Amendment 1 to RFP for Enterprise Resource Planning (ERP) Solution at Minnesota State

July 1, 2019

Amendment #1 shall be included in the RFP and this amendment shall be part of the RFP documents. All conditions not affected by the amendment shall remain unchanged.

In this Amendment, changes to pre-existing RFP language will use strike through for deletions and underlining for insertions.

REVISION 1: Section 2: Paragraph 4: Submission is amended as follows:

Vendors must submit an electronic copy of the proposal by mailing or delivering in person a flash drive to the physical address below, or uploading the proposal to a shared secured folder.

Vendors interested in submitting their proposal via a shared folder must contact Minnesota State via email (NextGenRFP@MinnState.edu) by noon on Monday, August 26, 2019. Requests should include the name and email address for each vendor contact requiring access. Shared folders will be created by Minnesota State and will only be accessible to Minnesota State and the vendor contact(s) noted within the request. Requests for a shared mailbox folder received after noon on Monday, August 26, 2019 will not be processed.

Directions for accessing the shared folder will be provided to the vendor contact(s). Each contact who is granted access is responsible for testing access no later than noon on Wednesday, August 28, 2019. Minnesota State will not be responsible for access issues identified after noon on Wednesday, August 28, 2019.

Electronic proposals must be received via mail, in person or within a Minnesota State created shared folder no later than Tuesday, September 3, 2019, 3:00pm CST. Late responses will not be considered.

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Fax and emailed proposals will not be considered.

REVISION 2: Exhibit A is amended to add the following sections:
Minnesota State’s Commitment to Diversity and Inclusion

Minnesota State is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services directly or indirectly to Minnesota State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups in contracting and in the supply chain provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals
Certified Targeted Group (TG) businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged (ED) Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses and ED businesses must be currently certified by the Minnesota Department of Administration’s Office of Equity in Procurement prior to the solicitation opening date and time. For information regarding certification, contact the Minnesota Department of Administration’s Office of State Procurement at 651.296.2600, or you may reach the Helpline by e-mail at OSPHelp.Line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference
Unless a greater preference is applicable and allowed by law, 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 vendor shall receive up to a six percent preference, but no less than the percentage awarded to any other group under this section to certified small businesses that are majority-owned and operated by veterans.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74. To receive a preference, the veteran-owned small business must meet the statutory requirements above by the solicitation due date and time.

If you are claiming the veteran-owned preference, attach documentation, sign and return the Veteran-Owned Preference Form (Exhibit F) with your response to the solicitation.
Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

REVISION 3: Appendix 2: is amended to add the following sections:

1.5 Software Vendor Commitment to Diversity and Inclusion

1. Does Vendor have any certifications as a Targeted Group (TG) or Economically Disadvantaged (ED) small business (e.g., State of Minnesota, Department of Administration; Central CERT Program (Saint Paul, Minneapolis, Ramsey County, Hennepin County); National Minority Supplier Development Council (NMSDC); Women’s Business Enterprise National Council (WBENC))? If so, please list them.

2. Does Vendor have a Supplier Diversity Program? If so, describe efforts Vendor has made to mentor and/or increase business with individuals and businesses that are majority-owned and operated by women, persons with a substantial physical disability, minorities, or veterans. For example, does Vendor have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, or other? Please provide examples.

3. What percentage of Vendor’s total contracting and procurement spend for the prior year was with individuals or businesses that are majority-owned and operated by women, persons with a substantial physical disability, minorities, or veterans?

4. Describe Vendor’s ability to provide any “second-tier” reporting to Minnesota State. Second-tier reporting provides details of Vendor’s expenditures, by ownership category, for TG small businesses, ED small businesses, and veteran-owned small businesses, related to the resulting contract.

5. Indicate the percentage Vendor anticipates it will subcontract with TG small businesses, ED small businesses, and veteran-owned small businesses should Vendor be the successful bidder. Please indicate if Vendor does not plan to subcontract any portion of the resulting contract.

2.5 Implementation Vendor Commitment to Diversity and Inclusion

1. Does Vendor have any certifications as a Targeted Group (TG) or Economically Disadvantaged (ED) small business (e.g., State of Minnesota, Department of Administration; Central CERT Program (Saint Paul, Minneapolis, Ramsey County, Hennepin County); National Minority Supplier Development Council (NMSDC); Women’s Business Enterprise National Council (WBENC))? If so, please list them.

2. Does Vendor have a Supplier Diversity Program? If so, describe efforts Vendor has made to mentor and/or increase business with individuals and businesses that are majority-owned and operated by women, persons with a substantial physical disability, minorities, or veterans?
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3. What percentage of Vendor’s total contracting and procurement spend for the prior year was with individuals or businesses that are majority-owned and operated by women, persons with a substantial physical disability, minorities, or veterans?

4. Describe Vendor’s ability to provide any “second-tier” reporting to Minnesota State. Second-tier reporting provides details of Vendor’s expenditures, by ownership category, for TG small businesses, ED small businesses, and veteran-owned small businesses, related to the resulting contract.

5. Indicate the percentage Vendor anticipates it will subcontract with TG small businesses, ED small businesses, and veteran-owned small businesses should Vendor be the successful bidder. Please indicate if Vendor does not plan to subcontract any portion of the resulting contract.