

MINNESOTA STATE COLLEGES AND UNIVERSITIES

SOUTHWEST MINNESOTA STATE UNIVERSITY



REQUEST FOR PROPOSAL (RFP) FOR MULTI-PURPOSE CAMPUS 'ID CARD' 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 Southwest Minnesota State University 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.

July 26, 2022

REQUEST FOR PROPOSAL (RFP)
FOR
MULTI-PURPOSE CAMPUS 'ID CARD' SYSTEM

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SOUTHWEST MINNESOTA STATE UNIVERSITY

REQUEST FOR PROPOSAL

**Multi-Purpose 'ID Card' System
ADVERTISEMENT FOR PROPOSAL**

Notice is hereby given that Offers will be received by the Buyer 2 & Purchasing Clerk, Southwest Minnesota State University, **until Tuesday, September 13, 2022, 3:00 pm CST** the purpose of a Multi-Purpose 'ID Card' System, according to the specifications on file at:

Southwest Minnesota State University
Christy Johnson-Buyer 2 & Purchasing Clerk
Business Servicess-IL-139
1501 State Street
Marshall, Minnesota 56258

Specifications and Request for Proposal forms may be obtained from the Buyer 2 & Purchasing Clerk at the address shown above.

Offers are to be submitted in a sealed envelope addressed to Christy Johnson, Buyer 2 & Purchasing Clerk at the above address and clearly marked in the lower left corner of the envelope, "Multi-Purpose 'ID Card' System". Southwest Minnesota State University reserves the right to reject any and all Offers and to waive any informalities contained in such Offers. Signatures may be "wet", a PDF scan or electronic.

Dated at Marshall, Minnesota, this 26th day of July, 2022.

Christy Johnson
Buyer 2 & Purchasing Clerk

Section I. General Information

1.1 Background

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 340,000 students each year. Minnesota State employs more than 15,000 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.

Southwest Minnesota State University (SMSU) is a liberal arts institution with a full-time equivalency of approximately 3,600 students, and an on campus population of approximately 2,000 students located in Marshall, Minnesota. Marshall is a community of 14,000 named one of America's Best Small Cities. SMSU is a young university, having opened its doors in 1967. It offers over 50 majors and minors, along with four master's degree programs.

The "Mustang Family" consists of faculty and staff dedicated to one thing: the success of our students. SMSU offers a private-school atmosphere, at a public-school price. SMSU was ranked 7th nationally for its affordable bachelor's degrees by Best Value Schools, the only Minnesota college ranked. SMSU was also ranked 6th nationally in the "30 Lowest Out-of-State Tuition Colleges" in 2020 by Online-Bachelor-Degrees.com. International and out-of-state students pay in-state tuition rates. SMSU offers 11 degrees that can be earned completely online, and that number grows each year.

Learn more about SMSU here: www.SMSU.edu.

1.2 Nature of RFP

Southwest Minnesota State University, hereinafter also referred to as "University" or "SMSU" is requesting proposals for a Multi-Purpose 'ID Card' System. This RFP is undertaken by Southwest Minnesota State University pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

SMSU's current contract for a Multi-Purpose 'ID Card' System with Transact expires on September 30, 2023. It is SMSU's intent to have a new Multi-Purpose 'ID Card' System, pending RFP responses, in full operation as of August 1, 2023 in time for Fall Semester 2023 usage. Transact is also considered an eligible vendor for a new contract.

Transact and its predecessor (Blackboard Transact) has been SMSU's Multi-Purpose 'ID Card' System vendor for over a decade. Hardware and software investments for SMSU in the past 3-5 years have been limited to a recent replacement of POS systems, ID Card production software, and associated EMV readers.

Services currently supported and needing ongoing support with a new system include integration with on-campus vendor services. For food services and concessions, SMSU currently utilizes Chartwells as its vendor. Barnes & Noble is the current bookstore services vendor. Other vending services supported include vending machines provided by various vendors for such products as beverages and snacks.

SMSU is open to considering any Multi-Purpose 'ID Card' System platform that best meets its needs.

Accordingly, Southwest Minnesota State University shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Southwest Minnesota State University's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Southwest Minnesota State University 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 Southwest Minnesota State University. This RFP shall not obligate Southwest Minnesota State University 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.

1.3 General Selection Criteria

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

1. Support for required features
2. Support for optional features
3. Solution architecture & scalability
4. Solution security
5. Integration & performance
6. Administrative and reporting capabilities
7. Vendor experience & qualifications
8. Vendor implementation & support plan
9. Costs (See Exhibit H)

See Section IV for more detail on criteria including weights to be used for evaluating proposals submitted.

1.4 Selection Process

The selection process includes a group representing several areas of the University including Athletics, Facilities, Student Affairs, Campus Dining, Research & Reporting, Public Safety, Business Services, Information Technology Services, Communications & Marketing, and the Library. This group will collectively evaluate the proposals and make the final decision.

