

MINNESOTA STATE COLLEGES AND UNIVERSITIES

SYSTEM OFFICE

REQUEST FOR PROPOSAL (RFP) FOR Annual IT Conference – April 2019

RFP DUE DATE: Thursday, December 7, 3:00 p.m. CST

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or System Office 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. Responding vendors 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. 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 <http://www.minnstate.edu/vendors/index.html>. For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.

NOVEMBER 2017

**REQUEST FOR PROPOSAL (RFP)
FOR
Annual IT Conference – April 2019**

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Submit the Following Forms:

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Section I. General Information

Background

Minnesota State Colleges and Universities (Minnesota State) is the fifth-largest system of higher education in the United States. It is comprised of 37 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities. The System serves approximately 430,000 students each year. The Minnesota State Colleges and Universities is an independent state entity that is governed by a 15 member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, other than the University of Minnesota campuses. For more information about Minnesota State Colleges and Universities, please view its website at www.MinnState.edu.

Nature of RFP

The purpose of this RFP is for Minnesota State to solicit proposals for a resort or hotel and/or conference center to hold the annual Information Technology (IT) conference. This three day – three night conference event to be held in late April 2019. The proposal shall identify facilities for the specified number of breakout rooms, meals, vendor display area, staff housing, and conference planning staff as specified in this document.

Selection of vendor shall be based on Minnesota State's evaluation of responses, with a site visit of the finalist(s). Minnesota State intends to enter into a contract through June 30, 2019, with the selected vendor. Minnesota State reserves the right to extend the contract for up to five (5) years through a formal amendment to the contract.

Vendors must include required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided. This request for proposal does not obligate Minnesota State award a contract or complete the project, and Minnesota State reserves the right to cancel the solicitation if it is considered to be in Minnesota State's best interest.

Scope of Services

- Three nights food and lodging
- Guest Rooms for up to 400 attendees
- All locations must be within a 10-15 minute walking distance
- Reception Desk Space
- Vendor Show with room up to 55 Vendor Tables (100 Vendors)
- Large breakfast, lunch and dinner space for up to 400 individuals
- Eight Breakout Rooms for up to 50 guests
- No cost Wi-Fi for individuals in guest rooms – up to 10 MB
- Up to 100 MB Wi-Fi in large room and break out rooms

General Selection Criteria

Minnesota State is looking for a complete conference with conference room space, meal space and guest room availability. This RFP is not limited to a single hotel/resort solution, but a solution from a collaborative offering such convention center and hotel(s)/resorts is acceptable, if the requirements of the RFP can be met.

Selection Process

The selection process includes selected members of the Minnesota State System Office and other Minnesota State employees. This group will evaluate the proposals and make a recommendation/final decision. We reserve the right for a site visit for the finalist(s). (Note: this option, if exercised, is not a sales and marketing presentation opportunity.)

Selection and Implementation Timeline

Monday, November 6	Publish RFP notice
Monday, November 20, 3:00 p.m. CST	Submit questions on RFP
Monday, November 27	Publish answers to RFP questions
Thursday, December 7, 3:00 p.m. CST	Deadline for RFP proposal submissions
January/February/March 2018	Review RFP proposals, Site visits of finalist(s)
Monday, April 2, 2018	<u>Estimated</u> deadline for executing contract

Questions

Prospective vendors with questions regarding this request for proposal must submit them in writing (by email) to Jennell Flodquist (email: jennell.flodquist@minnstate.edu, phone: 651-201-1524) no later than the date and time noted above. Questions must include the name of the questioner and his/her telephone number and email address. Anonymous inquiries will not be answered. Questions will be answered according to the timeline above and posted with the original RFP.

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and the Minnesota State shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons.

Contract(s) Awarded and Pricing Structure

Minnesota State reserves the right to award one, none or more master contracts based on responder(s) RFP responses.

Contract Term

System Office desires to enter into a contract with the successful vendor(s) effective April 1, 2018 – June 30, 2019, with the right to extend the contract for a total of five (5) years with a formal amendment to the contract. If System Office and the vendor are unable to negotiate and sign a contract by April 1, 2018, then System Office reserves the right to seek an alternative vendor(s).

Parties to the Contract

Parties to this contract shall be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of System Office and the successful vendor(s).

Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract(s) upon 30 days written notice, with or without cause.

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 System Office.

School: An institutional member of the Minnesota State Colleges and Universities system.

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: The firm selected by System Office as the successful responder(s) responsible to execute the terms of a contract.

Minnesota State Colleges and Universities (Minnesota State): “Minnesota State Colleges and Universities” is a system of 32 public institutions of higher learning. Minnesota State is made up of 37 two-year state colleges and seven state universities.

ITS: “Information Technology Services,” a division of the System Office with primary responsibility is for the development, testing, installation, operations and infrastructure, for the administrative computing needs of Minnesota State.

Conference Committee: A small group of representatives from member campuses of the Minnesota State Colleges and Universities who have volunteered to assist with the planning of the IT conference.

Campus IT Staff: Staff from the 37 campuses/institutions located throughout the state of Minnesota who will be attending the IT conference to gain knowledge, provide training, network with other IT staff, attend breakout session(s) and assist with presenting of breakout sessions during the conference.

Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the System Office.

Entire Agreement

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of this contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

Deviations and Exceptions

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

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 System Office and the vendor.

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

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the vendor, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or System Office 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. System Office also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any vendor;
4. terminate negotiations and select the next most responsive vendor for contract negotiations;
5. terminate negotiations and prepare and release a new RFP;
6. terminate negotiations and take such action as deemed appropriate.

Information Contact

System Office's agent for purposes of responding to inquiries about the RFP is:

Name: Jennell Flodquist
Title: ITS Purchasing and Contract Administrator
Address: 30 7th Street East, Suite 350, St. Paul, Minnesota 55101
Telephone: 651/201-1524
E-mail address: Jennell.flodquist@minnstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and System Office 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.

