MINNESOTA STATE COLLEGES AND UNIVERSITIES

BEMIDJI STATE UNIVERSITY

REQUEST FOR PROPOSAL (RFP)

FOR

RETAIL BANKING CAMPUS BRANCH
# March 2021

**REQUEST FOR PROPOSAL (RFP)**

**RETAIL BANKING CAMPUS BRANCH**

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice</td>
<td>3</td>
</tr>
<tr>
<td>Definitions</td>
<td>3</td>
</tr>
<tr>
<td>About Minnesota State and Bemidji State University</td>
<td>4</td>
</tr>
<tr>
<td>Authority</td>
<td>5</td>
</tr>
<tr>
<td>Project Overview</td>
<td>5</td>
</tr>
<tr>
<td>RFP Information Contact</td>
<td>5</td>
</tr>
<tr>
<td>Duration of Offer</td>
<td>6</td>
</tr>
<tr>
<td>Minnesota State’s RFP Terms and Conditions</td>
<td>6</td>
</tr>
<tr>
<td>Authorized Signature</td>
<td>6</td>
</tr>
<tr>
<td>Selection and Implementation Timeline</td>
<td>6</td>
</tr>
<tr>
<td>Contract Term</td>
<td>7</td>
</tr>
<tr>
<td>Proposal Deadline</td>
<td>7</td>
</tr>
<tr>
<td>Format of Proposals and Submission</td>
<td>7</td>
</tr>
<tr>
<td>Proposal Content</td>
<td>8</td>
</tr>
<tr>
<td>Required Documents and Forms</td>
<td>9</td>
</tr>
<tr>
<td>Selection Process</td>
<td>9</td>
</tr>
<tr>
<td>RFP Evaluation Factors</td>
<td>9</td>
</tr>
<tr>
<td>Supplier Diversity</td>
<td>10</td>
</tr>
<tr>
<td>ED/VO Preferences:</td>
<td>11</td>
</tr>
<tr>
<td>Economically Disadvantaged (ED) Business and Individuals</td>
<td>11</td>
</tr>
<tr>
<td>Veteran-Owned (VO)</td>
<td>11</td>
</tr>
</tbody>
</table>
Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) Bemidji 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.

Bemidji 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 Minnesota State’s sole discretion. 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 Bemidji State University.

School: Bemidji 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 Bemidji State University 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.

Please note, for TGB consideration, Minnesota State recognizes certification from at least one the following certifying agencies:

- State of Minnesota – Department of Administration
- Central (CERT) Certification Program
- North Central Minority Supplier Development Council
- Women’s Business Development Center

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Bemidji State University

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Bemidji State University (BSU) is a public university focusing on arts, sciences, and professional programs with over 50 majors and pre-professional programs offered. Approximately 5,000 students enroll in on-campus, off campus, and on-line programs annually. University distinctive themes include civic engagement, global education, and environmental stewardship. For further information about the BSU, please view its website at www.bemidjistate.edu.
Authority

This RFP is undertaken by Bemidji State University pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Bemidji State University 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. Bemidji State University 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 Bemidji State University. This RFP does not obligate Bemidji State University 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

Bemidji State University is requesting proposals for a retail banking campus branch and ATM service that is convenient to students, faculty and staff. The proposed retail space consists of 367 square feet located in the Bemidji State University Hobson Memorial Union, as well as two ATM locations on the BSU campus, and one ATM location on the Northwest Technical College campus. A current floor plan of the BSU branch location is available in PDF format posted on the same website as this RFP document and is shown as Attachment A to this RFP.

The current five-year lease expires June 30, 2021.

The University desires to enter into a lease relationship with the successful proposer for five (5) years, commencing no later than July 1, 2021. The lease will contain all the terms and conditions required by this request for proposals (RFP), as well as further terms and conditions negotiated between Bemidji State University, the Office of the Chancellor’s General Counsel and/or the Office of the Attorney General, and the selected vendor.

RFP Information Contact

Bemidji State University’s authorized representative for purposes of responding to inquiries about the RFP is:

   Name: Ronald Beckstrom  
   Title: Director of Business Services  
   Address: 1500 Birchmont Drive NE Bemidji MN 56601  
   Telephone: 218-755-2743  
   E-mail address: Ronald.beckstrom@bemidjistate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Bemidji 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 Bemidji State University and the Vendor.

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

**Minnesota State’s RFP Terms and Conditions**

This RFP includes and incorporates Minnesota State’s RFP Terms and Conditions. Vendors should be aware of Minnesota State’s 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**

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<tr>
<th>Key Dates</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>Monday, March 15, 2021</td>
<td>Publish RFP notice in State Register</td>
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<tr>
<td>Monday, March 22, 2021, 2:00pm</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Wednesday, March 24, 2021</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Wednesday, March 30, 2021, 4:00pm</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Wednesday, April 5 – Friday, April 9</td>
<td>Meet with individual responders, if necessary</td>
</tr>
<tr>
<td>Wednesday, April 14, 2021</td>
<td>Vendor selected and notified</td>
</tr>
<tr>
<td>Monday, May 10, 2021</td>
<td>Goal for signing lease</td>
</tr>
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</table>

Bemidji 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

Bemidji State University desires to enter into a contract with the successful Vendor(s) effective Thursday, July 1, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be 60 MONTHS or 5 YEARS. If Bemidji State University and Vendor are unable to negotiate and sign a contract by Monday, May 10, 2021, then Bemidji State University reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address no later than 4:00 p.m. CT on Wednesday March 30, 2021.

