MINNESOTA STATE COLLEGES AND UNIVERSITIES

SYSTEM OFFICE

REQUEST FOR PROPOSAL (RFP)
FOR
Automated online reference checking services

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Minnesota State to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responders must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Minnesota State also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;

2. Reject proposals if it is determined that a Responder's ability to work with the existing infrastructure will be too limited or difficult to manage;

3. Select a proposal for contract negotiation other than the one with the lowest cost;

4. Negotiate any aspect of the proposal with any Responder;

5. Terminate negotiations and select the next most responsive Responder for contract negotiations;

6. Terminate negotiations and prepare and release a new RFP;

7. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is the sole discretion of Minnesota State. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Vendors and Suppliers at Minnesota State page. Responders should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Responder.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of the system office.

School: n/a

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor/Responder/Supplier: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business which must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota as determined by the Department of Administration.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs.

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce-equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decisions/policy making in a way that shares power.

About Minnesota State

Minnesota State Colleges and Universities is the third-largest system in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities and serves approximately 300,000 students annually. Please view its website at www.minnstate.edu.

Authority

This RFP is undertaken by Minnesota State (hereinafter "Minnesota State") pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Responder(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this

RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Minnesota State is requesting proposals to establish a Master Contract for automated online reference-checking services. The services will be available for authorized human resources personnel of the colleges and universities to purchase annually each fiscal year, by signing an order form using a template that will be a part of the master contract. Our fiscal year runs from July 1 to June 30. Minnesota State does not guarantee the number of participating institutions in any given year. A three-year master contract is sought that provides a set price for the services and can be billed out separately for each institution that opts in to use the master contract.

The intended result of this RFP is that online reference checking solutions will be available to human resources personnel at each institution in a manner that reduces administrative costs and streamlines the hiring process, providing good information to support hiring decisions. The goal is to provide consistent, legally compliant online reference checks with quick turnaround times. The automated platform should be easy to use and tied to job-specific competencies found in higher education.

Technical/Functional Requirements

The online reference checking system should be capable of integrating with Workday, the human capital management tool used by Minnesota State. The proposed solution must comply with current national accessibility standards.

Criteria upon which proposals will be evaluated include, but are not limited to, the following:

1. Quality and Quantity of Job Profiles and Reference Questions: The extent to which job-specific profiles have been developed and how they measure the competencies needed in a particular job. Explain the science behind the actual reference questions developed. List the job profiles that are specific to higher education or can be customized.

2. Automated Platform Capabilities: The capabilities for the online reference checking solution and the user experience for HR professionals, candidates, references, and hiring managers.

3. Reference Reports for Hiring Managers and HR Professionals: Quality of the data provided to HR professionals and hiring managers.

4. Training and Support: The training and support provided to users, from set-up to ongoing support.

5. IT Security: Demonstrated data security provided to ensure private data is protected.

6. Qualifications of the Vendor and its Personnel: Detail on your company and its key personnel. Qualifications for providing online reference checking services to higher education clients.

7. Cost

RFP Information Contact

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

>Name: Todd Thorsgaard
>
>Title: System Director for Talent Management
>
>Address: 30 East 7th Street, St. Paul, MN 55101
>
>Telephone: 651-201-1501
>
>E-mail address: Todd.Thorsgaard@minnstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and Responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State and the Responder.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Terms and Conditions

This RFP includes and incorporates Terms and Conditions. Responders should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the Responder's name or corporate name of the Respondent and must be fully signed by an authorized representative of the Responder. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

Key Dates	Timeline
Friday, May 3, 2024	Publish RFP notice on MinnState.edu/Vendors webpage
Friday, May 10, 2024	Deadline for vendors to submit clarifying questions
Tuesday, May 14, 2024	Deadline to publish responses to RFP questions
Friday, May 17, 2024, 5:00 p.m. CST	Deadline for RFP proposal submissions
Monday-Friday, May 20-24, 2024	Review proposals
Tuesday-Thursday, May 28-30, 2024	Oral presentations by selected Responders, if needed
Wednesday, June 5, 2024	Responder(s) selected and notified
Friday, June 28, 2019	Deadline for executing master contract

Minnesota State reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Minnesota State desires to enter into a contract with the successful Respondent(s) effective July 1, 2024, or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract will be three years. If Minnesota State and Respondent are unable to negotiate and sign a contract by June 28, 2024, then Minnesota State reserves the right to seek an alternative Respondent(s).