Section II. Parties to the RFP

The System Office ITS Management Team, Minnesota State Colleges and Universities and the IT Talent Management Committee

Section III. Vendor Requirements

1. ALL responses must be from locations within the State of Minnesota.

2. Three nights lodging.
3. Guest Rooms for up to 400 attendees
4. All locations must be within a 10-15 minute walking distance
5. Reception Desk Space
6. Vendor Show room for 100 Vendors
7. Large breakfast, lunch and dinner space for up to 400 individuals (key note speaker etc.)
8. Eight Breakout Rooms for up to 50 guests
9. No cost Wi-Fi for individuals in guest rooms – up to 10 MB
10. Up to 100 MB Wi-Fi in large room and break out rooms

Section IV. Response Evaluation

The following criteria and their identified weight will be used by the System Office to evaluate the responses:

1. Cover Letter and acceptance of terms and conditions and conference room description (15%);
2. Conference Requirements (Pass/Fail – 35%)
3. Other and Conference Dates (5%);
4. Proposer’s Qualifications and Other Required Information (10%);
5. Site Visit (10%) – Only the finalist(s) will have site visit(s)
6. Cost (25%);
7. Submission of Required Documents (Pass/Fail)

The RFP’s will be reviewed for pass/fail of the requirements and required documents. The finalists will be selected based on evaluation points from 1, 2, 3, 4, 6, and 7. Minnesota State has the sole right to determine based on the evaluation points to select none, one or more finalists.

The final points will be determined per the site visit (#5) of the finalists. Minnesota State reserves the right to ask for best and final offer rescore section(s) 1, 2, 3, 4, 6.

System Office reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. System Office 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** above.

A proposal may be rejected if it is determined that a vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

Section V. Additional RFP Response and General Contract Requirements

In the cover letter response, vendors must respond whether they accept the following terms and conditions in Section V. and Appendix A or propose alternative language.

Notice to Vendors and Contractors

As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

Problem Resolution Process

A formal problem resolution process will be established in the contract to address issues raised by either System Office or the vendor.

Affidavit of Non-Collusion

All responding vendors are required to complete the Affidavit of Non-Collusion form and submit it with the response.

Human Rights Requirements

For all contracts estimated to be in excess of \$100,000 all responding vendors are required to complete the Human Rights Certification Information and Affirmative Action Data Page and submit it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rule 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. Copies of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 - 5000.3600 are available from the Minnesota Bookstore, 660 Olive Street, St. Paul, MN 55155." All responding vendors shall comply with the applicable provisions of the Minnesota Affirmative Action law, Minnesota Statutes §363.A36. Failure to comply shall be grounds for rejection.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference, but no less than the percentage awarded to any other group under this section on state procurement to **certified small businesses that are majority-owned and operated by veterans.**

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation due date and time.

If you are claiming the veteran-owned preference, attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Insurance Requirements

A. The selected vendor will be required to submit an ACORD Certificate of Insurance to the System Office's authorized representative prior to execution of the contract. The selected vendor shall not commence work under the contract until they have obtained all the insurance described below and Minnesota State has approved evidence of such insurance. Vendor shall maintain such insurance in force and effect throughout the term of the contract.

B. The selected vendor will be required to maintain and furnish satisfactory evidence of the following:

1. Workers' Compensation Insurance. The vendor must provide workers' compensation insurance for all its employees and, in case any work is subcontracted, the vendor will require the subcontractor to provide workers' compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability, at limits not less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.
2. Commercial General Liability. The vendor will be required to maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the vendor or by a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate
\$2,000,000.00 annual aggregate – Products/Completed Operations

In addition, the following coverages must be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Products and Completed Operations Liability
Blanket Contractual Liability
Name the following as Additional Insureds:
Board of Trustees of the Minnesota State Colleges and Universities
System Office

3. Commercial Automobile Liability. The vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence Combined Single Limit (CSL)

In addition, the following coverages should be included:

4. Errors and Omissions (E & O) Insurance. The vendor will be required to maintain insurance protecting it from claims the vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the vendor's professional services required under this contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate

Any deductible will be the sole responsibility of the vendor and may not exceed \$50,000 without the written approval of Minnesota State. If the vendor desires authority from Minnesota State to have a deductible in a higher amount, the vendor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that Minnesota State can ascertain the ability of the vendor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this contract and vendor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by vendor to fulfill this requirement.

Additional Insurance Conditions:

- Vendor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to Minnesota State with respect to any claim arising out of vendor's performance under this contract;
- If vendor receives a cancellation notice from an insurance carrier affording coverage herein, vendor agrees to notify Minnesota State within five (5) business days with a copy of the cancellation notice, unless vendor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to Minnesota State;
- Vendor is responsible for payment of contract related insurance premiums and deductibles;
- If vendor is self-insured, a Certificate of Self-Insurance must be attached;
- Vendor's policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;
- Vendor shall obtain insurance policy(ies) from insurance company(ies) having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
- An Umbrella or Excess Liability insurance policy may be used to supplement the vendor's policy limits to satisfy the full policy limits required by the contract.

C. System Office reserves the right to immediately terminate the contract if the vendor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the vendor. All insurance policies must be available for inspection by System Office and copies of policies must be submitted to System Office's authorized representative upon written request.

State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) must be available for audit purposes to Minnesota State and the Legislative Auditor's Office for six (6) years after the termination/expiration of the contract.

Sample Contract

Vendors should be aware of Minnesota State's standard contract terms and conditions in preparing a response. A sample Minnesota State Hotel Contract is attached as Exhibit A for reference. Much of the language reflected in the contract is required by statute. If a vendor takes exception to any of the terms, conditions or language in the contract, the vendor must indicate those exceptions in the cover letter response to the RFP; certain exceptions may result in a proposal being disqualified from further review and evaluation. Only those exceptions indicated in the cover letter response to the RFP will be available for discussion or negotiation.

Minnesota Government Data Practices Act

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to the contract. The vendor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State, its schools and the System Office in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract. All materials submitted in response to this RFP will become property of the State of Minnesota and will become public record after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when Minnesota State has completed negotiating the contract with the selected vendor. If the vendor submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor must:

- mark clearly all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item;
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, Minnesota State, its agents and employees, from any judgments or damages awarded against the State or Minnesota State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Minnesota State's award of a contract. In submitting a response to this RFP, the responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

Minnesota State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflict of Interest

The vendor 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 it is contemplated in this Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an

organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the respective school's chief financial officer or the System Office's Business Manager that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the school or System Office may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the school or System Office may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve Minnesota State's rights.

Physical and Data Security

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13; and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minnesota State and System Office.

The vendor shall recognize Minnesota State's sole and exclusive right to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, Minnesota State and System Office from any and all liabilities and claims resulting from the unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the "Authorized Representative" to be identified in the contract.

Section VI. RFP Response Submission

Submission

Proposals which fail to address each of the submission requirements above may be deemed nonresponsive and will not be further considered. Note the responses to questions must be specifically answered within the context of the submitted proposal. The System Office evaluation team will not refer to a designated web site, brochure, or other location for the requested information. Responses that utilize references to external materials as an answer will be considered non-responsive.

