

**IT Professional Technical Services Master
Contract Program T#:902TS**

**Statement of Work (SOW) For
Technology Services Issued**

By

The Office of MN.IT Services @ the Minnesota Board of Chiropractic Examiners

**Project Title: New Licensing & Regulatory database with Online Services
Implementation**

**Service Category: Server – Application (Design &
Development)**

Business Need

The mission of the Minnesota Board of Chiropractic Examiners (MBCE) is to ensure that Minnesota citizens receive appropriate chiropractic services from competent doctors of chiropractic (DC's). The board protects the public through licensure of qualified individuals, and by providing timely and impartial resolution of complaints against licensees.

This project is an eLicensing system, which is a system maintained and administered by Minnesota's Office of MN.IT Services, conversion project. It is in compliance with the Department of Administration's Health Licensing Board Information System implementation Report to Legislatures, per 2012 Sunset Review Law, Chapter 278, Article 2, Section 30. It is also needed to support the Board's mission by revamping the Board's database to implement and support statutory requirements (MN Statutes 148.01 – 148.108, 214.072) and by re-engineering the Board's website to provide enriched online services to chiropractic licensees, patients of DC's, members of the public, Board members and staff, other governmental agencies, and chiropractic professional associations.

BACKGROUND: The Board's licensing and regulatory database system, the New License Manager, was developed in 1999-2000 using Microsoft Access for the back end, and a customized version of Visual Basic for the user interface. At this time, the launching of a dual web based system: a "static" system managed by the user for the purposes of simply putting information on the web site; and a "dynamic system" with a web interface, which allowed for the online renewal of licenses, address/information changes/updates; and public access to licensee information. This agency was the second agency in the state at the time to have such a capability (following the Department of Public Safety for the online renewal of driver's licenses.) This online renewal system was successfully launched in 2000, and currently enjoys an approximately 90-93% utilization rate. However, inherent in this is the antiquity of the system, such that it is becoming fundamentally unsupportable, continuing to function only through extensive use of electronic crutches and duct tape. For example, in 2008, an enhanced and expanded database was needed to accommodate the Board's licensure of a new classification of individuals (animal chiropractors.) However, given the age and customization of the original project, an upgrade to the system was determined to be infeasible, and was abandoned, relegating the registration of these individuals entirely to paper, with no electronic management whatsoever.

In spite of this, and along about this time, the database platform was migrated from MS Access to SQL server. This was completed in 2008. Due to resource constraints, the MS SQL Server that hosts the database is still in a SQL 2000 version residing on a Windows 2000 server machine. These services are running on a Windows Server 2000 with SQL 2000. Not all of the information collected by the online services is directly and automatically synchronized with the internal database NewLicMan (New Licensing Manager). This process negatively impacts Board

operations, payment reconciliation, data integrity, and promotion of services to the public. In 2012 the Legislature passed a bill (Minnesota Revisor of Statutes 2012 - Chapter 278) related to the recommendations from the 2011 Sunset Review. It (Article 2, Sec. 24) requires the Board to post business addresses, felony records, malpractice judgments, and disciplinary actions by other jurisdictions, on its website. It (Article 4, Sec 2) also requires the Board to provide 'notification and resolution' of registered complaints at the Board. To comply with this law, to enhance system security, and to achieve comprehensive and consolidated system features, functionality and needs, the Board plans to adopt an existing State-owned licensing system, built on Microsoft Centric technology Platform. This project is intended to customize this State-owned licensing system to fulfill the MBCE's business needs, and to convert the existing licensing database into the new system's database. The Board needs the migration of its database to a version of the ALIMS's system (a State owned "Automated Licensing Information Management System"), in order to accommodate all legislative requirements.

The Board is seeking qualified developer consultants who have the desired skill set with the experience to modify ALIMS to meet the statutory requirements, enhance security, and facilitate robust financial reconciliation for online services. The estimated consulting hours to complete the project are between 2,300 to 2,500.

