

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

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

**Minnesota Department of Human Services (DHS)  
AND  
Minnesota Office of Enterprise Technology at DHS  
(MN.IT@DHS)**

**Project Title:  
DHS Enterprise Systems Modernization,  
Integrating Health Care Phase 1**

**Service Categories:**

*Required:*

**Analyst – Business**

*At Least One of the Following Also Required:*

**Architecture Planning and Assessment – Business  
Architecture Planning and Assessment – Information/Data  
Architecture Planning and Assessment - Technical  
Analyst – Technical  
Database Design/Architect  
Project Management**

## Business Need

The Minnesota Department of Human Services (DHS) administers and supervises a variety of economic support, health care, and social service programs intended to improve people's health and well-being and help people live as independently as possible. Programs include:

- health care, including services for people with mental illness, chemical dependency, and physical or developmental disabilities
- long term care and waived services
- economic support for struggling families
- child support enforcement
- child care assistance
- child welfare services
- food support
- direct services through regional offices for persons who are deaf or hard of hearing
- and many other services

DHS' largest financial responsibility is to provide health care coverage for low-income Minnesotans. DHS is currently partnered with the Minnesota Departments of Management and Budget, Commerce, Health, and the Office of Enterprise Technology (d/b/a MN.IT) to implement the Minnesota Health Insurance Exchange (MNsure) from which Minnesotans may purchase health insurance eligible for federal subsidies, and for individuals and employees purchasing private policies. MNsure will also be responsible for some Medicaid eligibility determination.

Key stakeholders in the current effort include MNsure, county service delivery partners, and citizens applying for and receiving benefits through MNsure and/or Medicaid and/or other health care coverage programs in Minnesota, advocates and others who help citizens in need, and provider of services.

Minnesota has procured Cúram software for MNsure and for health care eligibility outside of MNsure. DHS and MN.IT@DHS is seeking a team with Cúram expertise to implement a solution to support the health care eligibility, case management, and related processes for individuals eligible for Medicaid and other Minnesota health care via customization and configuration of Cúram software in the MNsure environment.

The Department of Human Services received approval of a request for federal funding to begin development of Medicaid and Minnesota Care (a State funded health care coverage program) eligibility determination in Cúram, in order to coordinate with the implementation of the Minnesota Health Insurance Exchange, recently named MNsure, according to the Affordable Care Act. The intent was to deploy the system by January 2014. A single system would ease the lives of service delivery partners who must use multiple systems for accomplishing their work, and of citizens who may be eligible for one or more health care coverage programs for one or more members of a family. Delays in the development of the eligibility system, difficulties in coordinating multiple projects with short timelines and many partners at the vendor and agency level, difficulty in procuring adequately skilled Cúram developers, and the pull on state staff to participate in multiple projects have combined to negatively impact the schedule for the Medicaid eligibility project. There is an urgent need for a skilled team to participate in reinvigorating the project, re-estimating the timeline and requirements, mentoring state staff and completing some deliverables.

This effort is only the first of several phases of System Modernization at DHS. After the initial delivery of eligibility determination, case management, and related functionality, there will follow an enhancement phase for health care coverage programs, SNAP eligibility and payment, cash programs eligibility and payment, child care eligibility and provider management and payment, child support system modernization, child and adult welfare modernization, and possible addition of other Human Services functions over the coming 5-6 years.

The implementation of Cúram for the DHS Enterprise Systems Modernization, Integrating Health Care Phase 1 (ESM-HC) simultaneously with Health Care Reform has resulted in a challenging set of complex business and technical issues. Keys to resolving issues that have arisen may be

- Defining a coordination role which will ensure that the business requirements are met in the Cúram solution and implemented in the most appropriate way in the Cúram Social Program Management suite, and
- Defining an approach to working on multiple projects using the Cúram toolset. This requires detailed eligibility and health care reform knowledge and, most importantly, a deep understanding of Cúram, which the State has not had time to garner.

At this time, DHS needs to reassess the progress of MNsure, and the progress the team has made in implementing non-Modified Adjusted Gross Income (Non-MAGI) eligibility programs in Cúram. There is also a need to review the technical environment and the approach to working simultaneously on multiple Cúram projects. New estimates and realistic deadlines must be established and additional knowledge transfer to state staff is necessary. This Statement of Work is intended to procure a team to take responsibility for certain aspects of the work, based on the progress the State team has made at the time work begins.

