

# MINNESOTA STATE COLLEGES AND UNIVERSITIES

## Anoka Technical College

### REQUEST FOR PROPOSAL (RFP) FOR Website Redesign Project

**SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Anoka Technical College 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. MnSCU reserves the right to reject a proposal if required information is not provided or is not organized as directed. MnSCU 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.**

August 2019

**REQUEST FOR PROPOSAL (RFP)  
FOR  
Website Redesign**

Table of Contents

**Section I. General Information**

Background  
Nature of RFP  
General Selection Criteria  
Selection Process  
Selection and Implementation Timeline  
Contract(s) Awarded and Pricing Structure  
Contract Term  
Parties to the Contract  
Contract Termination  
Definitions  
Applicable Law  
Contract Assignment  
Entire Agreement  
Deviations and Exceptions  
Pre-award Vendors Conference  
Duration of Offer  
Authorized Signature  
Proposal Rejection and Waiver of Informalities

**Section II. Parties to the RFP**

Anoka Technical College

**Section III. Vendor Requirements**

**General Requirements**

- A company whose employees have in-depth knowledge in many aspects of website planning, architecture, design, and implementation. This would include specialists for usability, accessibility, graphics, navigation, analytics, and search engine optimization.
- Extensive experience in web design and development required and experience in higher education preferred.
- The company should be able to demonstrate that it conducts meaningful studies into the needs of its clients and listens to its clients. The work done by the company should be a custom fit to the client and not just a template adjusted for the client.
- The company must have a proven record of meeting deadlines.
- The company would also have a significant list of references in larger diversified organizations (especially higher education) demonstrating success in the design process.

**Section IV. Response Evaluation**

The following criteria and their identified weight will be used by Anoka Technical College to evaluate and rank the responses:

20%	Cost	Total Project Cost
20%	Meeting Proposal Objectives	Ability of proposal to meet RFP objectives and requirements
20%	Work Plan	Detail and accuracy of the work plan
10%	Vendor Qualifications	Qualifications of the vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)
10%	Completeness	Completeness, thoroughness and detail of response as reflected by the proposal's discussion and coverage of all elements of General Selection Criteria in Section I: General Information listed
20%	Consistency	consistency of the proposed solutions to Anoka Technical College's present and future needs

Anoka Technical College reserves the right to name a date at which, in the view of the group defined in Selection Process, in Section I General Information, chooses to invite the top ranked responding vendors to present demonstrations or participate in an interview. Anoka Technical College 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.

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**

- Notice to Vendors and Contractors
- Problem Resolution Process
- Affidavit of Non-Collusion
- Human Rights Requirements
- Equal Pay Certificate Form
- Preference to Targeted Group and Economically Disadvantaged Business and Individuals
- Veteran-Owned Preference
- Insurance Requirements
- State Audit
- Minnesota Government Data Practices Act
- Conflict of Interest
- Organizational Conflicts of Interest
- Physical and Data Security

**Section VI. RFP Response Submission**

Submit the Following Forms:

Affidavit of Non-Collusion

Human Rights Certification Information and Affirmative Action Data Page

## Section I. General Information

### Background

Minnesota State Colleges and Universities is the fifth-largest system of higher education in the United States. It is comprised of 31 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 <http://www.minnstate.edu/>.

**About Anoka Technical College (Anoka Tech)** Anoka Technical College, founded in 1967, provides innovative career and technical education to help our students and communities live and learn well. The two-year college has evolved into a higher education institution that offers more than 35 career and technical degrees, diplomas and certificates and serves the needs of more than 3,500 students annually. The hands-on structured classes and small class sizes are enhanced by the diversity of the student body, faculty, and staff, who bring a rich blend of ethnicity, age, and culture to the college. Anoka Technical College is a member of the Minnesota State Colleges and Universities System.

### Nature of RFP

Anoka Technical College is requesting proposals to assist in developing develop, design, implement, and provide technical services to improve Anoka Tech's web presence. The redesign will move anokatech.edu to a web presence with an updated, modern look and feel that is responsive to mobile use and focused on college prospective students and moving them through the process of becoming a student, while streamlining the college's current business online operations and maintaining or exceeding policy compliance. This RFP is undertaken by Anoka Technical College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Accordingly, Anoka Technical College shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Anoka Technical College's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Anoka Technical College reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of Anoka Technical College. This RFP shall not obligate the Anoka Technical College 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.

