

## **EXHIBIT A PROGRAM REQUIREMENTS**

The Minnesota Department of Children, Youth, and Families (“DCYF”) is looking for office space in a facility that supports walk in/reception area, community meeting room, payment center, secured employee workspace, mail receipt and delivery, secure armored car pick up and drop off, and secure shredding pick up and drop off. DCYF requires a moderate level of mission critical electrical, mechanical, and security infrastructure support, including backup power to ensure continuity of operations.

### **Overall Facility**

- **Security:**
  - Keycard access must meet federal requirements as described below in Section J – Security and Audit Controls and in the RFP.
    - Access rights on each badge must be accurately programmed based on agency security needs, building access trend measures, and minimum access necessary to perform essential job functions to meet authorized individuals’ business needs.
    - Need the ability to pull reports about staff accessing building based on badge access and use.
    - Need the ability to audit and update staff badge access based on business needs.
  - Informatix machines require installation of cameras above machines for oversight of items scanned

### **General Space Design Guidelines**

#### **A. Reception Space**

- 15 – Visitor/reception seats for visitors
- Desk and welcome area for reception and security staff
- 1 or more family restroom in lobby/visitor area outside the secured workspace
- Directional signage and ease of access/travel for members of the public with mobility issues and/or are deaf, deafblind, low vision
- Clear sightline from reception area to front entry door
- Back exit from reception area to secured workspace
- Ballistic-resistant material incorporated into the desk, glass (if any), and walls
- Entry door able to be secured remotely by security desk or reception area
- Physical delineation/barrier between public and non-public (secured) workspace

#### **B. Public Conference/Meeting Space**

- Community meeting room: Seats at least 50, hybrid meeting technology, near lobby/reception space
  - Data jacks: 2 data jacks per wall (8 total) in meeting space
  - Floor power box: Floor power/data box in conference room under center of table that would include AV chase for AV equipment
  - Preferred: movable wall to convert large meeting room into two smaller rooms

#### **C. Payment and Receipt Center Space**

- Access-control through key card required
- 4 – Informatix Receipt processing machines

- 4 – Dedicated isolated ground 20 amp circuit (1 per machine)
  - 2 – Data connections per machine
- 1 – Copier requiring 48" LNFT dedicated 20 amp with 2 data jacks
- On UPS/Generator back up. DCYF shall provide the UPS. Proposer shall provide the generator.
- Storage space needs in the room:
  - Storage needs include 15 LNFT of rivet shelving
  - 5-4285" lateral file cabinets
  - 4 to 6 - Recycling/shred bins

#### **D. Employee Secured Workspace**

- 341 - Unassigned workstations
- 136 - Assigned workstations
  - 8 – Workstations for Informatix contractors in payment and receipt center space
- 10 - Unassigned private offices; lockable door with sightline
- 48 - Assigned private offices; lockable door with sightline
  - 8 – Offices (Commissioner's Offices and HR) require enclosed walls, e.g., could be met by having separate space, frosted glass, privacy film, etc.
  - All offices will have a minimum of 18" sidelights with no privacy film
- Office standard size 10 x 12 feet
- Workstation size: 6 x 8 feet

#### **E. Employee Secured Workspace Conference/Meeting Space**

- 1 – Large Meeting Room: Seats 100, hybrid meeting technology
  - Data jacks: 2 data jacks per wall (8 total) in meeting space
  - Floor power box: Floor power/data box in conference room under center of table that would include AV chase for AV equipment
- 1 – Board Room: Seats 20, hybrid meeting technology
  - Data jacks: 2 data jacks per wall (8 total) in meeting space
  - Floor power box: Floor power/data box in conference room under center of table that would include AV chase for AV equipment
- 8 – Conference Rooms: Seat 25, hybrid meeting technology
  - Data jacks: 2 data jacks per wall (8 total) in meeting space
  - Floor power box: Floor power/data box in conference room under center of table that would include AV chase for AV equipment
- Note: some of these requirements could be accomplished by a multi-purpose room that has the ability to be reconfigured for different sized meetings.

