



**Northwood Technical College**

**REQUEST FOR PROPOSAL**

**25-96400-CW-NEWSPAPERADVERTISING  
FOR**

**Local Newspaper Advertising**

\*In the event Northwood finds it necessary to change any of these dates it will do so by issuing an addendum to this RFP.

| Date                         | Event   |
|------------------------------|---|
| Wednesday, November 19, 2024 | Date of RFP issue.  |
| Tuesday, November 26, 2024   | RFP inquiry/question deadline @ 4:00 PM CST.                    |
| Monday, December 2, 2024     | Estimated date for Northwood Tech to answer Vendor's questions. |
| Monday, December 9, 2024     | Proposals due from Vendor prior to 2:00 PM CST.                 |
| Tuesday, December 10, 2024   | Northwood Tech Evaluation Process                               |
| Wednesday, December 18, 2024 | Northwood Tech Board Meeting (action on recommended proposal)   |
| Thursday, December 19, 2024  | Earliest date Northwood Tech will issue award notice.           |
| January 1, 2025              | Estimated Contract Start Date                                   |

# SECTION I – GENERAL INFORMATION

Northwood Technical College (Northwood Tech) is guided by its Mission, Vision and Values. Northwood Tech has a long, rich history that demonstrates our dedication to the community and its members. Learning is our passion and it shows. Nearly 1 in 9 residents of our district (including a population of 236,200; 286 towns, villages, and cities; and 47 school districts) have taken some sort of class through a Northwood Tech campus or outreach center. Each year, Northwood Tech surveys graduates to find out how well their degree or diploma prepared them for their career. The results reveal an impressive record of academic excellence and valuable career perspective.

Northwood Technical College (Northwood Tech) District is one of sixteen 2-year technical college districts in Wisconsin. The district includes most of northwestern Wisconsin, encompassing more than 10,000 square miles and parts or all of 11 counties.

Northwood Tech offers career-focused associate degree programs, technical diplomas, and short-term certificates in addition to customized training, and a wide array of courses for personal or career enhancement. Northwood Tech employs a staff of more than 1,400 full-time & part-time employees and provides education to 7,715 credit students in more than 53 full-time programs, plus technical certificates, and apprenticeship programs and nearly 17,000 residents in continuing education courses.

Northwood Tech is the owner of buildings at four campuses in Ashland, New Richmond, Rice Lake and Superior. In addition, the college owns a Health Education Center in Shell Lake and leases and operates learning centers in Hayward, Ladysmith, and Balsam Lake. Northwood Tech offers associate degrees, technical diplomas, and certificates in over 50 programs. For more information about Northwood Tech, please visit [www.northwoodtech.edu](http://www.northwoodtech.edu).

## MISSION

### **Students First.**

We strengthen communities by empowering each student to realize their own success story.

## VISION

### **Transforming Communities.**

We strengthen communities by empowering each student to realize their own success story.

## VALUES

### **Collaboration**

We value relationships that enhance learning and promote economic development.

### **Innovation**

We embrace the latest theories and technologies to support student and community success.

### **Excellence**

We prioritize high quality education, services, and continuous improvement in a dynamic learning environment.

### **Community**

We value our deep connections to our communities, working together to provide solutions through student success.

### **Support**

We empower individuals by supporting their success with quality experiences and services designed to meet their needs.

### **Integrity**

We uphold honesty and accountability in a diverse, open and ethical learning and working environment.

### **Respect**

We value each individual and approach all interactions mindfully, with civility, empathy, and openness to new and differing ideas.

## SECTION II – INSTRUCTIONS TO VENDORS

**1. DUE DATE**

Sealed proposals must be received by the Northwood Technical College Purchasing Department by or prior to **2:00 PM CST, on Monday, December 9, 2024.**

The Vendor shall be responsible for delivery of the proposal to the designated place on or before the date and time specified. Proposals received after time of closing will be rejected and returned to the Vendor. Failure to examine any and all documents will in no way relieve the successful Vendor from the necessity of supplying the required products in accordance with the proposal.

**2. PUBLIC OPENING**

Proposals will be publicly opened on **Monday, December 9, 2024 at 2:00 PM CST.** The public proposal opening will be available via a [Microsoft Teams Meeting](#). Ctrl + Click the link:

1. A webpage will open, where you will see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is OK for Team to use your mic and camera. You may allow it so you will be seen or heard in the meeting.
2. Enter your name. Choose your audio and video settings, if applicable.
3. When you are ready, Click Join now.
4. This will bring you into the lobby and will notify the Northwood Technical College staff that are you there. You will be admitted to the meeting.

**3. REQUIRED FORMS TO SUBMIT PROPOSAL**

No proposal will be accepted on any other form(s) than those herewith specified and/or provided with the RFP. Addenda issued during the time of bidding shall become part of the proposal documents. Vendor shall acknowledge receipt of such addendum in the appropriate space provided on the Signature Page.

Any conditional proposal, amendment to the proposal or attachment thereto, or the inclusion of any correspondence, written or printed matter, or details of any nature other than that specifically called for may disqualify the proposal. Telecommunication alterations to the proposal will not be accepted.

**4. KEY PROPOSAL DATES**

| *In the event Northwood finds it necessary to change any of these dates it will do so by issuing an addendum to this RFP. |   |
|---|---|
| Date  | Event   |
| Wednesday, November 13, 2024  | Date of RFP issue.  |
| Tuesday, November 26, 2024  | RFP inquiry/question deadline @ 4:00 PM CST.                    |
| Monday, December 2, 2024  | Estimated date for Northwood Tech to answer Vendor’s questions. |
| Monday, December 9, 2024  | Proposals due from Vendor prior to 2:00 PM CST.                 |
| Tuesday, December 10, 2024  | Northwood Tech Evaluation Process                               |
| Wednesday, December 18, 2024  | Northwood Tech Board Meeting (action on recommended proposal)   |
| Thursday, December 19, 2024   | Earliest date Northwood Tech will issue award notice.           |
| January 1, 2025   | Estimated Contract Start Date                                   |

## 5. KEY PROPOSAL QUESTIONS & SUBMITTAL INFORMATION

No verbal explanation or instruction will be given in regard to this RFP during the proposal period. Northwood Technical College will not be responsible for verbal instructions. Vendors shall bring questions, inadequacies, omissions, or conflicts to Northwood Technical College's attention. **All Vendor requests for clarification or interpretation must be received via email to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu) on or before Tuesday, November 26, 2024 at 4:00 PM CST.** Prompt clarification will be supplied to all Vendors of record via addendum.

