REQUEST FOR PROPOSALS (RFP)
Minnesota Department of Transportation (MnDOT)
Records Management

Note: This document is available in alternative formats for persons with disabilities by calling Ashley Duran at 651-366-4627 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

This RFP does not obligate MnDOT to award a Contract or complete the project, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

Project Specific Information

Project Overview:
MnDOT’s Records Management Program needs to be updated to accommodate the governance and management of records in all formats and in all stages of the information lifecycle. The current retention schedule and storage and disposal processes are paper-based. The retention schedule follows an older model of itemizing each document, and is thus difficult to use and difficult to update. Much of MnDOT’s current information is in electronic formats, in numerous locations throughout the department (personal and shared drives, the e-mail system, document repositories, and databases.) There is no formal retention and disposal process for electronic documents. In order to comply with Minnesota Statute 138.17 Government Records; Administration, it is necessary to follow the retention schedule consistently regardless of the format of the records. Until MnDOT is able to apply retention and disposition rules to electronic information, we are not in full compliance. In order to apply automated retention rules or triggers to electronic files, the retention schedule must be transformed from the document-based model to a model where records are grouped into categories that are as large as possible, based on functions and activities whose records can share a common retention. Then, records categories can be linked to metadata in document repositories. Once a foundation in place for a more mature records management program, MnDOT will also need a process for self-audit to ensure continuous evaluation and improvement.

Project Goal:
The outcome of this project is to have the tools and processes in place for a more mature and more fully compliant records management program that addresses data and information in all formats, at all stages of the information lifecycle.

Scope of Work and Deliverables:
Under this Contract, the successful responder will:

1. Review, update, and reorganize the current retention schedules into a comprehensive functional retention schedule
2. Meet with records contacts in functional areas and offices to review current schedules to:
   a. Identify duplicate, obsolete, or changed items
   b. Identify new items
3. Reorganize and consolidate items as much as possible based on functions and activities, in a way that will enable the application of retention rules to electronic files
4. Develop records series based on business functions and activities
5. Incorporate terms from existing taxonomies in EDMS and Data Domains Work with the business areas and Legal dept. to determine retention periods for the new records series
6. Map the records series in the new schedule to the records series in the old schedule
7. Develop a plan for applying retention rules to documents in electronic repositories
8. Develop a plan for applying retention rules to database data

Under this Contract, the successful responder will develop and submit to MnDOT:

1. An approved functional retention schedule, mapped to the old schedules and capable of being applied to electronic records
2. A recommendation for implementing retention rules in MnDOT’s electronic repositories
3. A recommendation for implementing retention for database data
4. A recommendation for implementing a self-audit process
   • What to measure and evaluate
   • Coordinate with the MnDOT Control Environment Assessment

(CSS/CM Reviewed 8/23/2012)
Desired Skills:
Responders must demonstrate their:
- Knowledge of Minnesota Statutes related to management of government data and records
- Knowledge of current best practices in records management and information governance
- Skills and demonstrated ability to create a functional records retention schedule
- Skills in interviewing subject area experts to identify records and to identify and negotiate retention requirements
- Skills and demonstrated experience with using software tools to apply records management rules to electronic information
- Knowledge of the Generally Accepted Recordkeeping Principles (GARP) and skills in evaluating the maturity of records management programs
- Certified Records Manager (CRM)

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

Proposal Content
The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. **Contact Information:**
   Responder’s must clearly identify the company’s full, legal name, business address, the contact person’s name, telephone number, fax number and email address (as available).

2. **Project Understanding:**
   Responder’s must provide a statement of the objectives, goals and tasks to show or demonstrate their view of the nature of the Contract.

3. **Background and Experience (Company and Personnel):**
   Responder’s must provide an outline of their background and experience, with examples of similar work done and a list of personnel who will conduct the project, detailing their training and work experience. No change in personnel assigned to the project will be permitted without the written approval of MnDOT’s Project Manager.

4. **Detailed Work Plan:**
   Responder’s must provide a detailed work plan, which must identify the major tasks to be accomplished. These tasks will be used as a scheduling and management tool, as well as the basis for invoicing. The work plan must present the responder’s approach, task breakdown, deliverable due dates and personnel working on the project and the hours assigned to each individual to reach the project results.

5. **Detailed Deliverables:**
   Responder’s must provide a description of the deliverables to be provided.

6. **Quality Management Plan:**
   Responder’s must provide a project specific Quality Management Plan (QMP) that will be used on the project. The QMP must specify how Responder will perform Quality Assurance and Quality Control (QA/QC) activities throughout the duration of the project to ensure delivery of a quality product in a timely manner that conforms to established contract requirements. Components of the QMP must include the following project specific items (as outlined in MnDOT’s current QMP Manual located at [http://www.dot.state.mn.us/design/qmp/index.html](http://www.dot.state.mn.us/design/qmp/index.html)):
   - A List of Requirements
   - Intent of the QMP
   - Philosophy of the QMP
   - Technical Document Review Process
   - Checking Procedures
   - Quality Control Verification
   - Definitions
7. **MnDOT Participation:**
   Responder’s must clearly identify the level of MnDOT’s participation that will be needed in the Contract, as well as any other services to be provided by MnDOT and details of cost allowances for this participation. The Records Manager will be the primary participant with the contractor on the project work team. The Records Manager will schedule meetings with other MnDOT staff as needed to gather the information needed from business areas.

8. **Forms and Documents:**
   Responders must complete and submit the forms and documents required under any other section of this RFP.

9. **Cost Proposal:**
   Responder’s must provide, in a separate envelope, one copy of the cost proposal, clearly marked on the outside “Cost Proposal”, along with the responder’s official business name and address. For purposes of completing the cost proposal, MnDOT does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished. Terms of the proposal as stated must be valid for the length of the project. If proposing an hourly rate, unit rate or lump sum, include a breakdown (labor, overhead, profit & expenses) showing how the rate was derived. If proposing a cost plus fixed fee (profit) budget, the responder’s Overhead Rate must not exceed 160%. The responder must utilize their current MnDOT approved Overhead rate, not to exceed 160%. For the purposes of this Cost Proposal, responders should utilize a fixed fee (profit) of 10%. Actual fixed fee (profit) will be determined/calculated by MnDOT upon selection. The responder must include a total project cost along with the following:
   - A breakout of the hours by task for each employee.
   - Identification of anticipated direct expenses.
   - Identification of any assumption made while developing this cost proposal.
   - Identification of any cost information related to additional services or tasks, include this in the cost proposal but identify it as additional costs and do not make it part of the total project cost.
   - Responder must have the cost proposal signed in ink by authorized member of the firm. The responder must not include any cost information within the body of the RFP technical proposal response.

