

MINNESOTA STATE COLLEGES AND UNIVERSITIES

NORMANDALE COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)

FOR COURSE EVALUATION 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 Normandale 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. 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.

NOVEMBER 2020

**REQUEST FOR PROPOSAL (RFP)
FOR COURSE EVALUATION SYSTEM**

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Section I. General Information

Background

The Minnesota State Colleges and Universities system or Minnesota State (previously branded as MnSCU), comprises 30 state colleges and 7 state universities with 54 campuses throughout Minnesota. Minnesota State is separate from the University of Minnesota system. It is the largest higher education system in Minnesota and the fourth largest in the United States, educating approximately 350,000 students annually.

Normandale Community College is Minnesota State's largest two-year college and third largest institution. Established in 1968, Normandale has a strong and rich history of liberal arts education and career programs, and a talented faculty with an outstanding record of academic scholarship. Normandale serves nearly 15,000 students a year in for-credit courses and another 3,000 students in continuing education and customized training programs. Each year, Normandale awards more than 1,200 degrees and certificates in more than 60 programs that are responsive to the needs of its students and the marketplace.

Normandale Community College students represent a rich diversity of backgrounds, with nearly two thirds of degree-seeking undergraduates coming from groups traditionally underrepresented in higher education. These include first-generation college students, students of color, and students from low-income families. Normandale is committed to eliminating the educational equity gap by 2025 and supporting a campus community that is culturally competent and service oriented. The thriving Normandale campus is also home to more than 50 clubs and organizations supporting a majority part-time student body with co-curricular activities.

Additional information about Normandale Community College can be found at Normandale.edu, including our 2019-2020 [Fact Book](https://www.normandale.edu/factbook) (<https://www.normandale.edu/factbook>).

Nature of RFP

Normandale Community College is requesting proposals to assist in developing a system for student evaluations of teaching and learning. This system will meet the Higher Learning Commission (HLC) accreditation requirements while supporting both student learning and faculty teaching. The College endeavors to have the system fully implemented in time for fall 2021 evaluations.

The course evaluation system needs to be available to all students enrolled in classes for use during a specified time frame (e.g., during a two-week range occurring after at least 75% of class sessions have been completed). In addition, it is preferred that the course evaluation system be available throughout the semester for instructor use as needed.

The course evaluation system should be able to track participation and generate reminders or other messages to users. Further, it should be mobile-friendly and it would be preferred for the system to support completion of evaluations both online and on paper.

The course evaluation system should have a straightforward and intuitive user interface, meet ADA Accessibility standards, and include items or instruments that have been psychometrically

validated. In addition, the system should allow for the customization of evaluation forms as needed.

This RFP is undertaken by Normandale Community College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Accordingly, Normandale Community College shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Normandale Community College's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner.

Normandale Community College reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of Normandale Community College. This RFP shall not obligate the Normandale Community College 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.

General Selection Criteria

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

Proposals must address and include the vendor's:

- Expertise and proven success in higher education.
- Ability to provide a product that meets the criteria noted in the Survey of Instruction Evaluation Rubric in Appendix A (p. 24)
- Ability to provide a product that fulfills all Vendor Requirements (see Section III, p. 8)
- Itemized estimated project costs and a timeline of key tasks culminating in the implementation of the course evaluation system and instrument in fall 2021
- Affidavit of Non-Collusion (form attached to this RFP)
- State of Minnesota Affirmative Action Certification (form attached to this RFP)

In some instances, an interview will also be part of the evaluation process. Normandale Community College reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. Normandale Community College 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 above. 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.

As part of Normandale Community College's commitment to Equity and Inclusion, the college strongly encourages certified minority-owned and women-owned businesses to submit a proposal. The college will provide such businesses a six percent preference in the evaluation process.

Proposals may include the Veteran-Owned Preference Form (attached to this RFP), if applicable.

Proposal(s) may be rejected for any reason, including if Normandale determines that a vendor lacks the experience or capacity to work within the college's infrastructure or culture, both of which are strongly informed by our identity as a public institution in the higher education sector.

Selection Process

The selection process will involve the evaluation and scoring of all proposal submissions by a stakeholder group convened by Normandale’s Student Survey of Instruction Redesign team, which is led by a senior member of the college’s academic affairs staff.