Proposal Deadline

Submitted proposals must be received by email, using the process described in the next section "Format of Proposals and Submission," no later than 05:00 PM CST on Friday, May 17, 2024.

Format of Proposals and Submission

Responses must be emailed as a PDF with bookmarks for easy navigation to:
    Todd Thorsgaard, System Director for Talent Management
    Todd.Thorsgaard@minnstate.edu.

Proposals received after the Proposal Deadline or in any other formats will not be considered. The MINNESOTA STATE email receipt time stamp will be used for consideration, not the sender's time stamp.

Proposal Content

Responders must submit the following information:

1. **Vendor Profile (Exhibit A)**

   a. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate its view and understanding of the nature of the contract.

   b. **Work Plan:** A description of the deliverables to be provided by the Responder along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.

   c. **Company Qualifications and its Personnel:** An outline of the Responder's background and experience with examples of similar work completed by the Responder and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses, or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.

2. **Key specifications (Exhibit B)**

   a. **Accessibility:** A completed response to the linked Voluntary Product/Service Accessibility Template(s)®(VPAT) for all software, hardware, and websites as applicable (guidance available in the 'Products' tab). The response must contain adequate information to evaluate the responsiveness to the accessibility standards (i.e. a completed VPAT or equivalent).

3. **Desired Specifications (Exhibit C)**

   a. Negotiated with the successful vendor including, but not limited to: quality of job profiles and reference questions that link to competencies; automated platform capabilities that enhance the user experience, easy-to-understand reference reports for hiring managers and HR professionals, training and support.

4. **IT Security (see Exhibit D)**

5. **Pricing (Exhibit E and Exhibit F)**

Terms of Payment

Payment shall be made by Minnesota State promptly after Responder's presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Responder pursuant to the resulting contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Responder shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. **All** Responders must complete the [Affidavit of Non-Collusion](#) and submit it with the response.

2. Conflicts of Interest. Responders 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.

3. Workforce Certificate. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $100,000**, Responders are required to complete the Minnesota Department of Human Rights [Workforce Declaration Page](#) and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $500,000**, Responders are required to complete the Minnesota Department of Human Rights [Equal Pay Declaration Page](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.

Selection Process

The selection process includes the System Director for Talent Management and a selection committee. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

No.	Evaluation Factors	Weight
1.	Vendor profile – Exhibit A	20%
2.	Key specifications – Exhibit B	pass/fail
3.	Desired specifications – Exhibit C	40%
4.	IT Security – Exhibit D	pass/fail
5.	Pricing – Exhibits E and F	30%
5.	Completeness, thoroughness, and detail of response as reflected by the proposal's discussion and coverage of all elements of work listed above	10%
	Total	**100%**

Minnesota State reserves the right to name a date which all responding Responders will be invited to present demonstrations or participate in an interview.

Minnesota State does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhancing and optimizing business and contracting opportunities that promote economic growth and prosperity in the communities we serve. We are committed to developing mutually beneficial relationships with historically underutilized minority-owned, women-owned, and disability-owned business enterprises. The goal is to ensure that diverse suppliers that satisfy our procurement and contractual standards have opportunities to provide goods and services system-wide. Suppliers are encouraged to complete and submit the Supplier Diversity Form with their RFP, which will be used to confirm eligibility based on their status and/or commitment to meeting the stated diversity goal for the specific project.

Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the Directory of Certified TG/ED/VO are eligible for the preference.

Responders interested in becoming a certified should refer to the Office of Equity in Procurement with the State of Minnesota.

Exhibit A: Vendor Profile

Company profile

1. Legal name of the Respondent

2. Address of office which will fulfill this contract

3. Number of years in business related to the RFP

4. Type of Operation: Individual, Partnership, Corporation, Government

5. Number of employees dedicated to fulfillment of this contract

6. Company-wide annual sales volume

7. State that you will provide a copy of your financial statements for the past two (2) years, if requested by Minnesota State. Minnesota State reserves the right to request other reports as needed.

