



**MINNESOTA STATE**

# **MINNESOTA STATE COLLEGES AND UNIVERSITIES**

## **REQUEST FOR PROPOSAL (RFP) FOR A MASTER CONTRACT FOR MOBILE DEVICES, MOBILE DEVICE DAMAGE AND THEFT PROTECTION, WITH FLEXIBLE LEASING OPTIONS**

**April 2021**

**REQUEST FOR PROPOSAL (RFP)**

**For Mobile Devices, Mobile Device Damage and Theft Protection, with Flexible Leasing Options**

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## Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) to award a contract or complete the proposed project and Minnesota State 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 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. Includes all of the member Colleges and Universities and the System Office that choose to participate in the resulting contract.

**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.

Please note, for TGB consideration, Minnesota State recognizes certification 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](#)

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

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 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. 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](http://www.minnstate.edu).

## Authority

This RFP is undertaken by 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**

This Request for Proposal (RFP) seeks responses from leasing vendor(s) to provide a range of mobile devices for the Minnesota State System. We request lease rate and costs for a range of 5,000 – 10,000 systems per year, with the ability to go beyond that number in the future. Please also provide details and lease rates on other technology that could be leased off this contract, such as desktops, servers, wireless access points, switches, etc.

This RFP also seeks responses from vendors who provide damage and theft protection for mobile devices. We request that the response details out how the protection can be sold directly to students, specific institutions, or the system.

Minnesota State shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate 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 in order to serve the best interests of Minnesota State.

The cost and value to Minnesota State and our students are important factors in deciding the appropriate vendor(s). The awarded vendor(s) must be able to provide one or both of the necessary components, including flexible leasing programs and damage/theft protection.

We would like to provide an option for graduates or transfer students within the Minnesota State system an attractive mobile device buyout program. Thus, device warranties must be transferable. Each institution will negotiate the buyout eligibility for their students.

We request flexible shipment options for mobile devices throughout the summer and into fall. Due to fluctuations in the overall enrollment within the Minnesota State system (graduation, leaving school, etc.), we require the flexibility to return a quantity of devices, or to be able to easily pool devices and distribute among other institutions within the Minnesota State system.

### **General Selection Criteria**

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

- a) Cover letter
- b) Detailed cost and value to Minnesota State and their students.
- c) Qualifications of the vendor
- d) Ability of the vendor to meet or exceed required specifications.
- e) Vendor interview

## Awarding of Contracts

- One (1) contract for leasing of devices
- One (1) contract for damage and theft protection program

Minnesota State reserves the right to award separate contracts to multiple vendors, to award more than one contract to a single vendor, or to award as one contract based on what is in Minnesota State's best interest. Minnesota State reserves the right to reject any or all proposals.

## Technical/Functional Requirements

### HARDWARE LEASING

Minnesota State is requesting a flexible leasing program, allowing the system to acquire mobile devices and other technology as indicated above through multiple purchases and shipments throughout the year. Most of the equipment will be ordered during the late spring and summer, with the possibility of some ordered late fall or winter. For the equipment ordered in late spring/summer, a lease start date of Sept. 1 for all equipment is requested. We are requesting lease rate factors and overall costs based on a term of 24 months and 36 months. Hardware costs will be negotiated with the hardware vendor outside of this RFP. Preferred vendors include **HP, Apple, Lenovo, and Dell**. Please indicate the ability to lease this hardware and any other mobile device models that would be supported through a lease program. If you are able to lease other IT equipment, please provide those options as well.

#### a. Required lease terms

	Lease Term	Approximate number
Mobile devices	24 months	5,000 - 10,000
Mobile devices	36 months	5,000 – 10,000
Mobile	48 – 60 months	Number unknown
Other IT equipment, such as desktops, tablets, servers, switches, wireless access points, etc.	Lease term unknown	Number unknown

***Please state the lease rate factor associated with a 24-month lease and a 36-month lease for mobile devices, and any details about leasing other IT equipment. The lease rate factor should include details about how it was calculated based on the additional options listed below.***

#### b. Obtaining products at the start of the lease cycle

Minnesota State will accept delivery of mobile devices each year from late spring to late summer, with a desire to have the lease start date on Sept. 1 each year. There is also the possibility that equipment may be order late fall into early winter.

