MINNESOTA STATE COLLEGES AND UNIVERSITIES

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)
FOR
SHOPPRO (or equivalent) 4 x 8 CUTTING MACHINE
# REQUEST FOR PROPOSAL (RFP)

FOR ShopPro (or Equivalent) 4 x 8 Cutting Machine

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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) 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.

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

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

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

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.
About Minnesota State and
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. SCTCC 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 approx. 5,600 students (approximately 3,050 Full Year Equivalent), and employs approximately 390 people.

SCTCC offers face to face, hybrid, and online classes and offers four fully online programs in Business Management, Liberal Arts and Sciences, and Finance. SCTCC serves a primarily regional student body. Its student population is 69% full time and 31% 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 SCTCC. This RFP does not obligate SCTCC 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 to assist in providing a ShopPro 4 x 8 Cutting Machine (or equivalent) with accessories including freight to SCTCC, installation and a trade-in of a Retro System CNC Plasma Table to be completed by June 30, 2021.
Technical/Functional Requirements

ShopPro (or equivalent) One Piece Unitized design 72L x 128W x 56H (dimension without CNC)
7 Gauge Solid Steel Construction, Effective cutting width: 8ft. Effective cutting length: 4ft,
Shipping Weight: 2415 lbs, Dual Side Drive Helical Rack and Pinion, Precision Helical 10:1
Gearboxes, Machine repeatability: .005 Inch, 1000 IPM Rapid traverse speed, Adjustable leveling
pads for easy adjustment, Water table with manual fill, Water Capacity: 148 Gallons, Machine E-
Stop Located on Each Saddle, Machine input power: 115/1/60 @ 15 Amps, Maximum Plate
Thickness: 2 inch, Flashcut Drive Control Package, 4 Axis, 8 amp micro-stepping drive, NEMA-34
954 oz-in Stepper Motors, 21.5 inch touch screen, Windows 10 Pro, 15-8500 Processor, 8gb Ram
500gb Hard Drive, Wireless Capability, Wireless Keyboard, Wireless Mouse, 4 USB Ports

Flashcut CAD/CAM Standard Software Features:
On-board completely integrated Flash Cut 2D CAM CAD

Package Includes: Plasma Support Interface, Oxy-Fuel Support Interface, Material Database (Cut
Chart Support), Customizable Cut Charts, Customizable Default Lead-in, Lead-out Strategies,
Commonly Used Plate List, Jump to Line, Dry Run, Momentary Run, Run File Forward and
Backwards, Kerf Crossing Detection, THC performance History Chart, Fix Drawing Tool, Measuring
Tool, Free Form Stretching and Manipulation, Layer Support, Centerline Image Import, Silhouette
Image Import, DXF/DWG Import, TrueShape Nesting, Automatic Kerf Compensation, Grid Nesting
Graphical editing of Lead in Lead out Location, Tabbing, Overburn Support, Assign Different
Operations to Each Part, Cut Sequencing, Drag, Delete, Rotate, Copy Parts on the Nest, Operation
Sequencing, Cutout or Part Mode, Custom views of Kerf Width, Cut Direction, Toolpath, Rapids
and Part Geometry, Customizable Post Processor

Pro Series Software Upgrade Includes: Standard Software Package, Marker and Plasma Marking
DXF Export, Advanced Text including True Type Font Support Without Exploding and Curved Text
Around Any Shape, Part Shading, 3D Cutting Simulation, Automatic Lead-In on Restart, Dynamic
THC On/Off, Progress Meter, Move to Point in View port, Rip Cutting Smart Touch Off, Shape
Library, Bridge Entities Tool, Fix Drawing Tool, Shape Welding Tool, Part Shading, Multi Layer
Color Image Import, Import of parts from external files, TrueShape Nesting, Multi-Sheet and Fill
Sheet TrueShape Nesting, Corner Looping, Advanced Leadin Leadout Editing, Animated 3D
Cutting Simulation, Advanced Small Hole Processing, Multi Tabs, 1 additional seat Flashcut
Software for remote PC/laptop, (additional seats available for purchase), Koike Z-Axis torch
height control with torch breakaway, CNC controlled THC electronics package, 4" Stroke @ 500
ipm

