



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

**Lake Superior College
2101 Trinity Road
Duluth, MN 55811**



**REQUEST FOR PROPOSAL (RFP)
FOR
HELICOPTER and FIXED WING FLIGHT TRAINING
SERVICES**

**Hangar 103 – Duluth International Airport
4960 Airport Road, Duluth, MN 55811**

Table of Contents

Notice	3
Definitions	3
About Minnesota State and [Insert Name of College/University or Minnesota State]	4
Authority	5
Project Overview	5
Technical/Functional Requirements	6
RFP Information Contact	17
Duration of Offer	17
Terms and Conditions	17
Authorized Signature	17
Pre-award Conference	18
Selection and Implementation Timeline	18
Contract Term	18
Proposal Deadline	18
Format of Proposals and Submission	19
Proposal Content	19
Terms of Payment	19
Required Documents and Forms	20
Selection Process	20
RFP Evaluation Factors	20
Supplier Diversity	21
Preference to Small TG/ED/VO Businesses and Individuals	21

Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Lake Superior 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. Responders 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.

Lake Superior 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. Reject proposals if it is determined that a Responder's ability to work with the existing infrastructure will be too limited or difficult to manage;
3. Select a proposal for contract negotiation other than the one with the lowest cost;
4. Negotiate any aspect of the proposal with any Responder;
5. Terminate negotiations and select the next most responsive Responder for contract negotiations;
6. Terminate negotiations and prepare and release a new RFP;
7. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is the sole discretion of Minnesota State. 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](#). Responders 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 Responder.

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 Lake Superior College.

School: Lake Superior 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/Responder/Supplier: 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 which must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota as determined by the [Department of Administration](#).

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran or service-disabled veteran as determined by the [Minnesota Department of Veterans Affairs](#).

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decisions/policy making in a way that shares power.

About Minnesota State and Lake Superior College

Minnesota State Colleges and Universities is the fourth-largest system in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities and serves approximately 270,000 students annually. Please view its website at www.minnstate.edu.

Lake Superior College (LSC) is a combined community and technical college located in Duluth, Minnesota. It is one of 26 public two-year colleges that are part of Minnesota State. LSC is an open enrollment institution. Its mission is to provide high quality, affordable education that benefits diverse learners, employers, and the community. The College achieves its mission through a wide variety of academic, technical, customized training, and workforce development offerings.

LSC awards Certificates, Diplomas, and AA, AS, AAS, and AFA Degrees. Academic offerings include over 90 programs leading to academic awards. LSC serves over 5,000 students each year. Most programs are two years or less and all can be completed in less than three years.

Authority

This RFP is undertaken by Lake Superior 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 Responder(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

Minnesota State is requesting proposals for helicopter and fixed wing flight-training services to support the college’s Center for Advanced Aviation, currently located at the Duluth International Airport, 4960 Airport Road, Duluth, MN 55811. Additional locations will be considered if mutually agreeable to the vendor and LSC, and pre-approved by regulatory agencies.

Lake Superior College desires helicopter and fixed wing flight services agreement for the period of July 1, 2025, through June 30, 2028, with the option to extend for two additional years, negotiated one year at a time.

This RFP is undertaken by Lake Superior College pursuant to the authority contained in provisions of Minnesota Statutes §136F.581 and other applicable laws.

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

Technical/Functional Requirements

Helicopter Training

Projected Hours and Equipment

With current enrollment in the helicopter pilot program, the anticipated number of aircraft flight hours is approximately 3,000 hours/year and flight instructor hours is approximately 7,000 hours/year. The number of hours is an estimate only and Lake Superior College will not guarantee the number of hours of flight instruction under this agreement.

