MINNESOTA STATE COLLEGES AND UNIVERSITIES

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)
FOR
DISTANCE EDUCATION CLASSROOMS
JUNE 2021
REQUEST FOR PROPOSAL (RFP)
FOR DISTANCE EDUCATION CLASSROOMS

Table of Contents
Notice .............................................................................................................................................. 3
Definitions ....................................................................................................................................... 3
About Minnesota State and St. Cloud Technical and Community College ................................. 4
Authority ......................................................................................................................................... 5
Project Overview ............................................................................................................................. 5
Technical/Functional Requirements ............................................................................................... 5
RFP Information Contact ................................................................................................................. 6
Duration of Offer ............................................................................................................................. 6
Minnesota State’s RFP Terms and Conditions ................................................................................ 7
Authorized Signature ...................................................................................................................... 7
Pre-award Vendors Classroom Tour ............................................................................................... 7
Selection and Implementation Timeline ......................................................................................... 7
Contract Term ................................................................................................................................... 7
Proposal Deadline ........................................................................................................................... 8
Format of Proposals and Submission .............................................................................................. 8
Proposal Content ............................................................................................................................ 8
Terms of Payment ........................................................................................................................... 9
Required Documents and Forms .................................................................................................... 9
Selection Process .......................................................................................................................... 10
RFP Evaluation Factors ............................................................................................................... 10
Supplier Diversity .......................................................................................................................... 11
ED/VO Preferences: ...................................................................................................................... 11
   Economically Disadvantaged (ED) Business and Individuals .................................................. 11
   Veteran-Owned (VO) ................................................................................................................ 12
Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or St. Cloud Technical and Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

St. Cloud Technical and Community College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State’s sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Vendors and Suppliers at Minnesota State page. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of St. Cloud Technical and Community College.

School: St. Cloud Technical and Community College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.
Vendor: The firm selected by Minnesota State 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 and 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 FYE), 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 St. Cloud Technical and Community College (hereinafter “MINNESOTA STATE”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. MINNESOTA STATE will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. MINNESOTA STATE reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of MINNESOTA STATE. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

**Project Overview**

MINNESOTA STATE is requesting proposals to assist in the purchase and installation of required equipment to create distance education in 64 classrooms. The detail of required equipment is listed in the Technical/Functional Requirements section of this Request for Proposal. MINNESOTA STATE prefers to hire a vendor that is already experienced in the installation of the required equipment. Proposals are to include purchase, shipping of equipment, and required installation.

**Technical/Functional Requirements**

All equipment must be fully compliant with federal, state and local codes requirements, including UL Approval.

All proposals must include equipment cost, fixed hourly rates, travel, shipping, installation and any other vendor charges.

All proposals must include installation timeline. MINNESOTA STATE prefers a target date of October, 2021 or earlier but we understand that lead time receiving this equipment has been extended because of Covid so installation shortly after the equipment arrives is acceptable.

Warranty terms must be included. Proposals must include a description of ability to respond to service and warranty requests in a timely manner.

The vendor shall provide a list of three customer references.

**Required equipment list –**

Vaddio Room with some or all of the equipment listed. A walk through of the rooms will be required to determine what equipment is needed in each room.

- Sony VPL-PHZ12, 5000 Im WUXGA LaserLite Projector
- Chief RPMCU, RPA Universal Projector Mount
• Chief CM5440, Projector Ceiling Kit
• Chief CMS006, 6” Fixed Extension Column
• Chief CMA472, Above Ceiling Plenum Enclosure
• Atlona AT-UHD-CLSO-601, 4k/UHD Six-Input Multi-Format Switcher
• Atlona AT-UHD-EX-70C-RX, 4K/UHD HDMI Over HDBaseT Receiver with Control and PoE
• Include Ethernet from projector to instructor station for HD Bast T
• Elmo MXPP2, USB Digital Document Camera
• Sony BDP-3700, Blue-ray™ Disc Player
• Liberty M2-HDSEM-M-12F, 12’ Reduced Profile HDMI Cable
• Liberty M2-HDSEM-M-06F, 6’ Reduced Profile HDMI Cable Qty 2
• Liberty DL-ARDD, Digital Adapter Line w/DP, Mini DP and USB-C on 5” Adapters
• Vaddio 999-30201-00W, EasyIP Ecosystem Base Kit (White Camera)
• Vaddio 999-85100-000, CeilingMIC Microphone (White) Qty 2
• Vaddio 999-9995-004, HDMI Audi Embedder Kit
• Vaddio 535-2000-206, Suspended Ceiling Mount for Vaddio™ Cameras
• Liberty Z100AY6FT, 3.5mm TRS to 2 RCA Audio Cables