**Questions**

Responders who have any questions regarding this RFP must submit questions by e-mail only to:
   Ashley Duran, Contract Administrator
   ashley.duran@state.mn.us

All questions and answers will be posted on MnDOT’s Consultant Services Web Page at [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult) under the “P/T Notices” section. All prospective responders will be responsible for checking the web page for any addendums to this RFP and any questions that have been answered. **Note that questions will be posted verbatim as submitted.**

Questions regarding this RFP must be received by MnDOT no later than 2:00 p.m. Central Standard Time on Thursday, December 20, 2012.

MnDOT anticipates posting answers to such questions no later than 2:00 p.m. Central Standard Time on Friday, December 21, 2012.

No other MnDOT personnel are allowed to discuss the RFP before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above may result in disqualification.

**Proposal Submittal**

All proposals must be mailed (United States Postal Service), expressed (UPS, FedEx or other similar express carrier) or dropped off to the attention of:
   Ashley Duran, Contract Administrator
   Minnesota Department of Transportation
   Consultant Services Section, Mail Stop 680
   395 John Ireland Boulevard
   St. Paul, Minnesota 55155-1800
All proposals must be received no later 2:00 p.m. Central Standard Time on Thursday, January 3, 2013. Please note that MnDOT procedures do not allow non-MnDOT employees to have access to the elevators or the stairs. You should plan enough time and follow these instructions for drop-off:

- Enter through the Rice Street side of the Central Office building (1st Floor).
- Once you enter through the doors, you should walk straight ahead to the Information Desk.
- **Proposals are accepted at the Information Desk only.** The receptionist will call the Contract Administrator to come down and to time stamp the proposal.

Submit 1 hard copy of the proposal, along with one copy of the entire proposal in electronic format (CD-ROM, flash drive, etc.). The proposal(s) must be submitted in a sealed mailing envelope or package, clearly marked “Proposal” on the outside. An authorized member of the firm must sign the proposal, in ink.

**Proposal Evaluation**
Representatives of MnDOT will evaluate all responses received by the deadline. In some instances, an interview may be part of the evaluation process. A 100-point scale will be used to create the final evaluation recommendation.

**Project Specific QMP Evaluation Criteria**
QMP evaluation criteria will focus on the strength and clarity of QMP, what value is added and the project specific scalable components of size, risk and complexity. Both the technical competencies of staff involved in this effort and the components of the QMP will be evaluated. Components of the QMP must include the following project specific items: a list of requirements, intent of the QMP, philosophy of the QMP, technical document review process, checking procedures, quality control verification and definitions. Proposal should indicate specifically how the QMP will be applied to this project.

**The Factors and Weighting on Which Proposals Will Be Judged:**

1. Project Understanding 15%
2. Work Plan / Detailed Deliverables 15%
3. Background and Experience of Company 10%
4. Background and Experience of Personnel 20%
5. Quality Management Plan (QMP) 10%
6. Cost Detail 30%

Proposals will be evaluated on a “best value” basis with 70% qualifications and 30% cost considerations. The review committee will not open the cost proposal until after the qualifications points are awarded.

**General Information**

**Responders must adhere to all terms of this RFP.**

Late responses will not be considered. Fax and e-mail responses will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

**MnDOT Not Obligated To Complete Project**
This RFP does not obligate MnDOT to award a Contract or complete the project, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

**Proposal Certifications**
By submitting a Proposal, responders warrant that the information provided 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 the responder to suspension or debarment proceedings, as well as other remedies available to MnDOT, by law.
Disposition of Responses
All materials submitted in response to this RFP will become property of MnDOT and will become public record, in accordance with Minnesota Statutes §13.591, after the evaluation process is completed. Pursuant to the Statute, completion of the evaluation process occurs when MnDOT has completed negotiating the Contract with the successful responder. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes §13.37, the responder must:

☐ Clearly mark 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, and
☐ Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State’s award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State. The State is required to keep all the basic documents related to its contracts, including responses to RFPs for a minimum of seven years.

MnDOT will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Contingency Fees Prohibited
Pursuant to Minnesota Statutes §10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

Affidavit of Noncollusion
Responders must complete the attached “Affidavit of Noncollusion” and submit it as part of the proposal.

Worker’s Compensation Insurance
The successful responder will be required to submit acceptable evidence of compliance with workers’ compensation insurance coverage requirements prior to execution of the Contract.

Pre-Award Audit Requirement
The successful responder will be required to submit pre-award audit information and comply with audit standards and failure to do so may result in disqualification.

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 RFP. This list should indicate the name of the entity, the relationship and a discussion of the conflict. Responders must complete the attached “Conflict of Interest Checklist and Disclosure Form” and submit it as part of the proposal.

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, which 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 to MnDOT, or the successful responder’s objectivity in performing the Contract work is or might be otherwise impaired, or the successful responder 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 MnDOT, which must include a description of the action, which the successful responder has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MnDOT 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 MnDOT, MnDOT 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 MnDOT’s rights.
E-Verify Certification (In accordance with Minnesota Statutes §16C.075)
By submission of a proposal for services in excess of $50,000, responders certify that as of the date of services performed on behalf of MnDOT, responder and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of MnDOT. In the event of Contract award, the successful responder will be responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc. All subcontractor certifications must be kept on file with the successful responder and made available to MnDOT upon request.

Veteran-Owned Preference
In accordance with Minnesota Statutes §16C.16 (subd. ivision 6a) and §16C.19, eligible certified veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal. To be eligible for the preference, a business must have its “principal place of business” in Minnesota and must be certified by the United States Department of Veterans Affairs as either a veteran-owned small business or a service-disabled veteran-owned small business. To claim the preference, the responder must complete the “Veteran-Owned Business Preference” form and submit it with its proposal. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference. Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be currently certified by the United States Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

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

Early Retirement Incentive Reemployment Prohibition
Laws of Minnesota 2010, Chapter 337, Subdivision 5, provided an early retirement incentive to some State of Minnesota employees. The law provides that an individual who received an early retirement incentive payment may not be hired as a consultant by any agency or entity that participates in the State Employee Group Insurance Program for a period of three years after termination of service. By submitting a proposal under this RFP, the responder certifies that it will not utilize any former state employee in the performance of a contract who received an retirement incentive payment under Laws of Minnesota 2010, Chapter 337, unless three years have passed from the date of the employee’s separation from state service.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions
Instructions for Certification:
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it will not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

10. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

11. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant will attach an explanation to this proposal.

