MINNESOTA STATE COLLEGES AND UNIVERSITIES

Dakota County Technical College

REQUEST FOR PROPOSAL (RFP)
FOR
CHARTER BUS/TRANSPORTATION
February 2022

REQUEST FOR PROPOSAL (RFP)

FOR ATHLETIC APPAREL AND EQUIPMENT

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Dakota County 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. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Dakota County Technical College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. 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.

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

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 Dakota County Technical College.

School: Dakota County 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 Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

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

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

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

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Dakota County Technical College

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 340,000 plus students each year. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu

Dakota County Technical College is a two-year technical college and a member of the Minnesota State Colleges and Universities system. Located in Dakota County inside the Minneapolis/St. Paul metropolitan area, Dakota County Technical College is a public, two-year technical college with a main campus in Rosemount, Minnesota, plus additional sites in Eagan and Burnsville.

Authority

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

**Project Overview**

Dakota County Technical College is requesting proposals for charter bus/transportation. This RFP is undertaken by Dakota County Technical College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

**RFP Information Contact**

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

Name: Nicole Meulemans
Title: Director of Student Support Services and Student Development
Address: 1300 145th Street East Co. Rd 42
E-mail address: nicole.meulemans@dctc.edu

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

**Duration of Offer**

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

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

**Minnesota State’s RFP Terms and Conditions**

This RFP includes and incorporates Minnesota State’s RFP Terms and Conditions. Vendors should be aware of Minnesota State’s RFP terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.
Authorized Signature

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

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Monday, March 21, 2022</td>
<td>Publishes RFP notice in State Register</td>
</tr>
<tr>
<td>Monday, March 28, 2022</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Monday, April 4, 2022</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Monday, April 18, 2022</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Monday, May 2, 2022</td>
<td>Vendor(s) selected and notified</td>
</tr>
</tbody>
</table>

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

Contract Term

Minnesota State desires to enter into a contract with the successful Vendor(s) effective July 1, 2022 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be Minnesota State desires to enter into a contract with the successful vendor(s) effective July 1, 2022. The length of such contract(s) shall be (1) one year, with the option to extend for (4) four additional (1) year terms, up to a total of five years. If Minnesota State and the vendor is unable to negotiate and sign a contract by June 30, 2022, then Minnesota State reserves the right to seek an alternative vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later April 18, 2022 at 1 PM CST:

   Institution: Dakota County Technical College
   Name: Jamie Eschbach
   Title: Buyer
   E-mail address: jamie.eschbach@dctc.edu
Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 35 MB. If file sizes are too large, please create multiple smaller files and email them separately. If you Hyperlinks to submissions in cloud storage will not be accepted. All pages must be numbered and font size no smaller than 10 point. Minnesota State’s email receipt time stamp will be used for consideration, not the senders.

Proposals received after the Proposal Deadline date and time will not be considered. Fax and, mail, 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.

Proposal Content

1. Please describe the general condition of your charter fleet and more specifically the buses you would intend to use for DCTC events.

2. Please describe any and all amenities available for use by DCTC, including, but not limited to the following items: restrooms, DVD players, music/sound system, wireless routers, sleep areas, tow behind trailers, on-board and external storage areas, etc.

3. Please describe any special requirements for drivers: driving hours, required rest/break periods, mileage limits, food and lodging requirements, etc.

4. If you have multiple passenger size buses (i.e. - 20, 40, 48, 55-passenger, etc.), please quote each separately so that we can easily discern the incremental cost.

5. Please describe any incidental charges outside of the quoted price that would need to be included in the determining the overall final costs, including local "shuttle" mileage at the destination, driver meal and lodging requirements, etc.

6. Please describe any other possible considerations in terms of potential financial support to DCTC that we might need to consider as part of your overall proposal (i.e., sponsorships, rebates, volume discounts, etc.)

7. Please describe any "special conditions" that might impact the quoted prices (i.e., escalator clauses based on gas prices, cancellation policies, scheduling changes, etc.).

8. Please describe your safety record.

Terms of Payment

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

**Required Documents and Forms**

1. Affidavit of Non-Collusion. **All** vendors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.

2. Conflicts of Interest. 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 is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

3. Workforce Certificate. For all contracts estimated to be in **excess of $100,000**, vendors are required to complete the Minnesota Department of Human Rights [Workforce Certificate Form](#) and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $500,000**, responders are required to complete the Minnesota Department of Human Rights [Equal Pay Certificate Form](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Targeted Group Businesses (TGBs). If applicable, eligible certified TGBs businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. [Targeted Business Inclusion Form](#)

6. Preferences: Targeted Group (TG)/Economically Disadvantaged (ED)/ Veteran-Owned (VO) Businesses and Individuals Preference. If applicable, eligible certified ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Vendors may apply for certification through the [Minnesota Small Business Certification Portal](#).

**Selection Process**

The selection process includes Athletics Department Staff. This group will evaluate the proposals and make the final decision.
RFP Evaluation Factors

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

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Qualifications and Support</td>
<td>15%</td>
</tr>
<tr>
<td>2.</td>
<td>Safety Record</td>
<td>15%</td>
</tr>
<tr>
<td>3.</td>
<td>Work Plan/Scheduling</td>
<td>20%</td>
</tr>
<tr>
<td>4.</td>
<td>Overall Cost</td>
<td>40%</td>
</tr>
<tr>
<td>5.</td>
<td>Targeted Business Inclusion; respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
</tr>
<tr>
<td>6.</td>
<td>Preference Points to Targeted Business (TG)/Economically Disadvantaged (ED/ Service Disabled / Veteran-Owned Business and Individuals, if applicable*)</td>
<td>6%</td>
</tr>
</tbody>
</table>

MINNESOTA STATE reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

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

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.

Supplier Diversity

Pursuant to policy 5.14 and Minn. Stat. 16C.16, MINNESOTA STATE is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to MINNESOTA STATE. Targeted Group Business (TGB) inclusion is a part of the criteria for this RFP to facilitate MINNESOTA STATE’S fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of $50,000, all responding Vendors are required to complete the attached Targeted Business Inclusion Form and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by MINNESOTA STATE. Vendors are not required to include TGBs in their bid.
response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.

Minnesota State recognizes certifications from at least one the following certifying agencies:

- State of Minnesota – Department of Administration
- Central (CERT) Certification Program
- North Central Minority Supplier Development Council
- Women’s Business Development Center

## Preferences Points

Register to become certificated or for information regarding certification, contact the OEP at 651-201-2402 or you may reach the Helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529. TG/ED/VO small businesses will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract.

### Targeted Group (TG)

In accordance with Minnesota Rules, part 1230.1810, Subpart B. A certified Targeted Group may be awarded up to a six percent preference as prime vendor in the amount offered over the lowest responsible offer from another vendor. The preference in the evaluation of the final cost proposal.

### Economically Disadvantaged (ED)

In accordance with Minnesota Rules, part 1230.1810, subpart B certified Economically Disadvantaged (ED) Businesses submitting proposals as prime contractors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible ED businesses must be currently certified by the Minnesota Department of Administration’s Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

### Veteran-Owned (VO)

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 (6%) 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.