REMINDERS TO AGENCIES FOR STATE DESIGNER SELECTION BOARD PROJECTS:

Prompt Payment Required:
The state agency must pay the State Designer Board Members within 30 days following the receipt of the expense reports for the completed delivery of the product or service.

If an expense report is incorrect, defective, or otherwise improper, the agency must notify the vendor SDSB Executive Secretary within ten days of discovering the error. Upon receiving a corrected expense report, the agency must pay the bill within the time limitation.

For more information on prompt payment requirements, please visit the website https://www.revisor.mn.gov/statutes/cite/16A.124.

General Information:
The Executive Secretary must be copied on all correspondence with the Board.

Unless specifically defined below, the term “Agency” refers to the University of Minnesota, Minnesota State as well as agencies of the State of Minnesota.

*The Agency staff MAY NOT have any discussions about the project with any of the RFP responders outside the Q&A process and information meeting.

Proposals and all other documents are not considered public until contract negotiations are complete.

Voting Representatives of the Agency must be duly authorized to participate as a voting member.

Requests for Proposals (RFP):
The SDSB website is located at: http://mn.gov/admin/government/construction-projects/sdsb/. Here you can find the RFP/PIF templates and other internal forms as well as the audio recordings of meetings, agendas and project information. Please use the most recent templates for the website as they are revised routinely as needed.

The items in {GREEN braces} are to be completed by the Executive Secretary and should not be changed. Anything in BLACK is the required language. Anything in [RED brackets] must be completed by the agency. [RED italicized bracketed] items are examples (although not an exhaustive list of all possible options). Yellow Highlighted items should not be changed.

The RFP should be submitted without dates. Dates will not be added until the RFP has been approved and finalized by the Executive Secretary.

The RFP should be edited by the Agency and submitted to the Executive Secretary with tracked changes on. If tracked changes are not completed accordingly, the Executive Secretary will send back to the Agency to correct.
A draft of the RFP, along with a draft of the SDSB PIF should be submitted to the Executive Secretary, it will then be reviewed by the Executive Secretary. If the review necessitates changes, the Agency will be notified and will need to make the proper corrections. It will then be forwarded to a Board member for review. If there are any questions or changes the Agency will be notified and will need to follow-up. If the review necessitates substantial changes, the Board member may review it again as needed.

If the standard Department of Administration TG language is used from the RFP template, the RFP draft is also sent to the Office of State Procurement for review of TG goal. If there are any questions or changes needed, the Agency will be notified and will need to follow-up.

**Certification form:**

- For RECS Projects, the Executive Secretary will draft the Certification Form and email to the RECS PM for further detail and approval. Once all information has been added, the Executive Secretary will send the RFP draft and Certification Form to OSP for approval.
- For all other State of Minnesota projects, a Certification Form is required for your project. It should be drafted and sent, by the Agency, to OSP for signatures. Once completed, it should be sent to the Executive Secretary with the final draft of the RFP.
- U of MN and MN State projects do not require a Certification Form

Once the final draft and certification form is received, the Executive Secretary will review the RFP and follow up with Agency if any information is missing. If information is missing, Agency will need to provide the information to the Executive Secretary.

Once the RFP draft is reviewed finalized and all required documentation has been received, the Executive Secretary will add a project number to the RFP and the next available dates for posting to the State Register, shortlisting and interviews. The Agency will review and need to add the Mandatory meeting date/time/location and the Q&A dates/times. Executive Secretary will then prepare and send a request to the State Register.

RFPs should be posted to the Agency website in final pdf format stating the SDSB project number as posted in the State Register. If RECS Project, Executive Secretary will submit website update requests to have the RFP posted online to the RECS Construction Solicitations and Announcements website [https://mn.gov/admin/business/vendor-info/construction-projects/solicitations-announcements/](https://mn.gov/admin/business/vendor-info/construction-projects/solicitations-announcements/)

All Q&A must be published through an addendum by the Agency and all addenda should be sent to the Executive Secretary. If RECS Project, questions should be submitted to Executive Secretary and Executive Secretary will facilitate Q&A. Executive Secretary will submit website update requests to have the Q&A posted online to the RECS Construction Solicitations and Announcements website [https://mn.gov/admin/business/vendor-info/construction-projects/solicitations-announcements/](https://mn.gov/admin/business/vendor-info/construction-projects/solicitations-announcements/)

When proposals are received, the Executive Secretary checks them in and will contact the Agency with number of proposals received and any other information that might be needed. Proposals are uploaded to a file sharing site and a link is sent to the Agency to access the proposals.

**General Meeting Information:**

Meetings are currently held virtual through WebEx Events.

Before each shortlisting or interview meeting, the Agency will be emailed an agenda, a voting sheet and any other pertinent information.
All meetings are audio recorded for public review.

**Proposals and Shortlisting of Firms:**

Do not write on proposals; all notes become public documents and will need to be kept for public record. *All evaluator notes must be turned in or scanned and emailed to the Executive Secretary at the end of the project.*

Responding firm names, including subcontractors and staff, should not be identified during the shortlisting meetings and instead are referred to by the letter assigned to them and the discipline if talking about a particular staff person (i.e. the landscape architect).

At the shortlisting meeting the Agency will give a summary of the project and may receive questions from the Board.

At the shortlisting meeting the Board and Agency will determine the number of firms to be interviewed and the length of the interviews.

**Firm Interviews:**

At the interview meetings the Agency should be prepared to ask questions of the interviewing firms.

After discussion of the proposals/interviews, the Agency will have one vote and will be allowed to caucus to agree on their vote. The caucus is not recorded.

For University of Minnesota or Minnesota State projects, each board member (including the Agency) votes for two firms. The top two vote-getters are forwarded for further consideration.

For all other State projects, each board member (including the Agency) votes once and the team with the greatest number of votes is selected. Each member then votes a second time to determine which team will be an alternate in case the selected firm is unable to finalize contract terms.

For all projects, in the event of a tie, THE BOARD WILL VOTE AGAIN AND CONSIDER THE FAIRNESS FACTORS IN THEIR VOTE. In the event of another tie, the non-voting representative from the Dept. of Administration will cast the deciding vote.

If you miss a shortlisting meeting but will be able to attend the interviews, it is advised that you listen to the recordings from the shortlisting meeting that are posted on the SDSB website at [https://mn.gov/admin/government/construction-projects/sdsb/meetings/](https://mn.gov/admin/government/construction-projects/sdsb/meetings/).

For in-person interviews, the Board has requested that members of the finalist team do not individually introduce themselves to board members prior to the interview.

**Shortlisting and Interview Follow Up:**

The Executive Secretary sends a notice to the appropriate firms after the shortlist and after the interview meetings advising of the meeting results/selections, copying the Agency, Board Chair and Assistant Commissioner of Administration.

Agency should track the percentages of TG/ED/VO vendors being used for the project. Refer to Tier 2 reporting requirements.
*U of MN and MN State* are to send follow-up award letters to the final selected firm of their choice. They must cc the Executive Secretary, the Board Chair, the firms that were not selected and the Assistant Commissioner on the email with the letter.

*All agencies* should contact the Executive Secretary once there has been an executed contract, so the Executive Secretary knows when the Proposal and evaluation documents become public and is able to provide when requested by the public.

Further information on Board procedures can be found on the SDSB website at: https://mn.gov/admin/government/construction-projects/sdsb/procedures/