



MINNEAPOLIS PUBLIC SCHOOLS

Request for Proposal (RFP) for CWS Operating Software RFP: 25-01

Minneapolis Public Schools - Special School District No. 1

1250 West Broadway Ave.
Minneapolis, Minnesota 55411-2533

[MPS Procurement](#)

Issued: July 1st, 2024

Submissions Due: September 2nd, 2024

NOTICE: Pursuant to section 13.591 subdivision 3(b) of the Minnesota Statutes, after a government entity has completed negotiating a contract with the selected vendor, **all data in RFP responses are public** except for trade secret information as defined in section 13.37 subdivision 1(b). A statement that submitted data are copyrighted or otherwise protected does not prevent public access to the data.

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SECTION I: OVERVIEW

A. Project Objective

Minneapolis Public Schools (MPS) is seeking proposals from organizations and individuals wishing to provide an Operations Software service for the district school nutrition program.

Minneapolis Public Schools or Special School District Number 1 (SSD #1) is a school district that is coterminous with the City of Minneapolis, Minnesota. With authority granted by the state legislature, the school board makes policy, selects the superintendent, and oversees the district's budget, curriculum, personnel, and facilities. Students speak ninety different languages at home and most school communications are printed in English, Hmong, Spanish, and Somali. The District covers over 70 school programs at 65 sites, with approximately 28,500 students and 3,200 teaching staff.

The District intends to select one or more organizations to provide the necessary Operations Software service. To facilitate the submission and evaluation of proposals, this request provides additional background information regarding MPS that will be relevant to the proposal of the Operations Software service.

RFP Primary Objective 1: Gain a thorough understanding of the product capability in order to select, implement and operate Operations Software service that will meet the needs of the district for the next 4 years or more.

RFP Primary Objective 2: Gain a thorough understanding of the Operations Software service total proposed costs. Including but not limited to: Implementation costs, subscription costs, update/service costs, device costs, any other related costs.

RFP Primary Objective 3: To select a vendor partner with a product strategy and product enhancement delivery/implementation history that will meet the District's needs (both for current use and future additional functionality) throughout the life of the product.

B. Schedule of Proposal

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|-------------------------------|--|
| 1. Issue RFP: | July 1 st , 2024 |
| 2. Written Questions Due: | August 5 th , 2024 |
| 3. Intention to Submit: | August 5 th , 2024 |
| 4. Responses to Questions: | August 8 th , 2024 |
| 5. Proposals Due: | September 2 nd , 2024 |
| 6. Review and Demonstrations: | September 3 rd -30 th , 2024 |
| 7. Award bid – Selection: | October 1st, 2024 |
| 8. District Approval | November 12th, 2024 |
| 9. Implementation: | January 1st, 2025 |

C. Mandatory Intention to Submit Proposals

In order for your organization to receive updates to this Request for Proposal, including responses to submitted questions from all participating firms, please complete and submit Appendix 1: Intention to Submit a Proposal by August 5th, 2024. This document can be emailed to RFX@mpls.k12.mn.us. This will allow the District to provide timely information to interested parties. This document is a mandatory document, if this is not submitted by email by August 5th, 2024; the organization will not be able to participate in CWS Operations Software RFP 25-01.

D. Submission of Written Questions

All questions about the RFP shall be submitted by e-mail by 4:00 p.m. Central Standard Time on or before August 5th, 2024 to: RFX@mpls.k12.mn.us. The District will provide written responses to questions from prospective Proposers no later than August 8th, 2024, EOD. After August 5th, 2024, no questions or inquiries will be allowed.

E. Changes to the RFP

Vendors who are registered with MPS for this RFP will be notified by email of any changes in the specifications contained in this RFP. If any changes are issued to this RFP, a good faith attempt will be made to deliver the additional information to those persons or firms who, according to the records of MPS, have previously received a copy of and are registered (on the Intent to Submit form) with the District for this RFP.

