Minnesota’s Commitment to Diversity and Inclusion

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

To further this commitment, the Minnesota Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to www.mmd.admin.state.mn.us/mn02001.htm.

This document is available in alternative formats for persons with disabilities by calling Ron Bisek at 651-234-7057 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 RFP if it is considered to be in its best interest.

A “Qualification Based Selection” method will be used to review proposals submitted in response to this RFP.

Responses to this RFP will be public information under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

PROJECT SPECIFIC INFORMATION

Project Overview
MnDOT requests responses for develop and implement an evaluation component to the federally funded Highway Safety Improvement Program (HSIP) in Minnesota. The intent of the HSIP Evaluation plan is to analyze current and future safety improvement projects to establish best practices for site design, configuration, viability and cost effectiveness of HSIP strategies and implementation plans.

Project Goal
This project is focused on developing plans or approach to evaluating the performance of existing projects, conducting the evaluations, and establishing evaluation plans for evaluating projects programmed but not yet funded to help strengthen the state’s data-driven approach for HSIP. The project seeks to use best practices from the Highway Safety Improvement Program Evaluation Guide, Highway Safety Improvement Program Manual, Highway Safety Manual, data analysis experts, and other credible resources to assist the state in building a structured evaluation process for projects and programs. Once a high level plan is developed, evaluation of projects, programs, and specific sites will be conducted as a part of this project. The number of evaluations completed as a part of this project will depend on amount of level of effort needed to produce statistically valid results, resources available, number of projects/countermeasures/programs implemented, availability of data, and scheduled completion date.

Project Constraints
This project will develop the overall structure and process for evaluation of HSIP projects that are currently deployed as well as future installations. Projects for evaluation will be identified in conjunction with the MnDOT Project Manager. The number and size of projects chosen for evaluation will be dependent on the availability of funds, data availability, data quality, and resources.
Scope of Work and Deliverables

Task 1: Project Management
The project manager for the evaluation team will be responsible for the coordination and communication of evaluation meetings and activities with the MnDOT throughout the project. The project manager will also be responsible for the evaluation team’s work performance completing and submitting all necessary administrative documentation for the project. Activities under this task will include:

- Coordinating and communicating a project kick-off meeting with the MnDOT project manager and staff to go over project goals, objectives, and schedule.
- Coordinate regular check-in meetings with MnDOT project manager to go over progress, project needs, and potential issues. Frequency to be determined.
- Completing and submitting quarterly progress reports for each active evaluation underway - the frequency may be revised based on assessments from both parties.
- Coordinating and communicating quarterly meeting with the MnDOT HSIP Evaluation Engineer and the State Traffic Safety Engineer will provide opportunities for project level details as well as longer term discussions to occur on a recurring basis.

Deliverables:
- Meeting coordination, agenda, minutes, action items, presentations, and material/handouts
- Communication – ongoing through contract expiration
- Project management, including invoices, progress reports, files, and relevant documents to complete the tasks and project – ongoing through contract expiration

Task 2: Data Familiarization, Collection and Review
MnDOT will provide existing data about the program, projects, and locations of countermeasures to the evaluation team. The goal of this task is to allow the evaluation team time to become familiar with the data available to support future evaluations. Recent developments within MnDOT have impacted data availability, quality, and integration. The State of Minnesota has recently developed a new crash database system, a new crash reporting form, a new Linear Referencing System, and new crash analytical tools. The usability and accuracy of these new tools are still in development. Understanding the data, its strengths and weaknesses, will be vital to meaningful evaluation results. The team will review the data and identify potential additional data needed for program, countermeasure, and project level evaluation. The team, with MnDOT assistance, will incorporate the needed changes to obtain enterprise data, if it exists, to support the development of evaluation plans and activities. Localized data may also be available to assist in supporting specific evaluation needs, the goal of this task is to understand what data may be available to incorporate into the evaluation plans and activities.