Affirmative Action Certification
For all Contracts estimated to be in excess of $100,000.00, responders are required to complete the attached “Affirmative Action Certification” page and submit it as part of the proposal. As required by Minnesota Rules Part 5000.3600. Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 will be incorporated into any Contract resulting from this RFP. A copy of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400-5000.3600 are available upon request from MnDOT.

Sample Contract
You should be aware of MnDOT’s standard Contract terms and conditions in preparing your response. A sample State of Minnesota Professional/Technical Contract is attached for your reference. Much of the language reflected in the Contract is required by statute. If you take exception to any of the terms, conditions or language in the Contract, you must indicate those exceptions in your response to this RFP; certain exceptions may result in your response being disqualified from further review and evaluation. Only those exceptions indicated in your response to this RFP will be available for discussion or negotiation.

Travel Reimbursements
Reimbursements for travel and subsistence expenses actually and necessarily incurred by the successful responder, as a result of the Contract, will not exceed the amounts provided in the current MnDOT Travel Regulations. Reimbursements will not be allowed for travel and subsistence expenses incurred outside of Minnesota, unless the successful responder has received MnDOT’s written approval for out-of-state travel. Minnesota will be considered the home base for determining whether travel is out-of-state.

Insurance Requirements
1. Insurance Certificates and Continuity of Coverage Required. The successful responder must provide a certificate of insurance showing that they have each type of insurance coverage and limits required under this Contract. The certificate must be filed with MnDOT’s Authorized Representative within 30 days of execution of this Contract. Each policy and Certificate of Insurance must contain a 30 day notice of cancellation, nonrenewal or changes in coverage or limits to all named and additional insured. The successful responder must maintain such insurance in full force and effect throughout the term of this Contract.

2. Required Insurance. The following insurance coverages are required:
   a. Workers’ Compensation Insurance: Except as provided below, the successful responder will be required to provide Workers’ Compensation insurance for all its employees and, in case any work is subcontracted, will require its subcontractor(s) to provide Workers’ Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer’s Liability. Insurance minimum limits are as follows:
      - $100,000.00 – Bodily Injury by Disease per employee
      - $500,000.00 – Bodily Injury by Disease aggregate
      - $100,000.00 – Bodily Injury by Accident
If Minnesota Statutes §176.041 exempts the successful responder from Workers’ Compensation insurance requirements, or if such responder has no employees in the State of Minnesota, they will be required to provide a written statement, signed by an authorized representative, indicating the qualifying exemption.

If, during the course of the Contract, the successful responder becomes subject to the workers’ compensation insurance requirements, they will then be required to comply with such requirements and to provide MnDOT with a Certification of Insurance evidencing such coverage.

b. Commercial General Liability Insurance: The successful responder will be required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by it or by a subcontractor or by anyone directly or indirectly employed by the successful responder pursuant to the Contract. Insurance minimum limits are as follows:

- $2,000,000.00 – per occurrence
- $2,000,000.00 – annual aggregate
- $2,000,000.00 – annual aggregate – Products/Completed Operations

The following coverages must be included:
- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured

c. Commercial Automobile Liability Insurance: The successful responder will be required to maintain insurance protecting the responder from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under the Contract, and in case any work is subcontracted the responder must require the subcontractor to provide Commercial Automobile Liability. Insurance minimum limits are as follows:

- $2,000,000.00 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:
- Owned, Hired and Non-owned Automobile

d. Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance. The successful responder will be required provide coverage for all claims the successful responder is legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the successful responders professional services performed under this Contract. Unless otherwise specified within this Contract, the successful responder’s professional liability insurance minimum limits are as follows:

- $2,000,000.00 – per claim
- $2,000,000.00 – annual aggregate

On request, the successful responder must allow MnDOT to view reviewed or audited financial statements signed by a Certified Public Accountant which provides evidence that the successful responder has adequate assets to cover any deductible in excess of $50,000.00 that applies to this policy. MnDOT will treat such financial statements as non-public data to the extent permitted by the Minnesota Government Data Practices Act. The retroactive or prior acts date of coverage must not be later than the effective date of this Contract and the successful responder must maintain such coverage for a period of at least three years following the completion of work. If such insurance is discontinued, then extended reporting period coverage must be purchased to fulfill this requirement.

e. Additional Insurance Conditions:
   i. The successful responder policies will be primary insurance to any other valid and collectible insurance available to MnDOT with respect to any claim arising out of the successful responder performance under this Contract;
ii. If the successful responder receives a cancellation notice from an insurance carrier affording coverage herein, the successful responder agrees to notify the State of Minnesota within five business days with a copy of the cancellation notice, unless the successful responder’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least 30 days advance written notice to the State of Minnesota.

iii. The successful responder policies and Certificates of Insurance will contain a provision that coverage afforded under the policies will not be canceled without at least 30 days advance written notice to MnDOT;

iv. The successful responder is responsible for payment of Contract related insurance premiums and deductibles;

v. If the successful responder is self insured, a Certificate of Self-Insurance must be attached;

vi. The successful responder policies will include legal defense fees in addition to its liability policy limits, with the exception of part d above; and

vii. The successful responder will obtain insurance policies from insurance companies having an “AM BEST” rating of “A minus”, a Financial Size Category VII, or better, and authorized to do business in the state of Minnesota.

3. **Right to Terminate.** MnDOT will reserve the right to immediately terminate the Contract if the successful responder is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the successful responder. All insurance policies must be open to inspection by MnDOT and copies of policies must be submitted to MnDOT’s Contract Administrator upon written request.

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STATE OF MINNESOTA

AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. 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);

2. That the attached proposal submitted in response to the __________________________ Request for Proposals 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 Request for Proposal, designed to limit fair and open competition;

3. 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; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder’s Firm Name: ___________________________________________________________

Authorized Signature: ____________________________________________________________

Date: ___________________
CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

**Purpose of this Checklist:** This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted to MnDOT; however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

**Definition of “Proposer”:** As used herein, the word “Proposer” includes both the prime Contractor and all proposed Subcontractors.

