DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

Minnesota Department of Children, Youth, and Families
Child Safey and Permanency Division

Request for Proposals for a Grantee to provide forensic interview basic and advanced training to multidisciplinary team members.

Date of Publication: October 3, 2025

Minnesota's Commitment to Diversity and Inclusion:

It is State of Minnesota policy to ensure equity, diversity and inclusion in making competitive grant awards. See Executive Order 19.01.

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See OGM Policy 08-02.

Americans with Disabilities Act (ADA) Statement:
This information is available in accessible formats for people with disabilities by calling 651-431-4945 or by using your preferred relay service. For other information on disability rights and protections, contact DHS's Americans with Disabilities Act (ADA) office at 651-431-4945.

1. INTRODUCTION

1.1 Objective of RFP

The Minnesota Department of Children, Youth, and Families, through its Child Safety and Permanency (CSP) Administration (STATE), is seeking Proposals from qualified Responders to provide training or scholarships for basic and advanced forensic interview training to multidisciplinary team members working in the State of Minnesota. The term of any resulting contract is anticipated to be for two years, from January 1, 2026, until June 30, 2027, STATE may extend the contract up to a total of five (5) years.

1.2 Proposal due date

Proposals must be submitted on October 31, 2025 by 4:00 p.m. Central Time. This Request for Proposal (RFP) does not obligate the STATE to award a contract or complete the project, and the STATE reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this RFP will be borne by Responder.

1.3 Background

The Minnesota Children's Justice Act task force provides grant funding to train professionals that investigate child maltreatment in basic and advanced forensic interviewing. A forensic interview of a child is a developmentally sensitive yet legally-sound method of gathering objective information about allegations of abuse or exposure to violence. This interview is conducted by a competently trained, neutral professional utilizing research and practice-informed techniques as part of a larger investigative process. Forensic interviews are performed primarily with children or youth who are believed to have experienced or witnessed sexual abuse other types of complex or serious abuse. A forensic interview is typically conducted by a child protection investigator, law enforcement officer, forensic medical examiner, or professional forensic interviewer.

1.4 Funding Availability

Funding is provided by the Child Abuse Prevention and Treatment Act (CAPTA) Children's Justice Act (CJA) Task Force.

- Children's Justice Act funding available is up to $250,000 (two hundred fifty thousand) per year with a maximum amount awarded $250,000 (two hundred fifty thousand).
- STATE may award up to five grants.

Funding will be allocated through a competitive process with review by a committee representing content and, if applicable, community specialists with regional knowledge. If selected, a Successful Responder may only incur eligible expenditures when the contract is fully executed, and the grant has reached its effective date.

2. SCOPE OF WORK

2.1 Overview

This RFP provides background information and describes the services desired by STATE. It describes the requirements for this procurement and specifies the contractual conditions required by the STATE. Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

Any contract resulting from this RFP will ensure that county and Tribal child maltreatment professionals have access to forensic interview training that meets the training needs identified by multidisciplinary team (MDT) members. This training will prepare MDTs to use best practices when responding to children and families with child protection and law enforcement involvement. Funding will aim to minimize additional trauma to children by skillful use of interview techniques and responsive processes, to gather clear information during a child maltreatment investigation. Responders may submit Proposals for either or both track options:

2.2 Tasks and Deliverables

a. **TRACK ONE: Provide training and scholarships to eligible MDT child maltreatment investigative professionals.**

Track one is for independent training agencies proposing to use grant dollars to both provide forensic interview training as well as distribute scholarships to individual eligible trainees.
Successful Responders will deliver high quality, in-person training that utilizes best practices. This training will equip MDTs with interview techniques that utilize a single interview or protocol multi-session or expanding forensic interview process. The basic forensic interview training curriculum will be from the National Children's Alliance (NCA) approved list of nationally or state recognized forensic interview trainings.[1]

Track One Tasks	**Conduct training with financial support through scholarships to eligible MDT child maltreatment investigative professionals.**
Curriculum Development:	Design or use licensed curriculum that reflects current best practices in child forensic interviewing and accredited by the National Children's Alliance.
	Ensure curriculum aligns with national standards and integrates trauma-informed and legally sound techniques.
	Incorporate modules for various learning styles, including lecture, role-play, case studies, and video analysis.
Trainer Qualifications:	Ensure all trainers have documented expertise in child forensic interviewing, active on-going peer-review, and training experience.
	Provide resumes, bios, and documentation of relevant credentials for review.

