MINNESOTA STATE COLLEGES AND UNIVERSITIES

Fond du Lac Tribal and Community College

REQUEST FOR PROPOSAL FOR

Building Performance Institute Certified Training and Testing
June 2023

REQUEST FOR PROPOSAL (RFP)

FOR

Building Performance Institute Certified Training and Testing

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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 Fond du Lac Tribal and Community College 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.

Fond du Lac Tribal and Community College 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 Fond du Lac Tribal and Community College.

School: Fond du Lac Tribal and Community College

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 Fond du Lac Tribal and Community College 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 and Fond du Lac Tribal and Community College

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 340,000 students each year. Minnesota State employs more than 15,000 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.
Authority

This RFP is undertaken by Fond du Lac Tribal and Community College (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

Minnesota State is requesting proposals to assist in providing Building Performance Institute (hereinafter “BPI”) training on the Fond du Lac Tribal and Community College (FDLTCC) campus. For this training and testing, a combination of classroom space and the utilization of a lab house (located on campus grounds) will be provided at no cost to vendors. Fond du Lac Tribal and Community College is a BPI approved test center with fully equipped classroom space to conduct classroom instruction and a lab home located on its property that has been modified and approved for home performance training and certification training by BPI. Any additional modifications required to complete any of the required trainings will be completed prior to the commencement of training.

In addition, FDLTCC’s client is requesting this training and requires that all training and certification testing be completed by June 30, 2025.

FDLTCC is requesting proposals to assist in providing the listed BPI certification training and testing. All instructors and proctors must be BPI Certified.

The purpose of this RFP is for FDLTCC to solicit proposals from qualified sources to develop and deliver statewide training and certification for BPI Building Analyst (BA) related trainings, review, and field exams, BPI HEP Quality Control Inspector (QCI) training sessions and micro-certification written exams, BPI HEP Energy Auditor (EA) review and field exams for current QCI-certified participants, (see “Section III. Vendor Requirements” for more information). The training sessions will be delivered as closed contracts to FDLTCC’s customized training customer. Qualified sources are Interstate Renewable Energy Council (IREC) Accredited Training Centers (http://www.irecusa.org/credentialing/credential-holders/) who are certified to provide Energy Auditor (EA) and Quality Control Inspector (QCI) training and who have the capability to travel. Please note: the Building Analyst (BA) training, Healthy Homes and Multi-family Quality Control Inspector trainings do not require IREC approved curriculum.

Qualified vendors are encouraged to respond to any portion of the training(s) listed in this RFP.
Technical/Functional Requirements

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

- Demonstrated ability to provide onsite training at Fond du Lac Tribal and Community College.
- Current BPI Certification to provide instruction and proctoring.
- Qualified instructors and proctors experienced in delivering the needed training.
- Willingness of instructors and proctors to travel to Cloquet or to another approved testing site in Minnesota (within a 100-mile radius), if required.
- Robust Energy Auditor and Quality Control Inspector curriculum (IREC approved). NOTE: The Building Analyst curriculum does NOT require IREC approval to qualify.
- Pretesting services to determine the level of experience/knowledge of potential trainees.
- Vendors are required to have up to date licensing with BPI to provide training and testing in one or more of the areas listed.
- Ability to provide support and training services needed to ensure program success.
- Notification of minimum and maximum number of students in training sessions.
- Overall price (please provide a cost list for instruction and proctoring written and field exams and any travel related expenses).

If selected, the CONTRACTOR(s) will:

- work with college to ensure all students are registered in the college’s system.
- track attendance of students.
- provide a copy of evaluation forms completed by students.
- provide a list of all materials required two weeks before scheduled training.
- submit invoices by the 5th of each month for services rendered in the previous month. Invoices that include travel must include all food and hotel receipts.
- provide a summary as part of the invoice that includes the date of the training; the type of training provided; the name of the trainer/proctor; the name, organization, and email address of the student(s) who participated in the training.

1. **BPI Building Science Principles Training and written exams for up to 10 attendees per session:**
   The proposal should be based on a one-week (remote preferred) course including written testing with one session to occur in-person.

2. **BPI Building Science Principles Training and written exams for up to 10 attendees per session:**
   The proposal should be based on a one-week (remote preferred) course including written testing with one session to occur in-person.

3. **BPI Building Analyst- Technical Training and field exams for up to 8 attendees per session:**
The proposal should be based on a one-week training course and include field exams, if applicable.