**Checklist is not Exclusive:** Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

**Use of the Disclosure Form:** Proposer must complete the attached disclosure form and submit it with their Proposal (or separately as directed by MnDOT for projects not awarded through a competitive solicitation). If the proposer determines a potential conflict of interest exists, it must disclose the potential conflict to MnDOT; however, such a disclosure will not necessarily disqualify a proposer from being awarded a Contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MnDOT Contract Management personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the Contract notwithstanding the potential conflict. MnDOT Contract Management personnel may consult with MnDOT’s Project Manager and Department of Administration personnel. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of the Commissioner of Administration.

**Material Representation:** Proposer is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. MnDOT reserves the right to cancel or amend the resulting Contract if the successful proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

**Approach to Reviewing Potential Conflicts:** MnDOT recognizes that proposer’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. MnDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MnDOT’s intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer’s ability to provide objective advice to MnDOT. MnDOT would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MnDOT must follow statutory guidance on Organizational Conflicts of Interest.

**Statutory Guidance:** Minnesota Statutes §16C.02, subdivision 10(a) places limits on state agencies ability to Contract with entities having an “Organizational Conflict of Interest”. For purposes of this checklist and disclosure requirement, the term “Vendor” includes “Proposer” as defined above. Pursuant to such statute, “Organizational Conflict of Interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

**Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering:** The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules part 1805.0300) Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

(CSS/CM Reviewed 8/23/2012)
An organizational conflict of interest may exist in any of the following cases:

- The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract. Comment: this provision would, for example, disqualify a proposer who performed final design for the State and now seeks to provide Construction Administration Services for that same project. MnDOT believes this is necessary because the firm that prepared the plans may be unable to objectively determine plan errors and omissions. This may cause a situation where: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; and (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired.

- The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity’s interests are, or may be, adverse to the state’s interests with respect to the specific project covered by this Contract. Comment: the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a MnDOT project if a local government has also retained the proposer for the purpose of persuading MnDOT to stop or alter the project plans.

- The Contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.

- The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the proposer’s performance of work pursuant to this Contract. “Property affected by the project” includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity’s property may be affected by the proposer’s work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control and the design or location of frontage roads and interchanges. Comment: this provision does not presume proposers know nor have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.

- The proposer has a business arrangement with a current MnDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this Contract. This item does not apply to pre-existing employment of current or former MnDOT employees, or their immediate family members. Comment: this provision is not intended to supercede any MnDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a proposer may have unfair access to “inside” information.

- The proposer has, in previous work for the state, been given access to “data” relevant to this procurement or this project that is classified as “private” or “nonpublic” under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a proposal for this project. Comment: this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design Contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an “unfair advantage” when such information cannot be provided to other potential proposers. Definitions of “government data”, “public data”, “non-public data” and “private data” can be found in Minnesota Statutes Chapter 13.

- The proposer has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.

- The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

____ Determined that no potential organizational conflict of interest exists.

____ Determined that a potential organizational conflict of interest exists, as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

______________________________  ________________________________
Signature                          Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MnDOT contract personnel.

______________________________  ________________________________
Name                              Phone
CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over $100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification will be subject to a civil penalty of not less than $10,000.00 and not more than $100,000.00 for each such failure.

__________________________________________
Organization Name

__________________________________________
Name and Title of Official Signing for Organization

By: _________________________________________
   Signature of Official

__________________________________________
Date
STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM

In accordance with Minnesota Statute §16C.16, subdivision 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs’ Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

If responding to a Request for Bid (RFB), the preference is applied only to the first $500,000 of the response. If responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-471 and Code of Federal Regulations, Title 38, Part 74) at the solicitation opening date and time to receive the preference.

Information regarding CVE Verification may be found at http://www.vetbiz.gov.

Eligible veteran-owned small businesses should complete and sign this form. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

I hereby certify that the company listed below:

1. Is an eligible veteran-owned small business, as defined in Minnesota Statute §16C.16, subdivision 6a; AND
2. Has its principal place of business in the State of Minnesota; AND
3. Is CVE Verified by the United States Department of Veterans Affairs’ Center for Veterans Enterprise.

Name of Company: ________________________________ Date: _____________________________

Authorized Signature: ________________________________ Telephone: _____________________________

Printed Name: ________________________________ Title: ____________________________

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.
STATE OF MINNESOTA – AFFIRMATIVE ACTION CERTIFICATION

If your response to this solicitation is or could be in excess of $100,000.00, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes §363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and – if required – to apply for Human Rights certification prior to the due date and time of the proposal and to obtain Human Rights certification prior to the execution of the Contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:
- Has a current Certification of Compliance issued by the Minnesota Department of Human Rights (MDHR)
- Has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

☐ We have a current Certificate of Compliance issued by the MDHR. Proceed to Box C. Include a copy of your Certification with your response.

☐ We do not have a current Certificate of Compliance; However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on ___________________________(date). If the date is the same as the response due date, indicate the time your plan was received: _________________(time). Proceed to Box C.

☐ We do not have a Certification of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to Box C. Contact the MDHR for assistance. (See below for contact information)

Please note: Certificates of Compliance must be issued by the MDHR. Affirmative Action Plans approved by the Federal government, a county or a municipality must still be received, reviewed and approved by the MDHR before a Certification can be issued.

BOX B – For those companies not described in BOX A

Check below
☐ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. Proceed to BOX C.

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You must also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: ____________________________________________ Date ____________________________

Authorized Signature: ___________________________________________ Telephone number: __________________________

Printed Name: ___________________________________________ Title: __________________________

For assistance with this form, contact:
Minnesota Department of Human Rights, Compliance Services Section
Mail: 190 East 5th St., Suite 700 St. Paul, MN  55101 TC Metro: (651) 296-5663 Toll Free: 800-657-3704
Web: www.humanrights.state.mn.us Fax: (651) 296-9042 TTY: (651) 296-1283
Email: employerinfo@therightsplace.net

(CSS/CM Reviewed 8/23/2012)
SAMPLE CONTRACT

STATE OF MINNESOTA

PROFESSIONAL AND TECHNICAL SERVICES CONTRACT

Project Identification: ________________________________

This Contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and [GIVE THE FULL NAME OF THE CONTRACTOR INCLUDING ITS ADDRESS] (“Contractor”).

Recitals

Minnesota Statutes §15.061 authorizes State to engage such assistance as deemed necessary.

State is in need of [ADD BRIEF NARRATIVE OF THE PURPOSE OF THE CONTRACT].

[IF USING FEDERAL FUNDS] This Contract is funded in whole or in part with federal dollars from CFDA#______.

Contractor represents that it is duly qualified and agrees to perform all services described in this Contract to the satisfaction of State.