[1] Nationally-Recognized-FI-Protocol.pdf

Outreach and Recruitment	Conduct outreach to county and Tribal law enforcement, child protection or welfare workers, prosecutors, medical professionals, or advocates who work with child protection agencies
Evaluation and Assessment:	Conduct Pre- and Post- training evaluations to measure knowledge of acquisition and skill development.
	Gather participant evaluations and feedback on course content, trainer effectiveness, and applicability to practice.
Documentation and Reporting:	Maintain attendance records and issue certificates of completion to all successful participants.
	Utilize process for screening and accepting appropriate MDT participant in the training.
	Submit final training report summarizing delivery, participant, evaluation results, and recommendations quarterly to the STATE.
Follow Up Support:	Provide options for follow up consultation, technical assistance, and peer review of actual forensic interviews post-training.
	Offer guidance on implementing of protocols in local contexts.

b. TRACK TWO: Distribution of child forensic interview training scholarships to MDT professionals.

Track two is for Responders who will ensure the equitable and efficient distribution of scholarship funds to eligible professionals seeking training in child forensic interviewing, in alignment with best practices and trauma-informed approaches. Responders will be responsible ensuring recipients are law enforcement, child protection or welfare workers, prosecutors, medical professionals, or advocates who work with child protection agencies. Responders must clearly articulate the process they will use to advertise and conduct outreach to promote use of scholarship funding statewide.

Successful Responders will ensure basic forensic interview trainings scholarships meet the requirements of the National Children's Alliance's (NCA) approved list of nationally or state recognized forensic interview trainings.

Track Two Tasks	**Distribute scholarships to MDT trainees to attend external forensic interviewing training.**
Scholarship Program Development:	Design a scholarship program that supports access to nationally recognized child forensic interview trainings.

	Develop eligibility criteria in collaboration with the STATE and CJA CAPTA requirements.
	Establish procedures for equitable fund allocation, including maximum award limits, allowable expenses, and reimbursement procedures.
Outreach and Recruitment	Conduct outreach to county and Tribal law enforcement, child protection or welfare workers, prosecutors, medical professionals, or advocates who work with child protection agencies.
	Create and distribute promotional materials to encourage scholarship applications.
Application and Selection Process	Develop and manage a user-friendly online scholarship application system.
	Implement an impartial review process for scholarship selection.
	Maintain transparent documentation of selection decisions.
Fund Disbursement and Administration	Administer scholars' funds via direct payment or reimbursement to recipients or training providers.
	Monitor use of funds for compliance with appropriate guidelines.
Tracking and Evaluation	Track scholarship recipients, award amounts, training types, and geographic/demographic data.
	Collect feedback from recipients on the quality and impact of the training.
	Evaluate reach and effectiveness of the scholarship distribution process.
Reporting and Communication	Submit quarterly progress reports to the STATE.

c. BOTH TRACK REQUIREMENTS:

1. Responders must describe how forensic interview scholarship application process will instruct counties and Tribes to respond to Responder directly and notify Responder of any attendees who decide to reschedule or cancel out of the training.
2. Allow one representative of the STATE, at no cost, to observe at least one session of each of the trainings.
3. Submit financial reporting forms and progress reports by the dates indicated in the official contract. Grantees must retain documentation to support expenditures regarding the grant initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program. Prior to issuing a grant award notice, the department will: Perform a Pre-Award Risk Assessment, pursuant to 2 C.F.R. § 200.332(b) and Minnesota Statutes, section

16B.97-8. Review financial statements for Grant Applicants that are nongovernmental organizations when a grant award is over $25,000 per Policy on the Financial Review of Nongovernmental Organizations.

