[Template Instructions: Instructions for developing a solicitation are in red and in brackets. Sample language is in red only. All red text should be deleted before finalizing the solicitation for posting. End of Template Instructions.]

State of Minnesota

[Requesting Agency Name]



REQUEST FOR PROPOSAL

[Project Title]

[SWIFT Event #]

Date Posted: [Enter date publicly posted]

* Responses must be received not later than [time], Central Time, [date] [allow for a minimum of 21 days for posting]
* Late responses will not be considered

**Minnesota’s Commitment to Diversity and Inclusion**

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to [the Office of Equity in Procurement home page, at www.mn.gov/admin/oep](http://www.mn.gov/admin/oep).

SPECIAL NOTICE: This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

**TABLE OF CONTENTS**

**Solicitation Content**

[SECTION 1 – INSTRUCTIONS TO RESPONDERS 3](#_Toc25676270)

[SECTION 2 – SUMMARY OF SCOPE 4](#_Toc25676271)

[SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION 5](#_Toc25676272)

[SECTION 4 – PROPOSAL CONTENT 7](#_Toc25676273)

[SECTION 5 – EVALUATION PROCEDURE AND CRITERIA 9](#_Toc25676274)

[SECTION 6 – SOLICITATION TERMS 12](#_Toc25676275)

 **Solicitation Attachments**

* Attachment A: Responder Declarations
* Attachment B: Exceptions to State's Terms and Conditions
* Attachment C: Cost Detail
* Attachment D: Responder Forms
	+ Veterans Preference Form (If Applicable)
	+ Workforce Certification (If Anticipated Contract And All Extensions Exceed $100,0000)
	+ Equal Pay Certificate Form (If Anticipated Contract And All Extensions Exceed $500,0000)
* Attachment E: References Form (If Requested)

**Sample Contract**

* Exhibit A: Contract Terms
* Exhibit B: Insurance Requirements
* Exhibit C: Specifications, Duties, and Scope of Work
* Exhibit D: Pricing
* Exhibit E: [Optional if needed]

SECTION 1 – INSTRUCTIONS TO RESPONDERS

|  |  |
| --- | --- |
| Steps for Completing Your Response | Follow the steps below to complete your response to this Solicitation:Step 1: Read the solicitation documents and ask questions, if anyStep 2: Write your responseStep 3: Submit your response |
| Incomplete Submittals | A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected. |
| STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY |
| How to Ask Questions  | The contact person for questions is:[Name], [Title][Department Name][E-mail]Questions should be emailed to the contact by [Date].Other personnel are not authorized to answer questions regarding this Solicitation.   |
| STEP 2 – WRITE YOUR RESPONSE |
|  | The Proposal Content section is in Section 4. Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).**Review, sign, and include the Responder Declarations with your response**.  |
| STEP 3 –SUBMIT YOUR RESPONSE |
| Where to Send Your Response | [Choose which option to use and remove the unused option.][Option 1 – State Register Instructions] Submit your response to:[Department Name][Name], [Title][Address][Fax and e-mail, if applicable]Proposals must be received not later than [Time], Central Time, [Date]. **Late responses will not be considered.** Provide [insert number of requested copies of the proposal] copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address written on the outside. Provide one copy of the cost detail in a separately sealed envelope clearly marked on the outside “Cost Detail” along with the responder’s name.By submitting a response, responder is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer. [OR][Option 2 – SWIFT instructions] All responses to this solicitation (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (<https://mn.gov/supplier>). Training and documentation on how to submit your response is available through the Supplier portal link above. Fax, e-mail, and printed responses will not be accepted or considered. All costs incurred in responding to this solicitation will be borne by the responder.**Late responses will not be considered.** Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders’ control. If you need assistance please contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1. By submitting a response, your company is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.  |

SECTION 2 – SUMMARY OF SCOPE

# Procurement Overview and Goals.

[Describe the components of requested goods or services, give background on the project, and describe the desired outcome]

Sample Statement:

The Department of Regulatory Services requests proposals to implement a plan to inform the public about a series of eight reports to be issued by the Department of Regulatory Services Blue Ribbon Task Force.

# Sample Tasks and Deliverables.

[List the tasks to be completed and the specific outcomes expected.

OPTIONAL – Do not include a bulleted list if using a solution-based approach. It is often preferable to state the goals or objectives in item 1 above and not list specific tasks of deliverables. Rather, allow the Responders to propose their solutions and tasks to be performed to deliver their solution. This promotes innovation and opens up the solicitation process to new ideas and approaches.]