Contract

1  Term of Contract; Survival of Terms; Incorporation of Exhibits

1.1 Effective Date: This Contract will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2. Contractor must not begin work under this contract until this Contract is fully executed and Contractor has been notified by State’s Authorized Representative to begin the work.

1.2 Expiration Date: This Contract will expire on [INSERT DATE], or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms: All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Contract, including, without limitation, the following clauses: 8. Indemnification; 9. State Audits; 10. Governing Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

1.4 Exhibits: Exhibits _ through _ are attached and incorporated into this Contract.

2  Contractor’s Duties

2.1 Contractor, who is not a state employee, will: [PROVIDE SUFFICIENT DETAIL OF THE DUTIES SO THAT YOU CAN HOLD THE CONTRACTOR ACCOUNTABLE FOR THIS WORK.]

3  Time

3.1 Contractor must comply with all the time requirements described in this Contract. In the performance of this Contract, time is of the essence. Contractor will perform its duties as expeditiously as is consistent with professional care and skill and the orderly progress of the project. If Contractor fails to substantially perform its duties by the time fixed for the completion of the work, State may immediately terminate this Contract. Neither party will be held responsible for delay or failure to perform when such delay or failure is due to a “force majeure event” including acts of God, acts of the public enemy, unusually severe weather, or acts of governmental authorities.

4  Consideration and Payment [CHOOSE THE CORRECT VERSION OF 4.1 FROM THE FOLLOWING CHOICES AND DELETE THE REMAINING]

[Fixed Hourly Rate]

4.1 Consideration. State will pay for all services performed by Contractor under this Contract as follows:

4.1.1 Compensation. Contractor will be paid an Hourly Rate of $_____up to maximum of ____hours, but not to exceed $________.

4.1.2 Total Obligation. The total obligation of State for all compensation and reimbursements to Contractor under this Contract will not exceed $________.
4.1 Consideration. State will pay for all services performed by Contractor under this Contract as follows:

4.1.1 Compensation. Contractor will be paid a Lump Sum of $__________.

4.1.2 Total Obligation. The total obligation of State for all compensation and reimbursements to Contractor under this Contract will be $______.

4.1.1 Compensation. Contractor will be paid on a Unit Rate basis as follows:

| Direct Labor Costs: | $___________________ |
| Direct Expense Costs: | $___________________ |
| Subcontractor(s) Costs: | $___________________ |

4.1.2 Direct Costs. Allowable direct costs include project specific costs listed on Exhibit _. Any other direct costs not listed in Exhibit _ must be approved, in writing, by State’s Authorized Representative prior to expenditure.

4.1.3 Budget Details. See Exhibit _ for budget details on Contractor and its Subcontractor(s).

4.1.4 Travel Expenses. Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current “Minnesota Department of Transportation Travel Regulations”. Contractor will not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval from State for such out of state travel. The state of Minnesota will be considered the home base for determining whether travel is “out of state”. See Exhibit _ for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

4.1.5 Total Obligation. The total obligation of State for all compensation and reimbursements to Contractor under this Contract will not exceed $______.

4.1.1 Compensation. Contractor will be paid on a Cost Plus Fixed Fee (profit) basis as follows:

| Direct Labor Costs: | $_______________________ |
| Overhead Costs: | $_______________________ |
| Fixed Fee Costs: | $_______________________ |
| Direct Expense Costs: | $_______________________ |
| Subcontractor(s) Costs: | $_______________________ |

4.1.2 Overhead Rate. The overhead rate of XXX.XX% [For all work except Drilling, overhead rates are not to exceed 160%. Contact Audit to determine Contractor’s most recent Audited Overhead Rate] of direct Salary Costs will be used on a provisional basis determined by State’s Office of Audit and will not exceed 160%. [Drilling rates are NOT capped at 160%, and should be determined by Audit]

4.1.3 Direct Costs. Allowable direct costs include project specific costs listed in Exhibit _. Any other direct costs not listed in Exhibit _ must be approved, in writing, by State’s Authorized Representative prior to expenditure.

4.1.4 Budget Details. See Exhibit _ for budget details on Contractor and its Subcontractor(s).

4.1.5 Travel Expenses. Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current “Minnesota Department of Transportation Travel Regulations”. Contractor will not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval from State for such out of state travel. The state of Minnesota will be considered the home base for determining whether travel is “out of state”. See Exhibit _ for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

4.1.6 Total Obligation. The total obligation of State for all compensation and reimbursements to Contractor under this Contract will not exceed $______.
4.2 Payment

4.2.1 Invoices. Contractor must submit invoices electronically for payment, using the format set forth in Exhibit _. Contractor will submit invoices for payment [INDICATE WHEN YOU WANT THE CONTRACTOR TO SUBMIT INVOICES, FOR EXAMPLE: “on a monthly basis” OR “upon completion and State’s acceptance of all services” OR IF THERE ARE SPECIFIC DELIVERABLES, LIST HOW MUCH WILL BE PAID FOR EACH DELIVERABLE].

4.2.2 Progress Reports. Contractor must submit a monthly progress report, using the format set forth in Exhibit _ showing the progress of work in work hours according to the tasks listed in Article 2 Scope of Work.

4.2.3 State’s Payment Requirements. State will promptly pay all valid obligations under this Contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Contractor’s invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Contractor within 10 days of discovering the error. After State receives the corrected invoice, State will pay Contractor within 30 days of receipt of such invoice.

4.2.4 All Invoices Subject to Audit. All invoices are subject to Audit, at State’s discretion.

4.2.5 Invoice Package Submittal. Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to State’s Consultant Services Section, at ptinvoices.dot@state.mn.us. Invoices will not be considered “received” within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State’s Consultant Services Section.

4.2.5.1 Each invoice must contain the following information: MnDOT Contract Number, Contractor's invoice number (sequentially numbered), Contractor’s billing and remittance address, if different from business address, and Contractor’s signature attesting that the invoiced services and costs are new and that no previous charge for those services and goods has been included in any prior invoice.

4.2.5.2 Except for Lump Sum Contracts, direct nonsalary costs allocable to the work under this Contract, must be itemized and supported with invoices or billing documents to show that such costs are properly allocable to the work. Direct nonsalary costs are any costs that are not the salaried costs directly related to the work of Contractor. Supporting documentation must be provided in a manner that corresponds to each direct cost.