Deliverables:
- Short review summary report of the existing data and findings for evaluation
- List of data needs and its intended use
- Data collection forms

Task 3: Evaluation Methodology and Plan
Using the data and resources available from MnDOT and MnDOT technical staff, the evaluation team will develop and propose methods of assessing program, countermeasures, and project evaluations. The proposed methods may range in complexity from naïve before-after, comparison groups, full empirical Bayes, or other alternative methods. The team should be able to explain the reasoning behind the proposed methods of evaluations, pros and cons of each, and quality of the results. Preference will be for thought-out methods and, where appropriate, methods that will be used to establish higher quality crash modification factors for the state. The plan should detail the expected level of effort for data collection, field reviews, analysis, and report development. Facility types and countermeasures may need different types of analysis or multiple types of analysis. The evaluation plan developed in this task would be used to conduct the evaluation as identified in Task 4. The evaluation plan will be shared with multiple stakeholders and other MnDOT offices prior to acceptance.

Deliverables:
- Meeting coordination and facilitation, agendas, minutes, handouts or presentations.
- Templates (data set-up)
• Spreadsheet or data analysis files
• GIS compatible files
• Evaluation plan
• Other documents generated under task 3.

**Task 4: Conduct Evaluations**

Using details from Task 3 MnDOT will identify specific evaluations for the project team to execute. The type and number of evaluation will be dependent on the agreement and acceptance of the evaluation plans developed. The contractor will provide a work schedule for each evaluation. The team will be responsible for completing the evaluation and presenting objective results for review. The report format will be identified for each evaluation that is conducted and may range from a technical memorandum to a peer reviewed journal article depending on how the evaluation will be used and shared. The evaluation team may be tasked with conducting multiple evaluations simultaneously. Methodology summary, data and data analysis forms or documents generated under this task will be shared with MnDOT or included in the evaluation report.

**Deliverables:**
- Work schedule for each evaluation
- Draft and final evaluation report
- Summary of review comments,
- Raw data used and/or generated
- Data analysis forms and input data
- Other documents created to complete task 4.

**Task 5: Communication of Results**

The evaluation team will assist with sharing information about the evaluation and the results to stakeholders. This may include developing information sheets, presenting at meetings and conferences, developing focused outreach material based on research finding specifically to non-technical stakeholders, etc. The number of meetings and conferences will vary depending on available resources and impact of findings.

**Deliverables:**
- Information sheets or other media tools
- Event summary, meeting materials, presentations, or media used.
- Other communications tools generated for task 5.

**Anticipated Schedule**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Project Management</td>
<td>Notice to Proceed – Contract Expiration</td>
</tr>
<tr>
<td>2.0 Data Familiarization, Review and Collection</td>
<td>June 2018 – July 2018</td>
</tr>
<tr>
<td>3.0 Evaluation Methodology and Plan</td>
<td>July 2018 – September 2018 then as directed</td>
</tr>
<tr>
<td>4.0 Conduct Evaluations</td>
<td>September 2018 – as directed through contract expiration</td>
</tr>
<tr>
<td>5.0 Other Deliverables</td>
<td>October 2018 – as directed through contract expiration</td>
</tr>
</tbody>
</table>

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project.

**Anticipated Term**

The term of this contract is anticipated to run from June 1, 2018 to May 31, 2020, with the option to extend an additional three years in one year increments.

**QUESTIONS**

Responders who have any questions regarding this RFP must submit questions, by e-mail only, to: Ron Bisek  
Ron.bisek@state.mn.us

All questions and answers will be posted on MnDOT’s Consultant Services Web Page at 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 Daylight Time on Thursday, April 26, 2018.

MnDOT **anticipates** posting answers to such questions no later than 2:00 p.m. Central Daylight Time on Tuesday, May 1, 2018.

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

**PROPOSAL CONTENT**

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

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

2. **Project Understanding:**
   The purpose of this section is for the responders to detail their understanding of the project. Responders must clearly state their understanding of the project objectives, goals and tasks to show or demonstrate their view of the nature of the project. Responders should demonstrate their understanding by using their own words rather than simply repeating what is listed in the RFP.

