Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to an RFO. Vendor is responsible for reading all addenda associated with the RFO.

**IT Professional Technical Services**

**SITE Program**

**T#:14ATM**

**Office of MN.IT Services (“MNIT”) @ Department of Human Services (“DHS”) / MNsure**

**Project Title:** System Modernization – QA Team

**Category:** Quality Assurance

**Consultants:** Seeking up to 25 consultants, ideally from five (5) teams, each team from a separate vendor. Each vendor team is estimated to consist of five (5) consultants: one (1) QA Project Team Lead, two (2) Manual Testers, one (1) Automation Engineer, and one (1) Performance Engineer. A vendor must have the ability to provide a complete team of five consultants (fulfilling the five roles identified above).

**Business Need.** The Minnesota Department of Human Services (DHS) and MNsure have been charged by the state legislature with simplifying policy and modernizing human services delivery systems, including the Minnesota Eligibility Technology System (METS), to better meet the needs of clients and servicing agencies and to increase accountability to all Minnesotans. To do this, it is necessary to align automated systems development efforts to a business service delivery model.

**Project Deliverables.** Each Quality Assurance vendor must have the capacity to provide multiple consultants that satisfy the skill set requirements listed below. Each Quality Assurance Team shall consist of the following individuals who shall be responsible for performing the following duties:

1. **QA Project Team Lead (1).** The QA Project Team Lead shall:
   A. Manage QA scope and deliverables for projects ensuring the following deliverables for each project are met:
      1) Test Strategy (If applicable);
      2) Test Plan;
      3) Test Plan approval;
      4) Test cases;
      5) Test execution according to the Test Plan;
      6) Defect documentation and triage;
7) Requirements review and approval; and
8) Design review and approval.

B. Manage QA project teams which may consist of state staff and contractors.

C. Provide QA project status utilizing the MN.IT@DHS/MNsure QA approved status report. The frequency of this status report is determined by the individual project teams.

D. Ensure the appropriate MN.IT@DHS/MNsure QA approved test document templates are being utilized for all projects.

E. Working with the project team, create the following test documents utilizing the MN.IT@DHS/MNsure QA approved templates:
   1) Test Strategy (If applicable);
   2) Test Plan;
   3) Test Cases; and
   4) Test Closure document.

F. Act as a reference consultant to the Business Analyst and Business Partners for Business Validation Testing.

G. Work with QA Supervisors in determining QA Level of Effort (LOE) and Capacity.

H. Document defects and manage the defect triage meeting. Defects shall contain the following information:
   1) Steps to recreate the defect;
   2) Actual results;
   3) Expected results;
   4) Environment in which the defect was found in;
   5) Screen shot; and
   6) Referenced test case.

I. Execute test cases according to the approved test plan.

J. Attend requirement review meetings.

K. Approve requirements when they are deemed testable.

L. Attend design review meetings.

M. Approve design documents once they meet the requirements.

N. Attend all project meetings.

O. Be responsible for the following phases of testing:
   1) Smoke;
   2) Functional/System;
   3) System Integration;
   4) Data Validation/Data Conversion;
   5) Data Warehouse;
   6) Regression;
   7) Mobile;
   8) Boundary; and
   9) Accessibility.

2. Manual Testers. The State is seeking two (2) consultants from each team for this role. The Manual Testers shall:

A. Working with the project team, create the following test documents utilizing the MN.IT@DHS/MNsure QA approved templates:
   1. Test Strategy (If applicable);
   2. Test Plan;
3. Test Cases; and

B. Document defects and manage and/or attend the defect triage meeting. Defects shall contain the following information:
   1. Steps to recreate the defect;
   2. Actual results;
   3. Expected results;
   4. Environment in which the defect was found in;
   5. Screen shot; and
   6. Referenced test case.

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   4. Data Validation/Data Conversion;
   5. Data Warehouse;
   6. Regression;
   7. Mobile;
   8. Boundary; and
   9. Accessibility.

J. Act as a reference consultant to the Business Analyst and Business Partners for Business Validation Testing.

NOTE: The same consultant may act in the role of QA Project Team Lead and Manual Tester on a given project. This will be determined by the size of the project. For purposes of response to this RFO, we are seeking separate consultants for these roles.