Sample Statement:

* Become knowledgeable about the task force and its findings, conclusions, and recommendations by reading background material.
* Interview key persons on the task force and staff to gather ideas, a list of needs, and other elements of communicating about the task force's recommendations.
* Draft a communication plan, indicating tasks and responsible persons, for approval by Blue Ribbon Task Force executives.
* Coordinate news conferences releasing each report.
* Arrange for interviews of task force representatives by newspaper editorial board members.
* Arrange individual interviews with reporters.
* Prepare fact sheets on each report.

The contractor will work closely with task force and other department personnel. It is possible that the contractor will prepare outlines or rough drafts of certain products, which will be completed by task force or department staff.

SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

# Anticipated Contract Term.

The term of this contract is anticipated to be from [Month/Year to Month/Year], with the option to extend up to an additional [insert number of years contract may be extended] years in increments determined by the State.

# Question and Answer Instructions.

[The contact person should answer all questions in writing.

* For solicitations posted through the State Register, send a copy to all responders that requested a copy of the solicitation.
* For solicitations posted in SWIFT, upload an addendum to the event with the answers. Set a due date for questions.

The due date should provide sufficient time to respond to questions and for responders to incorporate the additional information into their response.]

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

# Additional Tasks or Activities. [IF NEEDED]

Responders are encouraged to propose additional tasks, activities, or goods above and beyond the scope of what is requested in this solicitation if they will substantially improve the results of this procurement. Any costs associated with these additional tasks, activities, or goods should be clearly marked and separated from costs associated with the tasks, activities, or goods specifically requested under this solicitation. Because cost is a factor in the evaluation of responses to this solicitation, failure to separate costs for additional tasks, activities, or goods may result in those costs being included in a responder's cost proposal and result in a lower cost score for that proposal.

SECTION 4 – PROPOSAL CONTENT

[Create a numbered list of all information the Responder should submit within its proposal. This must include any and all information that will be included in the evaluation stage.

Guidance:

1. You must expressly ask for information you intend to evaluate and evaluate all the information you ask responders to submit.
2. Be cautious and intentional about using the word “must” when describing requirements. Using “must” could be perceived as creating a pass/fail requirement.
3. It is helpful to create a clear list of all forms or other documents to be submitted.

Modify and delete content within Section 4 as necessary to meet the needs of the solicitation. The sample Proposal Content below is an example that may be used. It is best to use language that fits your needs. Feel free to add proposal content information and delete those that are not applicable to the services you are requesting.]

Please submit the following information:

1. Work Plan. Responder should provide 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. This document should NOT list cost detail. If cost detail is included in this document, the State may disqualify the proposal as non-responsive. Responder should provide a statement of the objectives, goals, and tasks to show or demonstrate the Responder's view and understanding of the nature of the contract.
2. Qualifications and Experience. Responder should provide an outline of background and experience with examples of similar work done 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 response that personal contact information is being provided.
3. References. [If references are evaluated] Responder should complete and submit “Attachment E: Reference Form” with their response. Responder should submit [Insert number of references requested] completed reference forms with each reference’s company name and contact information with their response. Once Responder’s response is received, the Solicitation Administrator will send the same form to Responder’s reference(s) for each reference to fill out and return to the Solicitation Administrator.

[If references are pass/fail] Responder must complete and submit “Attachment E: Reference Form” with their response. Responder should answer every question and provide all information requested on the reference form. Failure to meet this requirement may result in the rejection of the entire solicitation response as non-responsive.

The State reserves the right to verify the information submitted on Attachment E before an award is made. The State reserves the right to contact the references listed in Attachment E. The solicitation response will be rejected if the State, in its sole discretion, receives information that indicates the responder is non-responsible or non-responsive.

1. Accessibility of Services or Products. [If you have determined that the accessibility standards apply to this procurement and you are requiring a VPAT, you must include this paragraph] The responder should complete, in an accessible format, the Section 508 and Web Content Accessibility Guidelines (WCAG) sections in a Voluntary Product Accessibility Template (VPAT®) for all software, hardware, and websites (as applicable) as proposed in response to the solicitation. Vendors can use the VPAT form from the [ITIC VPAT site](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.itic.org%2Fpolicy%2Faccessibility%2Fvpat&data=02%7C01%7Celizabeth.randa%40state.mn.us%7Ce0e5c0e26b4b4c7ae34f08d7727e5f20%7Ceb14b04624c445198f26b89c2159828c%7C0%7C0%7C637103759390119689&sdata=sbqUy4ECq7IOBn98KgDxXnxXitIejHNQrGay8uHYE1Y%3D&reserved=0). (Under “Resources,” select the “508” option, as it contains both 508 and WCAG forms.) For systems with multiple interfaces (such as an admin and user interface), complete a VPAT for each interface. These documents will be scored according to the solicitation evaluation.