8. Is Respondent currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

9. Prove any details of all past or pending litigation or claims filed against Respondent that would affect Respondent's performance under a contract with Minnesota State.

10. Is Respondent currently in default on any loan agreement or financing agreement with any bank, financial institute, or other entity? If yes, specify date(s), circumstances, and prospects for resolution.

11. Does any current relationship whether a relative, business associate, capital funding agreement or any other such kinship, exist between Respondent and any System Office employee? If yes, please explain the relationship.

12. Are there any circumstances impacting Respondent that could affect Respondent's ability to perform under any award made through the RFP process? If yes, please explain.

13. Provide the vision, mission, goals, and business outcomes of your organization to include your anticipated growth for the future.

14. Provide your company's service/support philosophy, how it is carried out, and how success is measured.

15. Describe your company's quality assurance program, its requirements and how they are measured.

Exhibit B. Key Specifications

Evaluation Criteria – Key Specifications

Criteria	Yes	No	Explain (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
Key specifications:	XX	XX	N/A
1. The presented application has been on the market for at least two years.			
2. The application must be fully utilized at ten (10) or more organizations.			
2. Respondent must be willing to demonstrate a completed and functional product within the specifications provided by this RFP.			
4. Respondent must ensure the highest quality standards are applied.			
5. Respondent must describe the implementation process, including roles and responsibilities, project plan and schedule.			
6. Respondent must ensure the highest level of security is applied to any data housed on Respondent's servers or systems.			
7. Respondent must be able to verify stated qualifications. List any patents. held			
8. Respondent must provide summary resumes for staff that may be assigned to this account.			
9. Respondent must provide names of three higher education clients utilizing their product who can be contacted to provide references.			
10. Respondent must provide information on customer renewal rate.			

11. Capable of integration for Workday HCM.			

Exhibit C. Desired Specifications

Desired Specifications of Online Reference Checking Solution

Criteria	Yes	No	**Explain** (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
Creation of Job Profiles and Reference Questions:			
1. How many job-specific profiles or surveys are currently in your library?			
2. List the job profiles that are specific to higher education.			
3. Explain your process for developing job profiles and reference questions.			
4. Explain the science behind how reference questions are tested for reliability.			
5. Explain the science behind how reference questions are tested for validity.			
6. Can you prove that your solution doesn't have adverse impact on protected classes?			
7. Give examples of job-specific questions.			
8. What is the average number of questions per survey? Why is this the optimal number?			
9. Can you create custom questions? If so, describe the options available to users (open-ended, multi-select, single select, rating scale).			

Criteria	Yes	No	
10. Describe the process to add custom questions.			
11. Can candidates and references access the process through a mobile app.?			

Criteria	Yes	No	**Explain** (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
Automated Platform Design and Capabilities:			
1. Does the solution support multiple business units to facilitate reporting?			
2. How much time is required to enter candidate data and to initiate the reference process?			
3. How does a candidate enter the system? Do they have to setup a user account or are they authenticated directly from an email link?			
4. How much time is required for candidates to enter reference information?			
5. How much time is required for references to complete the process?			
6. If either candidates or references cannot complete entering their information, is there a bookmarking feature that brings them back to where they left off?			
7. Are candidates required to accept a legal waiver or consent form?			

Criteria	Yes	No	Explain
8. Are responses confidential?			
9. Can you determine the number of references required for candidates?			
10. Can candidates send a personal note to their references or edit the system email to references?			
11. How does the solution provide users the ability to ensure that references are real references and are not fraudulent?			
12. Are any languages other than English supported? Describe how this works.			
13. Are automatic reminder emails sent to candidates and references or are reminders sent manually by recruiters?			
14. Can candidates and references respond to requests via text message or email? Describe the communication methods available to candidates and references.			
Criteria	**Yes**	**No**	**Explain** (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)

Reference Reports for Hiring Managers and HR Professionals:

Criteria	Yes	No	Explain
1. Do the reference feedback reports indicate the average numeric rating of all references?			
2. Is it possible to identify how individual references rated the candidate?			
3. Is it possible to identify which reference made specific comments?			
4. Are candidates compared with any norm groups? Please explain.			
5. Is there a single report that summarizes ratings for multiple candidates for the same position?			
6. What evidence, if any, is there to prove that the feedback reports are predictive?			

