MINNESOTA STATE COLLEGES AND UNIVERSITIES

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)
FOR
OPERATIONAL SUPPORT, BOARD DEVELOPMENT
and STRATEGIC PLAN IMPLEMENTATION
SUPPORTING ST. CLOUD TECHNICAL & COMMUNITY COLLEGE FOUNDATION
May 2021

REQUEST FOR PROPOSAL (RFP)

FOR SCTCC Foundation Support, Development, Strategic Plan Implementation

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Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) or St. Cloud Technical & 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.

St. Cloud Technical & 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 St. Cloud Technical & Community College.

School: St. Cloud Technical & 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 St. Cloud Technical & 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 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 St. Cloud Technical & Community College**

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+ plus 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.

St. Cloud Technical and Community College (SCTCC) is a technical and community college located in central Minnesota. St. Cloud Technical & Community College offers 52 majors with 92 associate degree, diploma, and certificate options in business, information technology, transportation, construction, manufacturing, nursing, health, human services, and liberal arts. The college serves over 5,000 students (approximately 2,800 FYE), and employs approximately 390 people.

St. Cloud Technical & Community College offers face to face, hybrid, and online classes and offers four fully online programs in Business Management, Liberal Arts and Sciences, and Finance. St. Cloud Technical & Community College serves a primarily regional student body. Its student population is 50% full time and 50% part time with an average age of 24.
Authority

This RFP is undertaken by SCTCC pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. St. Cloud Technical & Community College 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. St. Cloud Technical & Community College 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 St. Cloud Technical & Community College. This RFP does not obligate St. Cloud Technical & Community 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

St. Cloud Technical & Community College is requesting proposals for an advancement consultant that will provide operational support for the SCTCC Foundation, develop and implement strategies that strengthen the relationship between the College and the Foundation, assist in developing and implementing the Foundation’s strategic plan, and support the priorities of the College through philanthropy.

St. Cloud Technical & Community College recently completed a strategic plan that acknowledges the critical asset value of its Foundation operations toward accomplishing the Mission and realizing the Vision of SCTCC. The Foundation Director position is currently vacant and a formal search process is underway. Support is needed to assist the Foundation during the search process and throughout the transition of a new Foundation Director. St. Cloud Technical & Community College seeks a vendor that would serve in a “hands-on” engagement necessary to support the Foundation Board in its community mission to meet the College’s priorities, be the liaison between the College, its President, and employee relations toward on-going fund development. Deliverables would include:

- Supporting Foundation Operations
  - Donor records review, oversight
  - Donor stewardship, assuring acknowledgement process
  - Financial management processes review, oversight
  - Staff support/training
  - Coordination and execution of the Foundation’s premier fundraising event
  - Cultivating internal and external stakeholder communications
  - Planning and conducting all stakeholder meetings
  - Regular engagement with Foundation operations, College leadership, and staff to ensure operational continuity and support

- Board
  - Communications within Board, with College leadership and other external constituencies
  - Meeting prep, coordination and support
Continued orientation, Board development and training

- Strategic Planning
  - Participate in development of Foundation Strategic plan to support priority initiatives of the College
  - Inform and support fund development initiatives

**RFP Information Contact**

St. Cloud Technical & Community College’s authorized representative for purposes of responding to inquiries about the RFP is:

Name: Sue Meyer  
Title: Purchasing Agent  
Address: 1540 Northway Drive, St. Cloud MN 56303  
E-mail address: SCTCC-sourcing@sctcc.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and SCTCC 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 SCTCC 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 17, 2021</td>
<td>RFP notice posted</td>
</tr>
<tr>
<td>Monday, May 24, 2021</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Tuesday, May 25, 2021</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Wednesday, June 2, 2021</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Monday, June 21, 2021</td>
<td>Vendor(s) selected and notified</td>
</tr>
<tr>
<td>Monday, June 28, 2021</td>
<td>Contract executed</td>
</tr>
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St. Cloud Technical & Community College 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

St. Cloud Technical & Community College desires to enter into a contract with the successful Vendor(s) effective July 1, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be up to Six (6) Months. If St. Cloud Technical & Community College and Vendor are unable to negotiate and sign a contract by Monday, June 28, 2021, then St. Cloud Technical & Community College reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later 2:00 p.m. CDT on Wednesday, June 2, 2021.

Institution: St. Cloud Technical & Community College
Name: Susan Meyer
Title: Purchasing Agent
Mailing Address: 1540 Northway Drive; St Cloud MN 56303
Email: SCTCC-sourcing@sctcc.edu
Format of Proposals and Submission

Responses must be submitted via email in Adobe PDF format. Attachment limits are ten 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. St. Cloud Technical & Community College’s email receipt time stamp will be used for consideration, not the sender’s. Proposals received after the Proposal Deadline date and time will not be considered.

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**: An outline of the vendor's background and experience with examples of similar work done by the vendor.

4. **Cost/Value**: Identify the level of St. Cloud Technical & Community College’s participation in the contract, as well as any other services to be provided by St. Cloud Technical & Community College, and details of cost allowances for this participation.

Terms of Payment

Payment shall be made by St. Cloud Technical and Community College promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by St. Cloud Technical and Community College’s authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of St. Cloud Technical and Community College, 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 St. Cloud Technical and Community College 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. 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. **Veterans Preference Form** (if applicable).

5. **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 the Special Advisor to the President and the VP of Administration. These individuals will evaluate the proposals and make the final decision based on scoring of RFP Evaluation Factors.

**RFP Evaluation Factors**

The following factors and their identified weight will be used by St. Cloud Technical & Community College to evaluate the responses:

1. Adherence to Minnesota State Terms and Conditions (5%)
2. Work plan and availability to meet the requirements outlined in project overview (30%);
3. Price (30%);
4. Qualifications of Vendor. Three references required. (experience of personnel who are committed to work on the contract will be given greater weight than that of the company) (20%);
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 (6%), if applicable (see below); and
8. Preference to Service Disabled / Veteran-Owned Business and Individuals (see below) (6%), if applicable (see below).
*Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

St. Cloud Technical & Community College reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

St. Cloud Technical & 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.

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.

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

- **State of Minnesota – Department of Administration**
- **City of Saint Paul Central (CERT) Program**
- **North Central Minority Supplier Development Council** (regional affiliate of the National Minority Supplier Development Council)
- **Women’s Business Development Center** (regional affiliate of the Women’s Business Enterprise National Council)
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.