**INSTRUCTIONS: PLEASE USE THE 3 DOTS […] AND DOWNLOAD document and then make changes.**

INSTRUCTIONS FOR DEVELOPING AN RFP ARE IN RED AND IN BRACKETS THROUGH THE TEMPLATE. SAMPLE LANGUAGE IS IN RED ONLY. ALL RED TEXT SHOULD BE DELETED BEFORE FINALIZING THE RFP. ALL FONT SHOULD BE IN BLACK INK PRIOR TO ISSUANCE OF RFP.

These RFP template documents have been approved by the Office of General Counsel’s Office and in compliance with Minnesota State requirements for colleges and universities. If colleges and universities would like to make changes to this template, they may do so by communicate with System Office Procurement Team and/or Office of General Counsel.

The following information should be included with your RFP:

* Template for RFP
* Template for Terms and Conditions
* Template for Targeted Business Form
* Additional Documentation

When completed with your RFP materials, please submit a [Marketplace Ticket](https://servicedesk.minnstate.edu/TDClient/30/Portal/Home/) to for review and feedback, posting and promotion of RFP on [MinnState.edu/Vendors](https://www.minnstate.edu/vendors/index.html) webpage for a greater audience, continuous support, and archival of RFPs.

MINNESOTA STATE COLLEGES AND UNIVERSITIES

[INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE]

REQUEST FOR PROPOSAL (RFP)

FOR

[INSERT SUBJECT OF RFP]

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# Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or [Insert Name of College/University or Minnesota State] to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responders must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

[Insert Name of College/University or Minnesota State] also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Reject proposals if it is determined that a Responder’s ability to work with the existing infrastructure will be too limited or difficult to manage;
3. Select a proposal for contract negotiation other than the one with the lowest cost;
4. Negotiate any aspect of the proposal with any Responder;
5. Terminate negotiations and select the next most responsive Responder for contract negotiations;
6. Terminate negotiations and prepare and release a new RFP;
7. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is the sole discretion of Minnesota State. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](https://www.minnstate.edu/vendors/index.html). Responders should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Responder.

# Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of [INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE].

School: [INSERT NAME OF COLLEGE/UNIVERSITY]

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor/Responder/Supplier: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business which must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota as determined by the [Department of Administration](https://mn.gov/admin/business/vendor-info/oep/sbcp/ed/counties/).

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran or service-disabled veteran as determined by the [Minnesota Department of Veterans Affairs](https://mn.gov/mdva/resources/employment/veteransasbusinessowners.jsp).

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce-equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decisions/policy making in a way that shares power.

[LIST OTHER DEFINITIONS IF APPROPRIATE AND APPLICABLE TO THE RFP] [LIST OTHER DEFINITIONS IF APPROPRIATE AND APPLICABLE TO THE RFP]

# About Minnesota State and [Insert Name of College/University or Minnesota State]

Minnesota State Colleges and Universities is the third-largest system in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities and serves approximately 300,000 students annually. Please view its website at [www.minnstate.edu](http://www.minnstate.edu).

[INSERT ANY OTHER BACKGROUND ABOUT THE COLLEGE/UNIVERSITY AS NECESSARY FOR THE RFP]

# Authority

This RFP is undertaken by [Insert Name of College/University or Minnesota State] (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Responder(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

[NOTE: THE NEXT TWO SECTIONS ARE NOT A PLACE TO LIST SPECIFIC SCORING CRITERIA. GENERALLY DESCRIBE WHAT YOU ARE LOOKING FOR AND ANY SPECIFIC TECHNICAL REQUIREMENTS.]

# Project Overview

Minnesota State is requesting proposals to assist in developing [Insert Description]. [Describe the requesting proposals and give background on the project. EXAMPLE: Minnesota State is requesting proposals from vendors to implement a cloud-hosted (SaaS) grants-management system that will be used to centralize, facilitate, and manage the entire grants lifecycle and supports both grant-seekers and grant-makers. Minnesota State prefers to hire a vendor that is already fully developed and used by an existing client base, but which can be customized to meet our specific needs. We desire a system that does not require our internal IT staff support. At this time, we are not interested in supporting the development of a fully custom-built system.

# Technical/Functional Requirements

[OPTIONAL: Insert any detailed technical requirements for Vendors here, or a link to an attachment with a separate set of requirements. THIS IS NOT THE PLACE TO LIST SCORING CRITERIA] EXAMPLE: The grants management system should be a cloud-based SaaS, capable of supporting a grant’s lifecycle (from creating a funding opportunity, application submission, application review, program management, budget-tracking, progress reports, reporting, and grant close out) for both grantees and grantors. The solution should be designed for non-programmers to be able to create forms, questions, and customization without coding. The solution should be compatible with all major operating systems and web-browsers, including mobile. The proposed solution must comply with current national accessibility standards.