Project Deliverables

The required deliverables are:

- Perform business analysis and construct a Project Plan, which should specify the:
 - purpose, scope and objectives of this project
 - business and statutory requirements to be implemented
 - recommended changes of ALIMS infrastructure plan prepared by MN.IT
 - time line of development processes
 - presentation of an application interface design document to display the requirement implementation in the new system.
- Work with MN.IT staff at HLB (health licensing boards) to build a new development server with Window Server 2012, SQL Server 2012, MS Team Foundation server 2012, and other required software.
- Convert and migrate current NewLicMan data to ALIMS's database in MS SQL server 2012 and verify capture data to meet requirements.
- Assure the program's capability to add additional future categories of individuals to be regulated as established by the Legislature.
- Enhance the current Online Services programs, public facing web pages, to include the information defined by Sunset Review Law.
- Revise the back end Application and Licensing interfaces to capture the information defined by Sunset Review Law.
- Develop and code interfaces, database objects, web services, queries for integrated back end and public facing applications, that are not currently implemented in ALIMS, to include:
 - Entity and demographic data:
 - Multiple names – alias, maiden, former, legal and professional. All the name fields should be searchable.
 - Name changes should be traced and historical name should be searchable.
 - Multiple address – mailing, home, work, history, current and former
 - Cash and accounting data :
 - require that all cash entered into the system be associated to a deposit number(s), date, line number(s), check number, entity, and revenue account code.
 - provide the ability to retain past history of money submitted, NSF's, refunds, etc. for an individual (for historical, auditing purposes)
 - provide the ability to capture online credit card (CC) payment information.

- provide the ability to automatically track changes of cash records.
- distinguish online vs non-online payments, and batched separately
- apply specific transactions codes
- attach accounting data to licensing and renewal and other transactions
- provide required reporting
- Application data, which should include functionalities to:
 - accommodate and maintain data on multiple license applications over time as determined by applications for new licenses
 - accept various basis and requirements for each license type, including grandparenting provision, licensure by examination, licensure by endorsement, provisional and temporary license application
- Educational data:
 - academic credentials from accredited institutions
 - very specific coursework requirements for the LICSW license
- Examination data:
 - current and history of exam data
 - customizable drop down menu
- Licensing data with ability to:
 - track all license types including Preceptor, Acupuncture, Extern, Independent examiner, Animal chiropractor, Professional Firms/Foreign Firms and any/all license changes
 - Track license status changes, including active, inactive, volunteer retired, emeritus,... etc.
 - reactivation from emeritus, expired, voluntary termination, inactive license status to active license with various back fees and CE requirements.
- Renewal data with 'Pending Approval' feature
- Continuing education (CE) audit:
 - Randomly designate groups of "auditee's" based on personal ID numbers, for audit tracking, and based upon input criteria;
 - Be able to send series of letters based upon compliance level of licensee
 - Have capability to bring previous licensee audit experience forward for review;
- Continuing education (CE) provider data capability to:
 - Assign a unique MBCE ID number to each approved program for each period;
 - Categorize CE data in various categories (eg "regular", "X-Ray", "PB", "Acupu", or "AC"; and have capability to add/modify categories
 - Have capability to display provider/program data on web site for licensee's to determine eligibility of program(s) for CE credit;
- Graduate Preceptorship Program. Refer to MN Rule 2500.2500-2530, which specify the supervised practices for graduates under the G.P.P. program (externs). The new system should be able to support and track the following information:
 - preceptor and extern requirements and history
 - Be able to set expiration date for Preceptor based upon 1 year from inception (requires renewal)
 - Be able to set extern expiration date based upon following:
 - One year from date of extern inception;
 - Chiropractic licensure of extern, causing automatic expiration
 - distinguish supervised practice hours by designated scope of practice
- Complaint data with features to:
 - interface to licensing data
 - generate complaint process notice letters to respondent and complainant periodically, per Sunset Review Law, as an automated system task.

