Request for Proposal Application Guide

A how-to guide on applying online for RFPs posted by the Minnesota Department of Commerce

Updated: 11/18/2019
The Minnesota Department of Commerce may use a grant interface website for request for proposal (RFP) applications. This guide is a walkthrough to set up an account to apply to a RFP application on the grant interface website.

**Step 1: Go to the website**

Use a web browser to go to the Commerce Grant Interface Website Logon Page. If this link does not work, type or copy and paste the following website address into the address bar of your browser: https://www.grantinterface.com/Home/Logon?urlkey=mndoc

**Step 2: Create an account**

In order to apply online, an account must be created. An account allows you access to the application if the application is not completed in one session.

- If you already have an account, enter your email address and password. Click ‘Log On’ to go directly to the “Apply” page.
- If you do not have an account, click ‘Create New Account’.

Note: All items with an asterisk (*) are required on this grant interface website.

**Step 3: Enter organization information**

When a new account is created, both an organization contact and a user contact must be entered. First, enter the organization information before entering user contact information. Click the ‘Next’ button located on the bottom right-hand corner of the page.
Step 4: Enter user contact information

The “user” is the person responsible for applying to the RFP.

Enter user contact information. Click the ‘Next’ button located on the bottom right-hand corner of the page. If the user address is the same as the organization’s address that was previously entered, click the “Copy Address from Organization” in the upper left-hand corner of the page.

Note: Only one account can be created per organization, but there may be multiple users within each account. To add additional users please email energy.contracts@state.mn.us with the users name and email.

From this point on, if you need to return to a page, click on the ‘Previous’ button located on the bottom left-hand corner of the page. Do not use the “back” button in your browser.
Step 5: Enter authorized representative information

The authorized representative is the person who will receive and sign agreements.

- If you are the authorized representative, select ‘Yes.’ Click the ‘Next’ button located on the bottom right-hand corner of the page. The system will automatically use your user information for the authorized representative information.
- If someone else is your organization’s authorized representative, select ‘No.’ Click the ‘Next’ button on the bottom right-hand corner to go to the page to enter this information.

Enter the contact information for your organization’s authorized representative. Click on the ‘Next’ button located on the bottom right-hand corner of the page.

Note: This does not create a separate account, but the information is included on the Organization Summary page.

Step 6: Create an account password

This password will be used anytime you or anyone in your organization logs on to the Commerce grant interface website. Passwords must be at least six characters, and can only contain letters, numbers, and accepted symbols.

Enter your password in the first box and then enter it again to confirm. Click the ‘Create Account’ button located on the bottom right-hand side of the page. A confirmation message will be sent to your user email address.
If additional users within your organization require access to the Commerce grant interface website, please contact energy.contracts@state.mn.us

**Step 7: Confirm account creation**

Check your email inbox for the confirmation message from the Minnesota Department of Commerce (administrator@grantinterface.com). If you don’t see the message, check your junk and spam folders.

- After you receive the confirmation email, select the ‘I have received the email’ button. Click the ‘Continue’ button located on the bottom right corner of the page.

**Step 8: Apply for Grants**

Now that your organization has an account, you will be led to the page listing applications currently available through the Commerce grant interface website.

Scroll down to see all applications, or use the ‘Quick Search’ bar to type in a specific application. Once you find the application you want to apply for, click on the ‘Apply’ button on the top right-hand corner of the listing to start your application.
**Step 9: Download question list**

This step is optional. If you would like to download a list of the questions for a specific application, click the ‘Question List’ button once the application is open. This can be found under your contact information on the right side of the page. The list will open in PDF form and can then be downloaded.