Sealed proposals must be received at the following address not later than 3:00 p.m. CST on Friday, December 7, 2017:

Institution: System Office
Name: Jennell Flodquist
Title: ITS Purchasing and Contract Administrator

Address: 30 7th Street East, Suite 350, St. Paul, Minnesota 55101

The responder shall submit [1] paper copy of its RFP response **and** [1] compact disc or flash drive 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. The paper copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Cost must be listed on a separate document. Proof of authority of the person signing must accompany the response.

Proposals received after this date and time will be returned to the responder unopened.

Fax and e-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.

Cover Letter

The cover letter shall contain a brief introduction of the vendor, corporate structure, major business lines and the proposal. The letter shall be concise and need not repeat any of the detailed information set forth in the proposal; however, any terms or conditions of this RFP to which the vendor objects and/or does not accept shall be clearly stated in the cover letter along with any alternatives or further explanation. At a minimum, the cover letter page shall be on company letterhead and shall include the name and working address of the firm submitting a proposal, the name, telephone and e-mail address of the primary company representative to be contacted with reference to the proposal, and the date of submission. Responders are instructed to include with their response any space rental, equipment rental or other agreements, or any other documents pertinent to this conference. Review and approval by the State will be required prior to final award. The State reserves the right to reject a response if the State and the Responder cannot come to an agreement on the alternate language. Failure to provide any of the pertinent documents with your response may result in the State not agreeing to sign any additional documents, rejecting your response, and/or cancelling the award to your company without penalty.

Conference Rooms and Description

Fill in room style and dimensions and submit as part of the cover letter:

MEETING ROOM	ROOM STYLE	ESTIMATED NUMBER OF ATTENDEES	EQUIPMENT NEEDED FOR EACH ROOM
ARRIVAL DAY			
REGISTRATION AREA Needed from 4:00 p.m. on evening prior of event until 7:00 p.m.		Not Applicable	1. Three skirted tables 2. One chair per table 3. Two easels for Signage
FIRST DAY OF EVENT			
REGISTRATION AREA Needed from 7:00 a.m. on 1st day of event until 4:00 p.m. on last day of event		Not Applicable	1. Three skirted tables 2. One chair per table 3. Two easels for Signage
GENERAL SESSION Meeting room needed from 8:00 a.m. to 5:00 p.m.		400	1. Standing podium 2. Laptop plug-in 3. Flipchart easels 4. 8' to 10' screen 5. Microphone setup 6. Table in front for audio visual equipment
VENDOR SHOW 1:00 p.m. - 7:00 p.m.		75 Vendor Tables	1. Each vendor booth must not be any smaller than 10' x 10'. 2. Pipe, draping and signage for each vendor must be itemized. 3. 20 amp electrical service to each vendor booth.
Eight (8) BREAKOUT ROOMS Each room needed from 8:00 a.m. to 5:00 p.m.		50-65 Attendees each Room	1. Standing podium 2. Laptop plug-in 3. Flipchart easels 4. 8' to 10' screen 5. Microphone setup 6. Table in front for audio visual equipment
SECOND DAY OF EVENT			
REGISTRATION AREA Needed from 7:00 a.m. on 1st day of event until 4:00 p.m. on last day of event			1. Three 8' skirted tables 2. One chair per table 3. Two easels for Signage

MEETING ROOM	ROOM STYLE	ESTIMATED NUMBER OF ATTENDEES	EQUIPMENT NEEDED FOR EACH ROOM
GENERAL SESSION Meeting room needed from 8:00 a.m. to 5:00 p.m.		400	<ol style="list-style-type: none"> 1. Standing podium 2. Laptop plug-in 3. Flipchart easels 4. 8' to 10' screen 5. Microphone setup 6. Table in front for audio visual equipment
VENDOR SHOW 10:00 a.m. - 4:00 p.m.		55 Vendor Tables	<ol style="list-style-type: none"> 1. Each vendor booth must not be any smaller than 10' x 10'. 2. Pipe, draping and signage for each vendor must be itemized. 3. 20 amp electrical service to each vendor booth.
Eight (8) BREAKOUT ROOMS Each room needed from 8:00 a.m. to 5:00 p.m.		50-65 Attendees each Room	<ol style="list-style-type: none"> 1. Standing podium 2. Laptop plug-in 3. Flipchart easels 4. 8' to 10' screen 5. Microphone setup 6. Table in front for audio visual equipment
THIRD DAY OF EVENT			
REGISTRATION AREA Needed from 7:00 a.m. on 1st day of event until noon on last day of event			<ol style="list-style-type: none"> 1. Three 8' skirted tables 2. One chair per table 3. Two easels for Signage
GENERAL SESSION Meeting room needed from 8:00 a.m. to 12:00 p.m.		400	<ol style="list-style-type: none"> 1. Standing podium 2. Laptop plug-in 3. Flipchart easels 4. 8' to 10' screen 5. Microphone setup 6. Table in front for audio visual equipment
Eight (8) BREAKOUT ROOMS Each room needed from 8:00 a.m. to 12:00 p.m.		50-65 Attendees each Room	<ol style="list-style-type: none"> 1. Standing podium 2. Laptop plug-in 3. Flipchart easels 4. 8' to 10' screen 5. Microphone setup 6. Table in front for audio visual equipment

1. **CONFERENCE REQUIREMENTS** – These requirements will be scored:

1.1 **LOCATION OF CONFERENCE.** The location of the Conference Solution must be inside the boundaries of the State of Minnesota.

Yes No . Provide location detail.

1.2 **AMERICANS WITH DISABILITIES.** The conference site represents and the group acknowledges that in accordance with the compliance dates established or required under Title III of the Americans with Disabilities Act (ADA) and the regulation promulgated thereunder, the hotel facilities being used by the group under this agreement, its guest rooms and common areas will be in compliance with the public accommodation requirements of the ADA. Elevators must be located in all main areas if there is more than one floor being used for the conference or lodging and they must be accessible for wheelchairs and other ADA equipment requirements. At no time can a freight elevator be utilized as the main elevator for individuals with disabilities.

1.3 **CONFERENCE DATES.** Must be able to provide housing and host site for the Annual Minnesota State Colleges and Universities IT Conference during the month of April 2019 and each consecutive year for the duration of this agreement (for up to four additional years – future dates shall be agree upon at further date).

Possible Dates:

Sunday (Check In) –Wednesday (12:00 p.m.)

March 31- April 3, 2019

April 7- 10, 2019

April 14-17, 2019

April 21-24, 2019

April 28-May 1, 2019

Tuesday (Check in) – Friday (12:00 p.m.)

April 2-5, 2018

April 9-12, 2018

April 16-19, 2018

April 23-26, 2019

April 30-May 3, 2019

Yes No . Provide detail which dates are open and for the next four years.