Lake Superior College is seeking proposals for helicopter flight-training services for student instruction. The vendor should be able to provide a minimum of:

- Two (2) training helicopter(s) such as Robinson R44 or equivalent
- At least one aircraft should be capable of external load training
- All aircraft must have the necessary performance capability and avionics to provide flight training for the FAA Private Pilot Helicopter, FAA Instrument Rating Helicopter, FAA Commercial Pilot Helicopter, and FAA Certified Flight Instructor certificates
- Certified flight instructor (CFI) and certified flight instructor instrument (CFII) rated instructors
- Turbine helicopter for turbine transition training

Vendor shall:

- 1) provide a breakdown of performance capabilities of the proposed training helicopter(s), highlighting items such as aircraft empty weight, maximum gross weight, useful load, fuel capacity, range, cruise speed, average hourly fuel burn, etc.,
- 2) highlight safety features and safety history record of proposed helicopter(s)
- 3) provide a description of the proposed training helicopter(s) navigation capabilities: VFR / IFR certified; GPS equipped; type of installed navigation and communication radios and avionics; single or dual navigation and communication radios, etc.

Maintenance

Vendor shall be responsible for all maintenance required on the helicopters provided. Vendor shall provide contingency plans for schedule interruptions due to routine and non-routine aircraft maintenance (if a helicopter is removed from service, vendor must provide for uninterrupted flight and ground training for Lake Superior College helicopter students).

Certifications and Requirements

The vendor will be required to:

- 1) hold all required FAA certifications to provide flight instructor services,

2) have FAA 141 approved curriculum, and
3) be designated a Vocational School (as of July 1, 2025) by the VA for all of the following helicopter pilot certificates:

- Private Rating,
- Instrument Rating,
- Commercial Pilot Rating
- Certified Flight Instructor Rating
- External Load and Turbine Transition

Note: Lake Superior College will provide the Flight Instructors for FAA Private Pilot Helicopter course regardless of FAA 141 certification. The Vendor and Lake Superior College shall share and maintain, in parallel, all FAA 141 certified ground school curriculum.

Instructor Qualifications

Vendor shall submit for approval to the LSC Associate Dean of Aviation a resume for each flight instructor for the duration of the contract (including all instructors added during the term of the contract). It is expected that the vendor will provide instructors that are certified as both CFI and CFII. No instructor will provide flight instruction to an LSC student who has not been formally approved by the Associate Dean of Aviation, who is responsible for oversight of the CAA. In the event that an instructor who was previously approved is no longer used by the vendor for services to LSC, the contractor will inform LSC of the change. A list of approved instructors will be kept by the LSC Associate Dean of Aviation. Vendor will provide at least one instructor that meets the qualifications to be Chief Flight Instructor for 141 private, instrument, commercial, and chief flight instructor courses. This could be one individual or multiple people with certification in each discipline.

Accountability

Contractor will be responsible for compliance with FAA, VA, Lake Superior College, Minnesota State and other governmental agency rules regulations and guidelines. Contractor will be responsible for any actions placed upon the college due to the contractor's actions or inactions. Furthermore, any advertising or marketing performed by the vendor on behalf of Lake Superior College, including any use of college images, logos, etc., must be approved by the college in advance.

Provision of Helicopter Aircraft

Contractor is to provide helicopters capable of meeting the requirements set forth in FAR Part 141.39 on aircraft regulations. The fleet of helicopters proposed by the contractor must meet the following requirements:

The Contractor shall supply a fleet of helicopters in sufficient number to meet the training requirements of the college with anticipated enrollment of 20 to 40 students per year.

All helicopters offered for use in the training program are expected to be in a clean and attractive condition, suitable to be shown with pride to prospective students.

Helicopter Requirements

- 1) Make, model, year of manufacture and tail number.
- 2) The hourly rate for each proposed helicopter that includes the instructor and the hourly rate for solo flight (without instructor). The hourly rate shall include all costs for operation of the helicopter, including insurance.