F. Preparation of Proposal

1. Careful attention must be paid to all requested items contained in this Request for Proposal. Please read the entire package before bidding. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
2. For ease of review, the proposals must follow the outline in Section III and IV of this request for proposal. Each response should be clearly numbered, and the full question listed.
3. Each page of the proposal must be sequentially numbered and include the proposing organization's name.
4. Proposal must be double-spaced, with at least than one-inch margins. Font must be at least 12-point. **Any RFP submitted that is not double-spaced, uses margins less than 1-inch, and smaller than 12-point font will not be reviewed. There will be no exceptions.**
5. Each response to questions in Section III and IV of the proposal must be appropriately labeled (e.g., Section III: General Business Questions, A. General Business Requirements, Question #1; etc.).
6. The proposal narrative for Section III-IV may not exceed 50 pages total, not including appendices. **Proposals exceeding the 50 in Section III-IV will not be reviewed. There will be no exceptions.**
7. Some questions in this proposal will require organizations to submit documents as an Appendix. Applicants may wish to submit additional supplemental materials to support responses to questions in Section III and IV. If an applicant intends to include supplemental materials with responses to questions in Sections III and IV of the proposal, separate appendices for each part must be developed. Each appendix should be clearly labeled (e.g., Appendix A: References, etc.).
8. All appendix materials (e.g., sample letters, curricula, lesson plans, progress reports, academic effectiveness data, etc.) must be labeled with the name of the organization and reference the appropriate section and question (e.g., Section C: Description of Expected Services 1a). **Although there is no page limitation for the Appendix, the appendix should not be excessive in length. Applicants should also ensure the appendix items are appropriately described and referenced in the narrative section of the proposal.**
9. The proposal must be submitted in the appropriate order. Each part of the proposal should be separated with a section divider page listing the *title* of the next part of the proposal that is enclosed. All proposals should follow the order below:
 - a. Organization Information Cover Page (Provided in attached Appendix 2)
 - b. Table of Contents
 - c. Section III- General Business Information
 - d. Section IV- Project Scope

- e. Appendix Materials
10. Additional circumstances that may lead to proposal not being reviewed and/or selected:
 - a. Proposal was received after the deadline, which includes not on the deadline date but also after the deadline time.
 - b. Applicant does not intend to complete criminal history checks on employees when required.
 - c. Applicant's previous clients have significant complaints regarding the quality of the Title services, communication issues, or other problems.
 - d. Any section of the Proposal is missing or incomplete.
 - e. The Proposal does not meet length, font, or other formatting requirements.

G. Submission of Proposals

In order to be considered for selection, organizations must submit a signed electronic (.pdf) response to this solicitation no later than 2:00 p.m. on September 2nd, 2024. Late proposals shall not be accepted. Electronic copies must be submitted to: RFX@mpls.k12.mn.us

No other distribution of the proposal shall be made by the organization. It is the sole responsibility of the organization to assure that the proposal is delivered to the designated district office in Item H, above, prior to the deadline. No proposal received after the deadline will be considered. No unsolicited corrected or resubmitted proposals will be accepted after the proposal submission deadline.

H. Withdrawal of Proposals

A proposal may be withdrawn by the vendor prior to the date and time for submittal of proposals by means of a written request signed by the vendor or its properly authorized representative. Such written request must be delivered to RFX@mpls.k12.mn.us.

I. Evaluation and Selection Process

1. The Operations Software service Evaluation Committee members will include but is not limited to a minimum of one member from at least two departments to be named by the Director of Culinary and Wellness Service. Potential participating committee members from departments could include, but not be limited to:
 - a. Culinary and Wellness Services
 - b. Procurement
 - c. Information Technology
2. Proposals, responses, and references will be included as the Evaluation Committee recommends a solution for the District. Upon approval from the authorized District signer on October 1st, 2024, the District will then proceed with contract discussions with the selected vendor(s). The District has no liability to any vendor participating in this RFP process prior to when the authorized District signer signs a contract to that vendor.
3. Consensus on proposal selection will be determined by the Evaluation Committee reaching consensus on the selection. The Operations Software service Evaluation Committee members will use a rubric to evaluate the responses to the questions outlined in this RFP. The rubric is provided in Appendix 3
4. The Evaluation Committee shall evaluate all proposals to determine which meet the minimum service/product requirements, without regard to price. This evaluation may, at the

Evaluation Committee’s discretion, be augmented by verbal or written requests for clarification, or additional information as necessary to determine whether the technical requirements can be met. The Evaluation Committee can contact references supplied in vendor proposals. Findings from these inquiries will be included in the assessment of products for selecting finalists.

5. The Evaluation Committee will then only consider those proposals that meet the minimum service requirements for further evaluation. The Evaluation Committee will evaluate and score the vendor with regard to the scoring.

J. Effective Period of Proposals

Proposals must state the period for which the proposal shall remain in effect (i.e., how much time does the District have to accept or reject the proposal under the terms proposed). Such period shall not be less than 120 days from the proposal submission due date.

K. Bid Reservations

Notwithstanding any other provisions of this RFP, the District reserves the right to award this contract to the organization(s) that best meet the requirements of the RFP, and not necessarily, to the lowest cost Proposer. Further, the District reserves the right to reject any or all bids, to award in whole or part, and to waive minor immaterial defects in bids. The District may consider, at its sole discretion, any alternative bid.

L. Notifications of Unsuccessful Vendors

The Evaluation Committee through the [Senior Buyer, Jonathan Martin](#) shall notify all Vendors no later than the award recommendation and approval to proceed being placed on the School Board agenda on November 12th, 2024.