### Requirements

- Effectively communicate with key Anoka Technical College's audiences through a redesigned website with effective information architecture, user-friendly interface and relevant content. The primary audiences for this site are prospective students. Current students are a secondary audience along with college employees, alumni, benefactors, community partners, employers, and the media.
- Review and support research findings undertaken by Anoka Tech in Spring 2019 to proceed with redesign process.
- Incorporate appropriate tone, new design and technical features, and other strategies to attract and

retain audiences. Provide tools/resources to move the content from current to new website. Anoka Tech's marketing team will provide rewriting/editing resources.

- Ensure website complies with existing federal, state and Minnesota State website accessibility laws/rules/guidelines.
- Provide a search engine optimization strategy (SEO) as it applies to the design, architecture, and content creation of the site.
- Site shall use responsive design and eliminate all use of outdated content and adhere to modern web development practices.
- The redesigned site will be implemented in Umbraco content management system and will be hosted via Azure.
- Any custom server-side code will be written in C#. The site will be hosted in Microsoft Azure with SQL Server back-end.
- Site shall be compatible with all major desktop/laptop browsers (Chrome 70+, Safari 12+ for Windows, Firefox 64+, IE 11+, Microsoft Edge).
- Site shall be designed for all major mobile browsers and devices.
- Be available to present findings and provide explanation to stakeholders regarding the design and construction of the final website.

### **Project Objectives**

- Develop site architecture and design considering audience needs and accessibility and usability standards and analytics. (Use research findings from Spring 2019)
- Develop site using both archived and revised content provided by Anoka Technical College. Migrate content from old site to redesigned site as selected by Anoka Technical College.
- Establish guidelines for style and visual look for college website based on new brand guidelines and messaging. All designs will utilize the color palette specified by Anoka Technical College and will reflect the overall brand.
- Align all website sections under new architecture and design guidelines.
- Provide numerous opportunities for staff, faculty and student feedback, and regular communication during site development.
- Review and recommend ongoing maintenance and development of website and associated staffing needs for future website development.
- Provide file management and initial CMS, Umbraco, system set-up and configuration.
- Provide training for college technical and creative staff as well as content managers.
- Develop content procedures, workflow, and supporting documentation. Set up users as needed.
- Final design files will be delivered to Anoka Technical College along with a set of guidelines to maintain consistency.

### **Project Deliverables**

- Complete project plan, including the establishment of project goals, scope, tasks, schedule, tracking and communication processes, decision-making processes, and deliverable and milestone dates.
- Review and use Spring 2019 research documents containing recommendations based on analytics from anokatech.edu.
- Technical implementation document outlining technology standards and practices to be used and integrations, web application, and security and technical requirements.
- Document containing site map, architecture, and navigation based on recommendations and consultation from constituencies and approval from college's Web site redesign task force.
- Document of design requirements document based on Anoka Technical College branding (including color palate, imagery, photography, layouts to design, and design standards).
- Document containing wireframes for templates within the site.

- Define content requirements (including templates [determining common elements such as headers, footers, section navigation, and utility navigation], owners and writers, text requirements and determination of web content components to outsource).
- Documented map of pages between old site and redesigned site.
- Delivery of site templates and any aligned site templates.
- Delivery of minimal site for visual review (homepage, 2 landing pages, and 1 sub-page for each landing page, various templates)
- Migration of current pages within site to new templates based on approved mapping document.
- Make recommendations for ongoing maintenance and operation of the site.
- Identify follow-up projects and make recommendations for their prioritization.

### **In Scope**

- **Audience Review / Usability Analysis** – Provide basic audience research based on Google Analytics data to drive site architecture and navigation recommendations.
- **Website Architecture, Navigation, and Technical Functioning** - This project will define architecture for the website based on anokatech.edu framework, including improved navigation and functionality. The project will fully scope all technical requirements for the new website, and site construction will be completed in accordance with the adopted requirements.
- **Website Design** - This project will provide designs requirements for the new website, including areas to adapt and expand our current technology and site construction will be completed in accordance with the adopted requirements.
- **User Analysis** – Review analytics for anokaramsey.edu and anokatech.edu and perform usability tests on anokatech.edu to guide design and architecture.
- **CMS Implementation and Training** - The project will fully scope all technical requirements for using Umbraco the college’s CMS including setting up workflows and approval processes.
- **Assessment and Location of Web Applications** - For class listings, news and announcements, canceled classes, catalog, programs and degrees, employment opportunities, calendaring, scheduling systems for orientations and testing, and others as identified in analysis.

### **Out of Scope**

- Desire2Learn (D2L) - This project is not designed to structure the college's learning management system, other than linking appropriately to the D2L site to ensure consistency of content.
- Ask Us – This project is not designed to re-architect the college’s knowledge management system.
- Student e-services – This project does not involve the development with Minnesota State’s course registration system, other than linking appropriately to student e-Services.
- Student Intranet Portal

The above items do not require redevelopment, but are required to be included in the implementation of the new Web design.