4.2.5.3 Except for Lump Sum Contracts, Contractor must provide, upon request of State’s Authorized Representative, the following supporting documentation:

4.2.5.3.1 Direct salary costs of employees’ time directly chargeable for the services performed under this Contract. This must include a payroll cost breakdown identifying the name of the employee, classification, actual rate of pay, hours worked and total payment for each invoice period; and

4.2.5.3.2 Signed time sheets or payroll cost breakdown for each employee listing dates and hours worked. Computer generated printouts of labor costs for the project must contain the project number, each employee’s name, hourly rate, regular and overtime hours and the dollar amount charged to the project for each pay period.

4.2.6 Subcontractors. If Contractor is authorized by State to use or uses any subcontractors, Contractor must include all the above supporting documentation in any subcontractor’s Contract and Contractor must make timely payments to its subcontractors. Contractor must require subcontractors’ invoices to follow the same form and contain the same information as set forth above.

4.2.7 Retainage. Under Minnesota Statutes §16C.08, subdivision 5(b), no more than 90% of the amount due under this Contract may be paid until State’s agency head has reviewed the final product of this Contract. The balance due will be paid when State’s agency head determines that Contractor has satisfactorily fulfilled all the terms of this Contract.

4.2.8 Federal Funds. If federal funds are used, Contractor is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Contractor’s failure to comply with federal requirements.

5 Conditions of Payment

5.1 All services provided by Contractor under this Contract must be performed to State’s satisfaction, as determined at the sole discretion of State’s Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including registration requirements of the Office of the Secretary of State. Contractor will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law.
6 Authori zed Representatives
6.1 State’s Authorized Representative. State’s Authorized Representative will be:
   Name/Title:
   Address:
   Telephone:
   E-Mail:

   State’s Authorized Representative, or his/her successor, will monitor Contractor’s performance and has the authority
to accept or reject the services provided under this Contract.

6.2 State’s Project Manager. State’s Project Manager will be:
   Name/Title:
   Address:
   Telephone:
   E-Mail:

   State’s Project Manager, or his/her successor, has the responsibility to monitor Contractor’s performance and progress. State’s Project Manager will sign progress reports, review billing statements, make recommendations to
State’s Authorized Representative for acceptance of Contractor’s good or services and make recommendations to
State’s Authorized Representative for certification for payment of each invoice submitted for payment.

6.3 Contractor’s Authorized Representative. Contractor’s Authorized Representative will be:
   Name/Title:
   Address:
   Telephone:
   Fax:
   E-Mail:

   If Contractor’s Authorized Representative changes at any time during this Contract, Contractor must immediately
notify State.

7 Assignment, Amendments, Waiver and Contract Complete
7.1 Assignment. Contractor may neither assign nor transfer any rights or obligations under this Contract without the prior
consent of State and a fully executed Assignment Agreement, executed and approved by the same parties who
executed and approved this Contract, or their successors in office.

7.2 Amendments. Any Amendment to this Contract must be in writing and will not be effective until it has been
executed and approved by the same parties who executed and approved the Original Contract, or their successors in
office.

7.3 Waiver. If State fails to enforce any provision of this Contract, that failure does not waive the provision or State’s
right to subsequently enforce it.

7.4 Contract Complete. This Contract contains all prior negotiations and agreements between State and Contractor. No
other understanding regarding this Contract, whether written or oral, may be used to bind either party.

8 Indemnification; Standard of Care; Liability for Work; Deliverable Standards
8.1 Indemnification. In the performance of this contract by Contractor, or Contractor’s agents or employees, Contractor
must indemnify, save and hold harmless State, its agents, and employees, from any claims or causes of action,
including attorney’s fees incurred by State, to the extent caused by Contractor’s: 1) intentional, willful, or negligent
acts or omissions; or 2) actions that give rise to strict liability; or 3) breach of Contract or warranty; or 4) breach of
the applicable standard of care. The indemnification obligations of this section do not apply in the event the claim or
cause of action is the result of State’s sole negligence. This clause will not be construed to bar any legal remedies
Contractor may have for State’s failure to fulfill its obligation under this Contract.

8.2 Standard of Care. In the performance of its professional services, Contractor will use that degree of care, knowledge
and skill ordinarily exercised by other reputable professionals in the field under like circumstances within the State of
Minnesota.

(CSS/CM Reviewed 8/23/2012)
8.3 Liability for Work. Contractor will be responsible for any damages incurred as a result of its failure to comply with the standard of care or other failure to comply with Contract requirements, and for any loss or cost to repair or remedy such non-compliance, however, Contractor will not be liable for consequential or punitive damages, including but not limited to those arising from, loss of use, loss of profits or revenue, loss of financing commitments or fees or the cost of capital. State acknowledges its duty to mitigate damages.

8.4 Deliverable Standards. All services provided by the Contractor pursuant to this Contract, which do not meet the requirements of this Article 8.4, will be considered defective work. All services provided by the Contractor pursuant to this contract must be in accordance with (1) the requirements and specifications set forth in this Contract; and (2) the required standard of care; and (3) applicable state and federal standards, specifications, policies and practices; and (4) applicable federal, state, and local, laws, ordinances, rules, and regulations.

8.4.1 Rejection and Correction of Defective Work. The State has the authority to reject services that do not meet the requirements of the Contract. Contractor will be responsible for promptly making such revisions, repairs or corrections to its work and deliverables as are necessary to meet the Contract requirements. Such revisions, repairs and corrections will be made without additional compensation.

8.4.2 No Waiver. Acceptance of the Contractor’s services by the State is not a waiver of any provision of this Contract and does not relieve Contractor of the responsibility for correcting a subsequently discovered failure to conform to the requirements of the Contract.

8.4.3 Effect of Acceptance. It is understood by the parties that State will rely on the professional performance and ability of Contractor. Any examination by State or the Federal Highway Administration, or any acceptance or use of the work product of Contractor, will not be considered to be a full and comprehensive examination and will not be considered an approval of the work product of Contractor which would relieve Contractor from any liability or expense that could be connected with Contractor’s sole responsibility for the propriety and integrity of the professional work to be accomplished by Contractor pursuant to this Contract.

8.4.4 Consultation Concerning Deliverables. Contractor must, at no additional cost to State, confer with State at any time during construction or any phase of work performed by others based on deliverables provided by Contractor, when necessary for the purpose of interpreting or clarifying such deliverables. Contractor must give immediate attention to these requests so there will be minimal delay to the construction or other work as referenced. State will notify Contractor of any request for interpretation, clarification or correction. Notification may be in writing, or by telephone and confirmed in writing. Contractor must respond to such notice within three business days and must promptly perform the necessary services to minimize any delays to State. Contractor may be required to make a field review of the project site, as defined in the Special Terms of this Contract, if directed by State’s Authorized Representative, and Contractor may be required to send personnel to the appropriate State district office as part of performing the necessary services.