M. Contract Negotiations

Negotiations may include all aspects of services and fees. After a review of the proposals, and in-person presentations, the District intends to enter into contract negotiations with the selected organization(s). If a contract with the selected organization is not finalized within 90 days, the District reserves the right to open negotiations with the next ranked organization(s).

N. Award of Contract

The District reserves the right to award by Service Area or as a whole, whichever is deemed most advantageous to the District.

The selected firm(s) shall be required to enter into a written contract or contracts with the District in a form approved by legal counsel for the District. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract(s). The District reserves the right to negotiate the terms and conditions of the contract(s) with the selected Proposer(s).

O. Contract Term

It is the intent to award the contract(s) for an initial one (1) year period with the option to renew it for up to three (3), one-year periods for a possible total contract term of four (4) years. The decision to renew the contract(s) will be at the sole discretion of the District and agreed upon by both parties.

Proposers must agree to fix contract fees for the first year. If the organization intends to revise its fee schedule after the initial one (1) -year period, it must give written notice to the District 90

days in advance of any fee change. Fees may be changed only by notice within 90 days of the contract expiration date. These fees are subject to negotiation and approval by the District.

P. Disposition of and Public Access to Proposals

All materials submitted in response to this RFP will become the property of the District. Pursuant to section 13.591 subdivision 3(b) of the Minnesota Statutes, virtually all information submitted is considered public and may be disclosed to third parties. The exception is trade secret information, as defined and classified in section 13.37 subdivision 1(b). Trade secret information should not be included in a response unless absolutely necessary.

Q. Cost Incurred in Responding

This solicitation does not commit the District to pay any costs incurred in the preparation and submission of proposals or in making necessary studies for the preparation thereof, nor to procure or contract for services.

R. Assignment

The successful proposer shall not assign, transfer, convey, or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, firm, or corporation without the previous consent in writing by the District.

S. Causes for Termination

Causes for termination of the agreement may include any of the following: Failure to promptly and faithfully provide the services required at the prices indicated in the Proposal; violation of any law governing services provided to the District; failure to cooperate upon receiving any reasonable request for information or service; or improper actions of the officers or employees, which in the opinion of the District, would adversely affect its interest, or endanger the structure of the proposing organization such as a spin off or merger which materially affects the terms of this agreement. The District may terminate the agreement without cause with a 90-day notice. The District may terminate the agreement with cause with a 30-day notice.

SECTION II: SCOPE OF SERVICES**A. Project Background**

This section begins with some background information on the Minneapolis Public School District and then discusses the overall expectations for the CWS Operation Software solution, as well as the district's specific needs. It also describes existing services and equipment that the Vendor may wish to incorporate into its design and the issues that need to be considered.

The Minneapolis Public Schools is the third largest K-12 District in Minnesota. Minneapolis, located in Hennepin County, is the largest city in the state of Minnesota, and is the 48th largest in the United States. The District covers 70 school programs at 65 sites, with approximately 27,500 students and 3,200 teaching staff.

70 school programs include:

- ✓ K-5 Schools: 19
- ✓ K-8 Schools: 17
- ✓ Middle Schools (6-8): 5
- ✓ High Schools (9-12): 7
- ✓ Special Education Schools: 2
- ✓ Specialty Schools: 1
- ✓ District Alternative Schools: 4
- ✓ Contract Alternative Schools: 12

Growth projection: Stable

Superintendent: Dr. Lisa Sayles-Adams

Chief Financial Officer: Ibrahima Diop

Director Culinary and Wellness Services (CWS): Bertrand Weber

Director, Procurement and Payroll: Girish Bhatnagar

B. Culinary and Wellness Services OrganizationCulinary and Wellness Services Department Structure

- ✓ Department is led by Director Bertrand Weber
- ✓ Operates a central production and distribution facility supporting 67 school site operations as well as community partners. These sites operate as either heat and serve installations or full kitchens with scratch cooling ability.
- ✓ Minneapolis Public Schools is conducting a district wide review of building capacity, needs and student distribution over the coming school year. This will likely result in a contraction of total school service sites for the department in FY26 and beyond.
- ✓ Minneapolis Public Schools is on a mission to improve meals and snacks offered from the perceived "traditional school lunch" of highly processed foods, to wholesome, healthy and fresh foods
- ✓ To this end the department maintains strict product requirements covering nutrition and ingredients, an expansive Farm to School program and fosters new and innovative ideas in the school food service field.
- ✓ Operates and supports a number of different programs including NSLP, CACFP, FFVP
 - Approximate Lunches Daily: 16,000
 - Approximate Breakfasts Daily: 10,000
 - Approximate Afterschool Snacks Daily: 5,000