4. Financial Statement Requirements: All grantees are required to submit Financial Status Reports (FSRs) through the Enterprise Grants Management System (EGMS) for every month of the grant period, regardless of whether there are expenditures.

d. Deliverables-

1. Scholarship Implementation Plan

Submit a detailed plan outlining:

- Eligibility criteria for applicants
- Application and selection process
- Timeline of key dates (application period, selection, training, reporting)
- Measures to promote geographic and demographic equity

2. Outreach and Promotion Materials

- Development and distribution of promotional materials (flyers, social media posts, email templates)
- Documentation of outreach strategies used to ensure awareness and access across underserved and rural areas

3. Application and Selection Records

- Maintain records of:
  - Copy of scholarship application used
  - Scoring rubric or criteria for selection
  - List of reviewers and documentation of selection decisions
- Submit a summary report including:
  - Final list of scholarship recipients including Name, title and agency, county/Tribe or service area, type of training funded

4. Scholarship Award Notifications and Recipient Tracking

Notify scholarship recipients in writing and provide clear instructions regarding:

- Award letters or emails issued to selected recipients
- Instructions provided to recipients regarding training registration, expectations, and reimbursement (if applicable)

Maintain a recipient tracking log including:

- Name, agency, county/Tribe, professional role, and training type

5. Training and Verification Documentation

Collect and submit proof of enrollment ad completion of enrollment and completion for each scholarship recipient, including:

- Verification of training registration for each recipient (e.g. enrollment confirmation)
- Proof of training competed (e.g. training certificate, attendance rosters)

6. Evaluation and Feedback

Administer post-training survey to all scholarship recipients capturing

- Overall satisfaction
- Skills and knowledge gained
- Application of training to job duties
- Recommendations for future trainings

Submit summary of evaluation results, including any common themes or suggested improvements

7. Financial Documentation

Provide a detailed financial report of scholarship funds expended, including:

- Amount per recipient
- Training provider(s)
- Any remaining funds and plans for redistribution (if applicable)

Copley with all fiscal and reporting requirements outlined in the grant agreement

8. Final Summary Report

Submit a comprehensive final report including:

- Total summary scholarships awarded
- Demographics and agency types of recipients
- Types of trainings completed
- Evaluation results and recipient feedback
- Barriers or challenges encountered
- Recommendations for future implementation

2.3 Collaboration

A multi-organization collaboration is allowed but not required.

3. PROPOSAL REQUIREMENTS

Proposals must conform to all instructions, conditions, and requirements included in this RFP. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal is at the Responder's risk and may, at the discretion of the STATE, result in disqualification of the Proposal for no responsiveness. Acceptable Proposals must offer all services identified in Section 2, "Scope of Work," agree to the contract conditions specified throughout the RFP, and include all of the items referenced in the Required Statements and Applicable Forms sections. Responder must also agree to the terms and conditions in the attached sample contract unless specifically making an exception pursuant to Required Statement "Exception to Sample Contract and RFP Terms."

3.1 Proposal Contents

Responses to this RFP must consist of all of the following components. Each of these components must be separate from the others and identified with labeled tabs.

Proposal Components	RFP Section
1. Table of Contents	3.2(1)
2. Executive Summary	3.2(2)
3. Description of the Applicant Organization	3.2(3)
4. Description of Target Population	3.2(4)
5. Project Goals and Objectives	3.2(5)
6. Project Activities and Work Plan	3.2(6)
7. Evaluation Plan	3.2(7)
8. Budget Proposal	3.2(8)
9. Professional Responsibility and Data Privacy	3.2(9)
10. Required Statements and Forms	3.3

3.2 Detail of Proposal Components

The following will be considered minimum requirements of the Proposal. The emphasis should be on completeness and clarity of content.

1. **Table of Contents:** List each section and the accompanying page number.

2. **Executive Summary (Appendix B, FORM 2):** This component of the Proposal should demonstrate the Responder's understanding of the services requested in this RFP and any problems anticipated in accomplishing the work. The Executive Summary should also show the Responder’s overall design of the project in response to achieving the deliverables as defined in this RFP. Specifically, the Executive Summary should demonstrate the Responder's familiarity with the project elements, its solutions to the problems presented and knowledge of the requested services.

3. **Description of the Applicant Organization (Appendix B, FORM 2):** This section must include information on:
   - The programs and activities of the organization,
   - The number of people served,
   - Geographic area served, and
   - Staff experience, and/or programmatic accomplishments.

   You should include reasons why your organization is capable of effectively delivering the services outlined in the RFP. Include a brief history of the organization and all strengths that are considered an asset to the program. You should demonstrate the length, depth, and applicability of all prior experience in providing the requested services, the skill and experience of lead staff, and designate a project manager with experience in planning and providing the proposed services.

   As a component of its response, Responder may explain how its staff and leadership are reflective of the community, culturally competent, and responsive to the population(s) being served (see next section). Identify the plan, including that related to staff recruitment and retention, for improving community ties, rapport, and engagement.