Failure to request clarification or interpretation of this RFP will not relieve the Vendor of responsibility. Signing the Qualified Vendor Certification Form will be considered as implicitly denoting that the Vendor has a thorough understanding of the scope of work and comprehension of the Statement of Work.

All attachments, additional pages, addenda, or explanations supplied by the Vendor with this proposal will be considered as part of the proposal response.

## 6. PROPOSAL DELIVERY OPTIONS

Proposals and all associated documentation shall be emailed to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu)

Proposals must be received by Purchasing Department, [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu), by or prior to 2:00 PM CST on **Monday, December 9, 2024**. Any proposal received after 3:00 PM CST will be disqualified. Please include the following in the subject line of the email: **25-96400-CW-NEWSPAPERADVERTISING**. Any proposal received without the subject line of the email not properly and clearly marked may result in the proposal being rejected.

### a) Email

Proposals shall be emailed to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu). The subject line of the email must read **25-96400-CW-NEWSPAPERADVERTISING**. Any proposal received without the subject line of the email not properly and clearly marked with the RFP number may result in the proposal being rejected.

**The file size shall not exceed 25MB.** Files larger than 25MB may be rejected by the Northwood Tech server. Document must be in an unlocked and un-password protected Microsoft Word, Microsoft Excel, or Adobe Acrobat 9.0 or greater format. The file must be labeled "[Vendor Name] RFP Response [RFP #]". Northwood Tech prefers that proposals be submitted in PDF format and all required documents are contained in **one (1) file**, if possible.

It is the responsibility of the Vendor emailing their proposal to ensure the proposal was received on time to the [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu) inbox. Northwood Tech will respond via email confirming the receipt of your company's proposal. If you do not receive confirmation that your proposal has been received, it is the responsibility of the Vendor emailing their proposal to follow up with Shawna Benish at [shawna.benish@northwoodtech.edu](mailto:shawna.benish@northwoodtech.edu).

## 7. ALTERNATE PROPOSALS

Specifications contained in this RFP are intended to define the level of quality and performance and not to restrict competition. Vendors offering alternates shall submit, with their proposal, an itemized comparison to the RFP specification, documenting equivalence for dimensions, quality performance, etc. **Unless indicated otherwise,** Vendors may offer more than one alternate with required supporting documentation. Where certain brands or part numbers are specified, it is for illustration or to establish a standard for features and construction. **Unless indicated otherwise,** "or equivalents" are acceptable and allowed, and Vendors are encouraged to offer varying brands of "equivalent" items and supplies for Northwood Technical College's consideration.

## 8. DEVIATIONS FROM PROPOSAL SPECIFICATIONS

Any deviations from proposal item specifications must be clearly documented on the Qualified Vendor Certification Form. Northwood Technical College reserves the right to determine if any noted deviations or qualifying statements indicated in a Proposal are in the best interest of the college, and reserves the option to reject any proposal(s), all proposals, or a portion of a proposal(s), on that basis.

**9. RIGHT TO AWARD ALL OR A PORTION**

While Vendors are encouraged to quote as many or all of the items listed in this RFP, it is understood that not all items may be available from one Vendor source. Northwood Technical College will have the option to make “split awards” of the items to multiple Vendors or to award to multiple Vendors if it is determined in the best interest of the College. Vendors need to quote prices on a line item basis with the understanding that Northwood Technical College may only order partial items of what the Vendor quoted. If the Vendor can offer additionally discounted prices on the premise that it will receive the entire award, or an award of a select “family” of items, the Vendor should enumerate such additional pricing discount options for Northwood Technical College’s consideration on a separate page attached to their proposal response.

**10. WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by written request received from the Vendor or an authorized representative thereof prior to the time fixed for opening of proposals, without prejudice to the right of the Vendor to file a new proposal. Withdrawn proposals will be returned unopened. Negligence on the part of the Vendor in preparing their proposal confers no right for withdrawal of the proposal after it has been opened.

Proposals may be held by Northwood Technical College for a period not to exceed ninety (90) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the Vendors, prior to the awarding of the contract.

**11. ACCEPTANCE/REJECTION**

Northwood Technical College reserves the right to accept or reject any or all proposals, to waive any technicality or informality in any proposal submitted, and to accept any part of a proposal deemed to best serve the interests and needs of Northwood Technical College and said determination shall be final.

Northwood Technical College reserves the right to reject all proposals received and reissue the RFP if it is determined an adequate level of competition was not obtained, or if the specifications/terms did not allow for a sufficient level of competing proposals to be received, or if desired specifications, features, or standards were not, in the opinion of Northwood Technical College, acceptable.

Northwood Technical College reserves the right to reject a proposal if the evidence submitted by, or investigation of, the Vendor fails to satisfy Northwood Technical College that the Vendor is responsible and qualified to carry out the obligations of the contract or to complete the Statement of Work.

**12. FIRM PROPOSALS**

All proposals are to be firm for acceptance for a minimum of (90) days from opening and for the specified contract period. Any exception shall be fully noted. The purchase of the item(s) in this RFP is contingent on budget availability. The college may elect to not proceed with this project, or delay the project, or modify the conditions for this project, if so considered to be in the best interest of the college.

**13. LIABILITY**

Northwood Technical College shall not incur any liability for any cost the vendor may have incurred in preparing and submitting a proposal in response to this RFP.

**14. PAYMENT AND DELIVERY TERMS**

Net 30 days after product delivery and receipt of invoice. No advance payments will be made, and no payments will be made without invoices. Northwood Technical College prefers to pay by Visa, if accepted. All proposed items or services are to be delivered tax exempt, FOB Destination – delivered and installed with freight cost included in the price or otherwise quoted on the Northwood Technical College Qualified Vendor Certification Form (if applicable).

**15. TAXES**

Northwood Technical College is a governmental entity exempt from sales taxes pursuant to Wisconsin Statutes, Section 77.54(9a). Taxes should be excluded in proposals to Northwood Technical College.

**16. EVALUATION PROCEDURE, SCORING, AND EVALUATION POINTS**

Northwood Technical College evaluates proposals submitted in response to RFP’s based on “best value” to the college using a formal process involving an evaluation committee led by Northwood Technical College employees. The Purchasing Department oversees the evaluation process to ensure it is objective and scoring is based on the requirements communicated to the Vendors in the RFP. Northwood Technical College shall be the sole judge in the subjective matters of a Vendor’s capability, experience, references, etc. as to what best meets the unique needs of Northwood Technical College. Unless a Vendor can cite a specific statute or administrative code being violated, the subjective judgement or scoring by the Northwood Technical College evaluators is not appealable.

