



**MINNESOTA STATE**

# **MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**System Office**

## **REQUEST FOR PROPOSAL (RFP) FOR Math Pathways Research and Evaluation**

**November 2021**

**REQUEST FOR PROPOSAL (RFP)**

**FOR Math Pathways Research and Evaluation**

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## Notice

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

**School:** Minnesota State

**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

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](http://www.minnstate.edu).

## Authority

This RFP is undertaken by Minnesota State (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 serve as a dedicated research and evaluation professional to lead the design and implementation of the systemwide and campus-specific research methodologies and evaluation plans in collaboration with the ASA Research Office and ASA project leadership team. The Vendor will assist the system office and participating colleges and universities with developing and implementing their evaluation plans, including establishing measurable target outcomes, reporting processes, and documentation. The Vendor will serve as the liaison between the ASA Research Office, the ASA project leadership team, and campus teams for all evaluation planning and continuous improvement work. The Vendor will support Minnesota State in achieving the project's goals of (1) establishing math pathways aligned to students' course of study; (2) increasing the college-level math course completion rates; (3) and closing the educational equity gaps. Specifically, the vendor will be responsible for the following:

1. Serve as the key liaison between the ASA Research Office, the ASA project leadership team, and campus leadership and research teams for all evaluation-related work.
  - Provide written and verbal feedback on colleges' and universities' evaluation plans and deliverables.
  - Update the ASA project leadership team on the participating colleges' and universities' progress during weekly check-in calls and/or e-mail communications.
  - Keep the project leadership team and supervisor informed about any barriers, delays, or problems that could impact project timelines and deliverables.
  - Assist colleges and universities with their implementation and evaluation planning work.
  - Assist stakeholders in the region access, use, and interpret project-specific data.
  - Attend project events, such as coordinator check-ins, workshops, and leadership workgroup meetings.
  
2. Work in concert with the ASA project leadership team and the ASA Research Office, implement a systemwide math pathways program with corequisite design structures evaluation plan.
  - Develop evaluation plan templates and processes for collecting data and evaluation records.
  - Identify system-level and campus-level data gathering, reporting responsibilities, and documenting specific reporting mechanisms.
  - Implement the evaluation and research methodologies to ensure continuous quality improvement and target outcomes are met.
  - Consult with the ASA project leadership and the ASA Research Office to make alterations to project evaluation methodology as needed.
  - Establish measurable outcomes and targets.
  - Establish reporting processes.

- Complete annual evaluation reports to document progress toward achieving project outcomes in collaboration with the ASA project leadership team and the ASA Research Office.
  - Develop a system-level project story using campus implementation plans, data, and evaluation summaries.
3. Serve as subject matter expert to assist colleges and universities in identifying specific data sources and how to access those data sources to inform their research and evaluation work.
- Collaborate with the ASA Research Office to troubleshoot any related data and evaluation issues.
  - Advocate for equity and inclusion in the collection, analysis, and dissemination of data across the system.
  - Provide project implementation and evaluation planning guidance to colleges and universities.

## Technical/Functional Requirements

For each requirement, indicate with a Y for Yes or an N for No, whether or not you meet the requirement. Please include additional comments or reference attachments that provide evidence to support your answer.

Requirement	Y/N	Comments
Master's or Doctoral degree (preferred) in Evaluation and Applied Research, Educational Psychology, or related field.		
Experience designing research methodologies for large-scale projects, preferably in higher education.		
Demonstrated skills and experience in developing and executing evaluation plans.		
Effective written and oral communication skills, including synthesizing data and information from multiple sources in written reports and oral presentations.		
Demonstrated skills in building strong partnerships with diverse stakeholder groups.		
Demonstrated commitment to equity-centered work.		

Requirement	Y/N	Comments
Experience working with large public university and college systems and/or higher education institutions.		
Skills in interpreting and explaining and research results.		
Knowledge of evidenced-based developmental education reform and high-impact educational practices.		

## RFP Information Contact

MINNESOTA STATE’S authorized representative for purposes of responding to inquiries about the RFP is:

Name: Nicole Merz  
 Title: Project Manager  
 E-mail address: [Nicole.Merz@minnstate.edu](mailto:Nicole.Merz@minnstate.edu)  
 Phone: 651-201-1446

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 their telephone 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.