Selection and Implementation Timeline

December 9, 2020	Publish RFP notice on web
January 13, 2021	E-mail deadline for questions from vendors
January 20, 2021	Answers posted on https://www.minnstate.edu/vendors/index.html
February 3, 2021 at 11 am CST	RFPs due
February 4 - February 17, 2021	Review of RFP proposals
February 18 – March 3, 2021	Meetings with individual responders
March 17, 2021	Selection process completed
April 15, 2021	Deadline for executing contract

Contract Term

Normandale Community College desires to enter a contract with the successful vendor(s) effective April 15, 2021. The length of such contract(s) shall be three (3) years with up to two (2) one (1) year renewals possible. If Normandale and the vendor are unable to negotiate and sign a contract by April 15, 2021. Normandale may exercise its discretion to seek an alternative vendor(s).

Parties to the Contract

Parties to this contract shall be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Normandale Community College” and the successful vendor(s).

Contract Termination

Normandale Community College, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract(s) upon 30 days written notice, with or without cause.

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 Normandale Community College.

School: Normandale 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 Normandale Community College as the successful responder(s) responsible to execute the terms of a contract.

Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the Normandale Community College Vice President of Finance and Operations.

Entire Agreement

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of this contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

Deviations and Exceptions

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

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

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the vendor and must be fully and properly executed 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.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (Minnesota State Colleges and Universities) system, its Board of Trustees or Normandale 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. Normandale Community College also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, 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.

Section II. Parties to the RFP

Normandale Community College

Section III. Vendor Requirements

Vendor will provide:

- Statement of previous experience providing the products and services described in this RFP to colleges of similar size, complexity, and diversity to Normandale Community College
- Technological specifications and system requirements
- Installation and implementation procedures (including ITS support)
- Post-implementation training and integration with local ITS department to integrate technology into existing structural architecture
- Breakdown of technology and software pricing
- Complete project support (software, equipment, training, post-implementation support, etc)

The vendor will demonstrate the ability to provide:

- User roles/entity controls
- Individual user access to specific survey and analytical tools
- Integrated levels of permission amongst specific users
- A system with a high degree of automation
- Integrated paper and online surveys
- Detailed reporting and distribution functions
- Flexible evaluation options and raw data import/export

- Capacity to integrate with Desire2Learn, email, Integrated Student Records System (ISRS)
- Manage multiple surveys simultaneously
- Captures handwritten comments
- ADA compliance
- Generation of thousands of surveys in seconds
- Immediate feedback reporting for stakeholders
- Reduce need for physical storage space
- Time and cost savings by reducing manual constraints
- Availability to use throughout the academic year
- Assessment of how the instrument and system are functioning as requested, including online access to summary and detail level reports relevant to the services provided
- Maintenance and repair of system functioning as needed
- Acceptance and remittance of payments electronically

The vendor will agree:

- That they have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder
- That FERPA and Clery Act regulations apply. The vendor further agrees that all project activities will be conducted with integrity, honesty and truthfulness to maintain standards of privacy, proprietary information, and public confidence, including, but not limited to, not sharing privileged information to unauthorized sources
- That vendor personnel shall not access data unrelated to their responsibilities as an independent contractor to Normandale Community College. Further they shall not disclose to any other person or allow any other person access to any information related to Normandale Community College that is proprietary or confidential. Disclosure of information includes but is not limited to verbal discussions, fax transmissions, electronic email messages, voice mail communication, written documentation, loaning computer access codes, and/or other transmission or sharing of data
- That all accounts and electronic records shall remain the property of Normandale Community College and may be recalled at the College's discretion. Under no circumstances shall this information be shared with any other parties without the expressed permission of College officials
- That the vendor will hold Normandale Community College harmless for any liability or cost of defense, as a result of the vendors' actions
- That the vendor shall not assign any interest in the contract, and shall not transfer any interest, whatsoever, to another agency [whether by assignment or notification] without written consent of the College.
- That upon expiration/termination/cancellation of the contract, the vendor must return all records pertaining to College loans/accounts and immediately cease all collect efforts.