3. Automation Engineer (1). The Automation Engineer shall:
   A. Follow the MN.IT@DHS/MNsure approved automation framework.
   B. Work with State Staff and other QA consultants to determine functionality to script.
   C. Work with State Staff and other QA consultants to troubleshoot issues.
   D. Create, execute and maintain automated test scripts utilizing Rational Functional Tester.

4. Performance Engineer (1). The Performance Engineer shall:
   A. Follow the MN.IT@DHS/MNsure approved performance framework.
   B. Work with State Staff, other QA and BA consultants to determine functionality to script.
   C. Create, execute and maintain performance test scripts utilizing Rational Performance Tester.
   D. Work with members from Application Support in troubleshooting performance issues.
   E. Create the Performance Test plan utilizing the MN.IT@DHS/MNsure approved Performance Test Plan template.
5. **All consultants are responsible for the following:**
   A. Have a complete understanding of MN.IT@DHS/MNsure QA processes and methodologies and work within the boundaries of those processes and methodologies.
   B. Educate and enforce the use of the QA and Release Management processes and methodologies within the project teams.
   C. Have a complete understanding of all functional and technical requirements and use cases.
   D. Escalate any challenges to the appropriate consultants within 24 hours.
   E. Assist in managing the overall scope of the testing effort.
   F. Transfer knowledge to MN.IT@DHS/MNsure staff.
   G. Communicate effectively in both written and verbal communications.

**Estimated Project Milestones and Schedule**
- Projected Engagement Start Date: October 31, 2017
- Projected Engagement End Date: April 15, 2019
- The State will retain the option to extend the work orders in increments determined by the State.

**Project Environment.** The Quality Assurance consultants will need to interface with a variety of individuals both on the project team and outside the project team that may have a vested interest and can offer information pertaining to the project including:
   A. Program Director
   B. Project Manager
   C. Business Analyst
   D. Developers
   E. Database Administrators
   F. Information Technology Group
   G. System Architects
   H. All members of the QA staff (Managers, Supervisors, Leads, other QA Analysts)
   I. DHS Business staff
   J. MN.IT employees
   K. External vendors
   L. Stakeholder community including the counties and health care provider organizations
   M. Other agency team members

**Project Requirements**
- All work will be done at DHS and/or MNsure offices in St. Paul, MN
- Work must comply with the Statewide Enterprise Architecture
- Work must comply with the State’s Enterprise Security Policy and Standards
- Work must comply with applicable industry/agency standards
- Consultants must be able to work independently, with little or no supervision
- Consultant must be able to drive to resolution in situations with high ambiguity and confusion
- Quality Assurance consultant(s) will report to their Vendor’s Consultant Manager who will receive work direction from the State’s Quality Assurance Lead/Supervisor.
- Consultants must be available for forty (40) hour work weeks except for State holidays or other exceptions approved by DHS, and/or identified in the RFO response
- Consultants may occasionally be expected to work up to fifty (50) hours per week dependent on deadlines and project volume
Responsibilities Expected of the Selected Vendor. Vendor responsibilities include, but are not limited to:

A. If selected for an interview, interviews will take place face-to-face and on-site, and should include the following vendor employees: Representative that services the State of Minnesota (Sales Representative); The Quality Assurances Practice Manager; all involved recruiters from the local office.

B. Provide highly qualified QA leadership and staff, in a flexible staffing model to accommodate QA consultant peaks and valleys throughout the modernization effort. Staffing levels at any given time will be determined jointly by the vendor and the State’s QA Manager and Supervisors. If specific staff is not acceptable to the State of MN, a replacement candidate will be provided by the vendor. The State has the right to accept or reject the replacement candidate.

C. Comply with the MN.IT@DHS/MNsure invoicing requirements.

D. Vendor may be requested to provide 5 consultants (or more) within 2 weeks of an executed Work Order.

Consultant Qualifications and Skill Sets. The Quality Assurance vendor must have the capacity to provide multiple consultants that satisfy the qualifications skill set requirements listed below. The skill sets identified below will be used as Pass/Fail requirements when reviewing resumes for proposed consultants prior to starting on the project.