1.5 Selection and Implementation Timeline

Tuesday, July 26, 2022	Publish RFP notice at minnstate.edu/vendors with advertisements on SMSU and State Register websites
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Tuesday, August 9, 2022	Deadline for submittal of RFP questions to Christy Johnson
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Monday, August 22, 2022	Answers to RFP questions posted on websites
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Tuesday, September 13, 2022, 3:00 p.m. CST Deadline for RFP proposal submissions

Wednesday, September 14, 2022	Initiate RFP proposals review
Wednesday, November 16, 2022	Complete selection process
Tuesday, January 10, 2023	Contract fully executed
Monday, January 23, 2023	Initiate implementation
July 10, 2023	Service initiation target date
August 1, 2023	Full service operations target date

1.6 Contract(s) Awarded and Pricing Structure

The contract entered into by the University and the successful vendor may include this RFP, the signed Proposal submitted by the successful vendor, any modifications agreed to in writing by the parties and the Contract document.

This RFP includes and incorporates Minnesota State's RFP Terms and Conditions (See Exhibit G). By submitting a proposal, Vendors are acknowledging acceptance of Minnesota State's RFP Terms and Conditions.

Vendors should understand that much of the language reflected in any resulting contract with Minnesota State is required by statute. If Vendors take exception to any of the language in Minnesota State's RFP Terms and Conditions, Vendors must indicate those exceptions in the response to the RFP; certain exceptions may result in a proposal being disqualified from further review and evaluation. Only those exceptions indicated in a response to the RFP will be available for discussion or negotiation.

1.7 Contract Term

Southwest Minnesota State University desires to enter into a contract with the successful vendor(s) effective **Tuesday, January 10, 2023**. The length of such contract(s) shall be up to 3 YEARS ending **January 9, 2026** with the option to renew for additional two 1-year terms. If Southwest Minnesota State University and the vendor are unable to negotiate and sign a contract by **Tuesday, January 10, 2023**, then Southwest Minnesota State University reserves the right to seek an alternative vendor(s).

1.8 Parties to the Contract (See Exhibit G)

1.9 Contract Termination (See Exhibit G)

1.10 Termination for Insufficient Funding (See Exhibit G)

1.11 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 Southwest Minnesota State University.

School: Southwest Minnesota State University

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 Southwest Minnesota State University as the successful responder(s) responsible to execute the terms of a contract.

1.12 Governing Law (See Exhibit G)

1.13 Venue and Jurisdiction (See Exhibit G)

1.14 Contract Assignment (See Exhibit G)

1.15 Amendments (See Exhibit G)

1.16 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.

1.17 Deviations and Exceptions (See Exhibit G; Requirements (b))

1.18 Pre-award Vendors Conference

Southwest Minnesota State University may hold a pre-award vendor conference. If held, this conference may be virtual in format. It is recommended all potential or interested responders attend such a conference if held.

1.19 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 Southwest Minnesota State University and the vendor.

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

1.20 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.

1.21 Vendor Notifications Related to RFP Responses

Vendors are hereby notified that neither Minnesota State nor Southwest Minnesota State University shall be responsible for any of the costs incurred by the vendor or potential vendor in their preparation of the proposal documents or for any visits to campus. All such costs are the responsibility of the vendor.

By responding to this RFP, vendors agree to indemnify, save and hold Minnesota State and Southwest Minnesota State University, its agents and employees, harmless from any and all claims or causes of action arising from their proposal and performance of any subsequent contract by Vendor or Vendor's agents or employees. This clause shall not be construed to bar any legal remedies vendors may have for the University's failure to fulfill its obligations pursuant to this agreement.

1.22 Interviews

Interviews may also be part of the evaluation process.

Southwest Minnesota State University reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. Depending on circumstances, interviews may be held via web conferencing technology. Southwest Minnesota State University 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.

If deemed necessary by the University, interviews and/or site visits may also be held as part of the evaluation process.

1.23 Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Southwest Minnesota State University 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 Southwest Minnesota State University 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.

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. The vendor selection and contract award shall be made in the best interest of the University. Accordingly, the University shall select the vendor(s) whose proposal(s), and oral presentation(s), if requested, demonstrate in the University's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner.

This RFP shall not obligate the University to award a contract or complete the proposed project and the University reserves the right to cancel this RFP if it is considered to be in its best interest.

The University 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 Section 1.4 of this RFP.

1.24 Ownership of Materials and Intellectual Property Rights (See Exhibit G)

1.25 Cost of Proposal

The University will not be liable for any costs incurred by responders in preparation of a proposal answering this request for proposal.

1.26 Withdrawal of Proposals

Proposals may be withdrawn in writing and submitted by facsimile, mail, e-mail, or hand delivery form the Vendor prior to the deadline for receipt of proposals. No oral withdrawals will be accepted.