Information Contact

Normandale Community College's agent for purposes of responding to inquiries about the RFP is:

Name: Amy Landers

Title: Psychology Instructor and Co-chair of Survey of Instruction Redesign team

E-mail address: amy.landiers@normandale.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Normandale Community College shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must be submitted via e-mail in writing and include the name of the questioner and his/her e-mail address. Anonymous inquiries will not be answered. All answers will be posted as an Addendum to the RFP on <https://www.minnstate.edu/vendors/index.html>.

Section IV. Response Evaluation

The following criteria and their identified weight will be used by Normandale Community College to evaluate the responses:

- Capability of the firm based on experience per General Selection Criteria (20%)
- Capability of the firm based on experience per Vendor Requirements (20%)
- Best value to number of features provided (30%)
- Qualifications of the vendor and its personnel to provide the highest level of support in course evaluation systems and quality of references (20%)
- Consistency of the proposed solutions to Normandale Community College's present and future needs (10%)

Normandale Community College reserves the right to name a date at which all responding vendors and/ or finalists will be to make presentations or participate in an interview. Normandale Community College does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the dates identified in the Selection and Implementation Timeline above.

RFP Costs: All costs incurred by a vendor in responding to this RFP shall be borne by the vendor.

Section V. Additional RFP Response and General Contract Requirements

Notice to Vendors and Contractors

As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

Problem Resolution Process

A formal problem resolution process will be established in the contract to address issues raised by either Normandale Community College or the vendor.

Affidavit of Non-Collusion

All responding vendors are required to complete the Affidavit of Non-Collusion form and submit it with the response.

Human Rights Requirements

For all contracts estimated to be in excess of \$100,000 all responding vendors are required to complete the Human Rights Certification Information and Affirmative Action Data Page and submit it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rule 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. Copies of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 - 5000.3600 are available from the Minnesota Bookstore, 660 Olive Street, St. Paul, MN 55155." All responding vendors shall comply with the applicable provisions of the Minnesota Affirmative Action law, Minnesota Statutes §363.A36. Failure to comply shall be grounds for rejection.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group 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 Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

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 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.

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 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.

Insurance Requirements

- 1) The selected vendor will be required to submit an ACORD Certificate of Insurance to Normandale Community College's authorized representative prior to execution of the contract. The selected vendor shall not commence work under the contract until they have obtained all the insurance described below and Minnesota State Colleges and Universities has approved evidence of such insurance. Vendor shall maintain such insurance in force and effect throughout the term of the contract.
- 2) The selected vendor will be required to maintain and furnish satisfactory evidence of the following:
 - a) **Workers' Compensation Insurance.** The vendor must provide workers' compensation insurance for all its employees and, in case any work is subcontracted, the vendor will require the subcontractor to provide workers' compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability, at limits not less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.
 - b) **Commercial General Liability.** The vendor will be required to maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the vendor or by a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate
\$2,000,000.00 annual aggregate – Products/Completed Operations

In addition, the following coverages must be included:

- a. Premises and Operations Bodily Injury and Property Damage
- b. Personal and Advertising Injury
- c. Products and Completed Operations Liability
- d. Blanket Contractual Liability

- e. Name the following as Additional Insureds: Board of Trustees of the Minnesota State Colleges and Universities, Normandale Community College
- c) Commercial Automobile Liability. The vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:
- \$2,000,000.00 per occurrence Combined Single Limit (CSL)

In addition, the following coverages should be included:

- d) Errors and Omissions (E & O) Insurance. The vendor will be required to maintain insurance protecting it from claims the vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the vendor's professional services required under this contract. The minimum insurance amounts will be:
- \$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate

Any deductible will be the sole responsibility of the vendor and may not exceed \$50,000 without the written approval of Minnesota State Colleges and Universities. If the vendor desires authority from Minnesota State Colleges and Universities to have a deductible in a higher amount, the vendor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that Minnesota State Colleges and Universities can ascertain the ability of the vendor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this contract and vendor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by vendor to fulfill this requirement.

