REQUEST FOR QUALIFICATIONS (RFQ)
FOR
Public Art Design and Commission

November 16, 2020

SPECIAL NOTE: This Request for Qualifications (RFQ) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as “Minnesota State”, its Board of Trustees, or Rochester Community Technical College to award a contract or complete the proposed project and each reserves the right to cancel this RFQ if it is considered to be in its best interest. Responding vendors must include the required information called for in this RFQ. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.
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SECTION I. GENERAL INFORMATION

Background
Minnesota State 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. Minnesota State is an independent state entity that is governed by a 15 member Board of Trustees. For more information about Minnesota State, please view its website at www.MinnesotaState.edu.

Rochester Community and Technical College is a member of the Minnesota State system, serving the southeast region of the state. As a 2-year Community and Technical College located in Rochester, Minnesota, the institution offers approximately 11,000 students (3,500 FYE) annually a wide range of education opportunities to enhance personal growth and community vitality. The campus consists of over 518 acres and approx. 880,500 G.S.F. of building areas.

Purpose of this Request for Qualifications
The Minnesota State Board of Trustees, on behalf of Rochester Community Technical College (RCTC), hereafter referred to as the “Owner”, is soliciting qualifications from interested, qualified Artists, and intends to commission art to be installed as part of the RCTC Memorial and Plaza Halls project, hereafter the “Project.”

The purpose of this Request for Qualifications (RFQ) is to evaluate and select an Artist, Artist team(s), or multiple Artists, to propose on the design and commission of original work(s) of art. The art will be located inside the main building campus, located at 851 30th Avenue SE, Rochester, MN 55904-4999.

Description of the Art Opportunity
The Art Committee desires timeless, original work(s) of art to compliment the newly renovated Memorial and Plaza Halls project. This project included an addition to Endicott Hall and demolished the Memorial and Plaza Halls buildings, expanding and renovating an exterior Courtyard Plaza on the campus.

The college formed an Art Committee made up of (8) campus representatives. This Committee has selected an exterior art sculpture as their primary request to spend the funds earmarked for the Percent for Art program. Two tentative areas have been identified for this sculpture, near the entrance to Memorial Hall (Image A) and near the west end of the new retaining wall in the Courtyard Plaza (Images B – both images shown below).
The campus Art Committee has adopted an Art Statement for this project:

The committee desires to procure art that enhances the campus environment, celebrates a liberal arts education foundation, and supports the regional arts community during these challenging times. The art should be thought-provoking, timeless, and reflect the cultural diversity of the RCTC student community.
Goals of the Artwork

The artwork should be site specific and informed by the character of the adjacent building architecture, as well as the design of the new Courtyard Plaza landscape. The artwork should add to a safe and inclusive environment. The artwork will serve as a recognizable beacon and encourage student interactions.

The artwork should support RCTC’s mission of providing accessible, affordable, quality learning opportunities to serve a diverse and growing community.

RCTC values:

- **Learner-Centered**: Be approachable and attentive to students’ and others’ needs.
- **Excellence**: Anticipate, create, and recognize engaging experiences.
- **Respect**: Demonstrate understanding and sensitivity when serving.
- **Teamwork**: Collaborate and engage each other to better serve.
- **Innovation**: Explore, empower and implement creative ideas to better serve.
- **Fun**: Foster a pleasant, personable and enjoyable environment.

Art Project Budget and Artist Compensation

The Owner intends to select one or more artists for the project depending on the approved preliminary designs. Current funding provides for the art design and installation with a total budget of $52,400. Final compensation will be negotiated with the selected artist(s).

The total art budget includes the preliminary design stipend of $800 per Artist for up to three qualified respondents, all materials and supplies for the selected design including: costs for production or fabrication, travel and lodging, art documentation (public notice) plaque, record keeping, insurance, and other miscellaneous expenses.

Proposed Art Schedule

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artwork Design approval, no later than</td>
<td>April 2, 2021</td>
</tr>
<tr>
<td>Fabrication</td>
<td>April - June 2021</td>
</tr>
<tr>
<td>Art installation complete by</td>
<td>August 13, 2021</td>
</tr>
</tbody>
</table>

It is important to the campus to achieve the completion date in the above Proposed Art Schedule in time for the start of fall semester classes on August 23, 2021. Responders to this RFQ must be able to execute the project within the timeline shown.

Eligibility

Members of the RCTC Art Committee are ineligible. This solicitation is open to Artists or Artist-led collaborations. Rochester Community Technical College students, faculty, and alumni are encouraged to respond to the RFQ.
Selection Process
The Art Committee will evaluate responses to the RFQ according to the criteria in Section III. Submission Materials and Evaluation.