8.4.5 Subsequent Corrections. If State determines that additional field or office work may be required due to Contractor’s failure to comply with the Contract requirements and the standards set forth in this Article 8, then Contractor must perform such additional work as may be necessary to bring the work into compliance with such requirements and standards. Contractor must prepare any and all plans or data needed to correct its deliverables without additional compensation, even though Contractor may already have received final payment. Contractor must give immediate attention to these changes so there will be minimal delay to the construction or other work as referenced.

8.4.6 Reliance on State-Furnished Data. The parties understand and agree that Contractor must rely on documents, drawings, specifications and studies provided to Contractor by State and others on its behalf in making its opinions of conformity to specifications and standards. Contractor will not be entitled to rely on such documents, drawings or specifications that Contractor knows to be incorrect or incomplete, unless it has first brought such concerns to the attention of State and has been directed to proceed notwithstanding such concerns.

9 State Audits

9.1 Under Minnesota Statutes §16C.05, subdivision 5, Contractor’s books, records, documents and accounting procedures and practices relevant to this Contract are subject to examination by State, State’s Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the expiration date of this Contract.
10 Government Data Practices and Intellectual Property

10.1 Government Data Practices. Contractor and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this Contract, and as it applies to all data created, collected, received, used, maintained or disseminated by Contractor under this Contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Contractor or State. If Contractor receives a request to release the data referred to in this Clause, Contractor must immediately notify State and consult with State as to how Contractor should respond to the request. Contractor’s response to the request must comply with applicable law.

10.2 Intellectual Property Rights

10.2.1 Intellectual Property Rights. State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Contract. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Contractor, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Contract. Works includes “Documents.” Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Contractor, its employees, agents or subcontractors, in the performance of this Contract. The Documents will be the exclusive property of State, and Contractor upon completion or cancellation of this Contract must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” Contractor assigns all right, title and interest it may have in the Works and the Documents to State. Contractor must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Contractor, including its employees and subcontractors, in the performance of this Contract, Contractor will immediately give State’s Authorized Representative written notice thereof and must promptly furnish State’s Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Contractor nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Contractor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Contractor’s expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Contractor’s or State’s opinion is likely to arise, Contractor must, at State’s discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 Workers’ Compensation

11.1 Contractor certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers’ compensation insurance coverage. Contractor’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way State’s obligation or responsibility.

(CSS/CM Reviewed 8/23/2012)
12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this contract must identify State as the sponsoring agency and must not be released without prior written approval from State’s Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared by or for Contractor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

12.2 Endorsement. Contractor must not claim that State endorses its products or services.

13 Governing Law, Jurisdiction and Venue

13.1 Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Data Disclosure

14.1 Under Minnesota Statutes §270C.65, and other applicable law, Contractor consents to disclosure of its social security number, federal employer tax identification number and/or Minnesota tax identification number, already provided to State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Contractor to file state tax returns and pay delinquent state tax liabilities, if any.

15 Subcontractors

15.1 Subcontracts

15.1.1 If Contractor is authorized by State to use, or uses, any subcontractors, Contractor will be responsible for coordinating and managing the work of such subcontractors. The use of subcontractors does not relieve Contractor from its obligation to perform the services specified in this Contract.

15.1.2 Contractor’s subcontracts must contain all appropriate terms and conditions of this Contract, including Articles 1, 2, 4, 5, 6 and 9 of this Contract as they apply to the subcontractor.

15.1.3 Contractor must, in accordance with Minnesota Statutes §16A.1245, pay subcontractors within 10 days of receiving payment from the state for undisputed services provided by subcontractors. Contractor must also pay interest, at the rate of 1.5% per month or any part of a month, to subcontractors on any undisputed amount not paid on time. The minimum monthly interest payment on a balance of $100.00 or less is $10.00.

15.1.4 Contractor must require subcontractors’ invoices to follow the same format and contain the same information as set forth in Article 4.

15.1.5 Contractor must submit a copy of all subcontracts exceeding $10,000.00 to State’s Authorized Representative no later than 30 calendar days after executing the subcontract and prior to beginning work under the subcontract. Upon request by State, a copy of any executed subcontract under $10,000.00 must be sent to State’s Authorized Representative.

15.2 Payment to Subcontractors

15.2.1 (If applicable) As required by Minnesota Statutes §16A.1245, the prime Contractor must pay all subcontractors, less any retainage, within 10 days of the prime Contractor’s receipt of payment from State for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

16 Termination; Suspension

16.1 Termination by State. State or the Commissioner of Administration may cancel this Contract at any time, with or without cause, upon 30 days’ written notice to Contractor. Upon termination, Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

16.2 Termination for Insufficient Funding. State may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to Contractor. State is not obligated to pay for any services that are provided after notice and effective date of termination. However, Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. State will not be assessed any penalty if the Contract is terminated.
because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. State must provide Contractor notice of the lack of funding within a reasonable time of State’s receiving that notice.

16.3 Suspension. State may immediately suspend this Contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by Contractor during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

17 Affirmative Action Requirements for Contracts in Excess of $100,000.00 and Contractor has More than 40 Full-time Employees in Minnesota or its Principal Place of Business

State intends to carry out its responsibility for requiring affirmative action by its Contractors.

17.1 Covered Contracts and Contractors. If this Contract exceeds $100,000.00 and Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then Contractor must comply with the requirements of Minnesota Statutes §363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minnesota Statutes §363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance must certify that it is in compliance with federal affirmative action requirements.

17.2 Minnesota Statutes §363A.36. Minnesota Statutes §363A.36 requires Contractor to have an affirmative action plan for the employment of minority persons, women and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (“Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and Contract consequences in that event. A Contract awarded without a certificate of compliance may be voided.

17.3 Minnesota R. 5000.3400-5000.3600.

17.3.1 General. Minnesota R. 5000.3400-5000.3600 implements Minnesota Statutes §363A.36. These rules include, but are not limited to, criteria for contents, approval and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a Contractor’s compliance status; procedures for addressing deficiencies, sanctions and notice and hearing; annual compliance reports; procedures for compliance review; and Contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota R. 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

17.3.2 Disabled Workers. Contractor must comply with the following affirmative action requirements for disabled workers.

17.3.2.1 Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

17.3.2.2 Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

17.3.2.3 In the event of Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section §363A.36 and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

17.3.2.4 Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices must state Contractor’s obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

17.3.2.5 Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other Contract understanding, that Contractor is bound by the terms of Minnesota Statutes Section §363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
17.3.3 Consequences. The consequences for Contractor’s failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans and termination of all or part of this Contract by the Commissioner or State.