The State of MN requires expertise in the domains of Eligibility and Health Care Reform, combined with extensive Cúram experience to allow a vendor to provide big-picture direction, as well as detailed technical and business analysis expertise. Both Cúram overall direction and technical expertise are urgently needed for the Medicaid Automation project. In addition, we require a review of the approach and assistance with evaluation and potential integration of the EngagePoint suite currently in use for the creation of notices for MNsure, the Minnesota Exchange. The State requires guidance on the best approach to take for notices, using available tools, including: Cúram, FileNet, EngagePoint tool suite, and Word.

## **Project Deliverables**

The current need is to implement all non-MAGI eligibility program determination and benefit establishment as soon as possible. While state staff continues to work and make progress on the implementation of Minnesota's more than 25 health care payment programs, the challenges have been significant to-date and are expected to continue as work continues on MNsure and policy changes are implemented.

The initial deliverables of the work order will include:

1. Create a report based on review and modifications to the approach to technical set-up of environments for multiple project delivery. The report must identify any modifications required to ensure compliance with Accessibility Standard.
2. Define methodology based on the Cúram product capabilities, staff capabilities, and principles of agile development.
3. Document recommendation on Skill Development as a result of an assessment of State staff skills and recommend additional training and/or provide appropriate mentoring and task assignments and knowledge transfer to fill obvious gaps.
4. Completion of Aid to the Aged Blind and Disabled (AABD) (or other programs, as negotiated) eligibility determination – installed in the System-Test (STST) environment, using business analysis and technical development staff provided by the selected vendor teamed with state staff.
5. Additional/alternative deliverables to be determined based on progress on MNsure and current work undertaken by the State team and staff augmentation staff.

Additional specific deliverables will be negotiated based on progress made by the time the work order is negotiated. Anticipated changes in the project will be reflected in written change orders as agreed by DHS and contractor.

## **Project Milestones and Schedule**

Expected start date: October 1, 2013

Expected end date: June 2, 2014

It is expected that the initial work order(s) resulting from this Statement of Work will be for six months, with option to extend up to 18 additional months in increments determined by the State.

## **Project Environment (State Resources)**

A new division within MN.IT@DHS is being staffed with 20-30 members to support software applications, including Cúram. The vendor team will be responsible to implement the first phase in the eligibility solution for selected health care programs, while state staff will be working on additional health care or other social services programs. The vendor and state project teams will collaborate and cooperate, particularly on items that impact both efforts. The division director and/or appointed Project Manager will manage all work on the projects and ensure coordination. State resources include:

- Cúram-Trained Developers
- Cúram-Trained Business/Solution/Technical Architects
- Cúram-Trained Business Analysts
- Health Care Policy Experts

- Quality Assurance Personnel
- Project Managers

In the past several months, State technical and business analyst staff have been to Cúram basic training, and training on rules and workflows.

Additionally, staff augmentation resources with Cúram expertise have been engaged and are assisting state staff in understanding Cúram software. The statements of work for these resources were published through the 902TS master contract process and are numbered 3071, 3072, and 3124. Those team members are currently expected to remain available.

## **Agency Project Requirements**

The vendor's work must comply with project standards and the vendor must use only approved project tools for development activities.

The vendor will be required to sign a confidentiality agreement in which they agree to protect data according to state and federal mandates and to complete security and HIPPA training provided by DHS.

It is expected that the selected vendor will work onsite at DHS Central Office locations unless offsite work is determined suitable by the state project manager. DHS will provide appropriate work space for onsite work needs.

DHS offices are accessible to most staff Monday thru Friday from 6:00 a.m. until 6:00 p.m. Core hours of availability are 8:00 a.m. to 4:30 p.m. Monday through Friday. During the core hours, staff is expected to be available for meetings. However, many staff work flexible schedules and/or telecommute. Respondents should indicate their approach to scheduling work time, both in and out of the DHS offices. Work times must be approved by project management staff.

