student Housing is \$68,310. With a 10-year spend estimated at \$683,100. Funding will come through Student Affairs/Auxiliary regular budget. If you concur with this recommendation, please forward for required approvals.



Purchasing Department

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Date: May 10, 2023
To: Dr. John Moseley, President 
Via: Jeff Barlow, VP Administration & Finance
From: John Fandrey, Chief Information Officer
Re: **Recommendation Upgrades to Classroom Technology**

This memo will outline the critical elements of the proposed cooperative procurement proposal.

Background:

Lincoln University received the Connecting Minority Communities Pilot Program grant from the Department of Commerce in December 2022. The purpose of this grant and the project is therein to 1. Upgrade existing classroom technology; 2. Provide technology to students; and 3. Upgrade existing campus infrastructure.

Lincoln University requested quotes to update and upgrade classroom technology at main campus locations. Through (TIPS) The Interlocal Purchasing System, pricing and technology upgrades were sought utilizing the pool of contracted vendors within the purchasing cooperative.

Recommendation:

The Office of Information Technology identified a vendor with the ability to provide the required services and upgrades necessary to complete the project. The vendor was identified as Corporate Interiors Incorporated (DBA CI Select). CI Select has also been identified as (WBE) Women Owned Business Enterprise. The proposal presented by CI Select provides for all necessary equipment, supplies, and installation for the upgrade of 59 classrooms.

Cost and Funding:


The total estimated one-time cost for the project with Corporate Interiors Incorporated is \$717,635.23. Funding will come through The Office of Sponsored Grants/Department of Commerce Connecting Minority Communities Pilot Program. If you concur with this recommendation, please forward for required approvals.



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Date: May 10, 2023

To: Dr. John Moseley, President 

Via: Jeff Barlow, VP Administration & Finance

From: John Fandrey, Chief Information Officer

Re: **Recommendation: Student Laptops**

This memo will outline the critical elements of the proposed cooperative procurement proposal.

Background:

Lincoln University received the Connecting Minority Communities Pilot Program grant from the Department of Commerce in December 2022. The purpose of this grant and the project is therein to 1. Upgrade existing classroom technology; 2. Provide technology to students; and 3. Upgrade existing campus infrastructure.

Lincoln University requested proposals from multiple vendors to provide laptops for students. Several models were tested, and specifications were outlined to align the bidding process. OIT utilized the pool of contracted vendors within the purchasing cooperative to solicit bids.

Evaluation process:

Several types of individual technology devices for students were considered and evaluated for this project. Meetings and onsite visits were conducted with local universities and K-12 public school systems.

Initial testing was conducted for capabilities of chromebooks versus laptops. Additional consideration was given to cellular enabled devices. During this portion of the evaluation process, T-Mobile provided both a chromebook and a laptop that were used by ITS staff. The tests revealed difficulty in connecting to Lincoln's wireless networks and challenges with using T-Mobile's cellular internet service. Additionally, ITS had concerns with the performance and build quality of these devices. Ultimately, ITS staff did not feel that either of these devices would meet the needs of Lincoln students.

Following the testing of the T-Mobile devices and conclusion of the research and discussions with local schools, the evidence was conclusive that chromebooks would not be sufficient for Lincoln students. Proposals for laptops were received from three technology providers. Two of the companies provided OIT staff with demo laptops for testing. Upon completion of extensive review of features and capabilities, as well as consideration for price, warranty, and value, the Lenovo ThinkPad E14 was chosen as the best option for LU students.

Recommendation:

The Office of Information Technology identified a vendor with the ability to provide the required number of laptops meeting the required specifications within the funding budget in the timeframe necessary to complete the project. The vendor was identified as CDW.

Cost and Funding:

The total estimated one-time cost for the project with CDW is \$812,500.00. Funding will come through The Office of Sponsored Grants/Department of Commerce Connecting Minority Communities Pilot Program. If you concur with this recommendation, please forward for required approvals.