Additional Insurance Conditions:

- Vendor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to Minnesota State Colleges and Universities with respect to any claim arising out of vendor's performance under this contract;
- If vendor receives a cancellation notice from an insurance carrier affording coverage herein, vendor agrees to notify Minnesota State Colleges and Universities within five (5) business days with a copy of the cancellation notice, unless vendor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to Minnesota State Colleges and Universities;

- Vendor is responsible for payment of contract related insurance premiums and deductibles;
 - If vendor is self-insured, a Certificate of Self-Insurance must be attached;
 - Vendor’s policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;
 - Vendor shall obtain insurance policy(ies) from insurance company(ies) having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
 - An Umbrella or Excess Liability insurance policy may be used to supplement the vendor’s policy limits to satisfy the full policy limits required by the contract.
- e) Normandale Community College reserves the right to immediately terminate the contract if the vendor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the vendor. All insurance policies must be available for inspection by Normandale Community College and copies of policies must be submitted to Normandale Community College’s authorized representative upon written request.

State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) must be available for audit purposes to Minnesota State Colleges and Universities and the Legislative Auditor’s Office for six (6) years after the termination/expiration of the contract.

Minnesota Government Data Practices Act

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to the contract. The vendor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State Colleges and Universities, its schools and the System Office in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract. All materials submitted in response to this RFP will become property of the State of Minnesota and will become public record after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when Minnesota State Colleges and Universities has completed negotiating the contract with the selected vendor. If the vendor submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor must:

- mark clearly all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item;
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, Minnesota State Colleges and Universities, its agents and employees, from any judgments or damages awarded against the State or Minnesota State Colleges and Universities in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Minnesota State Colleges and Universities’ award of a contract. In submitting a

response to this RFP, the responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State Colleges and Universities.

Minnesota State Colleges and Universities will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflict of Interest

The 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 it is contemplated in this Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the respective school's chief financial officer or the System Office's Business Manager that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the school or System Office may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the school or System Office may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve Minnesota State Colleges and Universities' rights.

Physical and Data Security

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13; and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor

agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minnesota State Colleges and Universities and Normandale Community College.

The vendor shall recognize Minnesota State Colleges and Universities' sole and exclusive right to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, Minnesota State Colleges and Universities and Normandale Community College from any and all liabilities and claims resulting from the unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the "Authorized Representative" to be identified in the contract.

Reimbursements

Reimbursement for travel and subsistence expenses should be factored into the cost of the proposal.

Section VI. RFP Response Submission

Submission Deadline, Address, Format

Sealed proposals must be received at the following address not later than 11:00 a.m. CT on Wednesday February 3, 2021:

Institution: Normandale Community College
Name: Cindy Ladd
Title: Accounting Supervisor Purchasing and Contracts
Mailing Address: 9700 France Ave., Room F2335, Bloomington, MN 55341

The responder shall submit 8 copies of its RFP response and a compact disc with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. One copy of 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 this date and time will be returned to the responder unopened.

Fax and e-mail responses 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.

The remainder of this page was intentionally left blank

**STATE OF MINNESOTA
AFFIDAVIT OF NON-COLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public: _____

My commission expires: _____

**NOTICE TO CONTRACTORS
AFFIRMATIVE ACTION
CERTIFICATION OF COMPLIANCE**

It is hereby agreed between the parties that Minnesota State will require that affirmative action requirements be met by contractors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (Minnesota Statutes §363A.36, subdivisions 3 and 4).

Under the Minnesota Human Rights Act, §363A.36, businesses or firms entering into a contract over \$100,000 which have more than forty (40) full-time employees within the state of Minnesota on a single working day during the previous twelve (12) months, or businesses or firms employing more than forty (40) full-time employees on a single working day during the previous twelve (12) months in a state in which its primary place of business is domiciled and that primary place of business is outside of the State of Minnesota but within the United States, must have submitted an affirmative action plan that was received by the Commissioner of Human Rights for approval prior to the date and time the responses are due. A contract over \$100,000 will not be executed unless the firm or business having more than forty (40) full-time employees, either within or outside the State of Minnesota, has received a certificate of compliance signifying it has an affirmative action plan approved by the Commissioner of Human Rights. The Certificate is valid for four (4) years. For additional information, contact the Department of Human Rights, Freeman Building, 625 Robert Street North, Saint Paul, MN 55155.