3. **Responder Experience & Qualifications (Company & Key Personnel):**
   The purpose of this section is for responders to provide information detailing the background and experience of the company, and the project personnel. To do this, responders must:
   - Provide an outline of their background and experience, with examples of similar work done.
   - List the personnel who will be working on this project, specifically detailing their training and work experience.
   - Describe the knowledge and experience of the company and of key personnel that will be assigned to the project.
   - Describe how the individuals' experience and skills will meet the goals and objectives of the project. Provide resumes for each Key Person proposed as an appendix which will not count against the page limits of the proposal. Resumes must not exceed two pages per position.

   Demonstration of the following desired skills will be taken into consideration when rating responders’ qualifications and experience:
   - Knowledge of crash and data analysis
   - Knowledge of the transportation industry and general traffic engineering
   - Knowledge of crash modification factors and how they are developed and used
   - Knowledge of the Highway Safety Improvement Program (HSIP)
   - Communication expertise to work with agency staff, transportation professionals, research experts, and the general public to communicate evaluation results
   - Document production expertise of well written and concise text and well-designed layouts

   If sub consultants are to be used on this project, responders must also outline their background and experience, including examples of similar work done by each sub consultant. Responders must also provide a list of the sub consultants’ personnel who will perform work on the project, detailing their training and work experience.

   Note that no change in personnel assigned to the project will be permitted without the written approval of MnDOT’s Project Manager. Responders must be sure to specifically address required and/or desired skills and qualifications listed above, if applicable.

   Qualification and experience of the “firm” should be demonstrated by the experience of the personnel proposed.

4. **Work Plan – Project Approach:**
   The purpose of this section is for responders to present their work plan. Responders must provide a detailed work plan,
which must identify the major tasks to be accomplished. Responders must be sure to not only describe what will be done, but explain **how** each task will be accomplished. These tasks will be used as a scheduling and management tool, as well as the basis for invoicing. The detailed work plan must present:

- The Overall Project Approach
- A Breakdown of the Project Tasks, detailing the tasks, and how they will be completed
- Deliverable Due Dates and an Overall Project Schedule
- A List of Personnel Working on the Project, including details of each person’s role, by task

5. **Deliverables:**

Responders must provide a clear and detailed description, format and schedule of the deliverables to be provided in order to meet the needs of the project.

6. **Quality Management Plan:**

Responders must provide a summary of their project specific Quality Management Plan (QMP) that will be used on the project. The QMP summary must state the responder’s intent to fully utilize a comprehensive project specific QMP developed in accordance with 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). The QMP summary should emphasize the responder’s intent to make the QMP project specific to the context of the project involved. The evaluation of the responder’s QMP summary will focus on the responder’s ability to develop a QMP unique to the project. The QMP summary does not eliminate the need for the successful responder to develop and utilize a comprehensive QMP during performance of the work. The summary will only be used as an evaluation tool in the selection process.

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. Proposals should indicate specifically how the QMP will be applied to this project.

7. **Forms, Documents and Certifications:**

Responders must complete and submit all required forms, documents and certifications, required under any other section of this solicitation. These forms, documents and certifications will NOT be included in any page limit set for this solicitation, as applicable.

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

   b. **Solicitation of Disadvantaged Business Enterprises Statement:** Responders must provide the following statement and signature:

   I hereby recognize that a 10% DBE goal has been established for this RFP in accordance with the “DBE Special Provisions” posted with the RFP. I understand that MnDOT’s Office of Civil Rights is required to clear the successful responder’s attainment of the goal, or Good Faith Efforts made to attain the goal, before a contract can be awarded. I understand that failure to meet the goal, or show a Good Faith Efforts to meet the goal, will deem the successful responder as non-responsive, resulting in rejection of the proposal.

   [Signature] [Print Name] [Date]

   *Responders must **not** include price information either in the body of their proposal or as a separate submittal.*

Responders must limit their proposal to 15 single-sided, 8.5”x11” pages, with no smaller than 11 point font.