***Please acknowledge the lease start date of September 1 of each year. If there are costs associated with having one start date of the lease each year, please state those costs if they are not included in the lease rate factor. Please also acknowledge that orders may also occur late fall into early winter.***

**c. Returning products at the end of the lease cycle**

Minnesota State is comprised of two-year and four-year institutions. We request flexible return cycles to accommodate late returns or to transfer equipment from one institution to another. We need flexibility in the lease to return portions of the product for up to four months at the end of the lease cycle for a percentage of the total number under lease.

***Please state costs associated by month for allowing late returns up four (4) months. We anticipate that this percentage could be up to 25% of the original quantity of leased equipment.***

**d. End of lease purchase option for graduating /or transfer students**

Minnesota State would like to offer a purchase option of devices for students at the time of graduation or transfer. While not all institutions may participate in this option, we would like to include at least up to 2,000 units to be purchased at the end of lease, with an additional per unit cost for anything over and above that number.

Our desire is to provide a tiered purchase program for these mobile devices. An example of a tiered pricing structure is listed below, but each institution will determine eligibility and desired pricing.:

**Approximate number of students eligible to purchase devices each year = 2000**

Number of years of participation	Student Buyout Cost
Four (4) or more years of participation	\$25
Three (3) years of participation	\$100
Two (2) years of participation	\$250
One (1) year of participation	\$350

**Purchase transactions between the leasing vendor and the student**

All buyout transactions must be facilitated between the leasing vendor and the student at the time of graduation. The leasing vendor must provide the mechanism to purchase, but will work with the institution to facilitate the logistics of the buyout. Graduation dates will vary by institution, but would occur in the spring, summer, and winter.

***Please acknowledge the ability to provide a buyout process for Minnesota State students at the time of graduation or transfer. Please indicate how implementation of this program will affect lease rate factor, or how you intend to fund this. Please clearly state how the leasing vendor will facilitate a buyout option with the student at the time of graduation.***

***\*Note: Minnesota State would be willing to consider other buyout options by the leasing vendor***

**e. End of lease extensions**

1. December graduates

A number of students graduate in December. We would like to give these students the option of keeping their end of lease device from September to December (four (4) months) to take advantage of a purchase option. To do this we would need to extend the lease period for four (4) additional months for these devices.

***Please state the cost to extend a lease for students an additional four (4) months to allow December Graduates the opportunity to purchase their mobile device.***

2. Institution purchase or extension of leased equipment

Institutions would like the opportunity to purchase equipment during and at end of lease, or to extend the lease. Please specify how you will determine purchase or lease extension cost.

***Please state if vendor will allow purchase or can provide lease extensions for an additional 9–15 months, and specify how vendor would determine cost.***

**f. Costs associated with end of lease return of products**

1. Requirements for condition of product at the end of the lease

At the end of the lease our products will be returned to us from students, faculty, or staff in various conditions. The devices and components may have wear and tear such as scratches on the cover, screen scratches, dents, dings, or wear on the keys.

***Please provide a detailed description of the requirements for the condition of the product at the end of the lease.***

2. Allowances for damaged/inoperable products and those not returned at the end of the lease.

***Please state what allowances will be allowed at the end of the lease to cover a portion that may be not be functional or are damaged. Provide a description of how the end of lease returns are inspected and how/when Minnesota State will be notified regarding any end of lease charges due to defects found. Please state the costs associated with not returning an item at end of lease and how those costs are determined.***

3. Costs for packaging and shipment of returned equipment.



***Please state what the leasing vendor will charge for shipping and what they can do to assist in reducing the cost of returns.***

Reconciliation of device returns - Serial number and asset reconciliation

***Please state the process the leasing vendor will use to reconcile end of lease costs and when will the reconciliation will occur. We request a reconciliation report of returned assets within one week of date received, or negotiated timeframe for larger return quantities.***

5. Return of end of lease assets not tied to serial number

System tracking can become very complex during the life of any leased equipment. Minnesota State requires a lease return policy that is not based on serial number, but instead accepts “like equipment” returns.