- Approximate Number of FFVP servings per week: 30,000
- ✓ Under Minnesota State Statute 471, the District is a member of the Minnesota School Food Buying Group (MSFBG). Additionally, the District reserves the right to joint purchasing under this Contract with St. Paul Public Schools.
- ✓ Operates under the Buy American provision

C. General Description of Expected Services

1. MPS expects the highest level of quality, professionalism, and results from the vendor and product and the development and implementation of services provided by them, including, but not limited to the following:
 - a. Consultant shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules and regulations, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.
2. MPS expects that success of the vendors' performance and product will be determined at the sole discretion of MPS.
3. MPS expects that success of the consultant's performance and product will be determined by both qualitative and quantitative means of data collection and analysis.

D. Operating Software Product/Service Goals

Projected Yearly Value:

- \$175,000

Project Requirements and Scope

MPS Culinary and Wellness Services is seeking a software system or systems to support nutrition program operations across the district. MPS is a large district with uncommon features and is seeking the best comprehensive or combination of solutions to fulfill the needs of the department.

Primary Areas to be Supported

- Administrative and IT
 - Solution(s) must incorporate into extant district IT structure and systems while safely and effectively managing a wide variety of data including student records, food and supply item information, recipe information, production plans, production records and inventory management.
- Financial and Compliance
 - Solution(s) must provide detailed tracking and utilization of such metrics as Point-of-Sale records, inventory valuations, inventory movement including internal distribution, Menu planning and related USDA compliance, and student records.
- Central Operations
 - Solution(s) must manage all facets of the district's central production and distribution center including but not limited to inventory management from receiving to delivery, warehouse management including moving raw product to and receiving finished goods from production areas, production management for several different areas and lines though scaled recipes and planning calendar, distribution and routing management to over 150 locations, and data management related to these activities.
- School Site Operations

- Solution(s) must manage all facets of daily on-site activity for 67+ school kitchen operations including but not limited to inventory management from planning to final use, menu compliance, production records, point of sale, student records, and staff management.
- Customer Experience
 - Solution(s) must manage customer facing interaction including meal balance accounts and menu display.

The district is seeking the best system or combination of systems to fulfill the needs of these areas. Review and evaluation will be conducted comparatively according to segments selected by the proposers. Proposing vendors will be prompted as part of the section IV questions to identify the sections they are proposing a solution for. MPS understands the program is more complex and varied than most school nutrition operations and has scheduled additional evaluation time to ensure thorough review.

Comprehensive Capability Requirements

Listed below are specific capabilities related to each segment of program operations that proposed solutions are expected to address as part of the proposal and evaluation. Unless otherwise stated, listed capabilities are considered mandatory for a fully supportive solution. Solutions that best support listed requirements for proposed segments will be considered for selection and contract award.

- District Administrative – requirements applicable to multiple sections
 - IT Department Specifications and Requirements
 - All operation will be carried out on district managed workstations and devices running Windows 11 Operating System with regular system updates
 - Proposed system(s) to be cloud based and web accessible without local server or database installation
 - Proposed system must support terminals using Single sign on (SAML, authentication via Microsoft Office 365) protocols though EntraID/Azure architecture
 - Solution access from terminals may use separate login credentials for each user
 - *Preference* for system that also uses Single Sign On access format
 - Clear and accurate hardware/software/POS equipment requirements are to be listed in proposal.
 - Clear and complete deployment documentation for SCCM execution if required by implementation plan
 - District Information
 - Record and manage pertinent district and department information
 - Restrict system access based on assigned staff roles and needs
 - Material Goods Management
 - Record, manage and report Vendor information including goods associations
 - Record, manage and report material goods information data points including but not limited to: Description, type, package, nutritional information, ingredient information, allergen information, manufacturer, vendor, related reference number assignments, USDA Donated Foods program applicability and value, availability, price, inventory status and volume, primary and subordinate storage locations, Vendor relationship, and ordering permissions both external and internal.
 - Assign material goods a unique identifier within the system according to predesignated criteria such as type, storage location or entry order.
 - Manage material goods both procured from external vendors and manufactured within district operations
 - Recipe Management including material good integration