1.4 **GUEST ROOMS.** Must have housing available on-site and any arrangements that can be made for off-site housing for approximately 400 attendees..

Yes No . Provide detail.

1.4.1 Are ALL Rooms non-smoking.

Yes No . Provide detail.

1.4.2 Arrangements that can be made available for overflow housing (rooms).

1.4.2.1 Describe the properties.

1.4.2.2 Describe the distance, in miles from the primary conference location.

1.4.2.3 Describe who will be responsible for securing adequate off-site housing if necessary?

1.4.2.4 Describe, if any, the arrangements for transportation to and from the primary conference site to the overflow housing as well as any costs associated with the transportation.

1.4.2.5 Please fill out below table. There will be a similar table in the cost section where costs can be populated.

ROOM DESCRIPTION	ESTIMATED NUMBER OF ROOMS AVAILABLE	ROOM DETAIL
SINGLE OCCUPANCY		
DOUBLE OCCUPANCY		
ACCESSIBLE ROOMS		
LIST TYPE FOR MORE THAN 2 OCCUPANTS, IF APPLICABLE (Suites/Lodges, Etc.)		ROOM DETAIL
OVERFLOW/LOCATION	ESTIMATED NUMBER OF ROOMS AVAILABLE	ROOM DETAIL
SINGLE OCCUPANCY		
DOUBLE OCCUPANCY		
ACCESSIBLE ROOMS		

LIST TYPE FOR MORE THAN 2 OCCUPANTS, IF APPLICABLE (Suites/Lodges, Etc.)		

2. Define dining arrangements on site for approximately 400 attendees that will need eight meals.
- 2.1 **SIGNAGE ON ALL FOOD BUFFETS.** **Note:** All buffet service for all meals and breaks shall be clearly marked with signage so that only Minnesota State conference attendees take the food. Yes No . Provide detail.
- 2.2 **FOOD EXAMPLES.** All food and drink examples provided herein detail minimum standards with regard to substance and menu offerings. By submitting a response, the responder agrees to meet or exceed the menu examples standards detailed herein. Minnesota State will be the sole judge in determining if a menu offered meets the examples provided herein. Yes No . Provide detail.
- 2.2.1 **BREAKFAST.** Breakfast shall be served (all buffet) from approximately 7:00 a.m. to 8:00 a.m. (exact times to be better defined once the Contract has been awarded), and should consist of a mixture of hot and/or cold food items. The vendor can expect the following. **Examples:** Buffet style to include: assorted breakfast breads and pastries, toast, fresh seasonal fruit, yogurt, cold cereal, hot oatmeal, eggs, pancakes/waffles, potatoes and breakfast meats and beverage (coffee, juice tea). This is an example of breakfast that can be provided by the Contract Vendor as agreed upon by Minnesota State and shall be better defined once the Contract is awarded. Yes No . Provide detail.
- 2.2.2 **LUNCHES.** Lunches shall be served (all buffet) from approximately 11:45 a.m. to 1:00 p.m. (exact times to be better defined once the Contract has been awarded) and should consist of a mixture of hot and/or cold food items. Final food selections shall be made after an award for this RFP, but the vendor can expect the following. **Example:** Buffet style to include: tossed salad with dressings or coleslaw, choice of two meats (e.g., beef, turkey, pork, chicken, fish, etc.), choice of potatoes, two vegetables, rolls and butter, dessert (cake or pie such as, chocolate cake, cheese cake or carrot cake, etc.) and beverage. **2nd Example:** Buffet style to include choice of two meats, (e.g., burgers, sloppy joes, brats, chicken, lemon pepper cod, etc.), potato salad, pasta salad options, baked beans, chips, dessert (cake or pie such as chocolate cake, cheese cake or carrot cake, etc.) and beverage. These are examples of lunches that can be provided by the Contract Vendor as agreed upon by Minnesota State and shall be better defined once the Contract is awarded.
- 2.2.3 **DINNERS.** Dinners shall be served (all buffet) from approximately 6:00 p.m. to 7:30 p.m. (exact times to be better defined once the Contract has been awarded) and should consist of a mixture of hot and/or cold food items. Final food selections shall be made after an award for this RFP, but the vendor can expect the following. **Example of Dinner:** Buffet style to include tossed salad with dressings or coleslaw, choice of two meats, (e.g., beef, turkey, pork, chicken, fish, etc.), choice of potatoes, two vegetables, rolls and butter, dessert (cake or pie such as chocolate cake, cheese cake or carrot cake, etc.) and beverage. This is an example of a dinner that can be provided by the Contract

Vendor as agreed upon by Minnesota State and shall be better defined once the Contract is awarded. This area must be provided in an area away from the meeting rooms.

Please note that a low-fat/low-cholesterol and a vegetarian option must be included with all meals. Reasonable special food requests (e.g., diabetic or food-specific allergies) shall be submitted to the Contract Vendor no later than one week prior to the conference.
Yes No . Provide detail.

- 2.3 **BREAKS.** Ice water must be available in all meeting rooms from 7:00 a.m. and refreshed throughout the day.
Yes No . Provide detail.
- 2.3.1 **MORNING BREAKS.** The Contract Vendor shall provide coffee (regular and decaffeinated), tea, assorted soda (regular and diet), juice, and snacks such as breads/muffins/fresh fruit for the morning breaks.
Yes No . Provide detail.
- 2.3.2 **AFTERNOON BREAKS.** The Contract Vendor shall provide coffee (regular and decaffeinated), iced tea, bottled water, and assorted soda (regular and diet) and cookies/bars/fresh fruit for the afternoon breaks.
Yes No . Provide detail.
- 2.4 **VENDOR SHOW:** Reception with appetizers and soft drinks will be provided from 5:00 p.m. to 6:00 p.m..
Yes No . Provide detail.

2.4.1 **INTERNET AND AUDIO VISUAL.**

2.4.1.1 High Speed. Access must be provided in the - vendor demonstration area, and in all general meeting areas. Minimum 100MB speed of internet access is desired.
Yes No . Provide detail.

2.4.1.2 Wired and Wireless. Access must be available in all breakout rooms. Wired internet access must be provided for the presenters during the breakout sessions.
Yes No . Provide detail.

2.4.1.3 No Cost Internet. Access should be provided for attendees including guest rooms.
Yes No . Provide detail.

2.4.1.4 On site support. All conference rooms (including but not limited to main general rooms, meeting rooms and breakout rooms) shall be checked no later than thirty (30) minutes prior to the onset of each meeting during the conference to ensure that all audio visual equipment has been tested and is fully functional to Minnesota State's specifications.
Yes No . Provide detail.