Helicopter General Selection Criteria

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

- Supply a fleet of piston-engine and turbine-engine training helicopters in sufficient number to meet the training requirements set forth in FAR 141.39 and outlined below
- Ensure all helicopters are maintained at an acceptable level
- Ensure all helicopters, regardless of airframe age, remain in serviceable and “like-new condition as evidenced by FAA approved maintenance records
- Ensure helicopter maintenance records and logs are available to Lake Superior College upon request
- Outline how helicopter maintenance will be structured and performed to maximize helicopter availability during peak daytime flying hours
- Provide records and projections regarding air hours/service hours and observed/schedule maintenance protocols
- Supply hourly flight time rates for all proposed helicopters
- Address facility needs to provide full group (24), small group (6-8) and one-on-one instruction
- Full class instruction will take place at Lake Superior College
- Provide hangar / storage for vendor owned helicopters
- Address fueling helicopter that minimizes the disruption of the flight schedules of students
- Demonstrate ability to maintain pertinent data about the training and experience of all instructors
- Demonstrate that the Chief Flight Instructor possesses at least a Bachelors’ Degree (Master’s Degree preferred)
- Demonstrate the methodology and specifics of how instructors are to be compensated, include how the methodology accounts for the amount of flight training experience the instructor has
- Demonstrate possession of FAA approved part 61 flight training certificate, as well as Part 141 flight training; private pilot, instrument pilot, commercial pilot, and Certified Flight Instructor syllabi
- Demonstrate electronic means of flight scheduling and FFA approved part 141 flights records maintenance
- Demonstrate a viable Safety Management System (SMS) program

- Demonstrate ability to meet required deadlines regarding changes to the cost or provision of instruction for the following academic year

Fixed Wing Training

Projected Hours and Equipment

With current enrollment in the fixed wing pilot program, the anticipated number of aircraft flight hours is approximately 5,000 hours/year and flight instructor hours is approximately 12,000 hours/year. The number of hours is an estimate only and Lake Superior College will not guarantee the number of hours of flight instruction under this agreement.

Lake Superior College is seeking proposals for fixed wing flight-training services for student instruction. The vendor should be able to provide a minimum of:

- Minimum 5 Single engine Technically Advance Airplanes (TAA) – Example, Cirrus SR20, (It is preferred that these airplanes all be of the same make, model, and avionics packages)
- 1 Twin engine TAA – Example, Piper Seminole
- 1 Tail wheel airplane – Example, Champion Citabria
- All aircraft must have the necessary performance capability and avionics to provide flight training for the FAA Private Pilot Airplane, FAA Instrument Rating Airplane, FAA Commercial Pilot Airplane, and FAA Certified Flight Instructor certificates
- Certified flight instructor (CFI) and certified flight instructor instrument (CFII) rated instructors

Vendor shall:

- 1) provide a breakdown of performance capabilities of the proposed training airplane(s), highlighting items such as aircraft empty weight, maximum gross weight, useful load, fuel capacity, range, cruise speed, average hourly fuel burn, etc.,
- 2) highlight safety features and safety history record of proposed airplane(s), and
- 3) provide a description of the proposed training airplane(s) navigation capabilities: VFR / IFR certified; GPS equipped; type of installed navigation and communication radios and avionics; single or dual navigation and communication radios, etc.

Maintenance

Vendor shall be responsible for all maintenance required on the airplanes provided. Vendor shall provide contingency plans for schedule interruptions due to routine and non-routine aircraft maintenance (if an airplane is removed from service, vendor must provide for uninterrupted flight and ground training for Lake Superior College fixed wing students).

Certifications and Requirements

The vendor will be required to:

- 1) hold all required FAA certifications to provide flight instructor services,
- 2) have FAA 141 approved curriculum, and
- 3) be designated a Vocational School (as of July 1, 2025) by the VA for all of the following fixed wing pilot certificates:
 - Private Rating
 - Instrument Rating
 - Commercial Pilot Rating
 - Multi-Engine Rating
 - Certified Flight Instructor Rating
 - Tail Wheel endorsement (may be deleted during negotiations)

Note: Lake Superior College will provide the Flight Instructors for FAA Private Pilot Fixed Wing course regardless of FAA 141 certification. The Vendor and Lake Superior College shall share and maintain, in parallel, all FAA 141 certified ground school curriculum.