**17. EVALUATION CRITERIA**

Evaluations of the proposals will be based on a weighted point system as follows:

| <b>Criteria</b>                  | <b>Description</b>  | <b>Points Possible</b> |
|----------------------------------|---|------------------------|
| Criteria 1                       | Rates/Cost  | 65                     |
| Criteria 2                       | Technical Ability<br>-Years in Business<br>-Availability of Equipment | 20                     |
| Criteria 3                       | References<br>-Quality of Work<br>-Timeliness of Services Provided    | 15                     |
| <b>Maximum Evaluation Points</b> |   | <b>100 points</b>      |

**Criteria 1: Cost**

Points for pricing will be awarded based on the Ratio Method. With this method, the proposal with the lowest price amount will receive the maximum points allowed. Other proposals receive a percentage of the allotted points based on their relationship to the lowest proposal. The following example demonstrates how pricing points are calculated under the Ratio Method.

**Example:** The lowest price amount is \$125,000. The next lowest proposal is \$130,000. If the total points available for the pricing criteria = 50 points, the lowest pricing proposal will receive the full 50 points. The next lowest proposal would receive 48 points. ( $(\$125,000/\$130,000) \times 50$  points)

**18. VENDOR PRESENTATIONS/MEETINGS**

Upon receipt of all proposals meeting the conditions outlined in this RFP and arriving by the specified due date and time, Northwood Technical College reserves the option to meet with a select group (not all) of Vendors that it considers to be in the best interest of Northwood Technical College, to do presentations or clarify details of their proposals to Northwood Technical College staff. If an oral presentation/interview is required of selected finalists, it shall be at the Vendors’ expense. However, an award may be made without discussion with the Vendors. Therefore, Vendors are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

**19. BEST AND FINAL OFFER**

At its sole discretion, Northwood Technical College may request Vendors to submit a Best and Final Offer (BAFO) for further clarification. BAFOs will be evaluated against criteria identified in #17 “Evaluation Criteria”. There is no obligation on the part of Northwood Technical College to request a BAFO. Therefore, Vendors should always submit their best proposal with their original submission.

**20. WARRANTY**

Northwood Technical College requires the Vendor, not the manufacturer, to coordinate and resolve all issues with regard to the warranty of items. Northwood Technical College will not contact the manufacturer.

**21. REFERENCES**

Northwood Technical College may assign evaluation points based on comments and reviews of the Vendor’s product and/or services as provided by references.

**22. RIGHT TO ADDENDUMS**

Northwood Technical College reserves the right to amend the terms and specifications of this RFP. In the event of any changes to the terms and/or specifications of this RFP, a formal addendum to the RFP will be issued.

### **23. QUALIFIED VENDORS**

Only proposals from qualified Vendors shall be considered. The "Qualified Vendor Certification Statement" must be completed in full and submitted with the proposal. Factors that may be considered in determining if a Vendor is qualified include (but are not limited to): Vendor competency, financial capacity, ability to render satisfactory product/work and past performance. Northwood Technical College reserves the right to request additional information to make this determination. Northwood Technical College may make a written request for Vendor's P&L, Balance Sheet, Certified Auditor Statements, or other financial documents for purposes of evaluation of the financial ability of Vendors to provide the materials, service and/or support specified by this RFP. Northwood Technical College reserves the right to request a site visit to Vendor prior to award.

### **24. DEBARMENT & SUSPENSION CERTIFICATION**

The Vendor certifies by signing the Qualified Vendor Certification Form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or Vendor.

### **25. INDEMNIFICATION, ASSIGNMENT, AND SUBCONTRACT**

The Vendor agrees to indemnify, defend and hold Northwood Technical College (including their respective officers, directors, employees, subcontractors and agents) harmless from and against any and all liabilities, damages, fines, expenses, penalties, costs, claims, demands and expenses (including costs of defense, settlement, and reasonable attorneys' fees) of whatever type or nature, including damage or destruction of any property, or injury (including death) to any person, arising out of or related to: (a) any act or omission by the Vendor, its agents, employees or subcontractors, (b) any claims or actions by the Vendors' employees, agents or subcontractors, or (c) the failure of the Vendor its employees, agents, or subcontractors to comply with this Contract or any applicable provincial, federal, state or local law, rule or regulation that affects the obligations of the Vendor under this Contract.

Neither party shall assign a right or interest, not delegate, or subcontract any obligation owed without the written consent of the other.

### **26. PUBLIC INSPECTIONS AND RECORD OF PROPOSALS**

In order to maintain the integrity of the competitive proposal process, if a request is made under open records laws to view proposals received for this RFP, proposals received will not be made available until an official award decision by Northwood Technical College has been made.

Northwood Technical College cannot ensure that information will not be subject to release if a request is made under applicable public records law. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Vendor.

If you do not send a redacted copy, your entire proposal will be open to public inspection with the exception of financial data (other than pricing). Redacted versions must be submitted adhering to the following:

- a) One (1) electronic file or document EXCLUDING all confidential and proprietary information/documents in Adobe Acrobat 9.0 or greater format. This file must be labeled "[Vendor Name] REDACTED RFP RESPONSE [RFP #]." This is the file that will be submitted to requestors for open records requests. The Vendor should be aware that Northwood Technical College may need to electronically send the redacted materials to members of the public or Vendors when responding appropriately to records requests. Northwood Technical College is not responsible for checking that redactions, when viewed on-screen via electronic file, cannot be thwarted. Northwood Technical College is not responsible for responding to records requests via printed hard copy, even if redactions are only effective on printed hard copy. Northwood Technical College is not responsible if the redacted file the Vendor provides does not adequately protect the information when the redacted file is copied and pasted, uploaded, emailed, and/or transferred via any electronics means.

Proprietary information submitted will be handled in accordance with appropriate procurement regulations and Wisconsin Public Records law. Note: The Wisconsin Public Records law classifies most correspondence with a governmental entity such as Northwood Technical College and member Colleges, as open and available for public inspection. Proprietary restrictions normally are not accepted; however, when accepted it is the Vendor's responsibility to defend the determination in the event of an appeal or litigation.

**27. RIGHT TO NEGOTIATE CONTRACT TERMS & CANCELLATION CLAUSE**

Northwood Technical College reserves the right to negotiate the terms of the contract, including the award amount, with the selected Vendor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the lowest proposal Vendor, Northwood Technical College may negotiate a contract with the next lowest proposal Vendor. This choice is solely at the discretion of the College.