Institution: Bemidji State University
Name: Ron Beckstrom
Title: Director of Business Services
Mailing Address: 1500 Birchmont Dr NE #5 Bemidji MN 56601

Format of Proposals and Submission

Proposals must be received electronically no later than 4:00 p.m. Central Time, on Wednesday, March 30, 2021. Responses must be submitted via email in Adobe PDF format. Attachment limits are 25 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. Bemidji State University email receipt time stamp will be used for consideration, not the senders. Proposals must be emailed to the following individual:

Name: Ron Beckstrom
Title: Director of Business Services
Bemidji State University & Northwest Technical College
E-mail address: ronald.beckstrom@bemidjistate.edu

Proposals received after this date and time will not be accepted.
Proposal Content

Vendors must submit the following information:

a. Services and products available to campus community including cost:
   • Provide a detailed account offering information for students, including costs.
   • If account offerings would be different for faculty and staff, please provide details for each group.
   • Please describe any services you offer for international students.

b. Experience in providing such services to college campuses:
   • Describe the bank’s experience and philosophy toward branch banking on a campus.
   • Describe your customer service approach including calendar, hours, and online support and internet banking features.
   • Describe your approach to educating students regarding financial literacy.
   • Describe any other unique offerings that your institution provides.

c. Financial Impact including Annual guaranteed revenue (rent for banking retail location) and Revenue Opportunities for ATM:
   • Please provide a proposed guaranteed monthly rental rate for the campus branch per square foot. (367 sq. ft.).
   • For the ATM’s please provide a proposed guaranteed monthly rental rate or revenue per transaction or both.
   • Vendor may also propose additional financial support such as annual sponsorship of student leadership development programs, cultural events, campus activities, or scholarship support.

d. Facility Plan and Timeline:
   • Provide a description of proposed renovations, including technical or design features. Include sample floor plans and photos if appropriate.
   • Provide an implementation timeline, detailing any necessary transition requirements and required actions by Bemidji State University.
   • Detail any proposed or anticipated costs to Bemidji State University.

Cost/Value: The following criteria and their identified weights will be used by Bemidji State University to evaluate responses:

a. Proposed services and products available to campus community, including costs 20%

b. Experience providing such services to and at college campuses 25%

c. Financial Proposal 30%
d. Facility plan and timeline 10%
e. Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all requirements. 5%
f. Targeted Business Inclusion 10%

Required Documents and Forms

1. Affidavit of Non-Collusion. Each Vendor must complete the Affidavit of Non-Collusion and attach 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. Minnesota Department of Human Rights Workforce – Affirmative Action Certification (if proposal exceeds $100,000, including extension options).
4. Minnesota Department of Human Rights Equal Pay Certificate Form (if proposal exceeds $500,000, including extension options)
5. Veterans Preference Form (if applicable).
6. Targeted Business Inclusion Form: Respondent must provide certification(s) that at least 51% of the business is owned and operated by a woman or minority.

Selection Process

The selection process includes BSU staff from Business Services, Purchasing, and Student Life. 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 Bemidji State University to evaluate the responses:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adherence to Minnesota State Terms and Conditions Proposed services and products available to campus community, including costs.</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Work Plan Experience Providing such services to and at college campuses</td>
<td>25%</td>
</tr>
<tr>
<td>3.</td>
<td>Price in relation to level of service to be provided - Financial Proposal</td>
<td>30%</td>
</tr>
</tbody>
</table>
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) Facility plan and timeline | 10%
---
5. completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above | 5%
---
6. Targeted Business Inclusion: respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB | 10%
---
| **Total** | **100%**
---
7. Preference to Economically Disadvantaged Business and Individuals, if applicable* | 6%
---
8. Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable* | 6%

*Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.

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

Bemidji State University 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**

Pursuant to policy 5.14 and Minn. Stat. 16C.16, Minnesota State Colleges & Universities is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to Minnesota State. Targeted Business inclusion is a part of the criteria for this request for proposal to facilitate Minnesota State’s fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of $50,000, all responding Vendors are required to complete the attached Targeted Business Inclusion Form and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by Minnesota State (see acceptable certifications in the definitions section of this RFP). Vendors are not required to include TGBs in their bid response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.
ED/VO Preferences:

For information regarding certification, contact the OEP at 651-201-2402 or you may reach the Helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Economically Disadvantaged (ED) Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B certified Economically Disadvantaged (ED) Businesses submitting proposals as prime contractors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible ED businesses must be currently certified by the Minnesota Department of Administration’s Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

Veteran-Owned (VO)

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent (6%) preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.
ATTACHMENT A – Floor Plan