- Recipe Management and listing separate from material goods information
- Record, manage and report material goods information data points including but not limited to: Description, type, package, nutritional information, ingredient information, allergen information, manufacturer, vendor, related reference number assignments, USDA Donated Foods program applicability, availability, price, inventory status and volume, primary and subordinate storage locations, and ordering permissions both external and internal.
- Recipes to be Scalable and Batchable by multiple serving sizes and batch sizes.
- Material relationship report listing all recipes and all associated material goods
- Recipe book export option
- Material Good search and replacement function to alter multiple recipes at the same time
- Student Record and Account Management
 - Record, manage and report student information data points including but not limited to: Name, Parent/Guardian(s), Familial Unit, Address, Contact Information, Assigned school, Eligibility Code, Enrollment Date, Enrollment Status, Age, Grade Level, Documented Allergens, Photograph, and Application for Educational Benefits submission status.
 - *Preference* for Integration ability with district student information system (Infinite Campus)
 - Ability to activate students prior to school start date
 - Manage Student Meal Balance Account including functions such as:
 - Online account Parent/Guardian management including
 - Current Balance
 - Add, remove, and transfer funds without individual transaction caps
 - Transaction History
 - Negative balance alerts, with ability to edit trigger individually or at district level
 - Ability to transfer funds between students by shared parent/Guardian or department staff
 - Ability for customer to request refund
 - Manage Application for Educational Benefits process and tracking including functions such as:
 - *Strong Preference* for in house application processing capability avoiding subcontractors
 - Online opt out application/capability
 - Automatically extend benefits on scheduled basis
 - Online application capability without account creation
 - Household grouping based on data points (address, parent/guardian name, familial unit)
 - Ability to edit/create notification templates based on relevant data points
 - Ability to send notification via email individually or by set data points such as site or region.
 - Manual application processing option
 - Defined manual application printing and process
 - Ability to auto-read scanned-in information
 - Ability to auto-process for direct certification indicators
 - Ability to report eligibility determination reason
 - Ability to process one-person household applications (USDA requirement)
 - Ability to add unlimited family members

- Ability to edit customer facing portal messages on individual, familial or district wide basis
 - Allow supporting document upload to account
 - Staff Record Management (Department and District staff)
 - Record, manage and report staff information data points including but not limited to: Name, Address, Contact Information, Assigned Site, Hire Date, Documented Allergens, Photograph, Hours Worked, and Position Classification.
 - Ability to manage non-district/guest customers
 - *Preference* for Integration ability with district Staff/HRIS information system
 - Manage Department Staff Time Records
 - Electronic attendance tracking (badge scanning and/or code entry)
 - Automatic weekly reporting
 - *Preference* for district tracking integration (SAP system)
 - Customizable deadlines for entry and entry lockout
 - Manage Department Staff Licensure and Education
 - Track USDA required training history and requirements
 - Track Credential and Licensure status
 - Provide expiration warnings dependent on customizable criteria
 - Track training completion by staff member and by training type
 - Manage District Staff Meal balances including functions such as:
 - Online account management including
 - Current Balance
 - Add, remove, and transfer funds without individual transaction caps
 - Viewable transaction history
 - Automatic Negative balance alerts, with customizable message
 - Ability to suspend transactions after certain negative balance
 - Ability for customer to request refund
 - System Auditing Capability
 - Maintain a detailed change log for records noting, at a minimum, record changed, time, change, and account responsible
 - Import options
 - Where applicable, import option of bulk record information from Excel, CSV or other formats
 - Export options
 - All reports and other exportable items should be available in multiple formats including Excel, CSV, PDF, and HTML.
- School Site Administration
 - Menu Creation, Administration, and Publishing process that effectively manages the many facets of school nutrition including but not limited to:
 - Multiple meal periods per site
 - Multiple service options per meal period
 - Standard and Offer vs Serve style meal options
 - Verification of crediting compliance per USDA regulations and with USDA approval
 - Menu/site/grade level assignments
 - Ability to have menus from two school years active concurrently
 - Menu cycling and/or copy/paste function for successive menus
 - Ability to mass update/replace menu items across all selected menus
 - Ability to mass update/replace planned site production items across all selected sites
 - Scheduled visibility and publishing

- Customizable in system view such as by day, site, week, district, month, or grade level
 - In system review and approval process
 - Export and publishing options as listed in Customer Experience section below
- Service Management
 - Ability to plan meal service days or weeks in advance
 - Option for volume suggestions based on historical data
 - Option to restrict advanced planning based on dates
 - *Preference* for the Ability to plan all relevant menus for a service day in one view
- Inventory management
 - Comprehensive management of inventory including but not limited to: Planning orders to multiple vendors based on production plans, receipt of orders from multiple vendors, assignment to one or multiple storage locations, tracking of product from storage through production and sales, end use tracking and reporting
 - Complete end use options including served, wasted, donated, shrinkage, leftover and return to stock
 - Complete Physical Count verification process including a reconciliation variance report to identify irregularities, option to hide zero and negative volume goods, and the ability to reconcile to a past point in time.
 - Per good count adjustment option
 - Transfer and return process for site to site or site to vendor movement
 - Option to operate connected or disconnected from production and production records
- Production management
 - Ability to plan future production needs days or weeks in advance based on service plans, i.e., a production calendar
 - Recipe scalability by serving size(s) and maintaining consistency with base recipe measurements
 - Goods requirement list based on storage area
 - Generates state and federal compliant production records by day and week with components including but not limited to:
 - All relevant data from service plan
 - All options for product use
 - Meal pattern compliance verification including for multiple service lines with shared sides
 - Alert when an added, removed or substituted product is not compliant
 - Ability to retroactively edit record and modify inventory (if linked)
 - Printable in consistent and reasonable format
- Point of Sale
 - Appropriate POS options with features including but not limited to:
 - Web based client interface
 - Mobile/Wi-Fi connection option
 - Offline entry option
 - Administrative access
 - Interconnectivity with student records and customer portal
 - Ability to link to production records
 - Customizable user interface
 - Ability to enter sales by various data points, including but not limited to item, meal, program, service line
 - Customer entry by keypad, scanned barcode, or search and select
 - Ability to use virtual check off sheets in place of individual entry