- track complaint history with chronicle sorting feature.
 - Maintain all currently tracked database elements.
- Construct new secured public access web pages and online services with the necessary 'web services' codes that provide real time data transaction at the back end licensing database to:
 - ability for licensees and applicants to access data from license and application records including ability to check status of license applications and renewals
 - submit preceptorship application and verification forms online
 - create online application service for CE Providers
- Convert existing online services programs, while maintaining the current functionalities, to 'web services' based codes that provide real time data transaction at the back end licensing database. Those current online services include:
 - change address/phone
 - change password for online services
 - search/verify a license
 - display enhanced public licensing and disciplinary action records/details
 - search for and attest as a licensing supervisor
 - search for a CE Provider, and approved programs
 - renew online with enhancement to capture the information defined by Sunset Review Law. Allow those with interim criminal or other history to proceed with online application, but to "trigger" automatic report to Enforcement division personnel for follow-up.
 - apply initial license online with enhancement to capture the information defined by Sunset Review Law.
- Develop a mechanism for real time synchronization of online services records with the internal database, and construct web services for the new public facing online applications.
- Utilize MS SQL Server reporting services to create about 10 MBCE specified reports, which are not currently provided in ALIMS.
- Utilize the new system's complaint investigation and disciplinary action modules by converting exiting complaint database.
- Revamp the current "compliance" related information into new system's activity module with new feature of grouped activity viewing and batch processing.
- Migrate the current MBCE document management system to ALIMS's document management system to allow the Board to
 - Generate about 30 correspondences templates with capacity to automatically populate desired information from database.
 - Track and search the correspondences and actions related to our licenses/complaints.
- Provide as needed reports and Ad hoc queries to staff. All the current NewLicMan queries should be migrated to the new system's query utility tools.
- Provide the ability for end user to manage some changes through "utility" function.
- Perform code reviews of peers at the MBCE and unit testing of code changes as directed by the project manager.
- Attend regular status meeting with a designated State project manager and MBCE stakeholder.
- Perform testing, migration, production release, and provide comprehensive knowledge transfer to staff over the course of the engagement.
- Provide staff training and as needed post-production support till end of the contract.
- Provide up to 40 hours post-production support for 30 days after production release.

Project Milestones and Schedule

- Estimate start date: September 2013
- Project initiation/startup/configuration/business analysis: September 2013 to October 2013
- Development, data conversion/validation, testing: October, 2013 to June 2014

- Training and documentation: June 1 to June 30, 2014
- Go Live to production: June 1, 2014
- Post production support: June 1 to June 30, 2014

Project Environment (State Resources)

- The executive director of the MBCE, DC, is the project sponsor.
- This is a State managed project. A project manager will be pointed by the State prior to project being started.
- It is expected that the selected contractor will work onsite at the Board's office location unless offsite work is determined suitable by the state designated project manager and with the agreement of the project sponsor.
- The selected contractor will work side by side with key MBCE/MN.IT staff assigned to the project.
- MBCE will provide appropriate work space, computer, software and network access for onsite work needs.

Agency Project Requirements

- The selected contractor's work must comply with project standards
- The selected contractor must use only approved project tools for development activities.
- The selected contractor won't need to work full time (40 hours a week) through the entire contract period. She/he could work part time and coordinate his/her work schedule with the project manager and stakeholders from MBCE.

Responsibilities Expected of the Selected Contractor

- The selected contractor will follow the MN.IT Services at MMB change management process, and report to the project manager and project sponsor.
- The selected contractor must work collaboratively with state staff to assure that he/she understand MBCE's business processes and statutory requirements.
- The selected contractor will be required to sign a confidentiality agreement in which they agree to protect data and copy rights according to state and federal mandates.
- The selected contractor should attend weekly project status meetings with the project manager and MBCE/MN.IT staff to provide updates on the project progress, to discuss any functionality issues and/or ideas that may positively or negatively impact the deliverable.

Required Skills (These will be scored as Pass/Fail)

- 7+ years Microsoft Visual Studio, ASP, .NET/ VB.NET development and .NET framework.
- 5+ years web services, JavaScript, HTML, XML development.
- 5+ year experiences in implementing techniques of Agile Development

Desired Skills

- Bachelor's degree in Information System/Computer Science
- Excels in IIS
- Excels in Crystal report and MS Access programming
- Familiar with Microsoft Silverlight
- Familiar with Microsoft Team Foundation Server
- Excels in oral communication and in documenting codes
- Ability to design interface and code, based on written business requirements and defect reports
- Ability to work efficiently and effectively alone as well as with a team
- Ability to comply with client's requests
- Experiences in Microsoft SQL Server migration project

Process Schedule

- Deadline for Questions August 27, 2013, at 3:00 p.m. CDT
- Anticipated Response to Questions August 28, 2013
- Proposals Due September 3, 2013, at 3:00 p.m. CDT
- Anticipated Proposal Evaluation September 3-6, 2013

Questions

Any questions regarding this Statement of Work should be submitted via email by August 27, 2013, 3:00 p.m. CDT to:

barry.smith@state.mn.us

Barry Smith

Minnesota MN.IT at Health Licensing Boards

The subject line of the response e-mail should be: "Question about MBCE SOW".

Note that

- Questions sent to any other email address will not be considered.
- All questions regarding this statement of work should be directed only to Barry Smith.
- Questions will be answered by approximately August 28, 2013. Questions and responses will be posted on the board's website at http://mn.gov/buyit/statements/mcp902ts_active.html

SOW Evaluation Process

Step 1: Pass/Fail on Response Requirements and Required Skills. If MBCE determines that the vendor failed to meet one or more of the requirements, or if the vendor did not submit sufficient information and references to make the pass/fail determination, then the Response will be eliminated from further review.