Laser Pointer Includes: Laser Pointer with Red Dot, Mounting Bracket, Interface Cable, Plate
Alignment Software * Includes access to online videos for installation instructions and software
training*
27 inch PC Upgrade - Replaces 21 inch PC noted above; includes: Dell OptiPlex 7780 AIO, OptiPlex All-in-One Height Adjustable Stand, All-in-One, (Table not included), 27 inch FHD 1920x1080 IPS touch anti glare screen, IR Camera, Windows 10 Pro, i5-10500 Processor, 16gb Ram, 2.256gb Hard Drive, nVidia GeForce GTX 1650 Graphics, Wireless Capability, Wireless Keyboard, Wireless Mouse, Waves Maxx audio, 4 USB Ports, Dell ProSupport: Next Business Day Onsite 3 Years, Dell ProSupport: 7x24 Technical Support, 3 Years

Downdraft Plenum - Mounted to backside of cutting table includes: 4x4 - 1/8 inch thick x 17 inch wide x 15 inch high x 58 ¾, inches long. Includes one 12 inch diameter cut out in the bottom of plenum for customer supplied fume collector, 4x8 - 1/8 inch thick x 17 inch wide x 15 inch high x 106 ¾, inches long. Includes two 12 inch diameter cut outs in the bottom of plenum for customer supplied fume collector, 5x10 - 1/8 inch thick x 17 inch wide x 15 inch high x 130 3/4 inches long. Includes two 12 inch diameter cut outs in the bottom of plenum for customer supplied fume collector. ** Cannot be used with the Oxy-Fuel Option

FlashCut Smart360 Hole Cutting Technology - • Works with all plasma systems cutting mild steel including air plasmas and high definition plasmas, • Auto-recognition of small holes utilizes lower feedrates and temporarily turns off THC to prevent diving, • Auto-calculation of kerf vs. federate creates high accuracy holes, • Early torch turn-off prevents extraneous marks at the end of hole, • Line-arc lead-in reduces mark at beginning of hole and ensures a uniform feedrate along the entire cutout, • Can be used to increase the accuracy of small cutouts in addition to round holes

Flashcut Pro Version Free School Software 10 Additional Seats Includes: 1148060430, 10 Seats, Simple, powerful 2-D CAD with Improved DXF/DWG, Import, Measuring tool lets you determine any part dimension or distance on a drawing, Integrated CAM with true shape nesting includes Improved nesting performance, Editable plasma and oxy-fuel cut charts for Hypertherm, Smart feedrate and THC handling of small holes, Automatic kerf compensation, Automatic generation of lead ins and lead outs, Automatic cut settings based on material, Automatic cut settings based on material, Easy CNC program flow control including Jump to Line, forward and reverse processing, Integrated Shape Library, DXF Export, Enhanced nesting interface of multiple parts and external, files, Enhance production nesting features - fill sheet, multi sheet, partial sheet Corner Looping, This software is provided at no charge to Schools.

POWERMAX 105 Plasma Cutting System by Hypertherm: Output Current 30-105 Amps, Single Plasma Gas System, Air or Nitrogen Shield Gas – None Required, Self regulating primary input 200-600V, 3-phase only, (CE 230-400V, 3-phase), Input power conditioner compensates low line and power, line fluctuations, Gas Supply- clean dry, oil free air or nitrogen @460 scfh, 85 psi flow rate, Continuous pilot-arc switch for cutting expanded metal or grating, Spare consumables parts kit and positive work lead, Plasma to Machine interface cable, Maximum Pierce Capacity - 7/8 inch Mild Steel, Edge Start - 1-1/4 inch Mild Steel, 200-600V, 100% duty cycle @ 94amps, Standard Model Input Voltage: 200-600V 3-phase, Recommended Fuse @ 200V/208V/240V: 80 AMP Slow, Blow, Recommended Fuse @ 480V/600V: 40 AMP Slow Blow, Recommended Fuse @ 230V CE: 80 AMP Slow Blow, Recommended Fuse @ 400V CE: 40 AMP Slow Blow
Powermax 105 Hand Torch - Allows Customer to change from machine torch plate cutting to hand torch cutting. Customer must power down the plasma system. Remove the machine torch lead from the plasma power supply. Install the 25ft hand torch lead. Move the positive lead to the new work piece. Remove the interface cable from the CPC port on the backside of the power supply. Turn on power to the plasma unit. Turn the selector knob on the front of the power supply from machine torch to hand torch. Reverse these steps when returning to machine torch cutting on the plasma cutting machine. Includes: (1) 75Degree Duramax Hand Torch with 25ft Lead

RS-485 Communications with Hypertherm Powermax Plasmas - For real-time current and pressure control. Includes RS-485 hardware, cable and software.