1.27 Nonresident Aliens Taxes (See Exhibit G)

1.28 Entertainer Taxes (See Exhibit G)

1.29 Prohibited Pre-Payment (See Exhibit G)

1.30 Software Related Service Contracts Only – End User License Agreements (See Exhibit G)

1.31 Software Related Service Contracts Only–Intellectual Property Infringement(See Exhibit G)

Section II. Parties to the RFP

Southwest Minnesota State University

Section III. Vendor Requirements

See additional workbook that includes individual worksheets for Requirements, Vendor Qualifications, and Costs. Answer all questions on each worksheet and return with all other documentation.

3.1 Information Contact

Southwest Minnesota State University’s agent for purposes of responding to inquiries about the RFP is:

Name: Christy Johnson
Title: Buyer 2 and Purchasing Clerk
Address: Southwest Minnesota State University
Business Services – IL139
1501 State St. Marshall, MN. 56258
Telephone: 507.537.6215
E-mail address: christy.johnson@smsu.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Southwest Minnesota State University shall not be bound by and responders 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.

Section IV. Response Evaluation

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

The following criteria will be used by Southwest Minnesota State University to evaluate the responses:

- Expressed understanding of RFP objectives and vendor profile (pass/fail)
- Submission of all required documents (pass/fail)
- Capability of proposal to meet functional and technical requirements (20%)
- Capability to implement the proposed solution and Vendor Qualifications (35%)
Vendor Cost (30%)
- Product history and referrals of existing customer base (15%)

Southwest Minnesota State University reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. Southwest Minnesota State University 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.

Section V. Additional RFP Response and General Contract Requirements

5.1 Required Data Collection and Disclosure (See Exhibit G)

5.2 Problem Resolution Process

A formal problem resolution process will be established in the contract to address issues raised by either Southwest Minnesota State University or the vendor.

5.3 Affidavit of Non-Collusion (See Exhibit B)

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

5.4 Human Rights Requirements (See Exhibits C & G)

5.5 Equal Pay Certificate (See Exhibits D & G)

5.6 Preference to Targeted Group and Economically Disadvantaged Business and Individuals (See Exhibit G)

5.7 Veteran-Owned Preference (See Exhibits E & G)

5.8 Insurance Requirements (See Exhibit G)

5.9 Workers Compensation (See Exhibit G)

5.10 State Audit (See Exhibit G)

5.11 Minnesota Government Data Practices Act (See Exhibit G)

5.12 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.

5.13 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's rights.

5.14 Physical and Data Security (See Exhibit G)

5.15 FERPA School Official Requirement (See Exhibit G)

5.16 Health Insurance Portability and Accountability Act (HIPAA) (See Exhibit G)

5.17 Payment Card Industry Data Security (See Exhibit G)

5.18 Reimbursements (See Exhibit F & G)

5.19 Liability (See Exhibit G)

5.20 Accessibility (See Exhibit G)

A completed response to the linked [Voluntary Product/Service Accessibility Template\(s\)](#)[®](VPAT) for all software, hardware, and websites as applicable (guidance available in the 'Products' tab). The response must contain adequate information to evaluate the responsiveness to the accessibility standards (i.e. a completed [VPAT](#) or equivalent).

5.21 Non-Discrimination

In connection with the performance of work under contract for the University, vendor agrees not to discriminate against any Minnesota State employee or student because of race, color, religion, national origin, sex, marital status, status with regard to public assistance disability, or age.

5.22 Licenses, Codes and Laws

The successful Contractor shall have and maintain a valid and appropriate business license, if applicable, as well as all required local, state and federal licenses. Contractor shall also meet all local, state and federal codes and comply with all applicable federal and state laws during the performance of the contract.

5.23 Safety

The vendor will comply with all State and Federal laws applicable to this service as they relate to employee safety and customer safety.

5.24 Publicity (See Exhibit G)

Section VI. RFP Responses

6.1 Submission

Sealed proposals must be received at the following address not later than **3:00 p.m. CST on Tuesday, September 13, 2022**:

Institution: Southwest Minnesota State University
Name/Title: Christy Johnson - Buyer 2 & Purchasing Clerk
Mailing Address: Business Services – IL139
1501 State Street
Marshall, MN. 56258

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

The responder shall submit **1** copy of its RFP response and a **flash drive** 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.

We will accept wet signatures, a PDF scan or an electronic signatures.

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.

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SOUTHWEST MINNESOTA STATE UNIVERSITY
REQUEST FOR PROPOSAL

Multi-Purpose 'ID Card' System
PROPOSAL OFFERING FORM

In compliance with this Request for Proposal, the undersigned acknowledges that I have read and understand all the conditions imposed herein and offer and agree to furnish the services in accordance with the attached proposal or a mutually agreed upon by subsequent negotiation.

Name of Firm: _____
Address: _____
City: _____
State: _____ ZIP: _____
Telephone: _____
Federal ID _____
State ID _____

Name: _____
Signature: _____
Title: _____
Date: _____
E-mail: _____

EXHIBIT B – AFFIDAVIT OF NON-COLLUSION

**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: _____

EXHIBIT C-1 – STATE OF MINNESOTA – AFFIRMATIVE ACTION CERTIFICATION

**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
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.