- Customer information display on entry including Name, Preferred Name, Photograph, Special Diet restrictions, Documented Allergens, account balance, and assigned location.
 - Ability to alter assigned location for sale
 - Ability to restrict sales based on negative balance
 - Reporting
 - Scheduled and ad hoc reporting ability using customizable parameters to cover segments including:
 - Inventory volume and value with detail including aging
 - Sales by site, period, menu, station, item, recipe, and other data points
 - Staff hours and notes
 - Site and district profit and loss related data
 - Product usage though sales, waste, transfer, and other data points
- Central Operations Administration
 - Warehouse/Inventory management
 - Comprehensive management of inventory including but not limited to: Planning orders to multiple vendors, receipt of orders from multiple vendors, assignment to one or multiple primary and subordinate storage locations, tracking of product from storage through production and back, distribution, end use tracking and reporting
 - Tracks additional receiving data including temperature and receiving condition
 - Track product value by cost on receiving date
 - Manages transfer of raw materials to manufacturing operation and return of finished goods to warehouse
 - Carries raw good values into finished goods including cost, nutritional information, meal pattern crediting, and USDA Donated Foods value
 - Allows for return of unused product into inventory
 - Allows partial recipe replacement on a per ingredient basis prior to production posting
 - Physical inventory management and verification
 - Complete Physical Count verification process including a reconciliation variance report to identify irregularities, option to hide zero and negative volume goods, and the ability to reconcile to a past point in time.
 - Per good count adjustment option
 - Cycle counting option
 - Inventory aging report with customizable alerts for significantly aged product
 - Entry option to track waste, shrinkage, donations, and other product uses not directly related to distribution
 - Minimum stock alerts per item based on planned production, distribution volume and/or customizable values
 - Distribution Management
 - Manage school site order receipt either through direct connection or via an online ordering portal
 - Receive, aggregate, and review school site material goods requests/orders
 - Automatic in system or email confirmation of order submissions
 - Receive, Review, and approve or deny product return requests
 - Option to require customizable lead times on a per good, per day or per customer basis

- Option to restrict order access based on site, timeline, good, or other factors
- Option to require additional approval of submitted orders by designated personnel
- Material requirement report noting total projected need and potential shortages based on extant orders and inventory
- Option to integrate external customers such as community partner sites
- Order management
 - Access to edit incoming orders
 - Ability to make changes to groups of orders including but not limited to adding a line item, replacing a line item with a substitute at a variable ratio, removing a line item
 - Orders processed for distribution individually, as or group, by day, site type or other factors
- Manage distribution process shipping raw and finished material goods from central operations to school sites
 - Manage delivery Routing including but not limited to location and timeline order, delivery windows, available routes per day, and order volume
 - Option to switch routing based on available daily resources according to predefined criteria and ordering
 - Calculate load volume/weight based on routing and order data for administrative review
 - Manage and produce supporting paperwork for distribution operation
 - Paperwork to be exported and printed according to customizable parameters in either template or ad hoc form.
 - Material requirement pick lists divided by storage areas for warehouse usage
 - Packing and shipping lists delineated by delivery site and storage area
 - Delivery forms separated by site and day
 - *Preference* for Vehicle management capability including tracking of:
 - Maintenance history
 - Driver/route assignments
 - Cargo box temperature
 - Location/GPS history
 - Compliance and safety records
- Manufacturing Management
 - Ability to plan future production needs days or weeks in advance, i.e., a production calendar
 - Planning manageable by assignment into multiple production areas or lines
 - Recipe scalability by serving size(s) and maintaining consistency with base recipe measurements
 - Produces printable scaled and batched recipes for production with final production report form
 - Goods requirement lists based on storage areas and production area assignments
 - Allows unused material goods to remain assigned to production area for future use
 - Accurately tracks inventory from Warehouse, through production, transition to finished good and return to Warehouse
 - Projects required inventory and potential shortages based on extant inventory and planned production
 - Option for per good item advanced preparation action, such as pulling frozen product to thaw