Shop Pro (or equivalent) Stationary Beam-Tube Cutting Option - This option is used for holding tube and or beams off the front off the table to allow the cutting head to cut on a flat surface does not include rotator. Includes: ShopPro (or equivalent) Torch Holder Retractable Extension Arm, Beam Cutting Trough Weldment, Maximum size 10 x 10, Length determined by machine length

Machine Freight
Delivered to SCTCC includes installation

Powermax 105 Consumable Starter Kit: Koike Part # K115115203 Includes: 30 ea 0818301202 Electrode,#220842, 5 ea 0818028001 Swirl Ring #220994, 20 ea 0818028002 Nozzle 45A #220941, 20 ea 0818301200 Nozzle, 65A #220819, 20 ea 0818351300 Nozzle 85A #220816, 5 ea 0818028000 Shield 45,65,85 #220817, 20 ea 0818028003 Nozzle 105 #220990, 5 ea 818326432 Shield 105A #220930, 5 ea 0818326484 FC Shield #220948, 2 ea 0818290803 Shield Cap Ohmic # 220953

Trade in Value for Colleges Retro Systems CNC
The Retro Systems CNC Profile cutting Machine; Model Number; MLS560EDR150; Date Built; 5/11/11, Hyprotherm Powermax 1650 plasma. The machine is available to be viewed.

RFP Information Contact

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

Name: Susan Meyer
Title: Purchasing Agent
Address: St. Cloud Technical & Community College
1540 Northway Drive; St Cloud MN 56303
E-mail address: SMeyer@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>Key Dates</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Tuesday, April 20, 2021</td>
<td>Publishes RFP notice in State Register</td>
</tr>
<tr>
<td>Monday, April 26, 2021</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Tuesday, April 27, 2021</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Tuesday, May 4, 2021</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Friday, May 7, 2021</td>
<td>Vendor(s) selected and notified</td>
</tr>
</tbody>
</table>

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 May 11, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be to June 30, 2021. If St. Cloud Technical & Community College and Vendor are unable to negotiate and sign a contract by May 12, 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 Tuesday, May 4, 2021.

Institution: St. Cloud Technical & Community College  
Name: Susan Meyer  
Title: Purchasing Agent  
Mailing Address: 1540 Northway Drive; St Cloud MN 56303  
Email: SMeyer@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 and its Personnel:** 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 SCTCC promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by SCTCC’s authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of SCTCC, 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 SCTCC to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Payments are to be made from federal funds obtained by SCTCC through The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) (Public law and amendments thereto). If at any time such funds become unavailable, the resulting contract may be terminated immediately upon written notice of such fact by SCTCC to the Vendor. In the event of such termination, Vendor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**Required Documents and Forms**

1. Affidavit of Non-Collusion. Each Vendor must complete the [Affidavit of Non-Collusion](#) and attach it with the response.

2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

3. Minnesota Department of Human Rights Workforce – [Affirmative Action Certification](#) (if proposal exceeds $100,000, including extension options).

4. Minnesota Department of Human Rights Equal Pay Certificate Form (if proposal exceeds $500,000, including extension options)

5. Veterans Preference Form (if applicable).

6. Targeted Business Inclusion Form: Respondent must provide certification(s) that at least 51% of the business is owned and operated by a woman or minority.
Selection Process

The selection process includes the Dean of Skilled Trades & Industry and three faculty members from the Manufacturing Department. 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 St. Cloud Technical & Community College 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>5%</td>
</tr>
<tr>
<td>2.</td>
<td>Work Plan including product delivery date and installation schedule</td>
<td>15%</td>
</tr>
<tr>
<td>3.</td>
<td>Price [OR Price in relation to level of service to be provided]</td>
<td>50%</td>
</tr>
<tr>
<td>4.</td>
<td>Qualifications of Vendor</td>
<td>15%</td>
</tr>
<tr>
<td>5.</td>
<td>Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>5%</td>
</tr>
<tr>
<td>6.</td>
<td>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</td>
<td>10%</td>
</tr>
<tr>
<td>7.</td>
<td>Preference to Economically Disadvantaged Business and Individuals, if applicable*</td>
<td>6%</td>
</tr>
<tr>
<td>8.</td>
<td>Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable*</td>
<td>6%</td>
</tr>
</tbody>
</table>

*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.

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.