4. **BPI Building Analyst- Professional Training and written exams for up to 8 attendees per session:**
The proposal should be based on a one-week (remote preferred) course including written testing, if applicable.

5. **HEP Energy Auditor Courses including both written and field exams and proctoring for up to eight attendees per session:**
The proposal should be based on a five-day training course and include both written test and field test proctoring for up to eight attendees. Please include the cost for retests (written and field exams).

6. **BPI HEP Energy Auditor Review and field exams sessions for current QCI-certified participants for up to 8 participants per session:**
The proposal should be based on three-day training and field exams. Each session to consist of review session(s) followed by BPI HEP EA field exam proctoring for up to eight participants in each session. Please include the cost for retests (written and field exams).

7. **BPI HEP Quality Control Inspector (QCI) training sessions and micro-certification written exams for up to eight HEP Energy Auditor (EA)-certified participants per session:**
The proposal should be based on three-day (remote preferred) training and written exam sessions. Please include the cost for retests (written and field exams).

8. **Multi-family Quality Control Inspector (MF-QCI) Job Task Analysis aligned Multi-family QCI Gap training for up to 12 attendees per session:**
The proposal should be based on one three-day (remote preferred) training and written exams. The training will consist of one 3-day (remote preferred) training and written exam for up to 12 attendees. Please include the cost for written exam retests.

9. **BPI Healthy Homes Evaluator Training and written exams for up to 12 attendees per session:**
The proposal should be based on three-day training and written exams for up to 12 attendees. Training will be aligned with BPI Healthy Homes Evaluator Certification Scheme handbook. Please include the cost for written exam retests.

**RFP Information Contact**

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

Name: Jeannie Kermeen  
Title: Director of Workforce Development  
Address: 2101 14th Street, Cloquet, MN 55720  
Telephone: 218-879-0790  
E-mail: Jeannie.Kermeen@fdltcc.edu
Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State 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 days (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.

**Terms and Conditions**

This RFP includes and incorporates Terms and Conditions. Vendors 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 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**

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Monday, June 26, 2023</td>
<td>Publishes RFP notice on MinnState.edu/Vendors webpage</td>
</tr>
<tr>
<td>Thursday, July 6, 2023</td>
<td>Last day for vendor questions</td>
</tr>
<tr>
<td>Monday, July 17, 2023</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Tuesday-Wednesday, July 18-19</td>
<td>Review RFP proposals</td>
</tr>
<tr>
<td>Thursday-Friday, July 20-21</td>
<td>Talk with individual responders</td>
</tr>
<tr>
<td>Monday, July 24</td>
<td>Complete selection process</td>
</tr>
<tr>
<td>Friday, August 18, 2023</td>
<td>Deadline for executing contract</td>
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</table>
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 Vendor(s) effective August 18, 2023 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be TWO YEARS. If Minnesota State and Vendor are unable to negotiate and sign a contract by August 18, 2023, then Minnesota State reserves the right to seek an alternative Vendor(s).

**Proposal Deadline**

Submitted proposals must be received at the following email address no later than 4:30 PM CT on Monday, July 17, 2023:

- **Institution:** Fond du Lac Tribal and Community College
- **Name:** Eric Hayes
- **Title:** Accounting Technician
- **Address:** 2101 14th Street, Cloquet, MN 55720
- **Email:** Eric.Hayes@fdltcc.edu

**Format of Proposals and Submission**

The Vendor shall submit one (1) printed copy of its RFP response and one copy on digital media with the RFP response in Microsoft Word format to Eric Hayes at FDLTCC 2101 14th Street, Cloquet, MN 55720. Proposals are to be sealed in mailing envelopes or packages with the Vendor’s name and address clearly written on the outside. The proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after the Proposal Deadline date and time will not be considered. Proposals made in pencil will be rejected. 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 State 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 the 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 businesses with 40 or more employees and a contract is estimated to be in **excess of $100,000**, vendors 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**, vendors 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 Director of Workforce Development and the Chief Financial Officer. 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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adherence to Minnesota State Terms and conditions</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Expressed understanding of proposal objectives</td>
<td>10%</td>
</tr>
<tr>
<td>3.</td>
<td>Completeness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>10%</td>
</tr>
<tr>
<td>4.</td>
<td>BPI certified instructors and, where noted, IREC approved curriculum</td>
<td>15%</td>
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<tr>
<td>5.</td>
<td>Price in relation to level of service to be provided</td>
<td>30%</td>
</tr>
<tr>
<td>6.</td>
<td>Availability to work with two-year timeline</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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 the 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 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.

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