Step 2: Evaluation of responses that pass Step 1, based on the following criteria:

- Company's background, understanding the project approach 5%
- Knowledge & experiences of similar projects: 20%
- The extent to which vendor meets the required and desired skill sets: 25%
- References and interview results: 10%
- Cost: 40%

At any time during the evaluation phases, the State may contact a vendor for clarification of the Response. Only 3 or 4 top scoring candidates will be selected for an interview based on the proposal evaluations. Interviewee shall present in person at the Health Licensing Board Office for the interview, and will be expected to demonstrate and describe his/her qualifications to meet those requirements. However, the State does not guarantee that it will request information or clarification outside of the submitted written response. To avoid the possibility of failing the evaluation phase or of receiving a low score due to inadequate information, it is important that the vendor submits a complete Response and meets all requirements fully.

This Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Response Requirements

Responses should not primarily consist of standard company marketing information, but should be clear, concise, non-repetitive, professional, well presented information that focuses on addressing the requirements of the Statement of Work as succinctly as possible.

Requirements:

1) Introduction & Company overview:

The responses should include a one page Executive Summary which demonstrates the respondent's understanding of the services requested in this SOW and any problems anticipated in accomplishing the work. Vendor's primary contact person should be included.

2) Resumes of proposed developer(s):

Resumes must address the Required Skills and Desired Skills set forth in this statement of work, education/training records related to software development, experiences with previous clients' information.

3) References:

A list of three references for each developer from his/her previous clients.

References must include name, company, title, phone number, and/or e-mail.

4) Required Skills:

The proposal shall demonstrate the developer's knowledge and abilities in the required skills.

5) Cost:

In a separate sheet, (to be submitted as a separate attachment) please state the company's name, proposed developer's hourly rate, estimated number of hours, and total cost of the project.

6) Required forms to be included

a) Affirmative Action Certificate of Compliance (if over \$100,000)

<http://www.mmd.admin.state.mn.us/doc/affaction.doc>

b) Affidavit of non-collusion

c) Certification Regarding Lobbying

<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form, if applicable

<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

Email all Proposals in one PDF file to MN.IT_Contracts@state.mn.us (Please note there is an underscore _ between MN.IT and the word Contracts) by proposal due date, September 3, 2013, 3:00 p.m. CDT. The subject line of the response email should be: "MBCE SOW Response". Note that responses sent to any other email address, mailed, or personally delivered to the Board will not be considered.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order.

The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the 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.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected contractor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 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 will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

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 the State, 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 Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State 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 MMD, the State 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.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective

September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by**:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

(2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or

(3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

A "VETERAN-OWNED PREFERENCE FORM" is attached at the end of this SOW.

Foreign Outsourcing of Work Prohibited

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

Affidavit of Noncollusion

State of Minnesota
Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

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 Board of Physical Therapy Request for Proposals (SOW) 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 Proposals, 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.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm
name: _____

Print authorized representative
name: _____

Title: _____

Authorized
signature: _____

Date
(mm/dd/yyyy): _____

Notary Public

Subscribed and sworn to before me this:

_____ day of _____, _____

Notary Public signature

Commission expires (mm/dd/yyyy)

STATE OF MINNESOTA

VETERAN-OWNED PREFERENCE FORM

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference in the amount bid on state procurement to certified small businesses that are majority-owned and operated by:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

(2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or

(3) any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time. When responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. When responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

If you are claiming the veteran-owned preference, attach documentation, sign and return this form with your response to the solicitation. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

I HEREBY CERTIFY THAT THE FIRM LISTED BELOW:

My firm is a certified small business and it is majority-owned and operated by an eligible person as defined by Minn. Stat. § 16C.16, subd. 6a.

Yes No (must check yes or no) State the type of documentation attached:

DOCUMENTATION MUST BE PROVIDED FOR ONE OF THE FOLLOWING REQUIREMENTS:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

State the type of documentation attached:

(2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs;

State the type of documentation attached:

(3) any other veteran-owned small businesses certified under Minnesota Statute Section 16C.19, paragraph (d).

State the type of documentation attached:

Name of Company: Date:

Authorized Signature: Telephone:

Printed Name: Title:

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, ATTACH DOCUMENTATION, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.]