17.3.4 Certification. Contractor hereby certifies that it is in compliance with the requirements of Minnesota Statutes §363A.36 and Minnesota R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

18 Insurance Requirements

18.1 Insurance Certificates and Continuity of Coverage Required. Contractor must provide a certificate of insurance showing that Contractor has each type of coverage and limits required under this Contract. Contractor must file the certificate with State’s Authorized Representative within 30 days after execution of this Contract and prior to commencing any work under this Contract. Each policy and Certificate of Insurance must contain a 30 day notice of cancellation, nonrenewal or changes in coverage or limits to all named and additional insured. Contractor must maintain such insurance in full force and effect throughout the term of this Contract.

18.2 Required Insurance. Contractor must maintain and furnish satisfactory evidence of the following insurance policies:

18.2.1 Workers’ Compensation Insurance: Except as provided below, Contractor must provide Workers’ Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers’ Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer’s Liability. Insurance minimum amounts are as follows:

- $100,000.00 – Bodily Injury by Disease per employee
- $500,000.00 – Bodily Injury by Disease aggregate
- $100,000.00 – Bodily Injury by Accident

If Minnesota law exempts Contractor from Workers’ Compensation insurance requirements or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers’ Compensation requirements.

18.2.2 Commercial General Liability Insurance: Contractor must maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under this Contract whether the operations are by Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor pursuant to this Contract. Insurance minimum amounts are as follows:

- $2,000,000.00 – per occurrence
- $2,000,000.00 – annual aggregate
- $2,000,000.00 – annual aggregate – Products/Completed Operations

The following coverages must be included:
- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured

18.2.3 Commercial Automobile Liability Insurance: Contractor is required to maintain insurance protecting Contractor from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired and non-owned autos which may arise from operations under this Contract and in case any work is subcontracted the Contractor will require the subcontractor to provide Commercial Automobile Liability. Insurance minimum amounts are as follows:

- $2,000,000.00 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:
- Owned, Hired, and Non-owned Automobile
18.2.4 Professional/Technical, Errors and Omissions and/or Miscellaneous Liability Insurance: Contractor must maintain insurance providing coverage for all claims Contractor is legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to Contractor’s professional services performed under this Contract. Unless otherwise specified within this Contract, Contractor’s professional liability insurance minimum limits are as follows:

$2,000,000.00 – per claim
$2,000,000.00 – annual aggregate

On request, Contractor must allow State to view reviewed or audited financial statements signed by a Certified Public Accountant which provides evidence that Contractor has adequate assets to cover any deductible in excess of $50,000.00 that applies to this policy. State will treat such financial statements as non-public data to the extent permitted by the Minnesota Government Data Practices Act. The retroactive or prior acts date of coverage must not be later than the effective date of this Contract and Contractor must maintain such coverage for a period of at least three years following the completion of work. If such insurance is discontinued, then extended reporting period coverage must be purchased to fulfill this requirement.

18.2.5 Additional Insurance Conditions:
18.2.5.1 Contractor’s policies will be primary insurance to any other valid and collectible insurance available to State with respect to any claim arising out of Contractor’s performance under this Contract;
18.2.5.2 If Contractor receives a cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the State of Minnesota within five business days with a copy of the cancellation notice, unless Contractor’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least 30 days advance written notice to the State of Minnesota.
18.2.5.3 Contractor’s policies and Certificates of Insurance will contain a provision that coverage afforded under the policies will not be canceled without at least 30 advance written notice to State;
18.2.5.4 Contractor is responsible for payment of Contract related insurance premiums and deductibles;
18.2.5.5 If Contractor is self-insured, a Certificate of Self-Insurance must be attached;
18.2.5.6 Contractor’s policies will include legal defense fees in addition to its liability policy limits, with the exception of Article 18.2.4 above;
18.2.5.7 Contractor will obtain insurance policies from insurance companies having an “AM BEST” rating of “A minus”, a Financial Size Category VII, or better, and authorized to do business in the State of Minnesota; and
18.2.5.8 An Umbrella or Excess Liability insurance policy may be used to supplement Contractor’s policy limits to satisfy the full policy limits required by this Contract.

18.3 Right to Terminate. State will reserve the right to immediately terminate the Contract if Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against Contractor. All insurance policies must be open to inspection by State and copies of policies must be submitted to State’s Authorized Representative upon written request.

19 Discrimination Prohibited by Minnesota Statutes §181.59
19.1 Contractor will comply with the provisions of Minnesota Statutes § 181.59 which requires that Every Contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any Contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any Contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this Contract may be canceled or terminated by the State of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant Contracts for employment, and
all money due, or to become due under the Contract, may be forfeited for a second or any subsequent violation of
the terms or conditions of this Contract.

20 Early Retirement Incentive Reemployment Prohibition
20.1 Laws of Minnesota 2010, Chapter 337, Subdivision 5, provided an early retirement incentive to some State
of Minnesota employees. The law provides that an individual who received an early retirement incentive
payment may not be hired as a consultant by any agency or entity that participates in the State Employee
Group Insurance Program for a period of three years after termination of service. The Contractor certifies that
it will not utilize any former state employee in the performance of this Contract who received an retirement
incentive payment under Laws of Minnesota 2010, Chapter 337, unless three years have passed from the date
of the employee’s separation from state service.

21 E-Verify Certification (In accordance with Minnesota Statutes §16C.075)
21.1 For services valued in excess of $50,000, Contractor certifies that as of the date of services performed on behalf of
the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the
federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of
the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-
Verify Subcontractor Certification Form available at
http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc. All subcontractor certifications must be kept on
file with Contractor and made available to the State upon request.

22 Additional Provisions
22.1 Quality Management Plan and Quality Assurance and Quality Control Procedures. Contractor will develop a
project specific Quality Management Plan (QMP) that specifies how Contractor will perform Quality Assurance
and Quality Control (QA/QC) activities throughout the duration of the project to ensure delivery of a quality
product in a timely manner that conforms to established Contract requirements. Contractor will prepare the project
specific QMP and distribute it to all project team members, including subcontractors. Contractor must submit the
project specific QMP to State’s Project Manager for approval within five business days of Notice to Proceed.