A. QA Project Team Lead.
   1. 4 year Computer Science degree with 5 years’ Quality Assurance experience, or 2 year Computer Science degree with 7 years’ Quality Assurance experience, or 10 years’ Quality Assurance experience.
   2. 3 years’ experience as a Quality Assurance Lead managing QA consultants.
   3. 3 years’ experience estimating QA Level of Effort (LOE) and QA capacity.
   4. 5 years’ experience writing and executing complex SQL queries.
   5. 3 years’ experience managing the QA scope of multiple projects at one time.
   6. 3 years’ experience with the entire SDLC process.
   7. 5 years’ experience in each of the following: writing Test Strategies, Test Plans, Test Cases, and Test Closure document.

B. Manual Testers
   1. 4 year Computer Science degree with 3 years’ Quality Assurance experience, or 2 year Computer Science degree with 5 years’ Quality Assurance experience, or 7 years’ Quality Assurance experience.
   2. 3 years’ experience writing and executing SQL queries.
   3. 3 years’ experience with the entire SDLC process.
   4. 3 years’ experience in each of the following: writing Test Strategies, Test Plans, Test Cases, and Test Closure document.

C. Automation Engineer
   1. 4 year Computer Science degree with 1 year Quality Assurance experience, or 2 year Computer Science degree with 3 years’ Quality Assurance experience, or 5 years’ Quality Assurance experience.
   2. 3 years’ experience writing and executing automation scripts (preferably with Rational Functional Tester).
D. Performance Engineer

1. 4 year Computer Science degree with 1 year Quality Assurance experience, or 2 year Computer Science degree with 3 years’ Quality Assurance experience, or 5 years’ Quality Assurance experience.

2. 3 years’ experience writing and executing performance scripts (preferably with Rational Performance Tester).

3. 3 years’ experience working with Application Support teams in troubleshooting performance issues.

QUALIFICATIONS

Mandatory Qualifications (Pass/Fail). At a minimum, a responding vendor must meet the following mandatory qualifications. Vendors that do not clearly demonstrate that these mandatory qualifications are met will not be considered under this RFO.

<table>
<thead>
<tr>
<th>Mandatory Qualifications of Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propose an hourly rate cap for each role that is at or below vendor’s Maximum Hourly Rate for the Quality Assurance SITE category.</td>
</tr>
<tr>
<td>Experience in deploying teams of greater than four (4) consultants, to a minimum of two (2) different organizations, for iterations lasting longer than six (6) months each.</td>
</tr>
<tr>
<td>Have a local office in the State of Minnesota.</td>
</tr>
</tbody>
</table>

Desired Information. Responders that meet the Mandatory Qualifications will be evaluated on the following desired attributes. Responder should provide documentation of how it satisfies the desired attributes and fully answer the questions.

<table>
<thead>
<tr>
<th>Desired information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiters that are currently on staff in the local Minnesota office</td>
</tr>
<tr>
<td>1) Number of recruiters who will be used to seek out the consultants</td>
</tr>
<tr>
<td>2) How long has each recruiter been on vendor’s staff</td>
</tr>
<tr>
<td>3) How long has each recruiter been in this role in the IT Consulting Industry</td>
</tr>
<tr>
<td>The number of total consultants the Vendor currently has placed on contract with clients. Responder should provide a breakdown of number of QA consultants versus all other positions.</td>
</tr>
<tr>
<td>Of the consultants currently placed on contract, how many consultants have a primary residence in the five state region? The five state region includes: Minnesota, Wisconsin, Iowa, North Dakota, and South Dakota</td>
</tr>
<tr>
<td>Experience(s) with a public sector client (i.e. Federal, State, County, City, or Municipality government, or Higher Education).</td>
</tr>
</tbody>
</table>
### Process Schedule