Effective July 1, 2003. The Minnesota Department of Human Rights is authorized to charge a \$150.00 fee for each Certificate of Compliance issued. A business or firm must submit its affirmative action plan along with a cashier's check or money order in the amount of \$150.00 to the Minnesota Department of Human Rights or you may contact the Department for additional information at the Compliance Services Unit, Freeman Building, 625 Robert Street North, Saint Paul MN 55155.

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)
–or–

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: _____ Date _____

Authorized Signature: _____ Telephone number: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance & Community Relations

Freeman Building, 625 Robert Street North, Saint Paul, MN 55155

Phone: 651-296-5663

Toll Free: 800-657-3704

Fax: 651-296-9042

TTY: 651-296-1283

Web: mn.gov/mdhr

Email: compliance.mndh@state.mn.us

Affirmative Action Certification Page, Revised 6/11 – MDHR

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
NOTICE TO VENDORS**

AFFIRMATIVE ACTION CERTIFICATION OF COMPLIANCE

The amended Minnesota Human Rights Act (Minnesota Statutes §363A.36) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000.

The first category applies to businesses that have had more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the due date and time of the response and must have received a Certificate of Compliance prior to execution of the contract or agreement.

The secondary category applies to businesses that have had more than 40 full-time employees on a single working day in the previous 12 months in the state in which its primary place of business is domiciled. The businesses in this category must certify to Minnesota State that it is in compliance with federal affirmative action requirements before execution of the contract. For further information, contact the Department of Human Rights, Compliance Services Unit, 625 Robert Street North, Saint Paul MN 55155; Voice: 651-296-5663; Toll Free: 800-657-3704; TTY: 651-296-1283.

Minnesota State is under no obligation to delay the award or the execution of a contract until a vendor has completed the Human Rights certification process. It is the sole responsibility of the vendor to apply for and obtain a Human Rights certificate prior to contract execution.

It is hereby agreed between the parties that Minnesota State will require affirmative action requirements be met by vendors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600.

Under the Minnesota Human Rights Act, §363A.36, subdivision 1, no department or agency of the state shall execute an order in excess of \$100,000 with any business within the State of Minnesota having more than 40 full-time employees in a single working day during the previous 12 months unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved the Commissioner of Human Rights. Receipt of a Certificate of Compliance issued by the Commissioner shall signify that a firm or business has an affirmative action plan approved by the Commissioner.

Failure by the vendor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the order (Minnesota Statutes §363A.36, subdivisions 3 and 4). A certificate is valid for a period of four (4) years.

DISABLED INDIVIDUAL CLAUSE

- A. A vendor shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The vendor agrees to take disabled individuals without discrimination based on their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
- B. The vendor agrees to comply with the rules and relevant order of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- C. In the event of a vendor's noncompliance with the requirements of this clause, actions for noncompliance may be taken by the Minnesota Department of Human Rights pursuant to the Minnesota Human Rights Act.
- D. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state the vendor obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment and the rights of applicants and employees.
- E. The vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other order understanding, that the vendor is bound by the terms of Minnesota Statutes §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 to 5000.3600 are incorporated into any order of Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600 are available from Minnesota Bookstore, 660 Olive Street, St. Paul, Minnesota 55155.

By signing this statement the vendor certifies that the information provided is accurate.

NAME OF COMPANY: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

Revised 1/22/09

Minnesota Department of Human Rights
ATTN: Contract Compliance
Freeman Building
625 Robert Street North
Saint Paul, MN 55155
(Or Send to - compliance.MDHR@state.mn.us.)

Equal Pay Certificate Application

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Minnesota Human Rights Act, and the Minnesota Equal Pay Act for Equal Work Law.
- The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors, within each of the major job categories in your EEO-1 report. If you are not required to file an EEO-1 report, taking into account mitigating factors, the average compensation for female employees is not consistently below the average compensation for male employees within your organization.
- We make hiring, retention and promotion decisions without regard to gender, nor do we limit employees based on gender to certain job classifications.
- We promptly correct wage and benefit disparities.
- We evaluate wages and benefits (annually) (two year period) (other, please specify) to ensure compliance with the above identified laws.
- In determining our employee compensation we use: (check below)
 - Market pricing approach
 - State prevailing wage or union contract requirements
 - Performance pay system
 - An internal analysis
 - Other method (please specify)

Enclosed is our application fee of \$150, made payable to the “Minnesota Department of Human Rights.”