4. **Description of Target Population (Appendix B, FORM 2):** It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Policy 08-02] establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

   This grant will serve:

   - Scholarship recipients who are law enforcement, child protection or welfare workers, prosecutors, medical professionals, or advocates who work with child protection agencies across the State of Minnesota.

   Grant outcomes will include:

   - Documentation of the number of child maltreatment professionals listed in service population above who received scholarships in basic and advanced forensic interview training.
   - Distribution of scholarships to participants attending basic forensic interview training on the National Children's Alliance's (NCA) approved list of nationally or state recognized forensic interview trainings.
   - Statewide use of scholarship funding and accessibility.

   Describe the level of need for services in the community and what group or groups of individuals will be targeted for services by the Responder's program. Describe the services provided and outreach methods that will be used to effectively reach the target population. Include a description of referral systems, staff experience, and other methodologies to reach the target population. Discuss how the programs and activities will positively impact the target population; Responder may provide examples, performance measures, and desired outcomes.

5. **Project Goals and Objectives (Appendix B, FORM 3):** This section should clearly define and discuss the goals and objectives of the project. Propose and describe specific milestones and outcomes that will be used to demonstrate the program's effectiveness.
6. **Project Activities and Work Plan (Appendix B, FORM 3):** All Proposals submitted under this RFP must address, in sufficient detail, how the Responder will fulfill the expected outcomes and features set forth above. Simply repeating the outcomes and features and asserting that they will be performed is not an acceptable response. This section should detail how the project will be carried out in an effective and efficient manner, including who will be involved, what resources are required, target dates for project activities and the timeframe for completion. Provide a description of the program design you propose to implement.

7. **Evaluation Plan (Appendix B, FORM 3):** The STATE is committed to funding services that produce a measurable result for the people of Minnesota. A successful Responder must develop indicators of the success and effectiveness of the program and be able to measure and evaluate them to determine outcomes. This section should describe the methods and criteria that will be used to measure whether the project goals and objectives have been achieved.

8. **Budget Proposal (Appendix C):** This section should specify the grant amount requested and detail all expenses for the proposed project. Describe and explain the proposed use of the grant funds and any applicable matching funds. Identify supporting services, associated costs and which components are essential to delivering minimum quality services. Include a budget narrative for the applicant and each subcontracting entity. The explanation should provide sufficient detail to justify the total amount budgeted in each category. The program budget must be complete and reasonable, must correspond to the proposed program activities, and must specify how the amounts for each budget item were determined.

   Responders are encouraged to apply for only the amount needed for their proposed programs. The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested. Budget proposals will be judged on efficient use of funds (that is, funds are being spent on direct services versus administrative costs, as detailed in their budget proposal) and overall cost-effectiveness. Submit the Budget proposal using the attached template Budget in Appendix C.

9. **Professional Responsibility and Data Privacy:**

   i. **Professional Responsibility:** It is crucial that STATE locate reliable grantees to serve our clients. Therefore, Responders must be professionally responsible and include satisfactory information regarding their professional responsibility in their Proposals. Per Minnesota Office of Grant Management (OGM) Policies 08-02 and 08-13, Responder's past performance as a grantee of STATE will be considered when evaluating a grant application.

   Professional responsibility information includes information concerning any complaints filed with or by professional, state and/or federal licensing/regulatory organizations within the past six years against your organization or employees relating to the provision of services. If such complaints exist, please include the date of the complaint(s), the nature of the complaint(s), and the resolution/status of the complaint(s), including any disciplinary actions taken.

   All Proposals must also include information about litigation, pending and/or resolved within the past two years, that relates to the provision of services by your organization and/or its employees. If such litigation exists, please include the date of the lawsuit, nature of the lawsuit, the dollar amount being requested as damages, and if resolved, nature of the resolution (e.g., settled, dismissed, withdrawn by plaintiff, verdict for plaintiff with number of damages awarded, verdict for Responder, etc.).

   Responder may submit information which demonstrates recognition of their professional responsibility, including references and/or letters of recommendation. This may also include awards, certifications, and/or professional memberships.

   The information collected from these inquiries will be used in STATE's determination of the award of the contract. It may be shared with other persons within the Minnesota Department of Human Services who may be involved in the decision-making process and/or with other persons as authorized by law. You are not required to provide any of the above information.

However, if you choose not to provide the requested information, your organization's Proposal may be found nonresponsive and given no further consideration. The STATE reserves the right to request any additional information to assure itself of a Responder's professional status.

ii. Data Privacy: If your organization or any proposed subcontractor has, in the past five years, suffered any breach or loss of personal, financial or other data considered private or confidential, please provide a description of such breaches, and provide details on what steps were taken to address the issue both in the short term and the long term to prevent such a breach/loss from happening again.

3.3 Required Statements and Forms

Complete the correlating forms found in **eDocs**[2] (search for the form numbers referenced below at the **eDocs** link, or paste the form file path name found in the footnotes below to your browser) and submit the completed forms in the "Required Statements and Forms" section of your Proposal. You must use the current forms found in **eDocs**. Failure to submit a Required Statement or to use the most current forms found in **eDocs** is at the Responder's risk and may, at the discretion of STATE, result in disqualification of the Proposal for no responsiveness.

a. Proposal Package Cover Page (FORM 1): Complete FORM 1 in Appendix B.

b. Responder Information and Declarations (**DHS-7020-ENG**)[3]**:** Complete the "Responder Information and Declarations" form available at the above link and submit it with the Proposal. If you are required to submit additional information as a result of the declarations, include the additional information as part of this form. Responder may fail the Required Statements Review in the event that Responder does not affirmatively warrant to any of the warranties in the Responder Information and Declarations. Additionally, STATE reserves the right to fail a Responder in the event the Responder does not make a necessary disclosure in the Responder Information and Declarations or makes a disclosure which evidences a conflict of interest.

c. Exceptions to Sample Contract and RFP Terms (DHS-7019-ENG)[4]**:** The contents of this RFP and the Proposal(s) of the successful Responder(s) may become part of the final contract if a contract is awarded. A Responder who objects to any condition of this RFP or STATE's sample contract terms and conditions (attached as **Appendix A**) must note the objection(s) on the "Exceptions to Sample Contract and RFP Terms and Conditions" form available at the above link and submit it with its Proposal. Much of the language reflected in the sample contract is required by statute. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

---

[2] http://mn.gov/dhs/general-public/publications-forms-resources/edocs/index.jsp
[3] https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7020-ENG
[4] https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7019-ENG

Responders are cautioned that claiming either of the following may result in its Proposal being considered nonresponsive and receiving no further consideration:

1. Exceptions to the terms of the standard STATE contract that give the Responder a material advantage over other Responders.
2. Exceptions to all or substantially all boilerplate contract provisions.

d. Disclosure of Funding Form (DHS-7018-ENG)[5]:
In order to comply with federal law, Responder is required to fill out the "Disclosure of Funding" form available at the above link and submit it with its Proposal. The form requires a Responder to provide its Unique Entity Identifier (UEI) to uniquely identify business entities. If a Responder does not already have a UEI, it may be obtained from SAM.gov.

e. Documentation to Establish Financial Stability (DHS-7896-ENG)[6]:
Minnesota Statutes, section 16B.981 requires that a pre-award risk assessment is conducted for grant awards of $50,000 or more.

All grantees as defined in Minnesota Statutes, section 16B.981, subdivision 1(c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of $50,000 and higher.

The information collected under this section will be used in STATE's determination of the award of the contract. Responder must complete the "Documentation to Establish Financial Stability" form and submit the form with its Proposal. STATE will request the applicable documentation upon its determination that Responder is a finalist in the solicitation process.

4. RFP PROCESS

4.1 Responders' Questions

Responders' questions regarding this RFP must be submitted in writing on Friday, October 31, 2025 prior to 4:00 p.m. Central Time. All questions must be addressed to:

Forensic interview basic and advanced training to multidisciplinary team members question--Attention:
Laura Gapske
Laura.gapske@state.mn.us

Other personnel are NOT authorized to discuss this RFP with Responders before the Proposal submission deadline. **Contact regarding this RFP with any STATE personnel not listed above could result in disqualification.** STATE will not be held responsible for oral responses to Responders.

[5] https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7018-ENG
[6] https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7896-ENG

Questions will be addressed in writing and distributed to all identified prospective Responders. Every attempt will be made to provide answers timely, within three business days of receiving the question or no later than October 27, 2025.

4.2 Proposal Submission

The Proposal must be submitted electronically on October 31, 2025 by 4:00 p.m. Central Time, to be considered. Late Proposals will not be considered and will not be opened. Faxed Proposals will not be accepted.

Clearly label the original "Proposal – Request for Proposals for a Grantee to provide forensic interview basic and advanced training to multidisciplinary team members." The main body of the Proposal pages must be numbered and submitted in 12-point font on 8 ½ X 11-inch paper, single spaced. The size and/or style of graphics, tabs, attachments, margin notes/highlights, etc. are not restricted by this RFP and their use and style are at the Responder's discretion.

The RFP must be emailed to:

Forensic interview basic and advanced training to multidisciplinary team members Proposal--Attention:
Laura Gapske
Laura.gapske@state.mn.us

It is solely the responsibility of each Responder to assure that its Proposal is delivered electronically, in the specific format, and prior to the deadline for submission. **Failure to abide by these instructions for submitting Proposals may result in the disqualification of any non-complying Proposal.**

5. PROPOSAL EVALUATION AND SELECTION

5.1 Overview of Evaluation Methodology

1. All responsive Proposals received by the deadline will be evaluated by STATE. Proposals will be evaluated on "best value" as specified below. The evaluation will be conducted in three phases:

   a. *Phase I* Required Statements Review

   b. *Phase II* Evaluation of Proposal Requirements

   c. *Phase III* Selection of the Successful Responder(s)

2. During the evaluation process, all information concerning the Proposals submitted, except for the name of the Responder(s), will remain non-public and will not be disclosed to anyone whose official duties do not require such knowledge.

3. Nonelection of any Proposals will mean that either another Proposal(s) was determined to be more advantageous to STATE or that STATE exercised the right to reject any or all Proposals. At its discretion, STATE may perform an appropriate cost and pricing analysis of a Responder's Proposal, including an audit of the reasonableness of any Proposal.

5.2 Evaluation Team

1. An evaluation team will be selected to evaluate Responder Proposals.

2. STATE and professional staff, other than the evaluation team, may assist in the evaluation process. This assistance could include, but is not limited to, the initial mandatory requirements review, contacting of references, or answering technical questions from evaluators.

3. STATE reserves the right to alter the composition of the evaluation team and their specific responsibilities.

5.3 Evaluation Phases

At any time during the evaluation phases, STATE may, at STATE's discretion, contact Responders to (1) provide clarification of their Proposal, (2) have each Responder provide an oral presentation of their Proposal, or (3) obtain the opportunity to interview the proposed key personnel. Reference checks may also be made at this time. However, there is no guarantee that STATE will look for information or clarification outside of the submitted written Proposal. Therefore, it is important that the Responder ensure that all sections of the Proposal have been completed to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

1. *Phase I*: Required Statements and Forms Review
The Required Statements will be evaluated on a pass or fail basis. Responders must "pass" each of the requirements identified in section 3.3 to move to Phase II.

2. *Phase II*: Evaluation of Technical Requirements of Proposals

a. Points have been assigned as follows to each of the component areas described in Section 3.2 of this RFP:

Proposal Components	**Possible Points**
1. Executive Summary	5 Points
2. Description of the Applicant Organization	5 Points
3. Description of Target Population	10 Points
4. Project goals and objectives	20 Points
5. Project Activities and Implementation Plan	25 Points
6. Evaluation plan	10 Points
7. Budget proposal	20 Points
8. Professional Responsibility and Data Privacy	5 Points
Total:	**100 points**

b. The evaluation team will review the components of each responsive Proposal submitted. Each component will be evaluated on the Responder's understanding and the quality and completeness of the Responder's approach and solution to the problems or issues presented.

3. *Phase III*: Selection of the Successful Responder(s)

a. Only the Proposals found to be responsive under Phases I and II will be considered in Phase III.

b. The evaluation team will review the scoring in making its recommendations of the successful Responder(s).

c. STATE may submit a list of detailed comments, questions, and concerns to one or more Responders after the initial evaluation. STATE may require said response to be written, oral, or both. STATE will only use written responses for evaluation purposes. The total scores for those Responders selected to submit additional information may be revised as a result of the new information.

d. The evaluation team will make its recommendation based on the above-described evaluation process. The successful Responder(s), if any, will be selected approximately two weeks after the Proposal submission due date.