2.4.1.5 At least one (1) dedicated audio visual support person who is a knowledgeable technician experienced in audio visual equipment must be identified and available on-site to designated Minnesota State staff throughout the scheduled conference events. The knowledgeable audio visual technician shall be in the general session for the duration of the conference presentations. The name and contact information for the audio visual support person must be provided in writing one (1) month prior to the conference start date and must be available for consultation regarding conference audio visual needs with designated Minnesota State staff at least one (1) day prior to the conference start date.
Yes No . Provide detail.

- 2.5 **CONNECTIVITY CONTINUITY PLAN FOR WIRELESS FAILURES.** Responder should include in their response a written plan for failure of wireless infrastructure that includes wireless standards as well as a backup plan and options should the network go down or not be accessible. Yes No . Provide detail.
- 2.6 **VENDOR AREA.**
- 2.6.1 There must be an area than can be secured during non-business hours that can accommodate at least 55 vendor booths. Yes No . Provide detail.
- 2.6.2 Each vendor booth must not be any smaller than 10' x 10'. Yes No . Provide detail.
- 2.6.3 Must be able to provide 20 amp electrical service to each vendor booth. Yes No . Provide detail.
- 2.7 **PAYMENTS, RESERVATIONS AND INVOICING.** The following requirements are the minimum business arrangements that must be in place to assist Minnesota State Colleges and Universities
- 2.7.1 Accepting reservation and payments from campuses for room, housing, meals and conference expenses. Yes No . Provide detail.
- 2.7.2 Accepting reservations and payments from the Vendors/Exhibitors for display areas, rooms, housing, meals and conference expenses and credit Minnesota State Colleges and Universities account with any revenue, overage. Yes No . Provide detail.
- 2.7.3 Working with the Vendors/Exhibitor in registering and setting up their booths. Yes No . Provide detail.
- 2.7.4 Assisting with the logistics of planning and hosting the IT conference. Yes No . Provide detail.
- 2.8 **BREAKOUT ROOMS.** Must have a minimum of eight (8) Breakout rooms available for conference sessions.
- 2.8.1 Each breakout room must have the meeting capacity for up to 50 people per room and must be able to be secured when not in use and during non-business hours. Yes No . Provide detail.
- 2.8.2 Breakout rooms must have wireless internet access of at least 100 MB. Yes No . Provide detail.
- 2.8.3 Each breakout room must have a wired internet connection for the preseters's computer. Yes No . Provide detail.
- 2.8.4 Breakout rooms must be able to be secured when not in use. Yes No . Provide detail.
- 2.8.5 Each breakout room must have a sound system. Yes No . Provide detail.
- 2.8.6 Breakout rooms must be able to be configured as a classroom setting. Yes No . Provide detail.
- 2.9 **PARKING.** Proposal response must include:
- 2.9.1 Onsite Parking must be available for about 400 attendees.
- 2.10 **GENERAL SESSION.** Must have a general meeting area for Keynote Speaker and evening

entertainment that can accommodate 400 people onsite.

Yes No . Provide detail.

2.11 **LOCATIONS.** Provide detail on location, walking distance, parking including handicap access to all venues.

2.12 **POST CONFERENCE RECONCILIATION:**

2.12.1 Successful vendor shall provide a detailed invoice explaining any and all incurred costs associated with the conference within two (2) weeks of the last day of the conference.

Yes No . Provide detail.

2.12.2 The successful vendor must provide a detailed invoice within two (2) weeks from the last day of the conference detailing the revenue generated by the vendor's exhibition fees.

Yes No . Provide detail.

2.12.3 The successful vendor must be able to reimburse the Minnesota State with any revenue overage from exhibitor's receipts, payments within four (4) weeks from the last day of the conference.

Yes No . Provide detail.

3. **OTHER– Not Required or Scored**

3.1 Please list optional (not recreational activities that may be available (pricing to be in cost section).

3.1.1 Athletic areas, gyms, weight room and their size etc.

3.1.2 Outdoor recreation opportunities available.

4. **QUALIFICATIONS AND OTHER REQUIRED INFORMATION**

The Proposer must provide the following information.

4.1 Introduction: The name, address, telephone, fax number, and primary contact person of the company.

4.2 Company Overview:

4.2.1 Company history, growth

4.2.2 Current financial data if publicly available

4.3 Detailed response to Business Need and Project Deliverables Requirements:

4.3.1 Describe vendor's understanding of the need and explanation of their proposed solution.

4.3.2 Explain how you will meet the conference requirements.

4.4 Detailed response to "Project Approach". Explain how the vendor will approach their participation in the conference.

This includes:

i. Organization and staffing (including staff qualifications, resumes, etc.)

ii. Work-plan

4.5 References: Provide three customers who have successful conferences of similar size.

4.6 Required forms to be returned or additional provisions that must be included in proposal.

5. **SITE VISIT:**

All sites/vendors submitting proposals to host the Annual IT Conference must be available, if deemed necessary by the conference committee, for a site visit and inspection to insure the accommodations meet the minimum requirements stipulated in the request for proposal response.

The site visit will be conducted by representatives of the conference committee members.

The site visit should include:

5.1 Inspection of sleeping accommodations available to conference attendees and vendor show participants

5.2 Explanation of meals available to conference attendees and vendor show participants (tasting if available)

5.3 Explanation of breakout refreshments available.

- 5.4 Visit to breakout rooms.
 - 5.5 Visit to the general session/keynote area.
 - 5.6 Include a visit to the proposed vendor show area.
 - 5.7 Include a visit to and an explanation of any extracurricular activities available for attendees.
6. **COST** – All Pricing and Costs will be provided in a sealed envelope (only one original) with either a CD or flash drive in an unprotected word/excel document.

GUEST ROOM ACCOMMODATIONS (Up to 400 attendees)

Guests will arrive either the evening before the conference (3 night stay) or the morning (up to 400) of the conference (2 night stay) or just up for a day (one night stay). In the requirement section 2.3, you provided room details.

Vendors will have second priority and are not eligible for government rates, but please list costs and options, and note Minnesota State is Tax Exempt. List any gratuity separately for Minnesota State and Vendor and also Tax for Vendor.