If a responder’s proposal and QMP exceed the page limit(s) identified above, the excess pages will not be reviewed, regardless of content. Note: a cover letter and the required forms, documents and certifications will **NOT** count as part of the page limit.
PROPOSAL SUBMITTAL INSTRUCTIONS
All proposals must be mailed (United States Postal Service), expressed (UPS, FedEx or other similar express carrier) or dropped off to the attention of:
Ron Bisek, Contract Administrator
Minnesota Department of Transportation
1500 West County Road B2, Mailstop 725
Roseville, MN 55113

All proposals must be received no later 2:00 p.m. Central Daylight Time on Tuesday, May 8, 2018. Please note that MnDOT security 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 the MnDOT Waters Edge Building
• Once you enter through the doors, the receptionist is located on your right.
• Proposals are accepted at the Information Desk of Waters Edge only. The receptionist will date and time stamp the proposal and will call the Contract Administrator to pick up 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 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 proposals 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. The factors and weighting on which proposals will be judged are broken down in the following table:

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Weighting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Understanding:</td>
<td>10%</td>
</tr>
<tr>
<td>Responder Experience and Qualifications (Company &amp; Key Personnel):</td>
<td>30%</td>
</tr>
<tr>
<td>Work Plan – Project Approach:</td>
<td>35%</td>
</tr>
<tr>
<td>Deliverables:</td>
<td>20%</td>
</tr>
<tr>
<td>Quality Management Plan</td>
<td>5%</td>
</tr>
</tbody>
</table>

Proposals will be evaluated and a successful responder will be chosen on the basis of qualifications only. The successful responder will be required to submit a detailed scope of services and budget promptly after notification of selection. MnDOT and the successful responder will then meet to negotiate the final scope of services and compensation. If MnDOT and the successful responder are unable to agree upon a scope of services and compensation within a reasonable time (as determined by MnDOT, in its sole discretion), then MnDOT may declare negotiations to be at an impasse, and may commence negotiations with the next highest-ranked responder.

MnDOT anticipates that the evaluation and selection will be completed by May 22, 2018.
GENERAL REQUIREMENTS

Responders must adhere to all terms of this RFP.

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

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

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 “Disclosure of Potential Conflict of Interest” form and submit it as part of their proposal.

Proposal Contents Certification
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 a 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 proposal at the time the proposal is submitted;
- Include a statement with its proposal 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 MnDOT’s award of a contract.

In submitting a proposal in response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of MnDOT. MnDOT 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.

Sample Contract
Responders should be aware of MnDOT’s standard contract terms and conditions when preparing their proposal. Responders may view the current version of the Professional/Technical High Risk contract template on the Consultant Services website, at www.dot.state.mn.us/consult (Click on Contract Documents tab to view templates). Much of the language reflected in the contract template is required by statute. However, if a responder does take exception to any of the terms, conditions or language in the contract template, they must indicate those exceptions in their proposal. Responders should note that certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in the proposal 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.

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 vendor’s objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration’s Office of State Procurement which must include a description of the action which the selected responder has taken or proposes to take to avoid or mitigate such conflicts. If an organization 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 the contracting officer, 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 the State’s rights.

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

Preference to TGB and Economically Disadvantaged Businesses and Individuals
In accordance with Minnesota Rules, Part 1230.1810, Subpart B, and Minnesota Rules, Part 1230.1830, certified TGB and certified ED businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TGB and ED businesses must be currently certified by the Office of Equity in Procurement (OEP) prior to the proposal due date and time. For information regarding certification, contact OEP at 651-201-2402 or procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1-800-627-3529.

Preference to Veteran-Owned Small Businesses
Unless a greater preference is applicable and allowed by law, in accordance with Minnesota Statutes §16C.16, subdivision 6a, the Commissioner of Administration will award a six percent preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements: 1) The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business; or 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minnesota Statutes §16C.19(d). Statutory requirements and documentation must be met by the proposal due date and time to be awarded the preference.