#### **F. Shared Employee Common Areas**

- 4 - Kitchenette/break areas (at least one per floor): Refrigerator, microwaves, sink, cabinets, vending machines (if applicable), seating for 10 to 20, bulletin board
- 3 – Print/copy/mail area (at least one per floor): Multi-use copy machine, cabinets for supplies, storage, mail cubbies for divisions to send and receive mail
- Number of restrooms/toilets as required to meet code
  - Calculation: Six toilets for every 150 employees + one additional toilet for every 40 employees over 150.
  - At least one family restroom in any public and non-public areas.
- Number of restroom/toilets as required by ADA
  - Restrooms should be accessible and include privacy latches, one lavatory, one water closet, one urinal (or second water closet)

#### **G. Shared Specific Use Spaces**

- 3 – Private Rooms: Ability to have refrigerator, lockable door, outlets, dimmable lights, dedicated chair, small microwave, sink in room
- 2 – Quiet Rooms: Impromptu enclosed room for one to two people. Lounge seating.
- 2 – IT work area for staging equipment and meeting with staff for pick up/drop off/and repairs

#### **H. Computer/Server Rooms**

- Standard Office and Servers
  - 1-MPOP/Server room for network equipment and production servers.
- Overall
  - Dual UPS Power connections with generator back up, fiber, connected to Mnet fiber preferred. DCYF shall provide the UPS. Proposer shall provide the generator.
  - Server racks to meet MNIT's MPOP/APOP requirements
  - Secured space for physical security access panels, security access control server, video server.

#### **I. Mission Critical Electrical/ Mechanical Infrastructure:**

- 400KW or larger backup generator to support all production spaces and IT equipment.
- Generator connected to 250KW UPS. UPS Furnished by DCYF.
- HVAC for entire space must be climate controlled to meet state office space standards, equipment and paper supply temperatures, and RH levels pursuant to the RFP.

#### **J. Security and Audit Controls**

- Badge Access Control:
  - Physical access controls required under Federal Tax Information (FTI), Social Security Information (SSI) and Criminal Justice Information Systems (CJIS) data guidelines to include:
    - Access rights on each badge must be accurately programmed based on agency security needs, building access trend measures, and minimum access necessary to perform essential job functions to meet authorized individuals' business needs.
  - Need the ability to pull reports about staff accessing building based on badge access and use.
  - Need the ability to audit and update staff badge access based on business needs.
- Physical Access Controls:
  - Card reader access for entry to the facility so keys are not needed to access the facility
  - Request to exit switches in key areas to allow non badging egress out of controlled areas
  - Solid core doors for access points, conference rooms, and single occupancy offices.
  - Sliding or auto-open pallet approved doors on rooms where production or supplies are transported through the work area.
- Technology Access Controls:
  - Dedicated non-network PC to host access control software (DCYF furnished)
  - Dedicated non-network PC to host video software (DCYF furnished)
  - Secured space for card reader panels
  - Door control software at reception/security desk

- Security Cameras:
  - 1080p Camera surveillance in public areas only where there is not a reasonable expectation of privacy (with the exception of cameras over Informatix scanning machines).
  - Need the ability to review video based on security information and reports.
  - Need the ability to audit Informatix processing video based on security information and reports.
- Physical Separation of Work Areas:
  - Physical delineation/barrier between public and non-public (secured) workspace
  - Ability to keep production spaces separate from contracted personnel. Ability to keep secured storage separate from non-secured storage.
- Public-Facing areas:
  - Clear sightline from reception area to front entry door
  - Back exit from reception area to secured workspace
  - Ballistic-resistant material incorporated into the desk, glass (if any), and walls
  - Entry door able to be secured remotely by security desk or reception area
  - Intercoms at entrances

#### **K. Storage**

- General Storage
  - Multiple storage rooms, totaling 1,000 SQ FT
- Secured Storage
  - 1 secured storage room (280 SQ FT) with access control, block walls or acceptable alternate, inaccessible ceiling, solid core door.

# Space Requirements

## Department of Children, Youth, and Families

2/18/2025

Employee Spaces						
Agency, Division, or Team	Unassigned Workstation	Assigned Workstation	Unassigned Private Office	Assigned Private Office	Total Employees	Notes
Commissioner's Office		4		6	10	Commissioner, Deputy, ACs, shared exec team executive assistants. Offices require frosted glass for visual privacy
Equity and Engagement	8			1	9	
Tribal Relations	2			1	3	
County Relations	1			1	2	
General Counsel Office	7		2	3	12	Offices require frosted glass for visual privacy
Human Resources	17		2	2	21	
Government Relations		4	1	1	6	
Communications	4	2		2	8	
Compliance	8		2	2	12	
Finance	38	11		5	54	
Facilities and Management Ops	6	5		1	12	
Grants and Contracts	18	2		1	21	
Office of Continuous Improvement/Strategy and Performance	9	2		2	13	
Business Integration and Solutions	25	8	2	2	37	
Office of Innovation	7	2		1	10	
MNIT at DCYF	15			1	16	
Economic Opportunity and Youth Services Administration	40			4	44	
Child Safety and Permanency	100	40		2	142	
Family Well-Being	163	40	3	3	209	
Early Childhood	85	10	3	4	102	
Licensing and Program Integrity	125	10	4	3	142	
					0	
					0	
<b>Total Employees</b>	678	140	19	48	885	
<b>Sharing Ratio (Workspace : Employees)</b>	1 : 2	1 : 1	1 : 2	1 : 1		
<b>Total Workspace Counts</b>	339	140	10	48	537	
<b>Workspace SQFT</b>	48	48	120	120		
<b>Total Workspace SQFT</b>	16,272	6,720	1,200	5,760	29,952	