## **Responsibilities Expected of the Selected Vendor**

The responsibilities of the selected vendor will include:

- Provide a team of resources that includes the following roles:
  - Technical/Solution Architect(s). Solution Architects experienced in Cúram analysis with deep knowledge of Cúram and the State's deployed infrastructure components including WebSphere, FileNet and Oracle.
  - Business Analyst(s). At least one Business Analyst should be included to provide direction and review of the translation of business requirements into designs to ensure that the appropriate implementation in Cúram is being done. It is particularly important to validate that the design choices meet immediate requirements as well as the later goals of an integrated eligibility solution. Additionally, the Business Analyst will participate in the design of the appropriate integration between Cúram and the EngagePoint (or other selected) toolset for the creation of notices.
  - Developers. The team should include one or more Cúram Developers. Developer(s) will assist with integration of Cúram and the EngagePoint (or other selected) architecture for the creation of notices. These developers will transition to Cúram development in other areas. Efforts may include work with any and all Cúram components in a WebSphere

environment, development of interfaces, and will require transfer of knowledge to State staff.

- Providing the State with a review of the deployed Cúram development environment for MNsure and Medicaid efforts and offering recommendations tailored to the needs of the ESM HC Project.

See Deliverable 1: Report including recommendations

- Working with the State development team to define an approach to the Medicaid Automation project that includes best practices in Cúram and Agile principles to maximize Cúram development compliancy and an approach for rapid deployment.

See Deliverable 2: Documented Recommendation on Methodology and Approach

- Providing Cúram-related solution architect services, planning and coordinating and integrating with the various teams working on MNsure and with the State team working on Medicaid automation, which includes technical and business analysis staff.
- Providing an assessment of State staff skills and recommending additional training and/or providing appropriate mentoring and task assignments and knowledge transfer to fill obvious gaps

See Deliverable 3: Documented Recommendation on Skill Development

- Providing business analysis and design services translating business requirements into designs for implementation in the Cúram system.

See Deliverable 4: Completed analysis and design documents as specified in the MN Cúram Methodology agreed to as above related to the implementation of AABD rules and associated functions (e.g. data-gathering, workflows) in Cúram, and one case management approach for AABD (e.g. a case banking approach for assignment/approval/review of AABD applicants/recipients.) The specifics of the deliverable will be negotiated and documented at the early stage of work on the project, based on work underway in other teams. The program may change, for example to Long Term Care (LTC) with Spend-down, again, based on the status of work being done by other teams.

- Providing Cúram development services for the specified sub-project identified above.  
See Deliverable 4: Tasks deployed to the testing environment as ready for testing, based on the specific deliverables negotiated above.
- Providing mentoring and knowledge transfer to the state staff assigned to the vendor's project team. The number of assigned staff will be determined and agreed to by the State and the Contractor in the initiation phase of the effort.

## Required and Desired Skills

### Technical/Solution Architect(s)

Solution Architects experienced in Cúram analysis with deep knowledge of Cúram, obtained by working with multiple Cúram projects. The proposed staff should have thorough understanding of the Cúram product suite, particularly in the area of Human Services, Health Care Reform and Medicaid and Integrated Eligibility determination. The Solution Architects should have a deep understanding of the Cúram platform and the many Cúram components, be able to guide projects and staff in how to best use the product. The Solution Architects will be responsible for coordinating and guiding system design and implementation so that the deployed application is built efficiently, designed consistently, compliant with the recommended approach as defined by Cúram and is able to be supported by State staff in future.

- The Solution Architect(s) will assist in performing fit-gap analysis of Cúram components and defining needed changes.
- The preferred candidates will be able to demonstrate comprehensive understanding of the Cúram data model and provide data architecture guidance to the State.
- The preferred candidate(s) will have extensive experience using the Cúram application framework and the various components including Rules (both CER and non-CER), Cúram IEG scripts, Cúram Workflows, Evidence Broker, the Verification Engine, Decision Assist and the Universal Access component.