***Response should acknowledge the acceptance of “like equipment” for lease returns.***

**g. Early return of excess units to leasing vendor or ability to pool equipment to be re-distributed to other Minnesota State institutions**

The lease terms should allow Minnesota State flexibility to return a set number of mobile devices and/or to move equipment to other Minnesota State institutions before the end of the lease term. As students have the flexibility of selecting multiples platforms and due to the general nature of enrollment at the University (graduation, withdrawal from school, transfer to a different institution, etc.) this is required to allow Minnesota State to better manage mobile device inventory. We would ask that the vendor help facilitate the return or movement of this equipment.

***Please state a maximum percentage that could be returned or moved, any cost associated with this, and detailed response on how the leasing vendor would help facilitate this.***

**h. Early termination of lost or stolen devices**

Minnesota State faculty, staff and students will be the users of our leased mobile devices. or identified year lease period, some units will be lost or stolen. For those units not covered under theft protection, it is our desire to have an early termination of the lease on these assets.

***Please state the cost for early termination of the lease for situations where the device is lost or stolen. If this cost cannot be predetermined in the response, please state how the early termination cost will be determined.***

**i. Lease billing**

Minnesota State desires a monthly lease billing that will be managed individually by each institution taking advantage of this leasing contract. Minnesota Statute 16A.065 also prohibits from prepaying lease expenses. Payments are made in arrears. All leasing costs in the monthly billing must be detailed with total costs clearly stated by leasing schedule, including number of systems leased, monthly rates and total costs.

***Please acknowledge the prepaying requirement and the desire to have monthly billing of lease costs.***

**j. Restrictions on the use of assets**

To assist the vendor in procuring the necessary funding for the lease and to help to reduce the financial risks, Minnesota State will provide the following Terms and Conditions.

1. The System will keep the assets free and clear of all claims, liens and encumbrances
2. The System will not use the assets in any manner or for any purpose for which the assets were not designed or reasonably suited.
3. The System will not permit any physical alteration of the assets without the prior written consent of the vendor.
4. The System will not affix, attach or install any accessory, equipment or device in connection with the assets that might interfere with the operational capacity of the asset.
5. The vendor understands and agrees that the provided assets will be mobile and not always reside at the institution.
6. Each Institution retains the right to affix an identification label to each device, identifying institution name, the user, and bar code identification

***The vendor response should acknowledge these terms and conditions and clearly state any other requirements which would assist to lowering the overall costs in securing funding.***

## **DAMAGE & THEFT PROTECTION**

Minnesota State is requesting a flexible damage and theft protection program, allowing the institutions to acquire damage and theft protection per individual device. Devices would primarily be institution leased mobile devices assigned to students or institution owned laptops, tablets, desktops, or other electronic devices. (Not including cellular phones)

**a. Required coverage**

Approximately 5,000 – 10,000 devices will be leased each year; Minnesota State Institutions will be given the option to purchase damage/theft protection on behalf of their students or allow students to purchase directly from the vendor. If they do not purchase within 30 days, they may purchase coverage at a later time, but only after passing a visual and functional hardware inspection performed by certified repair center staff.

Below are the required coverage specifications for student mobile devices:

1. Zero Deductible
2. Unlimited unforeseeable instances
3. Multiple length of terms requested (in months) (24, 21, 15, 9)
4. Transferrable coverage
5. Refundable coverage (either full or scaled refund)

Minnesota State may also opt to cover pools of institution owned devices for 24 or 36 months.

***Please acknowledge this requirement.***

**b. Pricing**

<b>\$1,300 Device (Institution Owned)</b>	<b>Theft/Burglary/Robbery</b>	<b>Accidental Damage</b>	<b>Theft/Burglary/Robbery &amp; Accidental Damage</b>
<b>36 Month Coverage</b>	\$	\$	\$
<b>24 Month Coverage</b>	\$	\$	\$

<b>\$1,200 Device (Student Leased)</b>	<b>Theft/Burglary/Robbery</b>	<b>Accidental Damage</b>	<b>Theft/Burglary/Robbery &amp; Accidental Damage</b>
<b>24 Month Coverage</b>	\$	\$	\$
<b>21 Month Coverage</b>	\$	\$	\$
<b>15 Month Coverage</b>	\$	\$	\$
<b>9 Month Coverage</b>	\$	\$	\$

<b>\$425 Device (Student Leased)</b>	<b>Theft/Burglary/Robbery</b>	<b>Accidental Damage</b>	<b>Theft/Burglary/Robbery &amp; Accidental Damage</b>
<b>24 Month Coverage</b>	\$	\$	\$
<b>21 Month Coverage</b>	\$	\$	\$
<b>15 Month Coverage</b>	\$	\$	\$
<b>9 Month Coverage</b>	\$	\$	\$