# RFP Information Contact

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

[LIST NAME AND CONTACT INFORMATION OF ONE PERSON ONLY]

Name:

Title:

Address:

Telephone:

E-mail address:

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and Responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

# Duration of Offer

All proposal responses must indicate they are valid for a minimum of [one hundred eighty (180) calendar days] from the date of the proposal opening unless extended by mutual written agreement between Minnesota State and the Responder.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

# Terms and Conditions

This RFP includes and incorporates [Terms and Conditions](https://www.minnstate.edu/system/templates/docs/MinnesotaState_Termsand%20Conditions.pdf). Responders should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

# Authorized Signature

The proposal must be completed and signed in the Responder’s name or corporate name of the Respondent and must be fully signed by an authorized representative of the Responder. Proof of authority of the person signing must accompany the response.

# Pre-award Conference

[DELETE IF NOT APPLICABLE] Minnesota State will hold a pre-award conference on [TIME, DATE, and LOCATION]. It is recommended all potential or interested respondents attend the conference.

# Selection and Implementation Timeline

Sufficient time must be allowed for vendors to review, ask any questions, and respond. The State of Minnesota requires a minimum 2 weeks (14 days) of solicitation. However, it is highly encouraged that schools allow a minimum of 3 weeks. Please be cognizant of holidays and not build in short timeframes that restrict competition.

[TIMELINE EXAMPLE BELOW. DELETE WHAT IS NOT APPLICABLE]

|  |  |
| --- | --- |
| **Key Dates** | **Timeline** |
| Monday, December 19, 2018 | Publishes RFP notice on MinnState.edu/Vendors webpage |
| Monday, January 09, 2019 | Deadline to submit clarifying questions |
| Monday, January 13, 2019 | Deadline to publish responses to RFP questions |
| Friday, January 27, 2019 | Pre-Award Conference[DELETE IF NOT APPLICABLE] |
| Wednesday, February 01, 2019 | Deadline for RFP proposal submissions |
| Wednesday, February 15, 2019 | Responder invited for oral presentations |
| Wednesday, March 01, 2019 | Oral presentations by selected Responders [INCLUDE IF APPLICABLE] |
| Wednesday, March 08, 2019 | Responder(s) selected and notified |
| Wednesday, March 15, 2019 | Request approval from Minnesota State Board of Trustees at Board Meeting [IF REQUIRED INCLUDE] |

Minnesota State reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

# Contract Term

Minnesota State desires to enter into a contract with the successful Respondent(s) effective [Insert Specific Date] or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract will be [X MONTHS or X YEARS (no more than FIVE years without the Vice Chancellor-CFO’s approval)]. If Minnesota State and Respondent are unable to negotiate and sign a contract by [Insert Specific Date], then Minnesota State reserves the right to seek an alternative Respondent(s).

# Proposal Deadline

Submitted proposals must be received at the following address not later than [LIST TIME AND DATE, i.e. 5:00 p.m. CT on Monday, October 21, 2019]:

[LIST NAME AND MAILING ADDRESS OF ONE PERSON ONLY AUTHORIZED TO RECEIVE RESPONSES.]

Institution: [Insert Name of College/University or Minnesota State]

Name:

Title:

Mailing Address:

Street Address: (if different than mailing address)

# Format of Proposals and Submission

[Use for the submission of printed copies] Responders shall submit one printed copy of its RFP response and one copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Responder’s name and address clearly written on the outside.

Proposals received after the proposal deadline date and time will not be considered. Fax or mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration [ADD ANY OTHER SPECIFIC CRITERIA FOR FORMATTING HERE.]

# Proposal Content

[Determine what you want to evaluate in the proposal and then tell the vendors what they must include in their proposals. Remember, if you do not ask for it, you may not get the information, and this could create a dispute of the procurement process when you begin the evaluation process. Any of the below may be edited to meet your needs]

Responders must submit the following information:

1. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate its view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the Responder along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Company Qualifications and its Personnel:** An outline of the Responder’s background and experience with examples of similar work complete by the Responder and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
4. **Accessibility:** [If you have determined that the accessibility standards apply to this procurement you must include this language] A completed response to the linked [Voluntary Product/Service Accessibility Template(s)](https://mn.gov/mnit/about-mnit/accessibility/it-procurement.jsp)®(VPAT) for all software, hardware, and websites as applicable (guidance available in the ‘Products’ tab). The response must contain adequate information to evaluate the responsiveness to the accessibility standards (i.e. a completed [VPAT](https://www.itic.org/dotAsset/b282ab06-0ab2-4540-adc2-78698058dfc3.doc) or equivalent).
5. **Cost/Value:** Identify the level of the participation of Minnesota State in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation. [Make sure to ask for cost details in a manner that permits appropriate comparison between vendors. For example, you may wish to ask specifically for fixed price or hourly rates or be specific about whether travel costs are included.]