Support Spaces						
Space Type	Quantity	SQFT	Area	Shared with other Building Tenants		Notes
				SQFT	Area	
Reception	1	800	800		0	Lobby area, front desk, visitor seating for 15
Security desk	1	120	120		0	Video system/monitors, badge control access
Community meeting room (seats 50)	1	1,500	1,500		0	Hybrid meeting technology, near lobby/reception room, hookups available
Visitor restrooms	1	80	80		0	At least one family restroom, in lobby/visitor area without need for badge access
Payment and receipt center	1	1,000	1,000		0	A child support enforcement receipting center that contains Informatix scanning machines and power for those machines, and 8 cubicles/workstations. Cubicles are part of the count of assigned workstations under Family Well-Being Administration.
Hybrid meeting room (seats 100)	1	3,000	3,000		0	Hybrid meeting technology
Collaborative areas (seats 50)	2	1,500	3,000		0	Hybrid meeting technology, whiteboard, near program administration areas
Board room (seats 20)	1	600	600		0	Near executive team offices, hybrid meeting technology
Drop-in conference rooms (seats 25)	8	750	6,000		0	Hybrid meeting technology, preference 2-4 per floor (if multiple floors)
Print/copy room	3	200	600		0	Multi use copy machine, cabinets for supplies
Shredding area	2	100	200		0	Secure shredding bins needed near Licensing and Program Integrity functions, payment and receipt center
Mail cubbies	1	500	500		0	Area for divisions to send and receive mail
Supply rooms	8	500	4,000		0	File cabinets, regular cabinets and drawers, counters, one on each floor
Specialized storage room	1	280	280		0	Secure storage room needed for cameras and other surveillance equipment
Kitchenette/Break areas	4	1,250	5,000		0	Refrigerator, microwaves, at least one per floor – space for seating
Private rooms	3	80	240		0	Ability to have lockable door, refrigerator, outlets, dimmable lights, dedicated chair, small microwave, sink
Fitness/wellness room	1		0		0	Exercise equipment, water fountain, nice to have but not required
IT work area	2	120	240		0	
Server Room	2	120	240		0	Need normal server room, plus CCAP specific server room
General storage rooms	2	500	1,000		0	Multiple storage rooms, totaling 1,000 SQ FT
			0		0	
			0		0	
			0		0	
<b>Total Support Space</b>			<b>28,400</b>		<b>0</b>	
<b>Agency Subtotal</b>	58,352				58,352	
<b>Panel Creep, etc.</b>	8,055				8,055	
<b>Circulation (40%)</b>	26,563				26,563	
<b>Total Space Required</b>	<b>92,970</b>				<b>92,970</b>	
<b>Square Foot Per Person</b>	<b>105</b>				<b>105</b>	Using total number of employees
<b>Square Foot Per Person</b>	<b>173</b>				<b>173</b>	Using total number of workspaces

Additional Requirements	
<b>Parking</b>	Parking for 10 state vehicles, 300-500 employee vehicles, 50 guest parking, 4 EV charging stalls. Overnight parking options and free parking strongly preferred, anticipate high volume of ADA parking needs.
<b>Security</b>	Program area work needs: Physical access controls required under Federal Tax Information (FTI), Social Security Information (SSI) and Criminal Justice Information Systems (CJIS) data guidelines. Access rights on each badge must be accurately programmed based on agency security needs, building access trend measures, and minimum access necessary to perform essential job functions to meet authorized individuals' business needs. Depending on office location, the option of security escort to vehicles may be requested. Need the ability to pull reports about staff accessing building based on badge access and use.
<b>Acoustical</b>	Acoustical measures should be taken to dampen sound in restrooms, workstation areas and shared areas
<b>Lighting</b>	Indirect overhead lighting (meeting OSHA and state standards) required throughout workspace, avoiding harsh florescent lighting
<b>Adjacency</b>	Licensing and Program Integrity should be adjacent to Child Safety and Permanency, Early Childhood if possible (not a requirement). Equity and Engagement should be adjacent to Tribal Relations, Government Relations, County Relations.
<b>Colocation</b>	May colocate with other state agencies if space meets their needs
<b>Location</b>	It is preferred that the site be walking distance to amenities such as restaurants, convenience stores, fitness facilities, retail shops, and green spaces like parks, plazas and natural areas.
<b>Other</b>	An important factor in realizing the mission of the agency is having a welcoming space for guests and community.