Northwood Technical College may, without cause, terminate the Contract by giving written notice of such termination to the awarded Vendor. In the event of such termination, Northwood Technical College shall reimburse the services performed and reasonable expenses actually incurred by the Vendor in relation to the work prior to the Vendor's receipt of such notice of termination.

**28. PAYMENT FOR CONTRACT PERFORMANCE**

Upon complete performance of the contract, Northwood Technical College will pay the Vendor for any balance payment due and payable under the terms of the contract within a reasonable and customary time after receipt of a properly prepared and submitted invoice to Northwood Technical College.

**29. CONTRACT DOCUMENT**

This written document constitutes the entire agreement of the parties to the contract and will supersede any representations, commitments, conditions, or agreements made orally or in writing prior to the execution of this contract. The contract shall be between Northwood Technical College and the successful Vendor known herein as the "Vendor" per Sec 16.76(1) Wisconsin Statutes, for the provision of services outlined in the Scope of Work section of this document. Vendors are to include in their proposal submission an advance copy of their standard form or agreement that they would expect Northwood Technical College to sign if they are awarded.

**30. CONTRACT TERM**

It is the intent of Northwood Technical College to award a contract for an initial three (3) year terms, with the option to renew the contract for up to four (4) additional, concurrent one (1) year terms. The initial contract term will begin January 1, 2025, through December 31, 2027. If all additional renewal options are exercised, the maximum duration of the contract would be through December 31, 2032.

**31. INSURANCE**

If the Vendor is required to perform work or services onsite at Northwood Technical College the Vendor agrees to maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur. Please refer to the "Compliance/Insurance Considerations" in the Scope of Work section of this document for insurance minimum information. Northwood Technical College reserves the right to require higher or lower limits where warranted. Certificate of insurance shall name Northwood Technical College as additional insured and will be submitted by the Vendor to the Northwood Technical College Purchasing Department prior to any work beginning. Vendor also agrees to maintain worker's compensation insurance as required by the state of Wisconsin for all employees engaged in work.

**32. DISTRIBUTION OF PROCUREMENT SOLICITATIONS – DOING BUSINESS WITH NORTHWOOD TECHNICAL COLLEGE**

Northwood Technical College uses <https://www.northwoodtech.edu/about/purchasing> as their primary procurement document distribution system. Vendors interested in accessing bidding opportunities from Northwood Technical College can visit this site for more information. Vendors are responsible for checking this site for any addendums prior to submitting a proposal.

Suppliers wishing to be notified of all bidding and quoting opportunities with Northwood Technical College can subscribe to <https://www.demandstar.com/app/wapp/registration> for free. Northwood Technical College, is a member of Wisconsin Association of Public Purchasers (WAPP). Varying levels of subscription rates apply for additional services.



Northwood Technical College is not responsible for the content of any proposal package received through a 3rd party proposal service. It is the sole responsibility of the vendor to ensure the completeness of the documents received from any 3rd party source.

**33. UNIFORM COMMERCIAL CODE**

Northwood Technical College contract terms will be to the provisions of the Uniform Commercial Code for the State of Wisconsin and Northwood Technical College will be entitled to all rights and remedies of contract as afforded under the provisions the UCC for the State of Wisconsin, not barring any and all state and federal contract provisions that would also apply and pertain to a Northwood Technical College contract of this dollar magnitude and nature.

**34. SAFETY REQUIREMENTS**

All material, equipment, and supplies provided to Northwood Technical College must comply with all safety requirements as set forth by the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards. The initial shipment of any items requiring a SDS must include a SDS for each respective shipping location receiving the items. All items must also meet any applicable OSHA and Wisconsin Department of Commerce specifications for shipping, recording and identification.

**35. EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS**

The Vendor is to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60). Northwood Technical College is an Equal Opportunity Employer and Educator operating under the Affirmative Action Plan.

**36. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

Vendor acknowledges and warrants that their Programs and services are currently in compliance and during the Term of this Agreement shall remain in compliance with all applicable Federal disabilities laws and regulations, including without limitation the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194.

Vendor agrees to promptly respond to, resolve, and remediate any complaint regarding accessibility of its products or services in a timely manner and provide an updated version to Customer at no cost. Customer reserves the right to request, from Vendor, a timeline by which accessibility standards will be incorporated into the Programs and Vendor shall provide such a timeline within a commercially reasonable duration of time. Vendor further agrees to indemnify and hold harmless Customer from any claims arising out of its failure to comply with the requirements of this section. Failure to comply with these requirements shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement by Customer as set forth in this RFP.

**37. COOPERATIVE PURCHASING**

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when Vendors agree to extend their terms to them. If the Vendor is willing to provide opportunities for other public agencies to piggyback a Northwood Technical College awarded contract, please complete the "Cooperative Purchasing Agreement" included with this RFP. If you wish to offer discounts in rates based on additional volume of business being added if other public agencies piggyback to a Northwood Technical College awarded contract, please include an additional fee table with your proposal reflecting these discounts.

Any volume/quantity price breaks offered by your company should other public agencies which to piggyback this contract will NOT be factored into Northwood Technical College's award decision for this project (since it cannot be assured if any other public agencies would actually join/piggyback this contract, adding increased business volume to meet any lower discount rates offered).

## SECTION III – SCOPE OF WORK

Northwood Technical College is accepting bids from newspaper Vendors who provide good or services at the **best value** for advertising job openings or other college information.

Northwood intends to award to multiple vendors.

Due to the large geographical area that Northwood Technical College spans, we are seeking newspaper Vendors in the following locations and/or counties in Wisconsin:

Ashland  
New Richmond  
Rice Lake  
Shell Lake  
Superior  
Ashland County  
Bayfield County  
Barron County  
Burnett County  
Douglas County  
Iron County  
Polk County  
Rusk County  
Sawyer County  
St. Croix County  
Washburn County

## SECTION IV –VENDOR PRICING FORM

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm or corporation making a proposal on the same project: (2) is in all respects fair and without collusion or fraud: (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered: (4) they have read the complete Request for Proposal and understand all provisions to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); if acceptable by Northwood Technical College, this proposal is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

Please fill out a separate form for each newspaper you are bidding. Some Vendors publish in more than one newspaper.