### **Required Skills For Technical/Solution Architect(s)**

Proposed resource(s) must possess the following experience, to be scored on a pass/fail basis:

- 1 year Human Services systems experience in one or more program areas
- A minimum of 2 years of verifiable Cúram experience in configuration and deployment for large scale eligibility/unemployment systems
- A minimum of 1 year of verifiable experience in one or more of the following categories in relationship to Cúram:
  - System Administration/Configuration/Security
  - Conversion
  - Training
  - Application Development within Cúram
  - Rules development in Cúram
  - Workflow development in Cúram

### **Desired Skills Technical/Solution Architect(s)**

- Experience implementing Cúram's Income Support product suite
- Experience implementing Cúram in the United States
- Experience in implementing systems in the Human Services area
- Cúram Developer Certification (CCD or IBM equivalent)
- JAVA experience
- Experience using CER 6.0 or higher

### **Cúram Business Analyst**

The preferred business analyst candidate(s) will be able to understand the State's business requirements and assist in the design of a solution that most effectively utilizes the Cúram COTS product while addressing the needs of the business. The proposed analyst(s) should be skilled in facilitation of communications with groups or individuals and able to bridge the gap between the business and the technical teams when implementing complex business solutions. In addition, the proposed analyst(s) should have experience in knowledge transfer and the ability to work effectively with the State's business analyst staff that already has extensive experience with State Medicaid programs and with the requirements for automation. The contracted business analyst staff will participate in designing Minnesota's approach to Cúram implementation using best practices and agile principles.

### **Required Skills for Cúram Business Analyst**

Proposed resource(s) must possess the following experience, to be scored on a pass/fail basis:

- 1 year Human Services systems experience in one or more program areas

- A minimum of 2 years of verifiable Cúram experience in business analysis on a Cúram project for a large scale eligibility/unemployment system
- A minimum of 1 year of verifiable experience in one or more of the following categories in relationship to Cúram:
  - Conversion
  - Training
  - Rules documentation/development in Cúram
  - Workflow documentation/development in Cúram

### **Desired Skills for Cúram Business Analyst**

- Experience implementing Cúram's Income Support product suite, Medicaid preferred
- Experience implementing Cúram in the United States
- Experience in implementing systems in the Human Services area (Income Support, Income Support for Medical Assistance)
- Cúram Developer Certification (CCD or IBM equivalent)
- Experience using CER 6.0 or higher

### **Cúram Developers**

The preferred Cúram developers will be skilled programmers with extensive training and experience in configuring, customizing and extending the Cúram product. They will be skilled in using the Cúram framework efficiently and in compliance with Cúram recommendations and in implementing functionality so that Minnesota is compliant with IBM Cúram guidelines and can deploy future upgrades as efficiently as possible. The preferred developers will have extensive knowledge of J2EE technologies, be proficient in using Cúram-specific components, such as workflow, rules CER and non-CER), and IEG. Additional experience in using technologies like Java, J2EE, Struts, Spring MVC framework, OO design and analysis will be considered a plus. Working experience with the Oracle database is also desirable.

### **Required Skills for Cúram Developers**

Proposed resource(s) must possess the following experience, to be scored on a pass/fail basis:

- 1 year Human Services systems experience in one or more program areas
- A minimum of 1 year of verifiable Cúram experience in configuration and deployment for large scale eligibility/unemployment systems
- A minimum of 1 year of verifiable experience in one or more of the following categories in relationship to Cúram:
  - System Administration/Configuration
  - Application Development within Cúram, including expertise with at least 2 of the following
    - Rules development in Cúram
    - Workflow development in Cúram
    - IEG scripting
    - CodeTable extension
    - Evidence Broker
    - Decision Assist
    - Universal Access

### **Desired Skills for Cúram Developers**

- Experience implementing Cúram’s Income Support product suite, Income Support for Medical Assistance preferred
- Experience implementing Cúram in the United States
- Experience in implementing systems in the Human Services area
- Cúram Developer Certification (CCD or IBM equivalent)
- JAVA experience
- Experience using CER 6.0 or higher

## Process Schedule (Central Time)

- |  |                             |
|--|-----------------------------|
| • Deadline for Questions                     | October 9, 2013, 4:30 p.m.  |
| • Anticipated Posted Response to Questions   | October 14, 2013, 4:30 p.m. |
| • Proposals due                              | October 21, 2013, 4:30 p.m. |
| • Anticipated proposal evaluation begins     | October 22, 2013, 8:00 a.m. |
| • Anticipated proposal evaluation & decision | October 30, 2013, 4:30 p.m. |

## Questions

Any questions regarding this Statement of Work should be submitted via e-mail by October 9, 2013 at 4:30 p.m.:

Name: Lisa Koenig  
 Department: MN.IT @ DHS, Enterprise Architecture Office  
 Email Address: [dhs.it-responses@state.mn.us](mailto:dhs.it-responses@state.mn.us)

Questions and answers will be posted on the Office of Enterprise Technology website by approximately October 14, 2013 at 4:30 p.m. ([http://mn.gov/buyit/statements/mcp902ts\\_active.html](http://mn.gov/buyit/statements/mcp902ts_active.html)).