<table>
<thead>
<tr>
<th>Process Milestone</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Questions</td>
<td>09/01/2017 2:00 pm CT</td>
</tr>
<tr>
<td>Anticipated Responses to Questions Posted</td>
<td>09/05/2017</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>09/12/2017 2:00 PM CT</td>
</tr>
<tr>
<td>Anticipated proposal evaluation complete</td>
<td>10/23/2017</td>
</tr>
<tr>
<td>Anticipated work order start</td>
<td>10/31/2017</td>
</tr>
</tbody>
</table>

**Questions.** Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule to:

Lynette Podritz, Contract Manager  
MN.IT Central  
mnitcontracts@state.mn.us

E-mail subject line should read: [Vendor Name] RFO0223 QA Team Questions  
Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website according to the Process Schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered that a Responder contacted State staff other than the individual above, the responder’s proposal may be removed from further consideration.

### RFO EVALUATION PROCESS

The RFO responses will be evaluated and scored in a three-step process; 1.) Pass/fail, in which the vendor must have submitted their response on time and must meet the Mandatory Qualifications as previously listed.  2.) Weighted scoring of the narrative response, cost proposal, and any TG/ED/VO preference points and 3.) Interview and cost proposal. Any proposals that are deemed as a “failed” submittal during step one will not be considered for further evaluation.

A team of evaluators will be convened to review the proposals submitted and score the narrative response and cost proposals of all vendors who advanced to Step 2. The highest scoring responding vendors will be invited to proceed to Step 3 of evaluation, which will consist of interviews and again, cost proposals. The highest scoring responders will be re-evaluated based on the criteria set forth in Step 3. Vendor interviews will be conducted on-site at the Minnesota Department of Human Services office located at 444 Lafayette Road North, St. Paul, MN 55155 and attended and reviewed by the evaluation team. The anticipated total time commitment for the interview is 2.5 hours (1 hour interview and 1.5 hours for question/answers). All scores will be compiled and the State will then make a final selection based upon the best value to State.
Cost Scoring (Step 2 and Step 3). Cost proposals submitted in response to this RFO must contain a separate proposed hourly rate cap for each of the four consultant roles being sought herein. The proposed rate for each respective role would represent the maximum rate that the vendor will charge the State for any and all consultants provided in that role for work pursuant to this RFO.

Please do not submit cost ranges as the State requires singular hourly cost for each role in order to make a fair comparison of costs between the responders. If, despite this directive, costs ranges are provided, the State will utilize the highest cost in the range for purposes of cost scoring.

Cost proposals will be evaluated based on the average hourly rate cap of the four (4) consultant roles as follows:

\[
\text{Combined Rate} = \text{QA Project Team Lead hourly rate cap} + \text{Manual Tester hourly rate cap} + \text{Automation Engineer hourly rate cap} + \text{Performance Engineer hourly rate cap}
\]

\[
\text{Combined Rate} \div 4 = \text{Average Hourly Rate}
\]

Lowest cost will be determined by the Average Hourly Rate submitted by the Responder. The Proposal with the lowest cost will receive 100% of the available points. The other Proposals will receive points using the following formula:

\[
\frac{\text{Lowest Average Hourly Rate}}{\text{Responder's Average Hourly Rate}} \times \text{Maximum Points} = \text{Points Awarded}
\]

**EXAMPLE:** (Using 40 points as maximum): If Responder A submitted the lowest combined rate of $500.00, and Responder B submitted a combined rate of $600.00, Responder A would receive 40 points and Responder B would receive 33.33 points ($500.00 ÷ 600.00 \times 40 = 33.33$)

The State reserves the right to remove a vendor from consideration if the vendor is unavailable for interview as requested by the State.
This Request for Offers 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.