| <b>PRICING INFORMATION</b>   |  |       |         |
|--|--|-------|---------|
| Note: If a certain line item does not apply to your newspaper, just leave blank. |  |       |         |
| Item #   | Description  | Daily | Weekend |
| <b>1.0</b>   | <b>NEWSPAPER NAME:</b>   |       |         |
| <b>2.0</b>   | <b>OFFICIAL NEWSPAPER PRICING</b>  |       |         |
| <b>2.1</b>   | Legal Notices (price per column inch)  | \$    | \$      |
| <b>2.2</b>   | Exact Pricing for Exhibit A – Sample Bid Notice  | \$    | \$      |
| <b>2.2.1</b>   | Exact Pricing for Exhibit B – Sample Invitation to Bid   | \$    | \$      |
| <b>2.2.2</b>   | Exact Pricing for Exhibit D – Sample Board Proceedings   | \$    | \$      |
| <b>2.3</b>   | List any discounts or reduced pricing for repeat advertisements.   | \$    | \$      |
| <b>2.4</b>   | Publication Dates  |       |         |
| <b>2.5</b>   | Submission deadline (am or pm)   |       |         |
| <b>2.6</b>   | State standard type size and column width legal notices will print   |       |         |
| <b>2.7</b>   | Contact name and email address   |       |         |
| <b>3.0</b>   | <b>OTHER ADVERTISEMENT PRICING</b>   |       |         |
| <b>3.1</b>   | Classified Employment Advertising  | \$    | \$      |
| <b>3.2</b>   | Exact Pricing for Exhibit D – Sample Block Ad – multiple   | \$    | \$      |
| <b>3.2.1</b>   | Exact Pricing for Exhibit E – Sample Block Ad - single   | \$    | \$      |
| <b>3.3</b>   | List any discounts or reduced pricing for repeat advertisements.   | \$    | \$      |
| <b>3.4</b>   | Publication Dates  |       |         |
| <b>3.5</b>   | Submission deadline (am or pm)   |       |         |
| <b>3.6</b>   | Contact name and email address   |       |         |
| <b>4.0</b>   | <b>OTHER INFO</b>  |       |         |
| <b>4.1</b>   | Include any other data, information, pricing sheets, or procedures that will assist the College in the evaluation, selection, and/or contract administration during this contract. |       |         |

# SECTION V – SIGNATURE PAGE

**Compliance**

Vendor agrees that their proposal complies with all the requirements outlined in the RFP: YES \_\_\_\_\_ NO \_\_\_\_\_  
*(If there are any deviations or exceptions from specifications, conditions or statement of work, vendor is required to note those on a separate page and submit them with this proposal.)*

**Addendum(s)**

List Addendum Numbers you have received (if applicable) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Contracts**

Is your company on any state or public agency cooperative purchasing contracts for the products and/or services indicated in this RFP? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list name of contract(s) and contract number(s): \_\_\_\_\_

**Required Documents**

All information requested by Northwood Technical College should be attached to the proposal upon submission. Additional information or illustrative literature, if necessary, may also be included. If any of the documents identified as required below are not submitted by the due date and time, your proposal will be rejected. Completed RFP documents to be submitted to Northwood Technical College as outlined in Section II, #6 and #26:

1. Required: Vendor Qualifications
2. Required: Section IV – Vendor Pricing Form
3. Required: Section V – Signature Page
4. Required: Section VI – Qualified Vendor Certification
5. Required: Section VII – References
6. Optional: Section VIII – Cooperative Purchasing Agreement

**Vendor Signature**

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Proposal and understand all provisions to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); if accepted by Northwood Technical College, this proposal is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

**Vendor Contact Information (please type or print clearly)**

|   |                |      |       |     |
|---|----------------|------|-------|-----|
| Company Name:   |                |      |       |     |
| Name and Title of contact person:                     |                |      |       |     |
| Name and Title of proposer (if different from above): |                |      |       |     |
| Address:  | Street         | City | State | Zip |
| Telephone:  | Email Address: |      |       |     |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SECTION VI – QUALIFIED VENDOR CERTIFICATION FORM

The following questions shall be completed and submitted as part of your proposal response. Failure to provide required forms with your proposal will disqualify your proposal. Please see "Public Inspection of Proposals" in the Instructions to Vendors of this RFP document for information regarding Wisconsin open records laws.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Type of Firm     Corporation     Individual     Partnership     Other

(If "Other", explain \_\_\_\_\_)

If you are a corporation, what state are you incorporated in? \_\_\_\_\_

What year did your business begin? \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ (office and labor staff)

Average number of employees in your organization in the last 12 months: \_\_\_\_\_

**By submitting this proposal, I certify that I am qualified to provide the items and/or services outlined in this Request for Proposal. By placing my initials next to each statement, I attest to the following:**

- a. \_\_\_\_\_ Our company has been in business for at least 3 years.
- b. \_\_\_\_\_ Our company is an authorized dealer and service agency for any and all products or items provided.
- c. \_\_\_\_\_ Our company maintains a permanent place of business and is licensed to do business in Wisconsin.
- d. \_\_\_\_\_ Our company is not presently on any lists maintained by the Wisconsin Department of Administration, or by any other State or the Federal Government, for debarment, suspension, or noncompliance for any violation of any kind, or related to any equal opportunity and/or affirmative action requirement.
- e. \_\_\_\_\_ Our company is authorized to sell the products being proposed in the RFP, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.
- f. \_\_\_\_\_ In connection with the performance of any work covered by this RFP, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual preference, or national origin.
- g. \_\_\_\_\_ The Vendor agrees it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of the employer and employee between the parties.

## SECTION VII – REFERENCES

*REFERENCES – Please provide the names of at least three (3) company references below (customers of similar size and support requirements to include Higher Education, Foundation):*

### **Company #1**

Name and Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

### **Company #2**

Name and Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

### **Company #3**

Name and Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

### **Company #4**

Name and Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

## SECTION VIII – COOPERATIVE PURCHASING AGREEMENT – Optional

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in the service gives vendors opportunities for additional sales without additional bidding. Please be aware that your participation is voluntary. Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance and inspection of goods directly from the contractor, and making payment directly to the contractor. Northwood Technical College in serving as the lead agency initiating this cooperative purchasing program on behalf of other Municipalities, is not party to any disputes arising from purchases made by other municipalities, and is not liable for delivery or payment purchases made by other municipalities.

I Agree to make the products or services of this bid/proposal, as priced, for the period from \_\_\_\_\_ to \_\_\_\_\_ available to:

Wisconsin Municipalities (check all that apply):

- Wisconsin Technical Colleges
- University of Wisconsin System
- Wisconsin K – 12 Schools
- Wisconsin Municipalities (Non Educational) – please specify \_\_\_\_\_
- Within a certain region/section of the state – please specify \_\_\_\_\_

Indicate here if you would be willing to offer a discount to other public agencies that would “piggyback” and purchase additional items from your firm if a contract is awarded by Northwood Technical College to your firm (ie: other public agencies “piggybacking” a competitively awarded contract rather than needing to issue their own RFP):

\_\_\_ % Discount if a second item/system is purchased or a second public agency purchases from the awarded contract.