In signing below, I affirm that I am the Board Chairperson or Chief Executive Officer and that the above information to the best of my understanding is accurate and complete.

Signature Print Name Date

Business Name Business Address

**STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM**

In accordance with Minn. Stat. §16C.16, subd. 6a, the Minnesota State may award up to a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. §16C.19(d):

1. Principal place of business is in Minnesota.

and

2. The United States Department of Veterans Affairs verifies the business as being a veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

Statutory requirements and appropriate documentation must be met **by the solicitation response due date and time** to be awarded the veteran-owned preference. The preference applies only to the first \$500,000 of a solicitation response.

Claim the Preference

By signing below I confirm that:

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. by making this claim, I verify that:

- My company's principal place of business is in Minnesota; and
- The United States Department of Veteran's Affairs verifies my company as being a veteran-owned small business. (Supported By Attached Documentation)

Name of Company: _____ Date: _____

Authorized Signature: _____ Telephone: _____

Printed Name: _____ Title: _____

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.

Appendix A

Survey of Instruction Evaluation Rubric

Survey Characteristics	Absent (0 pts)	Meets Standard (1 pt)	Exceeds Standard (2 pts)	N/A
There is documented empirical evidence of psychometric validity for the items and instruments.				
The survey is or can be customized to be focused on specific instructor behaviors.				
The survey measures or can be customized to measure course characteristics and instructor actions separately from variables that are outside the instructor's control.				
The survey avoids or can be customized to avoid items not supported by current research (e.g., global items regarding overall teaching effectiveness, student ratings of faculty knowledge, etc.).				
The survey includes open-ended items or has open-ended items that can be added to a core instrument.				
The core elements of the survey can be completed or can be customized to be completed within 10 minutes.				
The survey can be customized to add items at the department, instructor, or class level.				
The system has a portal allowing access to all reports including course results and survey completion rates.				
There is Single Sign On (SSO) support (LDAP, CAS, or Shibboleth).				
The system provides a method for uploading course and				

Survey Characteristics	Absent (0 pts)	Meets Standard (1 pt)	Exceeds Standard (2 pts)	N/A
<p>student rosters. Ideally this could be achieved automatically using a Brightspace D2L LTI (integration) or direct upload from Normandale's MS SQL cluster</p> <p>Note: Normandale does not currently have a commercial SIS.</p>				
The survey URL can be distributed through Brightspace D2L LMS integration. Ideally this would be a single URL for all courses in which a student is enrolled.				
The system can create and send customizable emails to students informing them of available surveys.				
The survey form is web browser agnostic with ADA support and a mobile friendly design.				
The survey data is available to Normandale via a REST API.				
The system offers independent instruments or options to customize for class modality (i.e., online, face-to-face).				
The system can incorporate statement warnings about bias.				
The system can support attention checks within the evaluation.				
The system can be available throughout the semester for faculty use as needed.				
The system can generate multiple standard reports (e.g., class over time, instructor over time, course summary reports).				
The system allows for the flexible creation of additional customized reports as needed.				

Survey Characteristics	Absent (0 pts)	Meets Standard (1 pt)	Exceeds Standard (2 pts)	N/A
The system allows for personalized reminders and messages as needed.				
The system supports pre-evaluations (e.g., allows students to complete a practice survey, allows instructors to offer a midterm survey).				
The system is provided and hosted by the vendor.				
The system has a straightforward, intuitive and stable interface for all users (i.e., students, faculty, administrators, IT, etc.).				
The system meets Higher Learning Commission (HLC) accreditation requirements.				
The system meets ADA accessibility standards (e.g., Web Content Accessibility Guidelines and Section 508 Subpart B Electronic and Information Technology standards).				
The system should support the use of college-level incentives for completion (e.g., automatically enter students who complete evaluations into a raffle).				
The survey can be administered in multiple different formats, including paper, mobile devices, and computers.				

For a proposal to be considered, none of the criteria in bold should be absent.