- Three (3) Nights – All Meals and All Breaks Included (estimate 90% of Minnesota State Guests and 0% Vendors)
- Two (2) Nights – All Meals (breakfast first morning would be optional) and All Breaks Included (estimate 9% Minnesota State, 20% Vendor)
- One (1) Night – All Meals and All Breaks would be optional (estimate 1% Minnesota State, 80% Vendor, 8% other - speaker(s))
- Estimate 1% No Rooms, food only

ROOM DESCRIPTION	ESTIMATED NUMBER OF ROOMS AVAILABLE	COST PER UNIT PRICE (1 Nights – No Meals Included for Minnesota State or Vendor)	COST PER UNIT PRICE (2 Nights – All Meals included for Minnesota State) For Vendor	COST PER UNIT PRICE (All 3 Nights – All Meals Included) Minnesota State/Vendor
SINGLE OCCUPANCY				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
DOUBLE OCCUPANCY				

1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
ACCESSIBLE ROOMS				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
LIST TYPE FOR MORE THAN 2 OCCUPANTS, IF APPLICABLE (Suites/Lodges, Etc.)				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost	MINNESOTA STATE Cost: Vendor Cost

			w/meal: Vendor Cost w- out/meal:	w/meal: Vendor Cost w- out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
4.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
5.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
6		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
OVERFLOW/LOCATION	ESTIMATED NUMBER OF ROOMS AVAILABLE	COST PER UNIT PRICE (1 Nights) Minnesota State/Vendor	COST PER UNIT PRICE (2 Nights) Minnesota State/Vendor	COST PER UNIT PRICE (All 3 Nights) Minnesota State/Vendor
SINGLE OCCUPANCY				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-

			out/meal:	out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
DOUBLE OCCUPANCY				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
ACCESSIBLE ROOMS				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w- out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal:

			Vendor Cost w-out/meal:	Vendor Cost w-out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
LIST TYPE FOR MORE THAN 2 OCCUPANTS, IF APPLICABLE (Suites/Lodges, Etc.)				
1.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
2.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
3.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
4.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
5.		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:	MINNESOTA STATE Cost: Vendor Cost w/meal: Vendor Cost w-out/meal:
6		MINNESOTA STATE Cost: Vendor Cost:	MINNESOTA STATE Cost: Vendor Cost	MINNESOTA STATE Cost: Vendor Cost

			w/meal:	w/meal:
			Vendor Cost w-out/meal:	Vendor Cost w-out/meal:

6.1 **MEAL COSTS and BREAKOUT SESSIONS.** List the cost for each meal for individuals that are not getting meals included. Break down cost, gratuity and tax. Minnesota State is tax exempt.

- Three (3) Nights – All Meals and All Breaks Included (estimate 90% of Minnesota State Guests and 0% Vendors)
- Two (2) Nights – All Meals (breakfast first morning would be optional) and All Breaks Included (estimate 9% Minnesota State, 20% Vendor)
- One (1) Night – All Meals and All Breaks would be optional (estimate 1% Minnesota State, 80% Vendor,
- 8% other (speaker(s))
- Estimate 1% No Rooms, food only

DESCRIPTION	ESTIMATED NUMBER OF MEALS/GUESTS	UNIT PRICE PER MEAL - Minnesota State	UNIT PRICE PER VENDOR
FIRST DAY OF EVENT			
BREAKFAST (Buffet)	400		
MORNING BREAK	400		
LUNCH (Buffet)	400		
AFTERNOON BREAK	400		
DINNER (Buffet)	400		
SECOND DAY OF EVENT			
BREAKFAST (Buffet)	400		
MORNING BREAK	400		
LUNCH (Buffet)	400		
AFTERNOON BREAK	400		
DINNER (Buffet)	400		
THIRD DAY OF EVENT			
April 30, 2014			
BREAKFAST (Buffet)	400		

MORNING BREAK	400		
LUNCH (Buffet)	400		

7. **OTHER COSTS**

1. Additional cost for pipe, draping and signage for **each booth** for each Vendor must be detailed for 55 vendor booths (see requirements section 2.1.7.1).
2. Any costs to be for electrical power, internet access, setup, must be itemized for each Vendor booth.
3. List cost for optional recreational activities that may be available (see requirements section 2.1.12).
4. List any Parking or Transportation Costs.
5. List and itemize any other costs for breakout rooms such as audio visual, flip charts etc..
6. Any costs per day for Vendor Room, General Session, Breakout or Reception Area. Itemize and costs regarding Vendor Room (such as cost per table and set-up)
7. List any costs for food options for Vendor Show (At Vendor Cost).

8. **CANCELLATION POLICY.** Responder shall state below, in dollar amounts, any charges that could be applied if the conference is cancelled for any reason other than non-appropriation.

Please note: this amount shall be taken into consideration for the award.

If no charge is indicated below, Minnesota State will determine that the Responder will not charge the cancellation fee. Any fee stated must be stated in United States currency. The State will realize as a zero amount any fee stated as a formula or percentage or other fee not specifically stated in United States currency. The Responder will receive the full points allowed for zero cancellation fees.

Date Cancellation Notice

Received Prior to First Program Dates	Cancellation Fee
Between 117 and 60 days	\$
Between 59 and 46 days	\$
Between 45 and 31 days	\$
Between 30 and 15 days	\$
Between 14 days and 0 days	\$

The vendor agrees that it will not seek any additional costs or fees.

The Contract Vendor shall understand that in the event that the conference is cancelled, Minnesota State is responsible for paying the cancellation fees.

The remainder of this page was intentionally left blank

EXHIBIT A

**STATE OF MINNESOTA
AFFIDAVIT OF NON-COLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public: _____

My commission expires: _____

EXHIBIT B

**NOTICE TO CONTRACTORS
AFFIRMATIVE ACTION
CERTIFICATION OF COMPLIANCE**

It is hereby agreed between the parties that Minnesota State will require that affirmative action requirements be met by contractors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (Minnesota Statutes §363A.36, subdivisions 3 and 4).

Under the Minnesota Human Rights Act, §363A.36, businesses or firms entering into a contract over \$100,000 which have more than forty (40) full-time employees within the state of Minnesota on a single working day during the previous twelve (12) months, or businesses or firms employing more than forty (40) full-time employees on a single working day during the previous twelve (12) months in a state in which its primary place of business is domiciled and that primary place of business is outside of the State of Minnesota but within the United States, must have submitted an affirmative action plan that was received by the Commissioner of Human Rights for approval prior to the date and time the responses are due. A contract over \$100,000 will not be executed unless the firm or business having more than forty (40) full-time employees, either within or outside the State of Minnesota, has received a certificate of compliance signifying it has an affirmative action plan approved by the Commissioner of Human Rights. The Certificate is valid for four (4) years. For additional information, contact the Department of Human Rights, Freeman Building, 625 Robert Street North, Saint Paul, MN 55155.