Soliciting Responses from Disadvantaged Business Enterprises (DBE)
In accordance with 49 Code of Regulations, Part 26, Participation by Disadvantaged Business Enterprises in MnDOT’s Financial Assistance Program, a DBE goal of 10% has been established for this RFP. Responders are directed to read the DBE Special Provisions, posted along with this RFP. To view a listing of certified DBE’s, contact MnDOT’s Office of Civil Rights at 651-366-3073 or visit www.dot.state.mn.us/eeocm/index.html. The DBE participation goal may be attained by means of:

a) a subcontract agreement or affidavit with a Minnesota Unified Certification Program (Mn/UCP) certified DBE;

b) an equipment lease agreement with a Mn/UCP certified DBE;

c) a joint venture with a Mn/UCP certified DBE. The joint venture must have the approval of MnDOT’s Office of Civil Rights prior to submitting the proposal;

d) a purchase agreement with a Mn/UCP certified DBE supplier (60% of the supplier’s contracted amount will be credited toward the DBE goal), or;

e) other services pre-approved by MnDOT’s Office of Civil Rights.
Prior to the award of the contract, MnDOT’s Office of Civil Rights is required to clear the successful responder’s attainment of the goal or good faith efforts made to attain the goal. Note that a successful responder who fails to indicate a DBE commitment on the Goal Certification form must fulfill the goal indicated in this RFP.

**Work Force Certification**
For all contracts estimated to be in excess of $100,000, responders are required to complete the attached “Work Force Certification” form and submit it as part of their proposal. As required by Minnesota Rule 5000.3600, “It is hereby agreed between the parties that Minnesota Statute §363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute §363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from MnDOT.”

**Equal Pay Certification**
If the proposal submitted in response to this RFP could be in excess of $500,000, responders are required to complete the attached “Equal Pay Certification” form and submit it as part of their proposal. As required by Minnesota Statutes §363A.44, Laws of Minnesota 2014 Chapter 239, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

**Certification Regarding Lobbying**
Federal money will be used (or may potentially be used) to pay for all or part of the work under the contract; therefore, responders must complete the attached “Certification Regarding Lobbying” form and submit it as part of their proposal.

**Certification Regarding Debarment and Suspension**
Federal money will be used (or may potentially be used) to pay for all or part of the work under the contract; therefore, this contract is a covered transaction for purposes of 49 Code of Federal Regulations (“CFR”) Part 29. As such, the successful responder is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The successful responder will be required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its proposal, responders certifies as follows:

The certification in this clause is a material representation of fact relied upon by the MnDOT. If it is later determined that the responder knowingly rendered an erroneous certification, in addition to remedies available to the MnDOT, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The responder agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The responder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Insurance Requirements**
A responder’s proposal must clearly note any exceptions desired to insurance requirements, or the responder will be deemed to have accepted such requirements and waived any request for exception.

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 herein. The certificate must be filed with MnDOT’s Authorized Representative within 30 days of execution of the contract, and prior to commencing work under the contract. The successful responder must maintain such insurance in full force and effect throughout the term of the contract.

2. **Required Insurance.** The successful responder will be required to maintain the furnish satisfactory evidence of the following insurance policies:
   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 – Bodily Injury by Disease per employee
- $500,000 – Bodily Injury by Disease aggregate
- $100,000 – 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, the successful responder will be required to provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the successful responder from the Minnesota Workers’ Compensation requirements. If, during the course of the contract, the successful responder becomes subject to the Workers’ Compensation Insurance requirements, the successful responder then must comply with such requirements and must provide MnDOT with a Certificate of Insurance evidencing such coverage.

b. Commercial General Liability Insurance: The successful responder will be required to maintain insurance protecting the successful responder 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 the successful responder 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 – per occurrence
- $2,000,000 – annual aggregate
- $2,000,000 – 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, to the extent permitted by law

c. Commercial Automobile Liability Insurance: The successful responder will be required to maintain insurance protecting the successful 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 successful responder must require the subcontractor to provide Commercial Automobile Liability insurance. Insurance minimum limits are as follows:
- $2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages must 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 may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the successful responders professional services performed under the contract. Unless otherwise specified within this RFP, the successful responder will be required to carry the following minimum limits:
- $2,000,000 – per claim
- $2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the successful responder and may not exceed $50,000 with the written approval of MnDOT. If the successful responder desires authority from MnDOT have a deductible in a higher amount, the successful responder will be required to make such request in writing, specifying the amount of the desired deductible and providing financial documentation, acceptable to MnDOT, so that MnDOT can ascertain the ability of the successful responder to cover the deductible from its own resources. 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 after the effective date of the 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 obtained by the successful responder to
fulfill this requirement.

