



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Southwest Minnesota State University

REQUEST FOR PROPOSAL (RFP)

Markerless Motion Capture System

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Southwest Minnesota State University 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. Responding vendors 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 change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on <https://www.minnstate.edu/vendors/index.html>. For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.

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Notice

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Southwest Minnesota State University 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. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in 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](#). Vendors 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 Vendor.

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 Southwest Minnesota State University.

School: Southwest Minnesota State University

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: 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](#).

About Minnesota State and Southwest Minnesota State University

Minnesota State Colleges and Universities (Minnesota State) is the third-largest system of higher education in the United States. It is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. The System serves approximately 300,000 students each year. The Minnesota State Colleges and Universities is an independent state entity that is governed by a 15-member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, other than the University of Minnesota campuses. For more information about Minnesota State, please view its website at <https://www.minnstate.edu/>.

Southwest Minnesota State University (SMSU) is a liberal arts institution of 3,600 students with an on campus population of approximately 2,000 students located in Marshall, Minnesota, a community of 14,000 named one of America's Best Small Cities. SMSU is a young university, having opened its doors in 1967. It offers over 50 majors and minors, along with four master's degree programs.

The "Mustang Family" consists of faculty and staff dedicated to one thing: the success of our students. SMSU offers a private-school atmosphere, at a public-school price. SMSU was ranked 7th nationally for its affordable bachelor's degrees by Best Value Schools, the only Minnesota

college ranked. SMSU was also ranked 6th nationally in the “30 Lowest Out-of-State Tuition Colleges” in 2020 by Online-Bachelor-Degrees.com. International and out-of-state students pay in-state tuition rates. SMSU offers 11 degrees that can be earned completely online, and that number grows each year. Learn more about SMSU here: www.SMSU.edu.

Authority

This RFP is undertaken by Southwest Minnesota State University (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Vendor(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

Southwest Minnesota State University is requesting proposals to provide a 3D high resolution Markerless motion capture system to aid in instruction. This RFP is undertaken by Southwest Minnesota State University pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Technical/Functional Requirements

The contract shall not be subcontracted or assigned without prior written permission of the college. The college shall select the vendor(s) whose proposal(s) and oral presentations(s) if requested, demonstrate in the college’s sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. The proposals must include the cost of all components including freight and the vendor must demonstrate their capability to meet the requirements:

Markerless Motion Capture System, to include:

- 3D software & Lifetime support
- Visual 3D software
- 8 camera Optitrack system, to include:
 - Prime Color cameras,
 - Esync module,
 - desktop computer,
 - tripods, cables, and all peripheral items
- Product onboarding package, to include:
 - Review of system set up,

- data share,
- online training sessions,
- at least one -year support from vendor,
- system procurement & configuration
- Looking to purchase ONE, potentially TWO full systems. Vendors should submit one quote for ONE system and a separate quote that includes TWO systems.
- Quotes must also include itemization of Delivery, Setup/shipping, handling

RFP Information Contact

Southwest Minnesota State University's authorized representative for purposes of responding to inquiries about the RFP is:

Name: Christy Johnson
Title: Buyer 2 and Purchasing Clerk
Address: Southwest Minnesota State University
Business Services – IL139
1501 State St. Marshall, MN. 56258
Telephone: 507.537.6215
E-mail: christy.johnson@smsu.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Southwest Minnesota State University shall not be bound by and vendors 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 Vendor.

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

Minnesota State RFP Terms and Conditions

This RFP includes and incorporates the RFP Terms and Conditions of Minnesota State. Vendors should be aware of the RFP 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 firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

Tuesday, March 14, 2023	Publish RFP notice on Minnesota State website
Friday, March 17, 2023 by 3pm	Deadline for Vendors to submit clarifying questions
Monday, March 20, 2023	Publish responses to RFP questions on website
Friday, March 31, 2023 by 3pm	<u>Deadline for RFP proposal submissions</u>
Friday, April 7, 2023	Vendor selected and notified
Friday, April 14, 2023	Tentative Contract completion

Southwest Minnesota State University 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 Vendor(s) effective April 14, 2023 or on the date the last recognized signature is obtained, whichever occurs later for this purchase. If Minnesota State and Vendor are unable to negotiate and sign a contract by June 20, 2023, then Minnesota State reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 3:00 p.m. CT on Friday, March 31, 2023:

Institution: Southwest Minnesota State University
Name/Title: Christy Johnson - Buyer 2 & Purchasing Clerk
Mailing Address: Business Services – IL139
1501 State Street
Marshall, MN. 56258
E-mail Address: Christy.Johnson@smsu.edu

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 10 MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in Cloud storage will not be accepted. All pages must be numbered and font size no smaller than 10-point. The email receipt time stamp of Minnesota State will be used for consideration, not the senders.

Proposals received after the Proposal Deadline date and time will not be considered. Fax and mail responses will not be considered. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.

Proposal Content

Vendors must submit the following information:

1. **Adherence to Minnesota Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the vendor 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.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor 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.
4. **Cost/Value:** Identify the level of participation of Minnesota State in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation.

Terms of Payment

Payment shall be made by Minnesota State promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Vendor 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 Vendor 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 vendors** must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Vendor 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 contracts estimated to be in **excess of \$100,000**, vendors are required to complete the Minnesota Department of Human Rights [Workforce Certificate Declaration Form](#) 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 Certificate Declaration Form](#) and submit your certification with the response (including extension options).
5. Preference to Small TG/ED/VO Businesses and Individuals Preference. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response.

Selection Process

The selection process includes Exercise Science Faculty, Science Department Chair, and the Director of Academic/Administrative Computer Services. 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.	Adherence to Minnesota State Terms and Conditions	10%
2.	Work Plan	20%
3.	Price	30%

No.	Evaluation Factors	Weight
4.	Qualifications of Vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)	25%
5.	Completeness, thoroughness and detail of response as reflected by the proposal's discussion and coverage of all elements of work listed above	15%
	Total	100%

Minnesota State reserves the right to name a date which all responding Vendors 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.

A proposal may be rejected if it is determined that a Vendor's ability to work with the existing infrastructure will be too limited or difficult to manage.

Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhance and optimize business and contracting opportunities that promotes economic growth and prosperity of the student bodies and the communities we serve. Minnesota State created the Supplier Diversity program to foster partnerships with historically under-utilized businesses and ensure that diverse vendors are given equal opportunities to provide goods and services system-wide. Suppliers are encouraged to complete the [Supplier Diversity Form](#) below that 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.

Vendors interested in becoming a certified should refer to the [Office of Equity in Procurement](#) with the State of Minnesota.