### **Success Criteria**

- Website complies with brand guidelines.
- Navigation is clear, consistent, and easy to follow. User testing provides evidence of this.
- Process is established for updating the website.

- Site analytics are implemented and functioning properly and designated individuals are trained and able to understand site usage.
- The new website is fully functional before website launch per project plan.
- Website meets all accessibility requirements.

## **General Selection Criteria**

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

With the many different areas relying on Anoka Technical College's Web presence, a quality consulting firm is paramount in helping Anoka Technical College move through the design process. General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Must have experience building a website using Umbraco.
- Include project execution timeline that meets June 1 deadline.
- Employees with a breadth of knowledge in many aspects of website design, and implementation - including expertise in usability, accessibility, graphics, navigation, etc.
- Demonstrated ability to customize solutions to meet the unique needs of client (rather than using an adjusted template).
- Ability to cost-effectively complete this project according to proposed timelines.
- Experience with implementation of Umbraco, Anoka Technical College content management systems.
- Proven record of success in meeting deadlines on other projects.
- Three references demonstrating success on recent (within the past three years) similar projects – two references must be from educational institutions.
- Experience working with institutions of higher education.
- Detailed cost break down of all services delivered.
- List any added value that could be provided.

The company will answer the following questions:

- Describe your experience in working with Umbraco.
- What is the research process used to determine stakeholders' needs and wants from the college's Web presence?
- What is your experience working with higher education clients?
- How is usability research done?
- Describe how you would facilitate file transfer.
- How is Section 508 compliance verified?
- What specific staff would be working on the project?
- How can a connection between printed materials and online versions be created and maintained?
- How will the team stay on deadline and communicate progress?
- What is your experience implementing Umbraco – including setting up workflows -- Anoka Tech's content management system?
- How do you manage unexpected problems?

## **Selection Process**

The selection process includes a review of all submissions by a committee which will make a recommendation to the president of the college. The committee will evaluate proposals based on the

above criteria. Proposals will be ranked as described in Section IV Response Evaluation. The committee may want to interview the companies of top ranked proposals.

The decisions of this group will be recommendations provided to the college administration.

### **Selection Process**

The selection process includes Vice President for Student and Academic Affairs, Chief Information Officer, Chief Marketing and Communications Officer, other Faculty and Staff as needed. This group will evaluate the proposals and make the final decision.

### **Selection and Implementation Timeline**

Friday, Aug. 23, 2019	Publish RFP notice in <i>State Register</i>
Monday, Sept. 9	Vendor Questions Due
Wednesday, Sept. 11	Respond to Vendor Questions
Friday, Sept. 18, 3:00 p.m. CT	Deadline for RFP proposal submissions
Monday-Friday, Sept. 16 - 20	Review RFP proposals
Monday, Sept. 23	Notification of Finalists
Tuesday - Thursday, Sept. 24 - 26	Possible Vendor Interviews
Friday, Sept. 27	Complete selection process
Tuesday, Oct. 1	Deadline for executing contract
June 5, 2020	Project Completion

### **Contract Term**

Anoka Technical College desires to enter into a contract with the successful vendor(s) effective Oct. 1, 2019. The length of such contract(s) shall be 9 months. If Anoka Technical College and the vendor is unable to negotiate and sign a contract by Oct. 1, 2019, then Anoka Technical College 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 Anoka Technical College 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:

MnSCU: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Anoka Technical College.

School: Anoka Technical College



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 Anoka Technical College as the successful responder(s) responsible to execute the terms of a contract.

### **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 CHIEF FINANCIAL OFFICER.

### **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 Anoka Technical College 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 (MnSCU) system, its Board of Trustees 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. Minnesota State 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.

## **Section II. Parties to the RFP**

Anoka Technical College

## **Section III. Vendor Requirements**

- A company whose employees have in-depth knowledge in many aspects of website planning, architecture, design, and implementation. This would include specialists for usability, accessibility, graphics, navigation, analytics, and search engine optimization.
- Extensive experience in web design and development required and experience in higher education preferred.
- The company should be able to demonstrate that it conducts meaningful studies into the needs of its clients and listens to its clients. The work done by the company should be a custom fit to the client and not just a template adjusted for the client.
- The company must have a proven record of meeting deadlines.
- The company would also have a significant list of references in larger diversified organizations (especially higher education) demonstrating success in the design process.