## Selection and Implementation Timeline

Key Dates	Timeline
Wednesday, November 17, 2021	Publishes RFP notice in State Register
Wednesday, November 24, 2021	Deadline for Vendors to submit clarifying questions
Wednesday, December 1, 2021	Deadline to publish responses to RFP questions
Friday, December 10, 2021	Deadline for RFP proposal submissions
Wednesday, December 22, 2021	Vendor(s) selected and notified

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 January 1, 2022 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be 3 years. If MINNESOTA STATE and Vendor are unable to negotiate and sign a contract by January 31, 2021, then MINNESOTA STATE reserves the right to seek an alternative Vendor(s).

## Proposal Deadline

Submitted proposals must be received at the following address not later than 4:00pm CST on Friday, December 10, 2021:

Institution: Minnesota State

Name: Nicole Merz

Title: Project Manager

Email: Nicole.merz@minnstate.edu



## Format of Proposals and Submission

Responses must be submitted via email with a link to a folder to access the Microsoft Word or Adobe PDF file(s). 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. 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. The work plan should address all of the following elements:
  1. Serve as the key liaison between the ASA Research Office, the ASA project leadership team, and campus leadership and research teams for all evaluation-related work.
    - Provide written and verbal feedback on colleges' and universities' evaluation plans and deliverables.
    - Update the ASA project leadership team on the participating colleges' and universities' progress during weekly check-in calls and/or e-mail communications.
    - Keep the project leadership team and supervisor informed about any barriers, delays, or problems that could impact project timelines and deliverables.
    - Assist colleges and universities with their implementation and evaluation planning work.
    - Assist stakeholders in the region access, use, and interpret project-specific data.
    - Attend project events, such as coordinator check-ins, workshops, and leadership workgroup meetings.
  2. Work in concert with the ASA project leadership team and the ASA Research Office, implement a systemwide math pathways program with corequisite design structures evaluation plan.
    - Develop evaluation plan templates and processes for collecting data and evaluation records.

- Identify system-level and campus-level data gathering, reporting responsibilities, and documenting specific reporting mechanisms.
- Implement the evaluation and research methodologies to ensure continuous quality improvement and target outcomes are met.
- Consult with the ASA project leadership and the ASA Research Office to make alterations to project evaluation methodology as needed.
- Establish measurable outcomes and targets.
- Establish reporting processes.
- Complete annual evaluation reports to document progress toward achieving project outcomes in collaboration with the ASA project leadership team and the ASA Research Office.
- Develop a system-level project story using campus implementation plans, data, and evaluation summaries.

3. Serve as subject matter expert to assist colleges and universities in identifying specific data sources and how to access those data sources to inform their research and evaluation work

- Collaborate with the ASA Research Office to troubleshoot any related data and evaluation issues.
- Advocate for equity and inclusion in the collection, analysis, and dissemination of data across the system.
- Provide project implementation and evaluation planning guidance to colleges and universities.

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 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. Outline all costs associated with proposed the work plan, with line items for each work area listed in 2. Work Plan.

## 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.

## 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. Economically Disadvantaged (ED)/ Veteran-Owned (VO) Businesses and Individuals Preference. If applicable, eligible certified ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Vendors may apply for certification through the [Minnesota Small Business Certification Portal](#).
7. [Functional Requirements Form](#)

## Selection Process

The selection process includes the System Director for P-20 and College Readiness and the ASA Project Manager. A planning group, including subject matter experts may be consulted. 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:

No.	Evaluation Factors	Weight
1.	Work Plan	40%
2.	Price [OR Price in relation to level of service to be provided]	25%
3.	Qualifications of Vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)	25%
4.	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%
	<b>Total</b>	<b>100%</b>

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

## TG/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](mailto:procurement.equity@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### Targeted Group

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime vendor shall receive the equivalent of a six percent (6%) preference in the evaluation of the final cost proposal.

### 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.

**Appendix A. Project Proposal** ([attachment](#))