The artist(s) whose qualifications best fulfill the purpose of this RFQ, in the sole opinion of the Art Committee, will receive a Request for Proposal (RFP) for a Preliminary Design.

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ advertisement</td>
<td>Monday</td>
<td>November 16, 2020</td>
<td></td>
</tr>
<tr>
<td>Voluntary Information Meeting via Zoom</td>
<td>Tuesday</td>
<td>December 1, 2020</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>RFQ Questions due</td>
<td>Thursday</td>
<td>December 3, 2020</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>RFQ Addendum posted</td>
<td>Friday</td>
<td>December 4, 2020</td>
<td></td>
</tr>
<tr>
<td>RFQ Response DUE</td>
<td>Tuesday</td>
<td>December 8, 2020</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Notify Artists selected to receive RFP for Preliminary Design</td>
<td>Monday</td>
<td>December 21, 2020</td>
<td>-</td>
</tr>
<tr>
<td>Preliminary Design Proposals Due</td>
<td>Monday</td>
<td>January 18, 2021</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Artist interviews (if required) via Zoom</td>
<td>Week of January 25, 2021 (Schedule TBD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned selection</td>
<td>Friday</td>
<td>February 5, 2021</td>
<td></td>
</tr>
<tr>
<td>Planned contract execution</td>
<td>Monday</td>
<td>February 22, 2021</td>
<td></td>
</tr>
</tbody>
</table>

If the Owner and the Artist are unable to negotiate and sign a contract by **February 22, 2021**, the Owner reserves the right to seek an alternative Artist. It is expected that the art design process will begin immediately following contract award.

Informational Project Meeting
RCTC will hold a voluntary informational meeting on **Tuesday, December 1, 2020**, at **11:00 AM via Zoom** to give artists an opportunity to ask questions about the project, contract, and process. Meeting information is as follows:

Join Zoom Meeting:
https://minnstate.zoom.us/j/99113185337
Meeting ID: **991 1318 5337**
Passcode: **294898**

Questions Regarding This Project
RCTC’s agent for purposes of responding to inquiries about the RFQ is:

Name: Shayn Jensson
Title: Facilities Project Manager
E-mail address: shayn.jensson@rctc.edu
Other persons are not authorized to discuss RFQ requirements before the submission deadline and RCTC shall not be bound by and responders may not rely on information regarding RFQ requirements obtained from non-authorized persons. Questions must be submitted in writing (via email) and include in the email Subject line: “RCTC Public Art Design and Commission RFQ”. The name of the questioner and return e-mail address must also be included, anonymous inquiries will not be answered. If appropriate, a change responding to questions or clarifications may be issued by RCTC in the form of addenda to the RFQ. All addenda will be posted at http://www.minnstate.edu/vendors/index.html. It is the artist’s responsibility to check the website for any addenda.

**Contract**

The Artist scope of services will be based upon the attached Art.20 Public Art Design & Commissioning Contract. A copy of the contract is available at: https://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html under part 4. Selection and Contract, Public Art (Art). The successful artist will be required to enter into this contract. Questions or requests for clarification must be submitted by the RFQ question submittal due date.

**Parties to the Contract**

Parties to this contract will be the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Rochester Community Technical College and the successful Artist or Artist led team.

**SECTION II. VENDOR REQUIREMENTS**

**Artist Responsibilities**

The Art Committee may invite up to three (3) artists to provide a Preliminary Design Proposal. If requested to provide a Preliminary Design Proposal, the stipend is $800 per Artist or per team. The design proposal will be presented to the Art Committee virtually via Zoom.

**Preliminary Design Proposal**

The Preliminary Design Proposal shall include the following:

- Drawing or model to convey a meaning representation of the design concept.
- Estimated Timeline and Budget –A preliminary schedule for the work as well as an estimated summary of all the anticipated expenses.

Final selection of the Artist(s) will be made after review of the Preliminary Design Proposals by RCTC’s Art Committee.
After Contract Award

1. Design Development – The Artist shall finalize the preliminary design proposal in cooperation with the Art Committee. The Artist shall take direction from the Art Committee as necessary and modify the design to meet to the project budget. The design must be presented to the Owner at a formal meeting with Art Committee at RCTC or via Zoom (Art Committee to choose meeting format).

2. Clarify if a base and/or exterior lighting for the sculpture is required and what structural support is needed for mounting sculpture to that base, along with information on type, quantity, and location of accent lighting.

3. Commission of the Work – Once the design has been approved by the Art Committee, the Owner will inform the Artist and upon acceptance of the final proof, production may begin on the commissioned work.