Instructor Qualifications

Vendor shall submit for approval to the LSC Associate Dean of Business and Industry a resume for each flight instructor for the duration of the contract (including all instructors added during the term of the contract). It is expected that the vendor will provide instructors that are certified as both CFI and CFII. No instructor will provide flight instruction to an LSC student who has not been formally approved by the Associate Dean of Business and Industry, who is responsible for oversight of the CAA. In the event that an instructor who was previously approved is no longer used by the vendor for services to LSC, the contractor will inform LSC of the change. A list of approved instructors will be kept by the LSC Associate Dean of Business and Industry. Vendor will provide at least one instructor that meets the qualifications to be Chief Flight Instructor for 141 private, instrument, commercial, and chief flight instructor courses. This could be one individual or multiple people with certification in each discipline.

Accountability

Contractor will be responsible for compliance with FAA, VA, Lake Superior College, Minnesota State and other governmental agency rules regulations and guidelines. Contractor will be responsible for any actions placed upon the college due to the contractor's actions or inactions. Furthermore, any advertising or marketing performed by the vendor on behalf of Lake Superior College, including any use of college images, logos, etc., must be approved by the college in advance.

Provision of Fixed Wing Aircraft

Contractor is to provide aircraft capable of meeting the requirements set forth in FAR Part 141.39 on aircraft regulations. The fleet of aircraft proposed by the contractor must meet the following requirements:

The Contractor shall supply a fleet of multi-engine and single engine training aircraft in sufficient number to meet the training requirements of the college with anticipated enrollment of 30 to 60 students per year.

All aircraft offered for use in the training program are expected to be in a clean and attractive condition, suitable to be shown with pride to prospective students.

Fixed Wing Aircraft requirements

1. All of the aircraft will qualify as technically advanced: (except tail wheel aircraft)
 - Moving-Map Display
 - IFR Approved GPS Navigator (Preferred that all navigation avionics is the same in all TAA aircraft)
 - Autopilot
 - Primary and Multi-Function Displays
2. Equipment required by FAR 91.207 b-d (VFR Day and Night, and IFR).
3. Equipment required by FAR 91.215 b (Transponder and Altitude reporting equipment, for flight in Class A, B, C, D, E, and G airspace.)
4. Voice activated intercom with push to talk controls for all pilot seats and headset jacks for all seats and “push-to-talk” switches at both control positions
5. Panel-mount GPS Navigation Radio (or more advanced avionics, if applicable)
6. Heated pitot tube
7. All aircraft should be IFR equipped for ease of scheduling
8. In addition, all multi-engine aircraft and single engine instrument aircraft trainers must be equipped with dual communication radios, dual navigation radios, ILS localizer and glide slope receivers
9. All aircraft will be branded with the Lake Superior College logo on the tail.

The contractor should bear in mind that the college prefers a homogenous fleet of aircraft for the program. This is desired to maintain a more standardized instruction format as well as to help create a more efficient use of aircraft.

Fixed Wing General Selection Criteria

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

- Supply a fleet of multi-engine and single engine training aircraft in sufficient number to meet the training requirements set forth in FAR 141.39 and outlined below
- Ensure all aircraft are maintained at an acceptable level
- Ensure all aircraft, regardless of airframe age, remain in serviceable and like-new condition as evidenced by FAA approved maintenance records
- Ensure aircraft maintenance records and logs are available to Lake Superior College upon request
- Outline how aircraft maintenance will be structured and performed to maximize airplane availability during peak daytime flying hours
- Provide records and projections regarding air hours/service hours and observed/schedule maintenance protocols
- Supply hourly flight time rates for all proposed aircraft
- Address facility needs to provide full group (24), small group (6-8) and one-on-one instruction
- Full class instruction will take place at Lake Superior College
- Provide hangar / storage for vendor owned fixed wing aircraft or negotiated lease of space in Lake Superior College hangar
- Address fueling aircraft that minimizes the disruption of the flight schedules of students
- Demonstrate ability to maintain pertinent data about the training and experience of all instructors
- Demonstrate that the Chief Flight Instructor possesses at least a Bachelors' Degree (Master's Degree preferred)
- Demonstrate the methodology and specifics of how instructors are to be compensated, include how the methodology accounts for the amount of flight training experience the instructor has
- Demonstrate possession of FAA approved part 61 flight training certificate, as well as Part 141 flight training; private pilot, instrument pilot, commercial pilot, and Certified Flight Instructor syllabi
- Demonstrate electronic means of flight scheduling and FFA approved part 141 flights records maintenance
- Manage scheduling and instruction of the flight simulator(s)
- Demonstrate a viable Safety Management System (SMS) program
- Demonstrate ability to meet required deadlines regarding changes to the cost or provision of instruction for the following academic year