*Please provide the associated coverage cost per device based on a range of 2,000 – 5,000 and 5000 – 10,000 policies per year, using the tables above. Coverage would primarily be for a 24 month term.*

**c. Self-service damage repair program**

1. A preferred solution will allow Minnesota State to have the option a “self-maintainer” program and complete the repairs at one location, or to send repairs in to be completed. Some institutions will be self-maintainers, while others may not have that ability.
2. In addition to having a self-maintainer program as a certified repair center, Minnesota State would like a depot repair option with no cost for shipping. This service would be used for extensive damage repairs and/or during peak times of the year.
3. Minnesota State and participating institutions would like to have an online portal for filing

claims, looking up coverage, and claims status.

4. Minnesota State and participating institutions would like to have a scaled damage repair reimbursement rate to include major and minor repairs and facilitation fee for damaged components such as power supplies.
5. Minnesota State and participating institutions would like to have reimbursement labor for theft claims or facilitation fee when using vendor depot for repairs or theft claims.
6. Minnesota State and participating institutions would like to have access to reports showing repair trends with our equipment such as repairs by type, reimbursements denied and accepted, etc.
7. Minnesota State and participating institutions would like to have access to reports showing current and expired policies on demand through an online portal or scheduled delivery of electronic reports.
8. Minnesota State and participating institutions would like a clear understanding of what damages or losses are covered by the program, along with any limitations or exceptions.
9. Minnesota State and participating institutions would like a clear understanding of terms of program/policies as they refer to transferability of coverage, and termination/refund of policies. Examples of coverage transfers:
  - A student turns in their mobile device when they withdraw from school should result in a full or partial refund.
  - Student swaps their system for another of the same due to warranty issues, and serial number on record will change, although no claim would be filed.
  - Student exchanges their mobile device for one of a different platform of same or comparable value. Cancellation/refund of current policy or change current policy to other platform would be necessary.
10. Minnesota State and participating institutions would like a clear understanding of terms of program/policies as they refer to transferability of coverage when damages occur. Because we provide a hot swap environment for students, they will turn in their damaged device and receive a new or refurbished system of the same model. The replacement system needs to be covered under the program and their damaged system needs to remain under coverage until claims are completed.
11. Minnesota State and participating institutions would like all students to be required to work directly with the institution's repair center (if they have one) damage or theft claims. No payment shall be made directly to student, nor can devices be swapped out by other service centers without the consent of the participating institution.
12. Because participating Minnesota State institutions lease student devices we cannot accept

device replacements from an outside pool. Our preference is to be paid out for any stolen or beyond economical repair devices.

13. Minnesota State and participating institutions would like a quarterly review of the service and repair program that includes a review of quantities of repair, and what the manufacturer and Minnesota State institutions can do to improve processes and a forecasting of parts.
14. Minnesota State would like the option to ship systems to another institution within Minnesota State for damage repairs. Shipping of these systems would be covered within the damage claim.
15. Minnesota State and participating institutions would like a specified support matrix (who within the organization will handle escalated support issues) and written process for escalated issues including software and hardware engineering issues.

***Response should include if and how you can adhere to each of the requirements or desires listed above (1-14). In addition, response should provide all related costs for each solution, including startup costs, yearly maintenance/program costs and per incident reimbursements to Minnesota State institutions for repairs. If an onsite program is proposed please specify any requirements to implement this program such as technician certification or site requirements.***

## RFP Information Contact

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

Name: Michael Noble-Olson

Title: Chief Procurement Officer

Address: 30 7<sup>th</sup> St. East, Suite 350, St. Paul, MN 55101

Telephone: 651-201-1445

E-mail address: [michael.noble-olson@minnstate.edu](mailto:michael.noble-olson@minnstate.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.

## Pre-award Vendors Conference

Minnesota State will hold a pre-award conference on April 27, 2021 at 10:00am CDT. The meeting will be held via Zoom and details will be posted on the [Minnesota State vendor opportunity website](#) prior to that date. This will be an opportunity to ask questions or request clarification. All RFP questions must be submitted in writing to the Authorized Representative listed above not later than April 30, 2021. Questions and answers will be posted as an Addendum to the RFP by May 5, 2021 on the website. It is recommended all potential or interested respondents attend the conference.