4. Provide documentation of the work in progress.

5. Coordinate major elements of design and/or construction with the campus’ schedules and activities to minimize disruptions.

6. Attend a pre-installation conference and a minimum of two (2) site visits during installation of the work.

7. Provide for the design, preferred mounting method, and fabrication of the public notice plaque in an area appropriate for identification. The Owner (RCTC) will arrange for installation.

8. Provide a final updated Timeline and Budget showing actual costs.

At the option of the Artist, attend a grand opening event or dedication ceremony at RCTC.

Process, Documentation and Records
The artist is required to use the Owner’s web-based enterprise project management system (EPMS), called e-Builder. This software includes real time Internet visibility of the Project status, coordination, reporting, and a central location for all Project information. The functionality of this software may include, but is not limited to the processing of:

- contracts and contract modifications,
- design documents,
- invoices and other financial correspondence.
- Other art related information

Minnesota State will provide and manage a log-in license for the vendor’s designated Project representative(s) at no cost to the vendor. Minnesota State will provide initial software training to the vendor’s designated Project representative(s) at no cost to the vendor. Except for licenses and initial training, Minnesota State assumes no responsibility for any real or potential costs associated with the use of this software by the vendor.
The Artist is also required to provide a final accession report after installation that will include:

- A written technical description and photos of the Work and any maintenance instructions or recommendations.
- The completed Timeline and Budget final report form.
- A full written narrative description of the Work.
- An updated resume of the Artist.
SECTION III. SUBMISSION MATERIALS AND EVALUATION

Up to three (3) Artists whose qualifications, in the Art Committee’s sole opinion, that best fulfill the purposes of this RFQ, will receive a Request for Proposal (RFP). The Artist whose vision for the art opportunity and preliminary design, timeline and budget that best fulfill the purpose of the RFP, will be awarded the commission. The criteria described below will be used to evaluate Artists’ qualifications. The Art Committee may request additional information or clarification. In general, submittals will be evaluated for completeness, detail, and thoughtfulness. Qualifications that are difficult to follow or evaluate may be rejected.

PASS /FAIL REQUIREMENTS

The Respondent shall:

1) Submit a complete response by the required due date and time.

COVER LETTER— 5 points

Provide cover letter to demonstrate interest in the subject and availability, maximum one (1) page. Briefly describe your approach to creating the work. Factors favorable to the artist are:

• Keen interest in the work and availability
• Clear acknowledgement of the required responsibilities
• Creative approach to the project
• Understanding of theme and architectural influences

RESUME – 30 points

Provide a brief resume, maximum of three (3) pages. Factors favorable to the artist are:

• Breadth of education and life experience that would contribute to the overall stability of the Artist
• Clear Artist statement
• Clear statement of commitment to the project and Artist’s availability
• History of completed commissioned works, timely execution of work

IMAGES – 60 points

Provide a minimum of three (3) but no more than seven (7) images of past work. Clearly identify each image. Each image is to be a single work of art. Include a description of the submitted work including medium, dimensions, title, date, estimated value or sale. Factors favorable to the artist are:

• Participation in public art projects
• Overall quality of the Artist’s work
• Works of similar theme and subject matter
• Appropriateness of past work to Minnesota State needs
Unique Qualifications – 15 points
Affiliation to Rochester Community Technical College to include, but not limited to alumni, current or former students, faculty and staff, along with Artists located in the Southeast region of Minnesota (south of Twin Cities metro area and east of State Hwy 169) will be awarded additional points.

PREFERENCES – 6 points (extra)
In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.), economically disadvantaged (E.D.), and Veteran Owned 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. Only eligible, verified, small businesses currently listed in the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors will be eligible for this preference.

This directory is located at http://www.mmd.admin.state.mn.us/mn02001.htm. Attach a copy of your firm’s letter indicating certification by the Office of Equity in Procurement, if applicable. Responders interested in becoming a certified vendor or to verify their T.G. eligibility and certification or E.D. certification, should refer to the state of Minnesota, Department of Administration, Office of Equity in Procurement Division website at https://mn.gov/admin/business/vendor-info/oep/sbcpa/, or call the division’s help line at (651) 296-2402
SECTION IV. ADDITIONAL REQUIREMENTS

RFQ Response
Rights Reserved
Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities, or Rochester Community Technical College reserves the right to:

1. Cancel the Request for Qualifications at any time with no cost or penalty to the State.
2. Reject any and all responses received in response to this RFQ;
3. Disqualify any Responder whose submittal fails to conform to the requirements of the RFQ;
4. Duplicate all materials submitted for purposes of RFQ evaluation, and duplicate all public information in response to data requests regarding the RFQ and RFP;
5. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
6. Negotiate as to any aspect of the Proposal with the selected Responder;
7. Extend the contract, not to exceed a total contract term of five (5) years;
8. Change any provisions in this RFQ by posting Addenda on Minnesota State website; and
9. Waive any non-material deviations from the requirements and procedures of this RFQ or RFP and waive informalities contained in the RFQ or RFP.