Criteria	**Yes**	**No**	**Explain** (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
Training and Support:			
1. Start up system training.			
2. Training for new users after start up			
3. Training on upgrades.			
4. How many people in your organization are exclusively dedicated to training and support?			
5. What are the steps in the setup and training process?			
6. What materials are available to help with internal communications to stakeholders in the organization?			

	Yes	No	Explain
7. Is there a process to ensure customer success after the initial setup and training?			
8. Describe your help desk capabilities.			
9. How many people in the organization are dedicated to setup, training, implementation, and support?			
10. How are product updates communicated and implemented?			
11. Describe any service guarantees.			

1. **Criteria**	**Yes**	**No**	**Explain** (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
2. **Technical Components:**			
3. Can your system house full application on your server?			
4. Can you provide data files to the System Office at regularly defined cycles?			
5. Describe any technical interface issues that can be anticipated and how they can be resolved.			
6. Describe any ongoing technical support requirements for the IT staff from System Office or campuses.			
7. Describe any downtime issues related to ongoing maintenance.			

Criteria	**Yes**	**No**	**Explain** (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
1. **Accessibility:**			

2. Describe any features and accessories that enhance your product's accessibility.			
3. List any features that are already included in the pricing.			
4. Provide descriptions of any accessibility features or accessories and how they might be used to support an employee with a disability.			

Exhibit D: IT Security

The vendor is encouraged to provide whitepapers, technical documents, or copies of policies as necessary to fully demonstrate compliance with the requirement. Vendors must provide 'Yes' or 'No' responses to 'Y/N' questions. Vendor is encouraged to provide additional supporting explanation in Comments column or attachments.

	Question	Response Y/N	Comments
	Organization		
1	Vendor has a dedicated information security group or function in your organization that is responsible for the oversight and implementation of information security.		
2	Vendor has staff that has completed information security training? If so, from what areas in your organization (i.e. IT administrators, developers, management, etc.).		
3	Vendor conducts background checks on employees when they begin employment or on a recurring basis.		
4	Vendor has an information security incident response team or formal process for identifying and reporting potential or actual incidents.		
	Data Center and Disaster Recovery		
1	The application is housed in your own data center.		
2	The application is hosted by another entity.		
3	Vendor utilizes a second/redundant data center for failover.		
4	Physical and environmental security controls present in the data center.		
5	All Minnesota State data will be stored in the United States.		
6	Vendor has a documented Disaster Recovery Plan.		
7	Vendor's Disaster Recovery plan is tested on a recurring basis.		
	Network and Infrastructure Management & Maintenance		

1	Vendor has network security controls implemented (e.g. firewalls, intrusion detection/prevention, etc.).		
2	Vendor has conducted a vulnerability assessment on network and server/data infrastructure.		
3	Vulnerability assessments are conducted on a recurring basis.		
4	Vulnerability assessments are conducted by your organization.		
5	Vulnerability assessments are conducted by a third party.		
6	Vendor has a patch management process for network and infrastructure.		
7	Vendor has a formal change management process.		
8	Vendor monitors network performance.		
9	Infrastructure is monitored (7x24, 8x5).		
10	Vendor has scheduled maintenance windows.		
	Server Management & Maintenance		
1	Vendor has a patch management process for servers.		
2	Patches are tested prior to deployment.		
3	Vendor employs server performance monitoring.		
4	Logging is turned on for transactions and configuration changes to servers/systems.		
	Access		
1	Infrastructure and systems that Minnesota State will be using are segmented from other customers' data (e.g. Router ACLs and/or firewall policies implemented for network segmentation)		
2	Administration of the systems and infrastructure by your staff are conducted over a dedicated management network.		
3	System administrators are required to use unique credentials when conducting administrative functions.		
4	Administrative credentials are not shared between administrators.		