## SOW Evaluation Process

Responses received after the due date and time will not be evaluated. Responses received by the due date and time will be evaluated according to the following evaluation criteria:

Step 1: Pass/Fail on Response Requirements and Required Service Categories- Responding companies must be certified in the Analyst-Business category as well as at least one other category listed on the cover page. If the state determines that the vendor failed to meet one or more of the requirements, or if the vendor did not submit sufficient information 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 (5%)
- Experience (20%)
- Required and Desired Skills (25%)
- Work Plan (20%)
- Cost (30%)

For procurements exceeding \$552,000, member countries of the World Trade Organization's Government Procurement Agreement must be treated on the same basis as U.S. companies under the terms of the treaty. A reference sheet including a list of current members is available at: <http://www.mmd.admin.state.mn.us/Doc/OutsourcingEvalSheet.doc>.

Step 3: Reference checks as time permits before October 29, 2013.

Step 4: Reevaluation of points for Step 2 based on information gained in Step 3.

At any time during the evaluation phases, the State may contact a vendor for additional or missing information or for clarification of the Response. 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.

**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

- Introduction
- Company overview
- Detailed description of respondent's understanding of the need and explanation of the proposed solution.
- Detailed response to "Project Deliverables and Responsibilities Expected of the Selected Vendor"
  - a) Explain how the vendor will approach their participation in the project. This includes:
    - 1) Organization and staffing (including staff qualifications, resumes, etc.)
    - 2) Work-plan
    - 3) Contract/change management procedures
    - 4) Project management (e.g. quality management, risk assessment/management, etc.)
    - 5) Documentation of progress such as status reports
- Detailed introduction to the proposed team of resources
  - 1) Common experience/past projects of team members
  - 2) Proposed roles
  - 3) Details of relevant experience
  - 4) Resume for each proposed resource
  - 5) Three professional references for each proposed resource
  - 6) Approach to mentoring
  - 7) Work Time Approach:
    - Identify any constraints on the resource's availability
    - Provide the resource's proposed weekly work schedule, both in and out of the DHS office
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal

- 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  
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
- c) Certification Regarding Lobbying  
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form  
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- e) Resident Vendor Status Form  
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>
- Cost Proposal
  - Hourly rate by individual resource
  - Deliverables-based cost breakdown including expected hours per deliverable
  - Rates cannot exceed the hourly rates identified in respondent's 902TS master contract

## Proposal Submission Instructions

Responses must be received no later than **October 21, 2013** at 4:30 p.m. Central Time, and should be submitted via e-mail to [dhs.IT-responses@state.mn.us](mailto:dhs.IT-responses@state.mn.us). Responses sent to any other e-mail address will not be considered. The emailed response should contain two attached pdf files, one containing the cost proposal only and the other containing all other response materials, these files should be labeled "Cost Proposal" and "Response," respectively. The subject line of the response e-mail should be: SOW Response - Integrating Health Care Phase 1.

The selected resources and vendors shall not be materially associated with the provider of Independent Validation and Verification (IV&V) services for the project, Software Engineering Services. Selected respondents and resources must be able to attest to their independence from IV&V resources.

The price/terms guarantee for respondents must extend at least 90 days from the date of submission.

The State must receive the Responses in full as described in the Response Requirements section above.

## 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 vendor. 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**

All work that results from 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](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 will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive 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](mailto: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.

**Resident Vendor Status** - In accordance with Laws of Minnesota 2013, Chapter 142, Article 3, Section 16, amending Minn. Stat. § 16C.02, subd. 13, eligible responders may claim resident vendor status. To do so, eligible resident vendors should complete and sign the Resident Vendor Status form in this solicitation. Only qualifying businesses that provide the required documentation, per the form, will be given the status. Resident vendor status may be considered for purposes of resolving tied low bids or the application of a reciprocal preference.