Effective July 1, 2003. The Minnesota Department of Human Rights is authorized to charge a \$150.00 fee for each Certificate of Compliance issued. A business or firm must submit its affirmative action plan along with a cashier's check or money order in the amount of \$150.00 to the Minnesota Department of Human Rights or you may contact the Department for additional information at the Compliance Services Unit, Freeman Building, 625 Robert Street North, Saint Paul MN 55155.

EXHIBIT C

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

- has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)
- or–
- has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: _____ Date _____

Authorized Signature: _____ Telephone number: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance & Community Relations
 Freeman Building, 625 Robert Street North, Saint Paul, MN 55155
 Phone: 651-296-5663 Toll Free: 800-657-3704
 Fax: 651-296-9042 TTY: 651-296-1283
 Web: mn.gov/mdhr
 Email: compliance.mndh@state.mn.us

Affirmative Action Certification Page, Revised 6/11 – MDHR

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
NOTICE TO VENDORS**

AFFIRMATIVE ACTION CERTIFICATION OF COMPLIANCE

The amended Minnesota Human Rights Act (Minnesota Statutes §363A.36) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000.

The first category applies to businesses that have had more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the due date and time of the response and must have received a Certificate of Compliance prior to execution of the contract or agreement.

The secondary category applies to businesses that have had more than 40 full-time employees on a single working day in the previous 12 months in the state in which its primary place of business is domiciled. The businesses in this category must certify to Minnesota State that it is in compliance with federal affirmative action requirements before execution of the contract. For further information, contact the Department of Human Rights, Compliance Services Unit, 625 Robert Street North, Saint Paul MN 55155; Voice: 651-296-5663; Toll Free: 800-657-3704; TTY: 651-296-1283.

Minnesota State is under no obligation to delay the award or the execution of a contract until a vendor has completed the Human Rights certification process. It is the sole responsibility of the vendor to apply for and obtain a Human Rights certificate prior to contract execution.

It is hereby agreed between the parties that Minnesota State will require affirmative action requirements be met by vendors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600.

Under the Minnesota Human Rights Act, §363A.36, subdivision 1, no department or agency of the state shall execute an order in excess of \$100,000 with any business within the State of Minnesota having more than 40 full-time employees in a single working day during the previous 12 months unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved the Commissioner of Human Rights. Receipt of a Certificate of Compliance issued by the Commissioner shall signify that a firm or business has an affirmative action plan approved by the Commissioner.

Failure by the vendor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the order (Minnesota Statutes §363A.36, subdivisions 3 and 4). A certificate is valid for a period of four (4) years.

DISABLED INDIVIDUAL CLAUSE

- A. A vendor shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The vendor agrees to take disabled individuals without discrimination based on their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
- B. The vendor agrees to comply with the rules and relevant order of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

- C. In the event of a vendor's noncompliance with the requirements of this clause, actions for noncompliance may be taken by the Minnesota Department of Human Rights pursuant to the Minnesota Human Rights Act.
- D. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state the vendor obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment and the rights of applicants and employees.
- E. The vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other order understanding, that the vendor is bound by the terms of Minnesota Statutes §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 to 5000.3600 are incorporated into any order of Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600 are available from Minnesota Bookstore, 660 Olive Street, St. Paul, Minnesota 55155.

By signing this statement the vendor certifies that the information provided is accurate.

NAME OF COMPANY: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

Revised 1/22/09

EXHIBIT D

**STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM**

In accordance with Minn. Stat. §16C.16, subd. 6a, the Minnesota State may award up to a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. §16C.19(d):

1. Principal place of business is in Minnesota.

and

2. The United States Department of Veterans Affairs verifies the business as being a veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

Statutory requirements and appropriate documentation must be met **by the solicitation response due date and time** to be awarded the veteran-owned preference. The preference applies only to the first \$500,000 of a solicitation response.

Claim the Preference

By signing below I confirm that:

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. by making this claim, I verify that:

- My company's principal place of business is in Minnesota; and
- The United States Department of Veteran's Affairs verifies my company as being a veteran-owned small business. (Supported By Attached Documentation)

Name of Company: _____ Date: _____

Authorized Signature: _____ Telephone: _____

Printed Name: _____ Title: _____

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.

APPENDIX A – SAMPLE HOTEL CONTRACT

PO Number _____

[INSTRUCTIONS FOR COMPLETING THIS FORM ARE IN ITALICS AND BRACKETS. PLEASE COMPLETE EVERY FIELD AND DELETE ALL INSTRUCTIONS INCLUDING THE BRACKETS.]

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

System Office

HOTEL CONTRACT

THIS AGREEMENT is between the 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 AND DIVISION NAME]*** (hereinafter (MINNESOTA STATE)), and ***[INSERT HOTEL'S FULL NAME AND ADDRESS]*** (hereinafter HOTEL).

HOTEL will provide services for MINNESOTA STATE's event as follows:

- 1. TITLE OF EVENT:** _____
- 2. START AND END DATES:** _____

3. MINNESOTA STATE CONTACT	HOTEL CONTACT(S)
Name	Name
Job Title	Job Title
Department	Department
Address	Address
Phone Number	Phone Number
Fax Number	Fax Number
Email Address	Email Address

- 4. GUEST ROOM ACCOMMODATIONS.** (See Attachment A.)
- 5. CHECK IN/CHECK OUT TIMES:** Unless Hotel and MINNESOTA STATE's Contact mutually agree to a different schedule, check-in time will be approximately noon on the first day of the event. Check-out time will be approximately noon on the last day of the conference.