e. **Additional Insurance Conditions:**
   - The successful responder’s policy(ies) 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;
   - 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.
   - The successful responder is responsible for payment of contract related insurance premiums and deductibles;
   - If the successful responder is self-insured, a Certificate of Self-Insurance must be provided to MnDOT;
   - The successful responder’s policy(ies) must include legal defense fees in addition to its liability policy limits, with the exception of part d above;
   - The successful responder must 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.
   - An Umbrella or Excess Liability insurance policy may be used to supplement the successful responder’s policy limits to satisfy the full policy limits required by the contract.

3. **Right to Terminate.** MnDOT reserves the right to immediately terminate the contract if the successful responder is not in compliance with the insurance requirements, and MnDOT 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.

4. **Insurance Certificates.** The successful responder will be required to submit Certificate(s) of Insurance, acceptable to MnDOT, as evidence of meeting the insurance requirements, prior to commencing work under the contract.

**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, they, and all of their proposed 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](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.

**Resident Vendor Form**

If a responder wishes to claim resident vendor status, it must complete the “Resident Vendor” form and submit it as part of their proposal.

**Plain Language and Accessibility Standards**

1. **Plain Language.** Except for designs, plans, layouts, maps and similar documents, the successful responder must provide all deliverables in “Plain Language”. Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the successful responder will take the following steps in the deliverables:
   - Use language commonly understood by the public;
   - Write in short and complete sentences;
   - Present information in a format that is easy-to-find and easy-to-understand; and
   - Clearly state directions and deadlines to the audience.

2. **Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, the successful responder agrees to comply with the State of Minnesota’s Accessibility Standard ([http://mn.gov/oet/images/Std_State_Accessibility.pdf](http://mn.gov/oet/images/Std_State_Accessibility.pdf)) for all deliverables under this contract. The State of Minnesota’s Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. The successful responder’s compliance with the State of Minnesota’s Accessibility Standard includes, but is not limited to, the specific requirements as follows:
- All videos must include closed captions, audio descriptions and a link to a complete transcript;
- All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, the successful responder will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
- All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

Certification of Nondiscrimination (In accordance with Minnesota Statutes §16C.053)
The following term applies to any contract for which the value, including all extensions, is $50,000 or more: Responders must certify that they do not engage in and have no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, “discrimination” includes, but is not limited to, engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK
STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION

Instructions: Please return your completed form as part of your proposal.

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 __________________________________________ RFP 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 RFP, 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.

Authorized Signature:

Responders Firm Name: ________________________________________________

Print Authorized Representative Name: ____________________________ Title: ________________

Authorized Signature: ____________________________________________ Date: ________________

Notary Public
Subscribed and sworn to before me this:

_______ day of ______________________, __________

__________________________________________
Notary Public Signature

__________________________________________
Commission Expires
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 must be submitted 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: Proposers must complete the attached disclosure 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’s 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’s 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: Proposers are required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, 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 disclosure. 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 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”.

[CS/CM Last Updated 11/16/2017]
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 will, for example, disqualify a proposer who performed final design for MnDOT 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.

- This 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 this contract.

- 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. **Comment:** this provision is not intended to supersede 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, 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
STATE OF MINNESOTA – WORK FORCE CERTIFICATE INFORMATION

This form is required by state law for all proposals that could exceed $100,000.00. Complete this form and return it with your proposal. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minnesota Statutes §363A.36.

BOX A – MINNESOTA COMPANIES that have employed more than 40 full-time employees within this state on any single working day during the previous 12 months, check one option below:
☐ Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).
☐ Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on _____________ (date).

BOX B – NON-MINNESOTA COMPANIES that have employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one option below:
☐ Attached is our current Workforce Certificate issued by MDHR.
☐ We certify we are in compliance with federal affirmative action requirements. Upon notification of contract award, you must send your federal or municipal certificate to MDHR at compliance.MDHR@state.mn.us. If you are unable to send either certificate, MDHR may contact you to request evidence of federal compliance. The inability to provide sufficient documentation may prohibit contract execution.

BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:
☐ We attest that we are exempt. If our company is awarded a contract, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of your company.
Name of Company: ___________________________ Date __________________
Authorized Signature: ___________________________ Telephone number: __________________
Printed Name: ___________________________ Title: __________________

For assistance with this form, contact:
Minnesota Department of Human Rights, Compliance Services
Email: compliance.mdhr@state.mn.us TTY: 651-296-1283
STATE OF MINNESOTA – EQUAL PAY CERTIFICATE

If your proposal could be in excess of $500,000, complete and submit this form with your submission. **It is your sole responsibility to provide the information requested and, when necessary, to obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) prior to contract execution.** You must supply this document as part of your proposal. Contact MDHR with questions at 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay), or at compliance.MDHR@state.mn.us.

**Option A** – If you have employed more than 40 full-time employees on any single working day in one state during the previous 12 months, check the applicable box below:

- [ ] Attached is our current MDHR Equal Pay Certificate
- [ ] Attached is MDHR’s confirmation of our Equal Pay Certificate application

**Option B** – If you have not employed more than 40 full-time employees on any single working day in one state during the previous 12 months, check the box below:

- [ ] We are exempt. We agree that if we are selected, we will submit to MDHR within five business days of final contract execution, the names of our employees during the previous 12 months, date of separation (if applicable), and the state in which the persons were employed.

*Documentation should be sent to: compliance.MDHR@state.mn.us*

The State of Minnesota reserves the right to request additional information from you. If you are unable to check any of the preceding boxes, please contact MDHR to avoid the Commissioner taking action to void your contract.

Your signature certifies that you are authorized to make the representations, the information provided is accurate, the State of Minnesota can rely upon the information provided, and the State of Minnesota may take action to suspend or revoke any contract with you for any false information provided.

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<th>Authorized Signature</th>
<th>Printed Name</th>
<th>Title</th>
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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
RESIDENT VENDOR FORM

In accordance with Laws of Minnesota 2013, Chapter 142, Article 3, Section 16, amending Minnesota Statutes §16C.02, subdivision 13, a “Resident Vendor” means a person, firm, or corporation that:

1. is authorized to conduct business in the state of Minnesota on the date a solicitation for a contract is first advertised or announced. It includes a foreign corporation duly authorized to engage in business in Minnesota;
2. has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the proposal for which any preference is sought;
3. has a business address in the state; and
4. has affirmatively claimed that status in the proposal submission.

To receive recognition as a Minnesota Resident Vendor (“Resident Vendor”), your company must meet each element of the statutory definition above by the Request for Proposals (RFP) opening date and time. If you wish to affirmatively claim Resident Vendor status, you should do so by submitting this form with your proposal.

Resident Vendor status may be considered for purposes of resolving tied low bids or the application of a reciprocal preference.

I HEREBY CERTIFY THAT THE COMPANY LISTED BELOW:

1. Is authorized to conduct business in the state of Minnesota on the date a RFP for a contract is first advertised or announced. (This includes a foreign corporation duly authorized to engage in business in Minnesota.)
   ___Yes ___No (must check yes or no)
2. Has paid unemployment taxes or income taxes in the state of Minnesota during the 12 calendar months immediately preceding submission of the response for which any preference is sought.
   ___Yes ___No (must check yes or no)
3. Has a business address in the state of Minnesota.
   ___Yes ___No (must check yes or no)
4. Agrees to submit documentation, if requested, as part of the proposal process, to verify compliance with the above statutory requirements.
   ___Yes ___No (must check yes or no)

BY SIGNING BELOW, you are certifying your compliance with the requirements set forth herein and claiming Resident Vendor status in your proposal submission.

Name of Company: _________________________________________ Date: ___________________________
Authorized Signature: ___________________________________ Telephone: ___________________________
Printed Name: __________________________________________ Title: ____________________________

IF YOU ARE CLAIMING RESIDENT VENDOR STATUS, SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL SUBMISSION.