Responders are encouraged to reference the “[Vendor VPAT Guidance](https://mn.gov/mnit/about-mnit/accessibility/it-procurement.jsp)” in the “Products” tab on the [Accessible IT Procurement page](file:///C%3A%5CUsers%5Cakocina%5CDesktop%5CAccessible%20IT%20Procurement%20page) (<https://mn.gov/mnit/about-mnit/accessibility/it-procurement.jsp>) for information and instructions on completing the VPATs. Respondents should also review the related guidance documents on the same site for solicitation reviewers to understand expectations. The responder is strongly encouraged to provide remarks and explanation that both support compliance and detail any deficiencies, as even if you claim “supports” unless there are remarks and explanations, you may score low.

1. Cost Detail. Complete and submit Attachment C, “Cost Detail,” attached to this solicitation.
2. Sample Transaction Documents. [Sample transaction documents will not be scored as part of the evaluation process] Prior to award, a potential successful Responder must submit samples of any transaction documents proposed for use under the resulting contract. The State will review the transaction documents to ensure they contain sufficient detail and to review additional terms and conditions contained therein, if any. The State reserves the right to request additional detail in the transaction documents or to reject additional terms and conditions within transaction documents. Once approved by the State, Contractor may not materially change transaction documents unless a change has been approved in writing by the Commissioner of Administration, as delegated to the Office of State Procurement. Any terms and conditions included in transaction documents but not approved by the State are voidable by the State. Any terms and conditions that are in conflict with Minnesota law or in conflict with the terms of the State Contract are void. Failure to void a non-approved term or condition included in a transaction document does not waive the State’s right to void any non-approved term or condition.

1. License Agreements, Maintenance Agreements, or Other Terms and Conditions. [Keep if applicable]

[Use Option 1 when the Responder must submit the documents detailed below]

Responder must provide any license agreements, maintenance agreements, or any other terms and conditions relevant to the work under a resulting contract. Review and approval by the State will be required prior to contract execution. In the event Responder fails to comply with this provision, Responder agrees that it will not seek to enforce terms and conditions of any such agreement against the State. Further, failure to provide any of the pertinent documents upon request may result in the State not agreeing to sign any additional documents, rejecting your response, or cancelling the award.

[Use Option 2 when the State may, at some point during the solicitation period, request the documents detailed below]

The State may require Responder to provide any license agreements, maintenance agreements or any other terms and conditions relevant to the work under a resulting contract. Review and approval by the State will be required prior to contract execution. In the event Responder fails to comply with a request under this provision, Responder agrees that it will not seek to enforce terms and conditions of any such agreement against the State. Further, failure to provide any of the pertinent documents upon request may result in the State not agreeing to sign any additional documents, rejecting your response, or cancelling the award.

Submit all requested documentation, including, but not limited to, the following documents:

1. Attachment A: Responder Declarations
2. Attachment B: Exceptions to State's Standard Terms and Conditions
3. [delete for Acquisitions] Attachment C: Cost Proposal
4. Attachment D: Responder Forms

Veterans Preference Form (If Applicable)

Workforce Certification (If Proposal Exceeds $100,000, Including Extension Options)

Equal Pay Certificate Form (If Proposal Exceeds $500,000, Including Extension Options)

1. Attachment E: Reference Form

**DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).**

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

[CHOOSE BETWEEN THE TWO EVALUATION PROCESSES – 1) STANDARD EVALUATION PROCESS; OR 2) TWO TIER EVALUATION]

[STANDARD SOLICITATION EVALUATION PROCESS – DELETE IF TWO TIER EVALUATION PROCESS IS SELECTED]

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

Phase 1 - Review responses for responsiveness and pass/fail requirements

Phase 2 - Evaluate responses

Phase 3 - Select finalist(s)

# Phase 1 – Responsiveness and Pass/Fail Requirements

The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

[Insert bulleted list of objective, mandatory pass/fail requirements here.]

* Responses must be received by the due date and time specified in this RFP.
* [Add additional requirements, as needed.]

# Phase 2 - Evaluate Responses

Only those responses found to have met Phase 1 criteria will be considered in Phase 2.

The factors and weighting on which responses will be evaluated are:

[Adapt to fit your specific Solicitation. The evaluation factors must correspond with the response content criteria. Should be on a 1000-point scale. The cost component must be at least 30% of total score unless an exception is granted.]

1. Work Plan for Deliverables # points
2. Qualifications and Experience # points
3. References # points
4. Accessibility of Services or Products # points
5. Cost Detail 300 points

 1000 points

1. Preference Points (if applicable) 60 points (in addition to 1,000 available)

Preference points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

# Phase 3 - Select Finalist(s)

Only those responses that have been evaluated under Phase 2 shall be eligible for Phase 3.

The State will make its selection based on best value, as determined by this evaluation process. The State reserves the right to pursue negotiations on any exception taken to the State’s standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder or take other actions as the State deems appropriate. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by [insert date].