## **Information Contact**

Anoka Technical College agent(s) for purposes of responding to inquiries about the RFP are:

Mary Jacobson  
Chief Communications Officer  
(763) 433-1315  
Mary.Jacobson@anokaramsey.edu  
1355 West Highway 10  
Anoka, MN 55303

Richard Malott  
Chief Information Officer  
(763) 433-1204  
Richard.Malott@anokaramsey.edu  
1355 West Highway 10  
Anoka, MN 55303

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Anoka Technical College 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 IV. Response Evaluation**

The following criteria and their identified weight will be used by Anoka Technical College to evaluate and rank the responses:

20%	Cost	Total Project Cost
20%	Meeting Proposal Objectives	Ability of proposal to meet RFP objectives and requirements
20%	Work Plan	Detail and accuracy of the work plan
10%	Vendor Qualifications	Qualifications of the vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)
10%	Completeness	Completeness, thoroughness and detail of response as reflected by the proposal's discussion and coverage of all elements of General Selection Criteria in Section I: General Information listed
20%	Consistency	consistency of the proposed solutions to Anoka Technical College's present and future needs

Anoka Technical College reserves the right to name a date at which, in the view of the group defined in Selection Process, in Section I General Information, chooses to invite the top ranked responding vendors to present demonstrations or participate in an interview. Anoka Technical College 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.

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.

In some instances, an interview will also be part of the evaluation process.

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

##### **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 Anoka Technical College 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.

### **Equal Pay Certificate**

If the Response to this solicitation could be in excess of \$500,000, including renewal and extension options, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

### **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](mailto: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 Anoka Technical College'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 MnSCU 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  
Anoka Technical College

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 MnSCU. If the vendor desires authority from MnSCU 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 MnSCU 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 MnSCU 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 MnSCU 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 MnSCU;

- 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. Anoka Technical College 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 Anoka Technical College and copies of policies must be submitted to Anoka Technical College'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 MnSCU and the Legislative Auditor's Office for six (6) years after the termination/expiration of the contract.

### **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 MnSCU, 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 MnSCU 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, MnSCU, its agents and employees, from any judgments or damages awarded against the State or MnSCU in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives MnSCU'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 MnSCU.

MnSCU 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 MnSCU'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 MnSCU and Anoka Technical College.

The vendor shall recognize MnSCU'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, MnSCU and Anoka Technical College 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.

## **Reimbursements**

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the contractor as a result of the contract will be in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations. Reimbursements will not be made for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.



## Section VI. RFP Responses

### Submission

Sealed proposals must be received at the following address not later than Thursday, Sept. 18th, 3:00 p.m. CT:

Institution: Anoka Technical College  
Name: Angela Shevchuk  
Title: Contract / RFP Administrator  
Mailing Address: Anoka Technical College  
1355 West Highway 10  
Anoka, MN 55303

The responder shall submit [2] copies of its RFP response and a digital copy 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. One copy of the proposal must be unbound 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.

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.

The remainder of this page was intentionally left blank

**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: \_\_\_\_\_

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

It is hereby agreed between the parties that MnSCU 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.

### 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](http://mn.gov/mdhr)

Email: [compliance.mndh@state.mn.us](mailto: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 MnSCU 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.

**MnSCU 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 MnSCU 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

Minnesota Department of Human Rights  
ATTN: Contract Compliance  
Freeman Building  
625 Robert Street North  
Saint Paul, MN 55155  
(Or Send to - [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).)

### Equal Pay Certificate Application

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Minnesota Human Rights Act, and the Minnesota Equal Pay Act for Equal Work Law.
  - The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors, within each of the major job categories in your EEO-1 report. If you are not required to file an EEO-1 report, taking into account mitigating factors, the average compensation for female employees is not consistently below the average compensation for male employees within your organization.
  - We make hiring, retention and promotion decisions without regard to gender, nor do we limit employees based on gender to certain job classifications.
  - We promptly correct wage and benefit disparities.
  - We evaluate wages and benefits (annually) (two year period) (other, please specify) to ensure compliance with the above identified laws.
  - In determining our employee compensation we use: (check below)
    - Market pricing approach
    - State prevailing wage or union contract requirements
    - Performance pay system
    - An internal analysis
    - Other method (please specify) \_\_\_\_\_
- 
- 

Enclosed is our application fee of \$150, made payable to the “Minnesota Department of Human Rights.”

In signing below, I affirm that I am the Board Chairperson or Chief Executive Officer and that the above information to the best of my understanding is accurate and complete.

---

Signature	Print Name	Date
-----------	------------	------

---

Business Name	Business Address
---------------	------------------

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

In accordance with Minn. Stat. §16C.16, subd. 6a, the MnSCU 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.**