SUBMISSION FORMAT

The proposal should be assembled as follows:

1. **Cover Page**
   - Master Contractor Name
   - Master Contractor Address
   - Contact Name for Master Contractor
   - Contact Name’s direct phone/cell phone (if applicable)
   - Contact Name’s email address
   - Consultants’ Names being submitted, designating which role each consultant is being submitted for

2. **Vendor Narrative Response**
   - The vendor’s narrative response must address the items below and demonstrate how the mandatory and desired information listed in this RFO are met.
     - **A.** Describe your past experience in deploying teams of greater than four (4) consultants, to a minimum of two (2) different organizations, for iterations lasting longer than six (6) months each. *(1 page or less preferred)*
     - **B.** Provide the complete address for the your local (MN) office
     - **C.** Identify all of the recruiters who work out of this local office, including:
       - Number of recruiters who will be used to seek out consultants for this project
       - How long has each recruiter been on the vendor’s staff
       - How long has each recruiter been in this role in the IT consulting industry
       - Information provided for the recruiters must clearly demonstrate that they work out of the local office.
     - **D.** Provide the total number of consultants the vendor currently has placed on contract with clients. Responder should provide a breakdown of the number of QA consultants versus all other positions.
     - **E.** Provide a chart showing the breakout of primary residences of the consultants you currently have placed on contract. Chart should identify the number of consultants with residences in Minnesota, Wisconsin, Iowa, North Dakota, South Dakota and all other primary residences. DO NOT SEND THE ACTUAL ADDRESS OF CONSULTANTS PLACED.
     - **F.** Describe your past experience placing consultants with a public sector client (i.e. Federal, State, County, City, or Municipality government, or Higher Education *(1 page or less preferred)*

3. **References.** Provide the names of two (2) references who can speak to the responder’s ability to place project teams in a manner similar to that sought here. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project the responder completed.
   - The State reserves the right to contact the references and to adjust scores based on additional information derived from the reference checks.

4. **Cost Proposal.** Must be in a **SEPARATE DOCUMENT** and not listed in any other place in your submission. Include a separate document labeled “Cost Proposal” which includes a separate proposed hourly rate cap for each of the four roles being sought herein (i.e., QA Project Team Lead, Manual Testers Automation Engineer, and Performance Engineer). The proposed rate for each respective role
would represent the maximum rate that the vendor will charge the State for any and all consultants provided in that role for work pursuant to this RFO and must be at our below vendor’s Max Hourly Rate for the Quality Assurance category. Please do not submit cost ranges as the State requires singular hourly cost for each role in order to make a fair comparison of costs between the responders. If, despite this directive, costs ranges are provided, the State will utilize the highest cost in the range for purposes of cost scoring.

5. Additional Statement and forms:
   1. Conflict of interest statement as it relates to this project
   2. Workforce Certificate Information (required if vendor proposal exceeds $100,000, including extension options)
   3. Equal Pay Certificate (required if vendor proposal exceeds $500,000, including extension options)
   4. Affidavit of non-collusion
   5. Certification Regarding Lobbying (required if vendor proposal exceeds $100,000, including extension options)

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

**PROPOSAL SUBMISSION INSTRUCTIONS**

- Each vendor is limited to the submission of one (1) proposal in response to this Request for Offers.
- Responses must be submitted via e-mail to:
  - Lynette Podritz, Contract Manager, MN.IT Central
    mniitcontracts@state.mn.us
  - Email subject line must read: [Vendor name] RFO0223 QA Team Response
- Submissions are due according to the Process Schedule previously listed.
- The e-mailed response should contain three (3) attached .pdf files
  - One (1) file containing the cover page, completed Mandatory Qualifications and Desired Skills, and references, labeled “Response”;
  - One (1) file containing the cost proposal only, labeled “Cost Proposal”; and
  - One (1) file containing all other supporting documentation, labeled “Supporting Documentation”.
- All responses are time and date stamped by the State’s email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- Vendor must copy MNIT.SITE@state.mn.us on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.
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 RFO 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 RFO 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 RFO, 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 Office of State Procurement (“OSP”) 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 OSP, 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 documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at http://mn.gov/mnit/programs/policies/accessibility/.

**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 Office of State Procurement 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 Small Business Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans. A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Office of State Procurement as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

**Work Force Certification**

For all contracts estimated to be in excess of $100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, “It is hereby agreed between the parties that Minnesota Statute § 363A.36 and
Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency.”

**Equal Pay Certification**

If the Response to this solicitation could be in excess of $500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

**Certification of Nondiscrimination (In accordance with Minn. Stat. § 16C.053)**

The following term applies to any contract for which the value, including all extensions, is $50,000 or more: Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations.