MINNESOTA STATE REQUEST FOR PROPOSAL FOR Minnesota High School Certified Nursing Assistants (CNA) Programs Equipment Grant

This RFP is part of the Next Generation Nursing Assistant Round 2 initiative which is being implemented by Minnesota State and its HealthForce Center of Excellence. As such, Minnesota State is requesting proposals from Minnesota high school programs that offer approved nursing assistant programs to purchase up to $5,000 in equipment. The term “Vendor” refers to the high school applicant.

# Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (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 via email notification.

# 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 System Office.

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 System Office 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 the following certifying agencies:

1. State of Minnesota, Department of Administration
2. North Central Minority Supplier Development Council (NCMSDC)
3. Women’s Business Development Center (WBDC)
4. Central (CERT) Certification Program

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.

# Authority

This RFP is undertaken by 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 in order 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 for purchases not to exceed five thousand dollars ($5,000) of equipment supporting the purpose and activities to train high school students in Minnesota within the K-12 system to become nursing assistants. Funds may not be used for gifts, novelty items, or to benefit state employees or to reimburse them for expenditures including travel expenses, alcohol purchases, costs of registrations for training or testing or payments for presentations or seminars. Proposals must be submitted by email no later than 11:59pm on December 9, 2022. The equipment must be purchased and received by February 8, 2023. All invoices must be submitted to LeAnn Snidarich, Program Manager, Workforce Solutions by February 10, 2023.

# Technical/Functional Requirements

The grantee, in the conduct of the activities under the award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state reserves the right to withhold funding if reporting requirements are not met. The grantee must provide an invoice no later than Friday, February 10, 2023, to LeAnn Snidarich, Program Manager, Workforce Solutions for equipment purchases before funds will be released.

# RFP Information Contact

Minnesota State’s authorized representative for purposes of responding to inquiries about the RFP is:

Name: LeAnn Snidarich

Title: Program Manager, Workforce Solutions

Address: 30 7th Street East, Suite 350, St. Paul, Minnesota 55101

Telephone: 651-201-1464

E-mail address: leann.snidarich@minnstate.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](https://www.minnstate.edu/system/templates/docs/20190802-SAMPLE_-Terms-and-Conditions-for-RFP---branded.docx). 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

Wednesday, November 23, 2022 Minnesota State in partnership with Minnesota Department of Education will email request for proposal.

Friday, December 2, 2022 Deadline for Vendors to submit clarifying questions

Wednesday, December 7, 2022 Minnesota State deadline to email responses to RFP questions

Friday, December 16, 2022 Deadline for RFP proposal submissions

Wednesday, December 21, 2022 Vendor(s)/Grantee(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.

# Proposal Deadline

Submitted proposals must be submitted by email no later than 11:59pm CT on Friday, December 16, 2022:

Institution: Minnesota State

Name: LeAnn Snidarich

Title: Program Manager, Workforce Solutions

Mailing Address: 30 7th Street East, Suite 350, St. Paul, Minnesota 55101

Email Address: [leann.sniderich@minnstate.edu](mailto:leann.sniderich@minnstate.edu)

# Format of Proposals and Submission

Complete and sign the Supporting Minnesota High School Certified Nursing Assistants (CNA) Programs Equipment Grant – GY2023 Application Template including required identification numbers, documents, narrative and budget spreadsheet by the proposal deadline, 11:59pm CT, December 16, 2022. The template along with any other supporting and required documents must be submitted via email to LeAnn Snidarich, Program Manager, Workforce Solutions, [leann.sniderich@minnstate.edu](mailto:leann.sniderich@minnstate.edu). Proposals received after the Proposal Deadline date and time will not be considered. The applicant will develop their narrative based on the requirements listed below. Include a separate header for each section of the required content. Your complete application should consist of the following;

Completed and signed application coversheet including applicant information, required identification numbers and documents and a narrative and budget documents.

# Proposal Content

Vendors must submit the attached proposal template the following information:

1. **Application Coversheet:** Complete the required contact information as well as identification numbers. The signature section must be completed for proposal review and acknowledgement of programmatic assurances.
2. **Statement of Need:** Please provide a brief statement of need based on the goals of the project and how your district plans to utilize funds to support your approved Nursing Assistant program. Describe the need for new or upgraded equipment. Please include the number of students who have completed the Nursing Assistant class in the following years: 2017 – 2018, 2018 – 2019, 2019 – 2020, 2020 – 2021, 2021 – 2022. Please use the form included with the RFP.
3. **Diversity and Equity:** Describe how nursing assistant classes center diversity, equity and inclusion.
4. **Capacity of the Applicant District:** Provide information on your district’s capacity to meet the requirements of the existing MDH approved Nursing Assistant program in your high school. Approximately how many students do you have interested in participating in nursing assistant class(es) in the next twelve months? How many could your district train in the next twelve months?
5. **Project Goals, Community Partnerships, Strategies and Outcomes:** How does your nursing assistant program interact with your community and long-term care facilities? What type of support do you receive from long-term care facilities? What plans do you have in place, or how would you increase enrollment in nursing assistant classes? How would these equipment funds help you meet the workforce needs in your region?
6. **Budget:** Please include a list of the equipment you will purchase with the Supporting Minnesota High School Nursing Assistant Program Equipment funds including the cost of the equipment, equipment vendor and the purpose of the equipment. Allowable expenses are for equipment used by the nursing assistant program. The following link provides information on the most common types of equipment for nursing assistant programs.

[Equipment](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/equipmentlist.pdf)

# Required Documents and Forms

1. Affidavit of Non-Collusion. Each Vendor must complete the [Affidavit of Non-Collusion](https://www.mncourts.gov/mncourtsgov/media/CIOMediaLibrary/News%20and%20Public%20Notices/Appendix-III-Affidavit-of-Non-Collusion.pdf) 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. Completed application template

# Selection Process

The selection process includes representatives from the Minnesota State HealthForce Center of Excellence, Minnesota State system office, and Minnesota Department of Education. 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:

1. Statement of Need (35%)
2. Diversity and Equity – (15%)
3. Capacity of the Applicant District  (15%)
4. Project Goals, Community Partnerships, Strategies and Outcomes (25%);
5. Budget with Budget Narrative – separate supplemental budget form (10%)

Total 100%

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.

Prime contractors are responsible for identifying certified TGBs who are willing and able to perform on the contract as sub-contractors. If TGBs are not available to perform as sub-contractors, the responding contractor must show that they have made a good faith effort to partner with TGBs. Failure to achieve sub-contracting levels committed to at the time of bid (non-compliance) or delinquent reporting to Minnesota State will result in penalties including but not limited to disqualification from future request for proposals, financial penalties, or termination of contract.

# ED/VO:

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.

## 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.