**RFP Information Contact**

MINNESOTA STATE’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  
Telephone: 320-308-5973  
E-mail address: sourcing@sctcc.edu

Other persons are **not** authorized to discuss RFP requirements before the proposal submission deadline and MINNESOTA STATE shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between MINNESOTA STATE and the Vendor.
Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

**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.

**Pre-award Vendors Classroom Tour**

MINNESOTA STATE will hold a required pre-award Vendors Classroom Tour on July 27, 2021 for all potential Responding Vendors. Each vendor will walk through the campus with a member of the St. Cloud Technical and Community College IT staff. All vendors will walk through at the same time. To set up an appointment, please contact the RFP information contact via e-mail.

**Selection and Implementation Timeline**

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Monday, June 28, 2021</td>
<td>Publishes RFP notice in State Register</td>
</tr>
<tr>
<td>Friday, July 16, 2021</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Wednesday, July 21, 2021</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Tuesday, July 27, 2021</td>
<td>Required Pre-Award Vendor’s Classroom Tour</td>
</tr>
<tr>
<td>Tuesday, Aug 10, 2021</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Tuesday, Aug 17, 2021</td>
<td>Vendor(s) selected and notified</td>
</tr>
</tbody>
</table>

MINNESOTA STATE reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

**Contract Term**

MINNESOTA STATE desires to enter into a contract with the successful Vendor(s) effective August 31, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be Six (6) Months. If MINNESOTA STATE and
Vendor are unable to negotiate and sign a contract by August 31, 2021, then MINNESOTA STATE reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following email address not later than 2:00 pm CT Thursday, August 10th, 2021:

Institution: St. Cloud Technical and Community College
Name: Sue Meyer
Title: Purchasing Agent
Email Address: sourcing@sctcc.edu

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 25 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. MINNESOTA STATE’S email receipt time stamp will be used for consideration, not the senders.

Proposals received after the Proposal Deadline date and time will not be considered. Fax and 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.

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 and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information
about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.

4. **Cost/Value:** Identify the level of MINNESOTA STATE’S participation in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation. All proposals must include equipment cost, fixed hourly rates, travel, shipping, installation and any other vendor charges.

## Terms of Payment

Payment shall be made by MINNESOTA STATE promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE’S authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Payments are to be made from federal funds obtained by Minnesota State through Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (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 MINNESOTA STATE 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.** All vendors must complete the Affidavit of Non-Collusion and submit it with the response.

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

3. **Workforce Certificate.** For all contracts estimated to be in excess of $100,000, vendors are required to complete the Minnesota Department of Human Rights Workforce Certificate Form and submit your certification with the response (including extension options).
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $500,000**, responders are required to complete the Minnesota Department of Human Rights Equal Pay Certificate Form or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Targeted Group Businesses (TGBs). If applicable, eligible certified TGBs businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Targeted Business Inclusion Form

6. Vendors may apply for certification through the Minnesota Small Business Certification Portal.

**Selection Process**

The selection process includes VP of Administration, Interim CIO and various faculty and staff members. This group will evaluate the proposals and make the final decision.

**RFP Evaluation Factors**

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adherence to MINNESOTA STATE Terms and Conditions</td>
<td>5%</td>
</tr>
<tr>
<td>2.</td>
<td>Work Plan and availability to meet the timelines required to complete the work</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td>Price (OR Price in relation to level of service to be provided)</td>
<td>30%</td>
</tr>
<tr>
<td>4.</td>
<td>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)</td>
<td>25%</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>10%</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></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></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.
MINNESOTA STATE reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

MINNESOTA STATE does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that 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 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 Group Business (TGB) inclusion is a part of the criteria for this RFP 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. 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.

Minnesota State recognizes certifications 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

ED/VO Preferences:

Register to become certificated or 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.