- Allows production to be posted on a per finished good, per area or per day basis
- Financial Compliance and Reporting
 - District wide and detailed aggregations of all previously listed reporting options as applicable to proposed solution
 - Trend over time reports both district wide and detailed for such areas as inventory, sales, waste, labor hours, and delivery times
 - Clearly separated tracking of USDA Donated Foods value
- Customer Experience - In addition to meal account management listed above
 - Mobile Application option
 - Menu accessibility and display options
 - School sites separated by distinct URL for ease of access
 - View options for multiple languages including English, Spanish, Somali and Hmong
 - Display by day, week, or month
 - View access for non-account/guest clients
 - View filterable by factors such as Nutrients, allergens, service line, and menu category
 - When selected, items should display at minimum Nutritional information, Ingredient information, Allergen information and photograph if uploaded
 - Menu Formatting Options
 - Ability to assign menu specific names to material goods
 - Ability to Highlight specific menu items
 - Ability to incorporate CWS icons related to special meal factors such as Farm to School or dietary restrictions
 - Export and print options in a variety of sizes with incorporated branding
 - *Preference* for exportable signage on a per item or per service line basis

Solution Evaluation Scope

To fairly and completely evaluate potential solutions for capacity and ability to support department operations as defined in this RFP, the following outline will be followed. Exact details will be modified based on the proposed solution scope.

- 1) Selected vendors will be expected to provide a live demonstration of proposed system and capabilities. This demonstration will be scheduled cooperatively during the evaluation period and be of sufficient length to encompass all relevant capabilities based on proposer's scope of support. A comprehensive system demonstration is planned for a 6-hour time period with the period adjusted appropriately according to the relevant scope of services. This demonstration may be conducted online through either MS Teams or Zoom or conducted in person at the vendor's discretion. All relevant expenses for the presentation will be the proposer's responsibility and no preference will be given for choice of format.
- 2) A set of demonstration data will be submitted to all proposers at least 1 week prior to the scheduled demonstration date. This will include district and representative information such as site details, student records (fake), food and supply item details, recipe details, menu plan, and other pertinent information. Using this data, the proposer will generate an MPS version of their programs for the demonstration. While some of this data may be preset, at least 2 data points (items, students, site, recipe, etc.) of each category are required to be constructed as part of the demonstration for evaluation.
- 3) Demonstrations will take place according to the following agenda. This agenda is written for a comprehensive system review and inapplicable sections will be omitted for solutions not seeking to be comprehensive in nature.
 - a. District Administrative Set up
 - i. District Information
 - ii. Item Setup
 - iii. Recipe Setup and item integration
 - iv. Student record setup and designations
 - b. School Site Administration
 - i. Site information Setup
 - ii. Staff Entry and Management
 - iii. Menu Creation, entry, compliance verification, and output options
 - iv. Point of Sale Setup
 - v. Service Planning
 - vi. Ordering Process
 - vii. Receiving process
 - viii. Inventory Management activity
 - ix. Recipe scaling and production planning
 - x. Point of sale mock activity
 - xi. Production Record generation and entry
 - xii. Report Generation – Sales, Inventory, Staff Hours
 - c. Central Operation Administration
 - i. Inventory Management
 1. Receiving from multiple vendors
 2. Production components requisition
 3. Inventory tracking
 4. Finished goods receipt
 5. Returned product tracking
 - ii. Distribution Management
 1. Order Receipt, Aggregation, and processing

- 2. Route Planning and organization
 - 3. Delivery component requisition lists
 - 4. Delivery paperwork
 - 5. Inventory tracking
 - 6. Product return process and tracking
 - iii. Manufacturing Management
 - 1. Planning by line/area
 - 2. Recipe Scaling
 - 3. Tracking
 - 4. Posting
 - d. Financial and Compliance Reporting
 - i. District Wide and Detailed reports
 - 1. Inventory
 - 2. Sales
 - 3. Staff Hours
 - e. Customer Experience
 - i. Menu Output and viewing options
 - ii. Menu composition, Allergen, nutritional, ingredient detail
 - iii. Account Management
- 4) Full evaluation will be composed of the following components:
 - a. Price – 30%
 - i. Comparative scoring against comparable proposals
 - b. Proposal – 25%
 - i. Completeness and quality of submitted proposal documents
 - c. Demonstration – 25%
 - i. Aggregate score of applicable areas by participating reviewers
 - d. Reference and Experience – 20%
 - i. Aggregate score of reference checks as provided by the proposer and applicable district experience

