State of Minnesota

[Requesting Agency Name]

Quick Call for Proposals ("Quick Call")

[Project Title]

[Date]

- Responses must be received not later than [time], Central Time, [date]
- Late responses will not be considered

SPECIAL NOTICE: This Quick Call for Proposals does not obligate the State of Minnesota or the [requesting agency name] 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.
Quick Call for Proposals

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Quick Call for Proposals

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SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for Completing Your Response

Follow the steps below to complete your response to this Quick Call:

Step 1: Read the solicitation document and ask questions, if any
Step 2: Write your response
Step 3: Sign and submit your response

Incomplete Submittals

A proposal must be submitted along with any required additional documents. Incomplete proposals 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 must be emailed to the contact by [date].
Other personnel are not authorized to answer questions regarding this Quick Call.

STEP 2 – WRITE YOUR RESPONSE

Quick Call for Proposals

The Quick Call starts on Section 3. Insert your response to the questions as asked or provide content as requested.

By signing this response, your firm is making a legal, binding offer for a contract to provide services to the State of Minnesota.

STEP 3 – SIGN & SUBMIT YOUR RESPONSE

Where to Send Your Response

Mail your response to:

[Department Name]
[Name], [Title]
[Address]
[Fax and e-mail, if applicable]

Faxed or emailed responses [will/will not] be accepted.

Response Submission Deadline

Must be received not later than [time], Central Time,
[Date], as indicated by a notation made by the Receptionist.
SECTION 2 – QUICK CALL PROJECT INFORMATION

A. Description of Project
   [Describe the outcome of the project with enough detail so that all responders will know what is expected of them. Remember to include the location of the project if it involves on-site work]

B. Sample Tasks
   [List the tasks to be completed and the specific outcomes expected]

   1.
   2.

   Responders are encouraged to propose additional tasks or activities if they will improve the results of the project. These items should be separated from the required items on the Cost Proposal.

C. Minimum Qualifications Required
   [Be careful to not unreasonably limit competition. List any minimum requirements necessary to be able to perform the work on this project. E.g. Minimum 3 years’ experience; licensed to do X; etc.]

D. Desired Skills
   [List the skills that would be considered a bonus and evaluated favorably]

E. Response Evaluation
   Responses will first be reviewed to confirm compliance with the minimum qualifications identified above. Responses that meet all the minimum qualifications will be further evaluated in accordance with the following:

<table>
<thead>
<tr>
<th>Factors</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>%</td>
</tr>
<tr>
<td>Approach to Project</td>
<td>%</td>
</tr>
<tr>
<td>Cost</td>
<td>30%*</td>
</tr>
</tbody>
</table>

*[It is the State’s policy for cost to be at least 30% of the evaluation points. Exceptions to this can be requested by sending a written justification to OSP.]*
SECTION 3 – VENDOR RESPONSE

INSTRUCTIONS: Fill in the information requested below.

1. Vendor Contact Information

<table>
<thead>
<tr>
<th>Company’s Full Legal Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Person’s Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>

2. Qualifications
Describe the company background. Detail the experience and qualifications of all personnel proposed to work on the project.
[If agency desires to insert a character or page limit to the response, do so here]

3. Approach to Project
Describe your overall approach to the work. How will you accomplish the goals of the project? Who will do the work? What are the timelines and final deliverables?
[If agency desires to insert a character or page limit to the response, do so here]

4. Alterations or Additions to the State’s Quick Call Terms & Conditions
If you wish to take an exception to the State’s Quick Call Terms and Conditions (see Section 5), please indicate that below and attach any appropriate documentation.
☐ None
☐ See attached document detailing proposed alterations and/or additions to the State’s Quick Call terms and conditions.
SECTION 4 – COST PROPOSAL

[Choose Option A or B below or insert alternative instructions for the submission of a cost proposal. Be sure to request all cost information needed to conduct a thorough and accurate assessment of cost.]

Follow the instructions below when completing your cost proposal.

Option A. Deliverables Based
Responder must submit a cost proposal that details a list of all deliverables and a corresponding cost for the performance of each deliverable. Detail the number of hours estimated to complete each deliverable and all hourly rates utilized and calculate the total of each deliverable.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

OR

Option B. Time & Materials Based (hourly rates)
Responder must submit a cost proposal that details the hourly rates of all proposed personnel anticipated to engage in the performance of this project. Include the proposed number of hours for the completion of the project. Provide an itemized detail of any additional cost for materials, supplies, etc. that are proposed to be charged as part of your proposal.
SECTION 5 – RESPONDER CERTIFICATIONS
Responder must check each box to certify to the conditions required under this Quick Call. Please note that some certifications may require the submission of additional information. Sign below to finalize response.

A. **Required**
- ☐ I have read and am aware of the State’s Quick Call terms and conditions, which is available at [www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf](http://www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf). [If agency wishes to deviate from the State’s Quick Call terms and conditions, please submit new language to OSP for review and approval. Then use a hyperlink or attach hardcopy of the approved language to the Quick Call.]
- ☐ I have read and am aware of the State’s contract terms and conditions, which can be found in the sample contract at [www.mmd.admin.state.mn.us/pdf/samplecontract.pdf](http://www.mmd.admin.state.mn.us/pdf/samplecontract.pdf).

- ☐ Noncollusion Affirmation. I certify
  - ☐ That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
  - ☐ That the proposal submitted in response to the Quick Call has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Quick Call, designed to limit fair and open competition.
  - ☐ That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.

- ☐ That I am fully informed regarding the accuracy of the statements made in the proposal.

If Applicable
- ☐ I am a certified veteran-owned business, in accordance with Minn. Stat. § 16C.16, subd. 6a and § 16C.19 (d). The eligibility criteria are available at [www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf](http://www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf).
- ☐ I am a resident vendor, in accordance with 2013 Minn. Laws, Chapter 142, Article 3, Sec. 16. The eligibility criteria are available at [www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf](http://www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf).

By signing here, I warrant that the information provided in this proposal is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from contract award and may subject me/my company to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Signature  Title  Date