[TWO TIER EVALUATION PROCESS –DELETE IF STANDARD EVALUATION PROCESS IS SELECTED]

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted using a two-tier scoring methodology described below.

# TIER 1

## Phase 1 - Responsiveness and Pass/Fail Requirements. The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

[Insert bulleted list of objective, mandatory pass/fail requirements here.]

* Responses must be received by the due date and time specified in this RFP.
* [Add additional requirements, as needed.]

## Phase 2 - Evaluate Responses. Only responses found to have met Phase I criteria will be considered in Phase II.

In Tier 1, responses will be rated as follows:

[Adapt to fit your specific solicitation. The evaluation factors must correspond with the proposal content criteria. Should be on a 1000-point scale. Technical component must be 90% of total points and the cost component must be 10% of total score.]

The factors and weighting on which responses will be judged are:

1. Work Plan for Deliverables # points
2. Qualifications and Experience # points
3. References # points
4. Accessibility of Services or Products # points
5. Cost Detail 100 points

 1000 points

1. Preference Points (if applicable) 60 points (in addition to 1,000 available)

Preferences points are described under Solicitation Terms and will be applied to the total score after points have been awarded. Each Responders’ total score in Tier 1 will consist of the technical score, cost score, and preference points, if applicable.

## Phase 3: Shortlist. Each Responder will be ranked based on each Responder’s Tier 1 total score. The State will shortlist the highest scoring Responders by determining the natural break in Responders’ scores. Only the highest scoring Responders in Tier 1 will advance to Tier 2.

# TIER 2

## Phase 1 - Evaluate Responders. All Responders’ scores will be re-set to zero prior to beginning Tier 2.

In Tier 2, Responders will be rated as follows:

[Adapt to fit your specific solicitation. Evaluation criteria below are examples that may be used. Should be on a 1000-point scale. Technical component must be 60% of total points and consist of all new information not considered in Tier 1, such as interview, samples, demonstrations, references checks, etc. The cost component must be 40% of the total score.]

The factors and weighting on which responses will be judged are:

1. Interviews # points
2. Reference Check # points
3. Demonstration # points
4. Cost Detail 400 points

 1000 points

1. Preference Points (if applicable) 60 points (in addition to 1,000 available)

Preferences points are described under Solicitation Terms and will be applied to the total score after points have been awarded. Each Responders’ total score in Tier 2 will consist of the technical score, cost score, and preference points, if applicable.

## Phase 2 - Select Finalist(s). The State will make its selection based on best value, as determined by this evaluation process. Each Responder will be ranked based on each Responder’s Tier 2 total score. The State will begin negotiating with the highest scoring Responder in Tier 2. The State reserves the right to pursue negotiations on any exception taken to the State’s standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by [Insert date].

SECTION 6 – SOLICITATION TERMS

# Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

# Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

# Data Security - Foreign Outsourcing of Work is Prohibited

[OPTIONAL: WTO generally bars prohibiting foreign outsourcing for solicitations over the WTO threshold. However, this paragraph may be used when data security issues apply.]

All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all levels.

# Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

# Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State’s detrimental reliance on the response.

# Rights Reserved

The State reserves the right to:

* Reject any and all responses received;
* Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
* Negotiate with the highest scoring Responder[s];
* Terminate negotiations and select the next response providing the best value for the State;
* Consider documented past performance resulting from a State contract may be considered in the evaluation process;
* Short list the highest scoring Responders;
* Require Responders to conduct presentations, demonstrations, or submit samples;
* Interview key personnel or references;
* Request a best and final offer from one or more Responders;
* The State reserves the right to request additional information ; and
* The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

# Samples and Demonstrations

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder’s expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

# Responses are Nonpublic during Evaluation Process

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

# Trade Secret Information

## Responders must not submit as part of their response trade secret material, as defined by Minn**. Stat.** § **13.37.**

## **In the event** trade secret data are submitted, Responder must **defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.**

## **The State does not consider cost or prices to be trade secret material, as defined by** Minn**. Stat.** § **13.37.**

## **A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.**

# Conditions of Offer

Unless otherwise approved in writing by the State, Responder’s cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

# Award

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

# Requirements Prior to Contract Execution

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

# [Instruction: Remove for federally funded project] Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 6% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit [the Office of Equity in Procurement website at https://mn.gov/admin/business/vendor-info/oep/](https://mn.gov/admin/business/vendor-info/oep/) or call the Division’s Helpline at 651.296.2600.

# [Instruction: Remove for federally funded project] Reciprocity

State shall comply with Minn. Stat. § 16C.06, subd. 7, as that applies to a non-resident vendor. This paragraph does not apply for any project in which federal funds are expended.

#  [