All costs incurred in responding to this RFQ will be borne by the artist. This RFQ does not obligate the Owner to award a contract or complete the project.

Contract
Insurance Requirements
If selected for this Commission, the Artist will be required to maintain and furnish satisfactory evidence of insurance (as outlined in subsequent Request for Proposal) for the duration of the contract.

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.

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

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

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

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

Conflict of Interest
The CONSULTANT 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 the rights of Minnesota State.

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

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information. The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minnesota State and Rochester Community Technical College.

The vendor shall recognize the sole and exclusive right of Minnesota State to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract. The vendor agrees to indemnify and hold harmless the State of Minnesota, Minnesota State, and Rochester Community 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.
SECTION V. RFQ RESPONSE

Submission

By submitting a response to the RFQ for this project, the Artist commits to the schedule and to dedicating the time for the duration of the artwork.

Qualifications must be received via email by shayn.jensson@rctc.edu no later than 2:00 p.m. CT on Tuesday December 8, 2020.

The response may not exceed 15MB. Limit the response to one (1) email, when possible.

Each submittal will receive an email confirmation of receipt within 24 hours of submission.

Artists are encouraged to submit materials in advance to allow for issues with technology to be resolved prior to the due date and time. Please contact shayn.jensson@rctc.edu if you experience difficulty submitting qualifications.

Submittals received after the due date and time will not be acknowledged.

Format

The written format shall be a minimum of three (3) but no more than ten (10) pages, not including Attachments. Digital images should be separate from the electronic written material.

The entire email file inclusive of all attachments shall not exceed 15MB. Be sure to include:

- Cover letter, no more than one (1) page
- Resume, no more than three (3) pages
- Digital images – minimum of three (3), maximum of seven (7) images
- Attachments, if applicable
ATTACHMENT 1

MINNESOTA STATE PREFERENCE FORM

In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.) prime Bidders and certified economically disadvantaged (E.D.) prime Bidders will receive a six percent (6%) preference. Preference will only be allowed if the Bidder is certified prior to the scheduled bid opening. Both the targeted group (T.G.) preference and the economically disadvantaged (E.D.) preference are applied only to the first $2,000,000 of the bid. 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. Bidders interested in becoming a certified vendor or to verify their T.G. eligibility and certification or E.D. certification, should refer to the state of Minnesota, Department of Administration, Office of Equity in Procurement Division website at https://mn.gov/admin/business/vendor-info/oep/sbcp/, or call the division’s help line at (651) 296-2600. The Bidder shall designate their company’s status in below.

ARE YOU A CERTIFIED, TARGETED GROUP PRIME CONTRACT BIDDER? ___Yes ___No

ARE YOU A CERTIFIED, ECONOMICALLY DISADVANTAGED PRIME CONTRACTOR? ___Yes ___No

Statutory requirements and appropriate documentation must be met by the solicitation response due date and time to be awarded the targeted group or economically disadvantaged preference.

Claim the Preference

By signing below I confirm that:

My company is claiming targeted group or economically disadvantaged preference afforded by Minn. Stat. § 16C.16. By making this claim, I verify that:

- The business has been certified by the Office of Equity in Procurement as being a targeted group (T.G.) or an economically disadvantaged (E.D.) business.

Name of Company: ___________________________ Date: ___________________________
Authorized Signature: ___________________________ Telephone: ___________________________
Printed Name: ___________________________ Title: ___________________________

Attach a copy of your firm’s letter indicating certification by the Office of Equity in Procurement and sign and return this form with your solicitation response to claim the TG/ED preference.
STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. §16C.16, subd. 6a, the state will award a 6% preference 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) The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business.

or

2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation).

ARE YOU A CERTIFIED, VETERAN OWNED OR DISABLED VETERAN OWNED SMALL BUSINESS PER EITHER REQUIREMENT ABOVE?

___Yes ___No

Name of Company: ________________________________

Authorized Signature: ________________________________

Statutory requirements and appropriate documentation must be met by the solicitation response due date and time to be awarded the veteran-owned preference.

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:

• The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business.

or

• 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 or service-disabled 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.

Information regarding certification by the United States Department of Veterans Affairs may be found at: https://www.va.gov/osdbu/