# Terms of Payment

Payment shall be made by Minnesota State promptly after Responder’s presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Responder pursuant to the resulting contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Responder shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

**[INCLUDE THE FOLLOWING IF FUNDS FOR SERVICE/PRODUCT COME FROM A FEDERAL GRANT]**

Payments are to be made from federal funds obtained by Minnesota State through Title       of the       Act of       (Public law and amendments thereto). If at any time such funds become unavailable, the resulting contract may be terminated immediately upon written notice of such fact by Minnesota State to the Responder. In the event of such termination, Responder shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

# Required Documents and Forms

1. Affidavit of Non-Collusion. **All** Responders must complete the [Affidavit of Non-Collusion](https://www.minnstate.edu/vendors/docs/AffidavitofNoncollusion_2017.docx) and submit it with the response.
2. Conflicts of Interest. Responders must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Workforce Certificate. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $100,000**, Responders are required to complete the Minnesota Department of Human Rights [Workforce Declaration Page](https://mn.gov/mdhr/assets/Workforce%20and%20Equal%20Pay%20Declaration%20Page_tcm1061-519001.pdf) and submit your certification with the response (including extension options).
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $500,000**, Responders are required to complete the Minnesota Department of Human Rights [Equal Pay Declaration Page](https://mn.gov/mdhr/assets/Workforce%20and%20Equal%20Pay%20Declaration%20Page_tcm1061-519001.pdf) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.

[Insert any other form as appropriate e.g., reference forms or qualification forms]

# Selection Process

The selection process includes [LIST THE WORKING TITLES, i.e. CHIEF FINANCIAL OFFICER, OF THE PERSONS PARTICIPATING IN THE SELECTION PROCESS]. This group will evaluate the proposals and make the final decision.

# RFP Evaluation Factors

[IT IS RECOMMENDED YOU IDENTIFY IN DETAIL THE EVALUATION CRITERIA AND THEIR WEIGHT IN THE RFP IF KNOWN. A SAMPLE LIST IS PROVIDED BELOW AND ARE EXAMPLES ONLY. YOU SHOULD TAILOR YOUR EVALUATION CRITERIA TO MATCH WHAT IS IMPORTANT TO YOUR SPECIFIC PROCUREMENT. THE CRITERIA AND THEIR WEIGHTS CAN BE MODIFIED. IT IS SUGGESTED A TEAM OR COMMITTEE BE USED TO IDENTIFY THE CRITERIA, THEIR WEIGHT AND PERFORM THE EVALUATION.]

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

|  |  |  |
| --- | --- | --- |
| **No.** | **Evaluation Factors** | **Weight** |
| 1. | Adherence to Minnesota State Terms and Conditions | XX% |
| 2. | Work Plan | XX% |
| 3. | Price [OR Price in relation to level of service to be provided] | 30-35% or greater |
| 4. | Qualifications of Responders and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company) | XX% |
| 5. | Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above | XX% |
| 6. | Accessibility | XX% |
|  | **Total** | **100%** |

Minnesota State reserves the right to name a date which all responding Responders will be invited to present demonstrations or participate in an interview.

Minnesota State does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

# Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhancing and optimizing business and contracting opportunities that promote economic growth and prosperity in the communities we serve. We are committed to developing mutually beneficial relationships with historically underutilized minority-owned, women-owned, and disability-owned business enterprises. The goal is to ensure that diverse suppliers that satisfy our procurement and contractual standards have opportunities to provide goods and services system-wide. Suppliers are encouraged to complete and submit the [Supplier Diversity Form](https://www.minnstate.edu/vendors/docs/SupplierDiversityForm-Final42022.pdf) with their RFP, which will be used to confirm eligibility based on their status and/or commitment to meeting the stated diversity goal for the specific project.

# Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. $§$16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the [Directory of Certified TG/ED/VO](http://www.mmd.admin.state.mn.us/mn02001.htm) are eligible for the preference.

Responders interested in becoming a certified should refer to the [Office of Equity in Procurement](https://mn.gov/admin/business/vendor-info/oep/sbcp/) with the State of Minnesota.

Remember to update the Table of Contents page numbers by clicking in the box > Click on Update Table tab on top > click on Update Page Numbers Only > OK