5	Multi-factor authentication is used by any vendor staff that accesses systems/data.		
6	Vendor has a process for requesting, approving, denying and removing access for vendor staff		
7	Vendor has implemented ID/password or access requirements for Minnesota State users (e.g. unique ID, password length and strength, password change frequency, lockout after a specified number of failed attempts, etc.)		
	Data Protection		
1	Vendor utilizes encryption methods for data at rest.		
2	Vendor utilizes encryption for data in transit.		
3	Access by vendor staff is granted based on least privilege.		
4	Vendor does not provide any Minnesota State information to a third party.		
5	Vendor has a policy or process for the handling of Minnesota State data at the end of agreement/contract.		
	Application Security		
1	Vendor's developers have received any security training.		
2	Vendor has a defined formal SDLC process.		
3	Vendors SDLC process includes security (e.g. manual code review, pen testing, threat modeling, etc.).		
4	Vendor conducts static scan on application.		
5	Vendor conducts dynamic scan on application.		
6	Vendor uses industry standards to identify vulnerabilities in application code (e.g. OWASP Top-Ten, SANS Top-25, etc.).		
7	Vulnerabilities that have been identified as high-risk have been remediated.		
8	Logging is configured/turned on for the application.		
9	If 3rd party applications/libraries/modules are implemented, Vendor checks for		

	patches and implements patches on a recurring basis.		
	Policies and Procedures		
1	Vendor's organization has documented security policies. If Yes, please include in your proposal.		
2	Vendor's organization has a Privacy Policy? If Yes, please include in your proposal.		
3	Vendor has a policy or procedure for security incident or breach notification. If Yes, please include in your proposal.		
	Compliance		
1	Vendor has had an independent third party security audit conducted within the past 2 years.		
2	Vendor conducts independent third party security audits on a recurring basis.		

Exhibit E: Pricing

Evaluation Criteria – Pricing in Relation to Services Provided

Criteria (All costs must be stated in this section. No unstated costs will be allowed. Pricing should be stated in terms of overall cost and costs per each institution who will participate.)	Explain (Be as specific as possible to enable us to understand how this will be implemented; please do not simply refer to other materials)
1. Identify any price "break points" determined by the number of institutions participating (e.g. if 75% of institutions participate, if 50% of institutions participate).	
2. Provide guaranteed annual costs with a description of how your costs are determined (e.g., employee FTE).	
3. Provide a detailed breakdown of one-time implementation costs. If hourly rates per task, include number of hours estimated to complete each task.	
4. Provide costs for programming customized features.	
5. State any costs for re-customization after the initial implementation.	
6. Describe cost structure for training, including materials costs, if any.	
7. Describe the cost of operational manuals required.	
8. Describe any other costs not listed above. All possible costs of your service must be listed on this Attachment including any added value items.	
9. Total cost: $ _____ (firm)	
10. Provide a complete breakdown of the services you offer associated with this price and the cost of each service. Itemize them by category. In particular, identify any items not listed in Exhibits D and E.	
11. State your maximum increase for each remaining year of the contract. Actual	

increases may be less, but may not be more than the percentages stated.	
12. Describe how your company bills for services.	
13. Estimate the number of staff hours required for initial training and implementation per Minnesota State institution.	
14. Estimate the annual staff FTE required per Minnesota State institution to administer the application after implementation.	

Exhibit F: Institutional Summary

Institution Name	Employee FTE, FY 2023

Colleges	Employee FTE
Alexandria Technical and Community College	186
Anoka-Ramsey Community College	451
Anoka Technical College	131
Central Lakes College	252
Century College	560
Dakota County Technical College	242
Fond du Lac Tribal and Community College	103
Hennepin Technical College	378
Inver Hills Community College	263
Lake Superior College	264
Minneapolis Community and Technical College	463
Minnesota North College	386
Minnesota State College - Southeast Technical	131
Minnesota State Community and Technical College	357
Minnesota West Community and Technical College	216
Normandale Community College	561
North Hennepin Community College	357
Northland Community and Technical College	213
Northwest Technical College - Bemidji	66
Pine Technical and Community College	92
Ridgewater College	278
Riverland Community College	232
Rochester Community and Technical College	336
St. Cloud Technical and Community College	293
Saint Paul College	410
South Central College	258
Universities	
Bemidji State University	556
Metropolitan State University	750
Minnesota State University, Mankato	1,556
Minnesota State University Moorhead	621
St. Cloud State University	1,157
Southwest Minnesota State University	371
Winona State University	875
System Office	326