\_\_\_ % Discount if a third item/system is purchased or a third public agency purchases from the awarded contract.

\_\_\_ % Discount if a fourth item/system is purchased or a fourth public agency purchases from the awarded contract.

By what date would other public agencies need to make a purchase from your firm before the price break policy expires:  
\_\_\_\_\_

Note in your proposal any special conditions or provisions.

Indicate here if you agree that should a system-wide agreement be executed between the awarded Vendor and the Wisconsin Technical College System (WTCS), or any public cooperative contract agreement that the WTCS is authorized to utilize such as MICTA, NJPA, Federal GSA, etc., Northwood Technical College shall have the option, when such lower price is available for use by the WTCS, to

I Do Not Agree to make the products/services of this bid/proposal available to Wisconsin Municipalities

|                      |      |   |         |
|----------------------|------|---|---------|
| Signature            |      | Date (mm/dd/yyyy)   |         |
| Name (Type or Print) |      | Title   |         |
|                      |      | Email:  |         |
| Company              |      | Tel: (    )   |         |
|                      |      | Fax: (    )   |         |
| Address (Street)     | City | State   | ZIP + 4 |
| Commodity/Service    |      | Request for Bid/Proposal Number<br>25-96400-CW-NEWSPAPERADVERTISING |         |

# APPENDIX A

## Bid Notice

WNAXLP

(ADP, April 21, 28, 2023)

### ADVERTISEMENT FOR BIDS

Sealed bids for the construction of:

**NORTHWOOD TECHNICAL COLLEGE  
NORTHWOOD TECHNICAL COLLEGE  
RICE LAKE OFFICE RENOVATION - REBID  
1900 COLLEGE DRIVE  
RICE LAKE, WISCONSIN 54868  
HSR PROJECT NO. 22039**

will be received by:

**NORTHWOOD TECHNICAL COLLEGE AT RICE LAKE  
CAMPUS  
1900 COLLEGE DRIVE  
RICE LAKE, WISCONSIN 54868**

If hand delivering bids, enter the N-3 (Conference Center)

**ATTENTION: Kristi Foust - Director, Facilities and**

**Procurement until 2:00pm, May 2, 2023. Bids received after the time set for receipt of bids will not be accepted. Provide bid in hardcopy form. Bids presented electronically will not be accepted. The bids will be opened publicly at the Rice Lake campus conference center and read aloud at 2:00pm May 2, 2023. The bid opening will also be presented via tele-conference, +1 929-229-5751.964452914#**

In general, the Project consists of renovations to an existing technical college building. Renovations include storefront entrances, exterior windows, hollow metal frames and flush wood doors, gypsum assemblies, cold-formed metal framing, and stair renovations with cable handrail. Finishes include carpet tile, acoustic ceiling tile, and window shades. MEP work includes sinks in new casework, replacement of ductwork and VAV terminals, replacement of fin-tube units, reconfiguring power supply and replacement of lighting. Exterior work includes changes to concrete walks and stoops, along with a new entrance colonnade sign.

Lump-sum Bids will be received on a SINGLE PRIME CONSTRUCTION CONTRACT FOR THE ENTIRE WORK.

The Project Drawings, Project Manual and other Bidding Documents may be examined at the following locations:

AE's Office: HSR ASSOCIATES, INC., 100 Milwaukee Street, La Crosse, WI 54603

Electronic Bidding Documents (.pdf) will be available from HSR Associates, Inc. via Sharefile electronic distribution and will be distributed to the listed Builders Exchanges. Electronic versions of addenda will be distributed via the same systems.

Hardcopy Bidding Documents may be picked up at HSR Associates' office. Bidders may request shipment of hardcopies by sending a check made out to HSR Associates in the amount of \$25.00. The shipping fee will not be refunded and must be received prior to shipment. HSR Associates is responsible for distribution of addenda only to those who have requested project documents from HSR in formats described above. HSR Associates will make AutoCAD files available to the Contractor following award of contract. HSR Associates maintains a plan holder list at [www.hsrassociates.com](http://www.hsrassociates.com). This list includes only those who have requested plans from HSR and those who have requested to be added our list. Bid Security in the amount of ten percent of the maximum amount of the Bid must accompany each Bid as described in the Project Manual, Instructions to Bidders.

The Owner reserves the right to waive irregularities and to reject any or all Bids. Bids may only be withdrawn in accordance with the Project Manual, Instructions to Bidder. No pre-bid meeting will be conducted by the Owner and Architect/Engineer.



## APPENDIX B

### Invitation to Bid

#### INVITATION TO BID

Northwood Technical College will be accepting bids from qualified Vendors for a fully functional used servo or a new pneumatically driven tray former for locking style trays to be used in the Automated Packaging Program at the New Richmond Campus. Invitation to Bid (ITB) descriptions and specifications can be obtained by contacting the Purchasing Office, 715.468.2815.

To be considered, interested parties must submit a complete proposal with the ITB identification 23-45400-

NR-TRAYFORMER2 stated in the subject line of the email to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu).

Proposals will be accepted until 2:00 p.m. on Monday,

July 10, 2023. At that time proposals will be publicly opened via Microsoft Teams. The only purpose of this meeting is to announce the vendors that have submitted a response to the ITB. Late proposals will not be opened.

Northwood Tech reserves the right to reject any proposal for due cause or to waive minor irregularities in any proposal. All proposals must be guaranteed for 90 days from the date of the opening of the proposals. This period will allow the College Board time to review the proposals consistent with college policy.

# APPENDIX C

## Board Proceedings

**Northwood Technical College**  
**Board Proceedings**  
**September 18, 2024**

The Northwood Technical College Board meeting was held on Wednesday, September 18, 2024, at 8:30 a.m., at the Northwood Tech Health Education Center, located at 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting was available to Board members as needed.

**CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM**

Chairperson Amber Richardson called the meeting to order at 8:31 a.m. Board members Andy Albarado, Brett Gerber, Chris Fitzgerald, Lori Laberee, Joe Simonich, Pete Vrieze, Tim Widiker, and Amber Richardson were present for the meeting. A quorum was established. *Notes: Janelle Gruetzmacher provided notice she would be absent.*

Northwood Tech employees Steve Decker, Amanda Gohde, Sara Nick, Deanna Lapacinski, Bambi Pattermann, Jena Vogtman, John Will and Susan Yohnk Lockwood, were in attendance during the meeting

**OPEN MEETING STATEMENT**

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement "The September 18, 2024, meeting of the Northwood Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on September 13, 2024, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA AND AUTHORIZATION OF ELECTRONIC SIGNATURES**

Chairperson Richardson reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology, and requested approval to authorize the use of electronic signatures for all Board documents.

Brett Gerber moved, seconded by Joe Simonich, to approve the agenda and authorize the use of electronic signatures for all Board documents. Upon a unanimous yes vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved for Chairperson Richardson to recognize people in the audience if needed. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference.

**MEETING MINUTES**

**1. Approval of the August 21, 2024, Regular Meeting Minutes**

Joe Simonich moved, seconded by Lori Laberee, to approve the regular meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried.

- L. **New Hire:** Karen Sohn, ADN Simulation Instructor; Faculty; Shell Lake HEC; annual salary \$76,639, effective August 20, 2024. *Note: Ms. Sohn is currently an Associate Degree Nursing Instructor at the Rice Lake Campus.*
- M. **Resignation:** Jennifer Dallman, Associate Degree Nursing Instructor, New Richmond, effective August 23, 2024.
- N. **Resignation:** Michele Gullickson, Training Employment Navigator (LTE); New Richmond; effective August 30, 2024.
- O. **Resignation:** Tamara Haupt, Business Services Associate; New Richmond, effective September 3, 2024.
- P. **Resignation:** Sinai Mejia, Executive Assistant to the Vice President, Academic Affairs; Rice Lake, effective July 31, 2024.
- Q. **Resignation:** Karen Sohn, Associate Degree Nursing Instructor; Rice Lake, effective August 19, 2024.
- R. **Resignation:** Stephanie Zaleski, Financial Aid Associate; Ashland, effective September 15, 2024.
- S. **Resignation:** Melissa Zappa, Bursar; Rice Lake, effective February 28, 2025.

**2. Contracts**

The contract listing was approved (see attached list).

**3. Financial/Cash Position Report**

The College's Financial and Cash Position Report, as of last month, was approved.

**4. Approval of Bills**

Administration recommended, per WI Statute 38.12(2), approval of this month for those vendor and payroll related expenditures exceeding \$2,500.

**5. Annual Review and Approval of Board's Global ENDS Policy (I.)**

Time was reserved for the Board's annual review of the Global ENDS statement. There were no recommended changes.

**6. Annual Review and Approval of Board's Governance Process Policies (II.A. and II.C. - II.L.):**

Time was reserved for the Board's annual review of the following Governance Process Policies. There were no recommended changes.

- A. Governing Philosophy (II.A.)
- B. Board Responsibility (II.C.)
- C. Board Member's Role (II.D.)
- D. Board Officers (II.E.)
- E. Board Committees (II.F.)
- F. Board Policy Creation (II.G.)
- G. College Budget Process (II.H.)
- H. Board Members' Code of Conduct (II.I.)
- I. Annual Board Monitoring Schedule (II.J.)
- J. Tuition for Board Members (II.K.)
- K. Audience Recognition (II.L.)

**7. Bids/Purchases**

A. **Digital Marketing Buying Services – Collegewide:**

**5. Student Updates and News**

**A. Northwood Technical College Instructors Earn Top Honors for Excellence in Online Course Design**

August 12, 2024 – NorthwoodTech.edu  
 Two Northwood Technical College instructors, Michaela Hudson and Laurie Simon, were awarded the prestigious Exemplary Course Program (ECP) Award for their exceptional online course design using Blackboard Ultra. This recognition highlights their innovative approaches to curriculum development and reinforces the college's commitment to its Students First mission by enhancing the online learning experience and supporting student success.

**B. 26 Graduate from Barron County Jail's HSED Program**

September 10, 2024 – The Chronotype, The 715 Newsroom  
 At the Barron County Jail, the number of graduates earning a High School Equivalency Diploma (HSED) has increased significantly for the second consecutive year. For the 2023-24 school year, 26 inmates graduated from the program, a 173% rise from the 15 graduates in 2023. The program, in partnership with Northwood Technical College, has been instrumental in improving employment prospects and educational opportunities for participants. Sheriff Chris Fitzgerald highlighted the importance of education in reducing recidivism and thanked the program's staff for their efforts. The initiative is funded by a grant from Northwood Tech.

**C. Northwood Technical College President Reviews Hayward Housing Project Status**

September 11, 2024 – Sawyer County Record  
 At the special meeting of the Sawyer County Board of Supervisors on September 5, President Will presented an update on the Housing Opportunity and Mobile Education Solutions (HOMES) project. The project, funded by a \$9.8 million Workforce Innovation Grant, includes a 40-unit housing development in Hayward designed to offer affordable rental housing for low-to-moderate-income residents. This development will feature single-floor residencies and a community building with space for education and training, including mobile training trailers.

**BOARD EDUCATION**

**1. Institutional Effectiveness Report (Presentation)**

Dr. Susan Yohnk Lockwood, Vice President of Institutional Effectiveness, provided an overview of Institutional Effectiveness. This presentation includes a reflection on the past year of activities, key measures of success, and future plans in Accreditation, Grants, Institutional Research, and Organizational/Professional Development. A PowerPoint was shared with the Board.

**2. Accreditation Report (Written)**

The Accreditation report included the college's involvement with the Higher Learning Commission (HLC) over the past year. The report also includes an update of activities within

carried. The signed contract listing from the August meeting will be attached to the official minutes. Ms. Lapacinski will forward the approved minutes (without attachments) to the newspaper of record per Wisconsin Statutes §38.12(4) and §985.01(4)(6).

Chris Fitzgerald joined the meeting at 8:34 a.m.