Flight Training Operations: Needs and Criteria

1. Aircraft Maintenance

Condition of Aircraft:

Aircraft are expected to be maintained in new or like new condition. Interior and fixtures should not be faded, worn, torn or broken. Instrument panels should have a neat, organized appearance with minimal instrumentation and equipment differences between aircraft. As part of the contractor's proposal, a schedule for modifying aircraft, if necessary, to bring them into compliance with desired appearance and equipment criteria should be included. This is particularly important if the contractor is using newer used aircraft and fixing them then up to desired standards over an agreed upon period of time.

Maintenance Schedule:

Contractor proposals are expected to describe how aircraft maintenance will be structured and performed to maximize helicopter availability during peak daytime flying hours. This part of the proposal should address the number of aircraft maintenance personnel, line operations, scheduling and handling of routine inspections as well as major overhauls, including engine rebuilds. Also describe the system for handling discrepancies, including receiving pilot squawks, maintenance notification, and return to service.

Prospective contractors are expected to submit a plan for managing the use of aircraft to achieve the highest efficiency possible.

2. Aircraft Utilization and Flight Training Rates:

Aircraft Utilization

Having the optimum number of aircraft in the fleet is important for both opportunities of the students and the financial viability of the flight school Contractor. Prospective Contractors are expected to submit a plan for managing the use of aircraft to achieve the highest efficiency as possible.

Hourly Rate Structure

Prospective Contractor must establish hourly flight time rates for all proposed aircraft. Contractor will complete a Flight Training Cost Schedule using the proposed hourly rate multiplied by the number required flight hours of each lab. Annual rate adjustments shall be submitted to Lake Superior College by March 1 to be applied Fall semester of that year.

3. Facilities:

All flight training facilities will be located within 25 miles of Lake Superior College in Duluth MN and located in MN. Lake Superior College faculty will be permitted to use the facilities in fulfilling the College responsibilities as delineated in the contract.

Instruction Space

Adequate professional instructional and meeting space for group meetings, group instruction, and one-on-one instruction will be provided by the vendor at the airport flight training facility.

All facilities provided by the Contractor must meet American with Disabilities Act (ADA) requirements.

Hangar Space

Contractor must arrange for the necessary hangar space required.

Fuel

The Contractor will be responsible for negotiating fuel purchases and include the cost in the clock hourly flight pricing structure. It is expected that the Contractor be able to provide fueling to aircraft in a manner as to minimize the disruption of the flight schedules of students.

4. Flight Instruction

Selection of Instructors

Each applicant must have adequate personnel, including certificated flight instructors, certificated ground instructors, and a chief instructor for each approved course of training who is qualified and competent to perform the duties to which that instructor is assigned.

Instructors with appropriate ratings/qualifications will be assigned responsibility to:

- Ensure safety
- Ensure flight education quality
- Conduct selected phase checks
- Facilitate curriculum review and revision
- Issue appropriate grades
- Attend regular flight instructor meetings
- Participate in response to safety issues/FAA violations

Lake Superior College reserves the right to review and approve the use of any instructor. The Contractor is expected to maintain pertinent data regarding the training and experience of all instructors that are hired.