## Selection and Implementation Timeline

Key Dates	Timeline
Monday, April 12, 2021	Minnesota State publishes RFP
Tuesday, April 27, 2021, 10:00am CDT	Q & A session (Zoom) with interested vendors
Friday, April 30, 2021	Deadline for vendors to submit clarifying questions
Wednesday, May 5, 2021	Minnesota State publishes responses to questions
<b>Friday, May 14, 2021</b>	<b>Deadline for RFP proposal submissions</b>
Thur-Fri May 20-21, 2021 (tentative)	Vendor finalists - oral presentations
Thursday, July 1, 2021	Planned deadline for executing the new contract

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, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be three (3) years with an option for two (2) additional one (1) year extensions if mutually agreeable. If Minnesota State and the Vendor(s) are unable to negotiate and sign a contract by June 15, 2021 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 than May 14, 2021 at 2:00 PM:

Institution: Minnesota State Colleges and Universities, System Office

Name: Michael Noble-Olson

Title: Chief Procurement Officer

Mailing Address: 30 7<sup>th</sup> St. East, Suite 350, St. Paul, MN 55101

## **Format of Proposals and Submission**

The Vendor shall submit two (2) printed copies of its RFP response and one (1) copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Vendor'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 the Proposal Deadline date and time will not be considered. 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

## **Proposal Content**

Proposals must include and address the following information:

1. **Adherence to Minnesota State Terms and Conditions (Cover Letter):** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract. A sample contract is attached for review. The proposal must clearly identify and state any exceptions to Minnesota State's standard contract terms and conditions.
2. **Work Plan:** A description of the deliverables to be provided by the vendor along with a detailed work plan that identifies how the vendor proposes to meet/exceed the requirements, along with proposed solutions that will provided additional value to Minnesota State.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
4. **Cost/Value:**
  - For Hardware leasing: state the Lease Rate Factor
  - For Damage and Theft Protection: state the Cost of Coverage

Identify the level of Minnesota State's participation in the contract, as well as any other services to be provided Minnesota State, and details of cost allowances for this participation.

## 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. Each Vendor must complete the [Affidavit of Non-Collusion](#) and attach 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. Minnesota Department of Human Rights Workforce – [Affirmative Action Certification](#) (if proposal exceeds \$100,000, including extension options).
4. Minnesota Department of Human Rights [Equal Pay Certificate Form](#) (if proposal exceeds \$500,000, including extension options)
5. [Veterans Preference Form](#) (if applicable).
6. [Targeted Business Inclusion Form](#): Respondent must provide certification(s) that at least 51% of the business is owned and operated by a woman or minority.

## Selection Process

The selection process includes College/University CIOs, purchasing staff and other interested parties. 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:

### HARDWARE LEASING

No.	Evaluation Factors	Maximum Points
1.	Cover Letter	10 points
2.	Work Plan – completeness, thoroughness and detail of response	20 points
3.	Lease Rate Factor – include all costs associated with flexible lease start and end dates, early lease returns and movement of equipment to other institutions, inoperable returns, end of lease returns, and student purchase options.	50 points
4.	Qualifications of 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 points
5.	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	10 points
	<b>Total</b>	<b>100%</b>

6.	Preference to Economically Disadvantaged Business and Individuals, if applicable*.	6%
7.	Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable*.	6%

*\*Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

#### **DAMAGE AND THEFT PROTECTION**

1.	Ability to meet or exceed required coverage specifications	25 points
2.	Self-service repair program	15 points
3.	Cost of Coverage	30 points
4.	Proposed solutions that provide added value to Minnesota State	10 points
5.	Qualifications of 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 points
6.	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	10 points
	<b>Total</b>	<b>100%</b>
7.	Preference to Economically Disadvantaged Business and Individuals, if applicable*.	6%
8.	Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable*.	6%

*\*Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

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 Colleges & Universities 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 Business inclusion is a part of the criteria for this request for proposal 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 (*see acceptable certifications in the definitions section of this RFP*). 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.

## ED/VO Preferences:

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](mailto:procurement.equity@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

## Economically Disadvantaged (ED) Business and Individuals

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.