#### **CONSENT AGENDA**

Chairperson Richardson asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Lori Laberee moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

#### **1. Personnel:**

- A. **New Hire:** Derrick Allison, Service Desk Technician II; Staff; New Richmond; \$23.50/hour, effective September 30, 2024.
- B. **New Hire:** Bradley Baumgartner, Associate Dean of Health Sciences; Staff; New Richmond; annual salary \$87,224, effective September 19, 2024.
- C. **New Hire:** Stephan Cleveland, Medical Laboratory Technician Instructor/Program Director; Faculty; New Richmond; annual salary \$70,553, effective January 1, 2025.
- D. **New Hire:** Kristi Cocking, Talent & Culture Specialist; Staff; Ashland; \$26.26/hour, effective September 9, 2024.
- E. **New Hire:** Jamie Coleman, Learning Technology Technician; Staff; Ashland; \$21.05/hour, effective September 9, 2024.
- F. **New Hire:** Michele Gullickson, Pathways Success Coordinator (LTE); Staff; New Richmond; annual salary \$47,151, effective August 31, 2024. *Note: Ms. Gullickson is currently a Training Employment Navigator (LTE) at the New Richmond Campus.*
- G. **New Hire:** Vanessa Hanninen, Business Services Associate; Staff; Rice Lake; \$24.18/hour, effective September 11, 2024.
- H. **New Hire:** Tamara Haupt, Executive Assistant to the Vice President of Academic Affairs (LTE); Staff; Rice Lake; \$27.01/hour, effective September 3, 2024. *Note: Ms. Haupt is currently a Business Services Associate at the New Richmond Campus.*
- I. **New Hire:** Gregory Holden, Public Safety Equipment Technician; Staff; New Richmond; \$21.64/hour, effective September 30, 2024.
- J. **New Hire:** Sinai Mejia, ELL Program Navigator/Translator (LTE); Staff; Rice Lake; \$30.98/hour, effective August 1, 2024. *Note: Ms. Mejia is currently an Executive Assistant to the Vice President, Academic Affairs at the Rice Lake Campus.*
- K. **New Hire:** Jeffrey Pearson, Power Sports Equipment Technician Instructor; Faculty; Superior; annual salary \$65,293, effective July 1, 2024.

Administration recommended approval to award an initial base term of a two (2) year digital marketing services agreement effective October 1, 2024, to Vendi Advertising of LaCrosse, WI, under RFP # 24-96300-CW-DIGITALMARKETING, as summarized on the RFP evaluation. The RFP award includes an option to exercise five (5) additional, consecutive one (1) year contract extensions.

Andy Albarado joined the meeting at 8:35 a.m.

#### **CORRESPONDENCE AND INFORMATION**

##### **1. Meeting Information Sharing**

Time was reserved for Board members to report on any meetings they attended.

##### **2. Travel Sign Up**

###### **A. Board Events Schedule**

Time was reserved for Board members to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was included in the Board book, and Board members were requested to notify the Executive Assistant as soon as plans are confirmed. In addition, links to state and national Board meetings and events were included in the Board book.

###### **B. Appointment of ACCT Voting Delegate**

Chairperson Richardson appointed Lori Laberee as the ACCT voting delegate for the ACCT Congress, which will take place on October 23-26, 2024 in Seattle.

##### **3. Monitoring Schedule Review and Updates**

###### **A. Monitoring Schedule**

Time was reserved to review and update the *Board Monitoring Schedule* as needed.

##### **4. Series 2024B Bond Sale Results**

Sara Nick, Vice President, Business Services/Chief Financial Officer, shared results from the recent bond sale.

##### **5. President's Updates:**

###### **A. Enrollment Update**

President Will provided a brief update on the most recent enrollment information. An Enrollment report was provided.

###### **B. Orientation Participation**

President Will provided highlights from the Collegewide New Student Orientation which took place on Friday, August 23, 2024.

###### **C. Community Connections**

The College will host a Community Connections event at the Rice Lake Campus on Tuesday, October 15th from 4:30 p.m. to 6:30 p.m.

###### **D. Sawyer County Board Presentation**

President Will presented to the Sawyer County Board on Thursday, September 5, 2024.

year. The report also includes an update on services from Institutional Effectiveness to support accreditation efforts at Northwood Technical College.

##### **3. Enrollment (FTE) Information Report (Written)**

The 2023-2024 year-to-date FTE and Enrollment report was provided for the Board's review. The report includes data by degree level and campus as well as overall student demographics. The data presented are part of the College Effectiveness Measures in the areas of Student FTE and Retention.

##### **4. Longitudinal Graduate Follow-up Results (Written)**

The Longitudinal Graduate Follow-up results of 2017-2018 graduates included information on graduates' responses to the importance of Northwood Tech training in beginning and advancing their careers, graduates' recommendation of technical education, current employment status, and salary information by degree level and program. An executive summary and full narrative report are provided for the Board's information.

Lori Laberee moved, seconded by Joe Simonich, to accept the Institutional Effectiveness Report, Accreditation Report, Enrollment (FTE) Information Report and Longitudinal Graduate Follow-up Results as they relate to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous yes vote of all members present, motion carried.

#### **ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

##### **1. Review Meeting Dates, Locations, and Start Times**

Time was reserved for the Board to confirm its plans for the Board meeting scheduled on Wednesday, October 16, 2024, beginning 8:30 a.m., at the Northwood Tech Rice Lake Campus. The Board meeting schedule was provided for the Board's information.

##### **2. Review/Add Agenda Items**

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the next meeting were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, September 26, 2024. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared.*

#### **ADJOURNMENT**

Chairperson Richardson adjourned the meeting at 9:32 a.m.

Respectfully submitted,  
Board Secretary

**APPENDIX C**  
**Block Ad - Multiple**



**Join Our Team!**

Exciting Opportunities Available at Northwood Tech

**Automotive Technician Substitute Instructor**

Rice Lake Campus | Part-Time/Adjunct

Northwood tech is seeking individuals with experience in the automotive field who are eager to share their expertise with students in a dynamic learning environment.

**Farm Options Substitute Instructor**

Any Campus (Ashland, New Richmond, Rice Lake, Superior)  
Part-Time/Adjunct

This role is ideal for individuals with a solid background in farm operations and management who are eager to engage and inspire students through practical instruction and real-world applications.

Learn more and apply online at:

<https://www.northwoodtech.edu/employment>



*Northwood Tech is an Equal Opportunity/Access/Affirmative  
Action/Veterans/Disability Employer and Educator*

TTY 711

**APPENDIX D**  
**Block Ad – Single**



**Northwood**  
Technical College

**Associate Dean of Business, IT, and  
Family & Consumer Services**

**Ashland Campus**  
**Full-time (1950 hours/year)**

Northwood Technical College is seeking a learning-focused, creative, and dynamic individual to facilitate student success and actively engage in the community. This is an academic position that works collaboratively with all areas of the college to facilitate student success and is actively engaged in the community to advance Northwood Tech's mission. We invite you to apply today!



For a complete job description, list of qualifications, and to apply visit our website at:

<https://www.northwoodtech.edu/employment>

**Deadline to apply for this position: September 8, 2024**

*Northwood Tech is an Equal Opportunity/Access/Affirmative  
Action/Veterans/Disability Employer and Educator*

TTY 711