Syllabi

Contractor is expected to possess and follow FAA approved Part 141 training course outlines (TCO) and part 61 flight training syllabi (virtually the same as the Part 141) which meet the

requirements of the LSC flight lab course requirements of flight lab instruction. Contractor will provide a summary of the flight times required by each course. Contractor will update and maintain the Part 141 and/or Part 61 training syllabi and submit it to LSC. Training folders (paper or electronic) will be maintained on all LSC aviation students in part 141 or Part 61 training for all phases of training. All appropriate flight training folders and associated materials will be managed, maintained and stored by the Contractor. The Contractor will conduct all flight times except time acquired prior to course enrollment per the course catalog.

Other Notes

All flight and simulator experiences are approved TCO minimums. Ground instruction, on the other hand, is an estimated average. Students are required to meet the minimum flight and simulator experiences and achieve acceptable skills and knowledge levels expected of each student in the Lake Superior College Aviation Pilot Education program.

All LSC student training folders (paper or electronic) must be available for review and evaluation by any LSC Aviation program faculty member.

5. Scheduling

A system of scheduling flight training should be available that is readily accessible by Lake Superior College. An internet-based aviation training management program that would allow students to schedule aircraft remotely is preferable. Under both the Part 141 and Part 61 flight training programs, the Dispatcher will conduct/control flight training scheduling for students and instructors. In addition, Lake Superior College will be allowed full access to monitor student progress, aircraft utilization, etc. via this system.

6. Safety Issues

Contractor will have and maintain a Safety Management System (SMS). Because LSC does not do the flight training, the SMS will be the contractor's SMS. This SMS should be structured according to FAA directives. The plan should include flight following procedures; incident or accident immediate notification call list, follow-up procedures, and written report distribution detailing all information related to safety issues or FAA violations relating to Lake Superior College students. Contractor will establish an anonymous method of reporting possible safety violations or concerns. Student disciplinary procedures must be compatible with the established Lake Superior College policy. Student information, procedures and services must be compatible with established Lake Superior College policy.

While the FAA has a specific definition of "incident," incident in this case shall include any deviation from Lake Superior College and Contractor approved safety policy or procedure.

Lake Superior College reserves the right to bring outside safety auditors to review the safety policies and procedures. In addition, safety issues that are not satisfactorily addressed may be grounds for terminating the contract.

Administrative Functions of Operations

Lake Superior College expects the Contractor to maintain accurate and complete records regarding student progress in the program in accordance with FAA Part 141. Training records will be accomplished in paper format with a goal of electronic files upon FAA approval. Prospective Contractors are expected to provide a description of the accounting practices in billing and collecting fees from customers for various flight training services. In addition, Contractor must demonstrate their ability to employ and compensate part-time staff (instructor). Such information will need to be provided to Lake Superior College to determine the student's course grade. The Contractor will bill Lake Superior College directly for each student enrolled in the program.

Lake Superior College expects the Contractor to submit annual cost revisions and/or requested updates to the contract on a timely basis to allow for negotiation and signing of amendments prior to semester start. Contract language will be included to ensure timely compliance.

Promoting and Marketing the Aviation Program

The Contractor would be expected to play a role in the promotion, marketing and advertising of the LSC Aviation Pilot Education program. Promotion of the program is in collaboration and conjunction with LSC.

The final form of the agreement will comply with the laws of the State of Minnesota and the policies of the Minnesota State. A draft agreement is available for review by contacting Nickoel Anderson, Vice President Administration, 2101 Trinity Road, Duluth, MN 55811, 218-733-7724, nickoel.anderson@lsc.edu.

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

Instructional Materials

As part of the RFP selection process, the bidder **may** provide, for LSC to review, a copy of any approved FAA 141 training materials. This may include, but is not limited to: course syllabi, lesson plans, flight manual or pilot operating handbook, and/or training text or course materials. While these materials are not required during the bidding process, all approved FAA 141 training materials will be required prior to awarding the contract.