5.4 Contract Negotiations and Unsuccessful Responder Notice

If a Responder(s) is selected, STATE will notify the successful Responder(s) in writing of their selection and STATE's desire to enter into contract negotiations. Until STATE successfully completes negotiations with the selected Responder(s), all submitted Proposals remain eligible for selection by STATE. Data created or maintained by the STATE as part of the evaluation process (except trade secret data as defined and classified in Minn. Stat. § 13.37) will be public data when contract negotiations have been successfully completed. If the STATE determines that it is unlikely that a Responder will be selected for contract negotiations, the STATE may, as a courtesy, notify the Responder that it has not been selected for contract negotiations.

In the event contract negotiations are unsuccessful with the selected Responder(s), the evaluation team may proceed with the next highest scorer.

After STATE and chosen Responder(s) have successfully negotiated a contract, STATE will notify the unsuccessful Responders in writing that their Proposals have not been accepted. All public information within Proposals will then be available for Responders to review, upon request.

6. REQUIRED CONTRACT TERMS AND CONDITIONS

A. Requirements. All Responders must be willing to comply with all state and federal legal requirements regarding the performance of the grant contract. **The full requirements are set forth throughout this RFP and are contained in the attached sample grant contract in the Appendix. The attached sample grant contract should be reviewed for the terms and conditions that will likely govern any resulting contract from this RFP.** Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

B. Governing Law/Venue. This RFP and any subsequent contract must be governed by the laws of State of Minnesota. Any and all legal proceedings arising from this RFP or any resulting contract in which STATE is had a party must be brought in the State of Minnesota, District Court of Ramsey County. The venue of any federal action or proceeding arising here from in which STATE is a party must be the United States District Court for the State of Minnesota in Ramsey County.

C. Grants management policies. All awarded Responders must comply with required Grants Management Policies and procedures as specified in Minnesota Statutes, section 16B.97, subdivision 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by the Office of Grants Management (OGM) Policy 08-10.

D. Preparation Costs. STATE is not liable for any cost incurred by Responders in the preparation and production of a Proposal. Any work performed prior to the issuance of a fully executed grant contact will be done only to the extent the Responder voluntarily assumes risk of non-payment.

E. Contingency Fees Prohibited. Pursuant to Minnesota Statutes, section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

F. Accessibility Standards. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the State of Minnesota Accessibility Standard,[7] as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard. (The relevant requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and may not receive further consideration.

G. Contract Evaluation. Pursuant to Minnesota Office of Grant Management (OGM) Policy 08-13, STATE must evaluate and document all grantees’ performance under grant contracts. For all grant contracts over $25,000, STATE’s evaluation report will be publicly available online without exception.

7. STATE’S AUTHORITY

1. STATE may:

   A. Reject any and all Proposals received in response to this RFP.

---

[7] https://mn.gov/mnit/about-mnit/accessibility/

B. Disqualify any Responder whose conduct or Proposal fails to conform to the requirements of this RFP.

C. Have unlimited rights to duplicate all materials submitted for purposes of RFP evaluation and duplicate all public information in response to data requests regarding the Proposal.

D. Select for contract or for negotiations a Proposal which best represents "best value" as defined in Minnesota Statutes, section 16C.02, subdivision 4 and in this RFP document.

E. Consider a late modification of a Proposal if the Proposal itself was submitted on time and if the modifications were requested by STATE, and the modifications make the terms of the Proposal more favorable to STATE and accept such Proposal as modified.

F. At its sole discretion, reserve the right to waive any non-material deviations from the requirements and procedures of this RFP.

G. Negotiate as to any aspect of the Proposal with any Responder and negotiate with more than one Responder at the same time, including asking for Responders' "Best and Final" offers.

H. Extend the grant contract, in increments determined by STATE, not to exceed a total contract term of five years.

I. Cancel the RFP at any time and for any reason with no cost or penalty to STATE; and

J. STATE will not be liable for any errors in the RFP or other responses related to the RFP.

2. The award decisions of STATE are final and not subject to appeal.
3. If federal funds are used in funding a contract that results from this RFP, in accord with 45 C.F.R. § 92.34, for Works and Documents created and paid for under the contract, the U.S. Department of Health and Human Services will have a royalty free, non-exclusive, perpetual and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the Works or Documents created and paid for under a resulting contract for federal government purposes.

Remainder of the page intentionally left blank. (Appendices follow)