- 6. METHOD OF RESERVATIONS.** Each person attending the event (“guest”) is responsible for making his/her own room reservation with a major credit card. Guests will be directed to mention MINNESOTA STATE and the Title of the Event when making a reservation.
- 7. ROOM BLOCK AND CUT-OFF DATE FOR RESERVATIONS.** Hotel will hold the block of rooms on Attachment A until **30 days** prior to the event. After that date, the Hotel may release any rooms remaining in the room block for general sale. Hotel will continue to accept reservations for this event on a space availability basis. MINNESOTA STATE will not be responsible to meet any number of rooms.
- 8. MEETING ROOM AND EQUIPMENT REQUIREMENTS. (See Attachment B)**
- 9. FOOD AND BEVERAGE REQUIREMENTS.** All food and beverage arrangements will be made through the hotel. **(See Attachment C)**
- 10. SIGNS AND DISPLAYS.** MINNESOTA STATE will not post or affix any signs, banners or displays in any part of the Hotel without prior approval of the Hotel.
- 11. PARKING.** Hotel will provide free parking for guests.
- 12. AMERICANS WITH DISABILITIES.** The Hotel represents and MINNESOTA STATE acknowledges that in accordance with the compliance dates established or required under Title III of the Americans with Disabilities Act (ADA) and the regulation promulgated thereunder, the Hotel facilities being used by MINNESOTA STATE under this agreement, its guest rooms and common areas will be in compliance with the public accommodation requirements of the ADA.
- 13. BILLING AND PAYMENT.** All guest rooms, room service, tax and any incidentals will be paid on an individual basis. MINNESOTA STATE will pay for all approved expenses on the Master Account, including catering and meeting room charges, within 30 days of receipt of the Hotel’s invoice.
- 14. CANCELLATION.** Cancellation of this contract must be directed to the Hotel Contact(s) listed above or to a Hotel manager, by telephone and in writing, at least 30 days before the first day of the event to avoid a cancellation fee. If MINNESOTA STATE reschedules the same event, MINNESOTA STATE will re-contact the Hotel to determine if mutually agreeable dates and terms are available. If MINNESOTA STATE cancels this contract 29 days or less prior to the event, MINNESOTA STATE agrees to pay 50% of the reserved rooms that are not re-rented by the Hotel.
- 15. FORCE MAJEURE.** If MINNESOTA STATE must cancel this event at any time due to events beyond its control, such as a State employee strike, government action, lack of funding by the Legislature, airport shutdown, snowstorm or other event resulting in hazardous travel conditions, no cancellation fee will apply.
- 16. LIABILITY.** Each party will be responsible for its own acts and behavior and the results thereof. MINNESOTA STATE’s liability is governed by the Minnesota Tort Claims Act, Minnesota Statute §3.736, and other applicable laws.

17. MINNESOTA GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The Hotel and MINNESOTA STATE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Hotel in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Hotel or MINNESOTA STATE.

In the event the Hotel receives a request to release the data referred to in this clause, the Hotel must immediately notify MINNESOTA STATE. MINNESOTA STATE will give the Hotel instructions concerning the release of the data to the requesting party before the data is released.

18. ASSIGNMENT. Hotel shall not assign or transfer any rights or obligations under this agreement.

19. JURISDICTION AND VENUE. This agreement shall be governed by the laws of Minnesota. Venue for all legal proceedings arising out of this agreement, or breach thereof, shall be in a court with competent jurisdiction in Ramsey County, Minnesota.

The rest of this page intentionally left blank. Signature page to follow.

[WHEN FINALIZING DOCUMENT, FORMAT DOCUMENT SO THE ENTIRE SIGNATURE PAGE REMAINS ON THE LAST PAGE]

APPROVED:

1. HOTEL: _____

Signature and Title

Date

2. VERIFIED AS TO ENCUMBRANCE:

Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

By (authorized signature and printed name)
Title
Date

**3. MINNESOTA STATE COLLEGES AND UNIVERSITIES,
System Office:**

By (authorized signature and printed name)
Title
Date

4. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

**ATTACHMENT A
TO HOTEL CONTRACT
GUEST ROOM ACCOMMODATIONS.**

ROOM DESCRIPTION	ESTIMATED NUMBER OF ROOMS	UNIT PRICE PER ROOM	EXTENDED UNIT PRICE
SINGLE OCCUPANCY	<i>[FILL IN ESTIMATED NUMBER OF ROOMS REQUIRED – BE CONSERVATIVE]</i>		<i>[COMPLETE ALL CALCULATIONS]</i>
DOUBLE OCCUPANCY	<i>[FILL IN ESTIMATED NUMBER]</i>		
MORE THAN 2 OCCUPANTS, IF APPLICABLE	<i>[FILL IN ESTIMATED NUMBER]</i>		

ATTACHMENT B

TO HOTEL CONTRACT

MEETING ROOM AND EQUIPMENT REQUIREMENTS

***[LISTED BELOW ARE SUGGESTED REQUIREMENTS ONLY –
REVISE AS NECESSARY TO FIT EVENT NEEDS]***

MEETING ROOM	ROOM STYLE	ESTIMATED NUMBER OF ATTENDEES	EQUIPMENT NEEDED FOR EACH ROOM
FIRST DAY OF EVENT			
REGISTRATION AREA Needed from 7:00 a.m. on 1 st day of event until 4:00 p.m. on last day of event	Approximately (20' x 20' area) foyer area or coat check area that is close to Main Meeting Rooms	<i>[FILL IN #]</i>	1. Three 8' Skirted Tables 2. One Chair Per Table 3. Two Easels for Signage
GENERAL SESSION Meeting room needed from 8:00 a.m. to <i>[FILL IN ending time]</i>	Classroom Setup	<i>[FILL IN #]</i>	1. Standing Podium 2. Laptop plug-in 3. Projector for PowerPoint 2. Flipchart and Stand 3. Overhead Projector 4. 8' to 10' Screen 5. Microphone Setup 6. Table in Front for Audio Visual Equipment

# _____ BREAKOUT ROOMS Each room needed from _____ to _____ <i>[FILL IN number of rooms and time]</i>	Classroom Setup	<i>[FILL IN # for each room]</i>	Each Room Shall Have the Following Equipment: <i>[FILL IN for each room]</i>
SECOND DAY OF EVENT			
REGISTRATION AREA Needed from 7:00 a.m. on 1st day of event until 4:00 p.m. on last day of event	Approximately (20' x 20' area) foyer area or coat check area that is close to Main Meeting Rooms	<i>[FILL IN #]</i>	1. Three 8' Skirted Tables 2. One Chair Per Table 3. Two Easels for Signage
# _____ BREAKOUT ROOMS Each room needed from _____ to _____ <i>[FILL IN number of rooms and time]</i>	Classroom Setup	<i>[FILL IN # for each room]</i>	Each Room Shall Have the Following Equipment: <i>[FILL IN for each room]</i>
<i>[CONTINUE AS NECESSARY FOR EACH DAY OF EVENT]</i>			

**ATTACHMENT C
TO HOTEL CONTRACT
FOOD AND BEVERAGE REQUIREMENTS**

MENU SELECTIONS TO BE ARRANGED WITH MINNESOTA STATE CONTACT

DESCRIPTION	ESTIMATED NUMBER OF MEALS/GUESTS	UNIT PRICE PER MEAL	EXTENDED UNIT PRICE
FIRST DAY OF EVENT			
BREAKFAST Continental Style			<i>[COMPLETE ALL CALCULATIONS]</i>
MORNING BREAK			
LUNCH			
AFTERNOON BREAK			
DINNER			
SECOND DAY OF EVENT			
BREAKFAST Continental Style			
MORNING BREAK			

LUNCH			
AFTERNOON BREAK			
DINNER			
<i>[CONTINUE AS NECESSARY FOR EACH DAY OF EVENT]</i>			