RFP Information Contact

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

Name: Trevor Wills
Title: Associate Dean of Aviation
Address: 4960 Airport Road, Duluth, MN 55811
Telephone: 218-733-5919
E-mail: trevor.wills@lsc.edu

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

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 Responder.

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

Terms and Conditions

This RFP includes and incorporates [Terms and Conditions](#). Responders should be aware of the 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 Responder's name or corporate name of the Respondent and must be fully signed by an authorized representative of the Responder. Proof of authority of the person signing must accompany the response.

Pre-award Conference

It is recommended that any potential or interested responders schedule a pre-award vendor meeting with Lake Superior College (by appointment only). To schedule this meeting, please contact Trevor Wills at 218-733-5919. Each meeting will be held at the Center for Advanced Aviation located at 4960 Airport Road, Duluth, MN 55811.

Selection and Implementation Timeline

Key Dates	Timeline
Monday, November 4 & 11, 2024	Publish RFP notice
November 11 - 15, 2024	Pre-Award Conference
Wednesday, November 27, 2024 at 12:00pm (CST)	Deadline for RFP proposal submissions
December 2 - 6, 2024	Review RFP submissions
Friday, December 6, 2024	Selection completed and responder(s) selected and notified
Friday, January 31, 2025	Deadline for executing 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 Respondent(s) effective July 1, 2025, or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract will be three years. If Minnesota State and Respondent are unable to negotiate and sign a contract by January 31, 2025, then Minnesota State reserves the right to seek an alternative Respondent(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 12:00pm (CST) on Wednesday, November 27, 2024.

Institution: Lake Superior College, Business Office
Name: Mike Francisco
Title: Purchasing Specialist
Address: 2101 Trinity Road, Duluth, MN 55811

Format of Proposals and Submission

Responders shall submit one printed copy of its RFP response and one copy on digital media 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.

Proposals received after the proposal deadline date and time will not be considered. Fax or 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

Responders must submit the following information:

1. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate its view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the Responder along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Company Qualifications and its Personnel:** An outline of the Responder's background and experience with examples of similar work complete by the Responder 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:** Identify the level of the participation of Minnesota State in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation.

Terms of Payment

Payment shall be made by Minnesota State promptly after Responder's presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Responder 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 Responder 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** Responders must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Responders 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 businesses with **40 or more employees** and a contract is estimated to be in **excess of \$100,000**, Responders are required to complete the Minnesota Department of Human Rights [Workforce Declaration Page](#) 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 Declaration Page](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.

Selection Process

The selection process includes Lake Superior College’s Associate Dean of Aviation responsible for the Center for Advanced Aviation, Purchasing Specialist, Vice President of Finance and Administration, and the Vice President for Academic and Student Affairs. 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:

No.	Evaluation Factors	Weight
1.	Cost in relation to level of service to be provided	40%

2.	Qualifications of the vendor and its personnel, including applicable 141 certifications and VA vocational school approval	30%
3.	Expressed understanding of proposal objectives, including aircraft specifications to meet the needs of the curriculum	24%
4.	Preference, Service Disabled / Veteran-Owned Business and Individuals	6%
	Total	100%

Minnesota State reserves the right to name a date which all responding Responders 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.

Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhancing and optimizing business and contracting opportunities that promote economic growth and prosperity in the communities we serve. We are committed to developing mutually beneficial relationships with historically underutilized minority-owned, women-owned, and disability-owned business enterprises. The goal is to ensure that diverse suppliers that satisfy our procurement and contractual standards have opportunities to provide goods and services system-wide. Suppliers are encouraged to complete and submit the [Supplier Diversity Form](#) with their RFP, which will be used to confirm eligibility based on their status and/or commitment to meeting the stated diversity goal for the specific project.

Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual 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. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the [Directory of Certified TG/ED/VO](#) are eligible for the preference.

Responders interested in becoming a certified should refer to the [Office of Equity in Procurement](#) with the State of Minnesota.