SECTION III: GENERAL BUSINESS INFORMATION

A. General Business Requirements

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary organizations, number of employees, and number of years of experience in the field related to this RFP.
2. Describe your organization’s policy on changing the account manager on an account in the event MPS asks for a different representative or if it’s at the discretion of the organization.
3. Do you have any existing or potential conflict of interest, direct or indirect, with MPS? If yes, please state the potential conflict of interest.
4. Within the past seven years, has your organization been and/or is involved as a defendant in any lawsuits or administrative charges/complaints? Include those filed by or for customers or employees of customer companies. If yes, provide a brief summary of the case and its current status.
5. In the past seven years, has your organization experienced any major debt restructure or bankruptcy proceedings? If yes, provide a brief summary.
6. List any contracts or business arrangements currently and/or formerly in place between your organization and MPS.
7. As part of the appendix documents, provide 3 current (no more than three years old) references, K-12 organizations preferred. If K-12 not available, provide non K-12 customer references relevant to the proposed solution. For each reference, provide the following information in this table format:

Description	Response
Customer Name	
Customer Address	
Current Telephone # and email address of a customer contact most familiar with the project/program	
Time period of service	
List of products installed and operational	
# of customer students/employees	
Number of school/operational buildings	
Estimated number of employees	

B. Qualifications and Experience

1. Describe the experience of your organization in providing an Operating Software solution for other school districts. If unable to provide for a school district, describe the experience for another company.
2. Describe the most significant challenge your organization faced in the past two years pertaining to the services in this RFP and the actions/steps your organization took to address the challenge.
3. Describe your organization's most important success in the past 2 years pertaining to the services in this RFP.
4. Describe your organization’s most important success in the past 2 years as an organization.
5. Please list your top three (3) competitors and detail out where your organization has a competitive advantage over each.
6. What is your organization doing to stay competitive in the market?

C. Supplier and Employee Equity & Diversity, Sustainability and Community Engagement

1. One of the District's values is equity and diversity for employees, suppliers, and the products that are purchased. We support organizations who support and exhibit equity and diversity in many different areas. Please explain, be specific, how your organization supports and demonstrates this MPS value in regard to Supplier Diversity and Employee Diversity.
2. Is your organization a certified, through a formal certification process from a Diverse Supplier organization i.e., MMSDC, WBENC, Quorum etc. or 51% owned or controlled by an individual who represents a diversity category? If yes, please state which one.
3. If yes, please provide a copy of your certification documentation. If yes, but you do not have a certification document please state that here; MPS will also accept a notarized letter of affidavit.
4. Does your company subcontract to Diverse Suppliers? If yes, please provide your annual spend with subcontracted Diverse Suppliers. Do you plan on using subcontracted Diverse Suppliers in the provision of the services specified in this RFP?

D. Business Ethics

1. How does your organization protect confidential employee and customer information in compliance with applicable privacy legislation?
2. Provide details of where all system processing will be performed and data stored, including information regarding your organization's data practices and procedures for ensuring confidentiality.
3. Describe your process for conducting background and reference checks on new hires including criminal checks and providing that information to School Districts.

E. Service Level Expectations

1. Describe your organization's efforts and processes to ensure that services provided to us will completely satisfy or exceed our expectations.
2. Describe in detail your organization's contingency plan for working around problems which may arise as a result of providing your services.
3. What contract cancellations or non-renewals has your organization experienced over the last five (5) years? Please explain.
4. State your staff turnover rate of staff area for the last three years related to the services in this RFP. How do you see your staff turnover rate affecting customer service to Minneapolis Public Schools?
5. What turnover has your company experienced at the executive level over the last three years?
6. Please describe your structure for employee and organization relationship, i.e., how many account managers, project managers, technical engineers etc.? Please include an organization chart to illustrate.
7. Who is the proposed main point of contact for MPS and what is their experience with similar clients?
8. What are the hours of operation for your customer service and technical support?
9. A sample MPS contract is attached in Appendix 5. This contract is included to provide a sample of the level of service that will be required by MPS. MPS and the successful service provider(s) will decide together on the final contract that will be used to manage their relationship. Considering this information:

- a. What existing policies or suggestions does your organization have in respect to penalties for non-performance of services (inaccurate/late billing and reporting, contract agreements not met, unavailability of service etc.)?
- b. Explain, in detail, your complaint escalation process if the contract is in breach.

F. Fees and Costs

1. Describe in detail your fee structure and additional costs related to the proposal. These should include initial costs, ongoing costs, and any other related costs. This information may be listed directly in response to this question or as a separate appendix document. Please note which in your answer to this question.
2. Provide complete details of your pricing methodology to arrive at the above pricing.
3. Are there any other costs MPS can anticipate that have not been identified in the above questions?

G. Billing and Payment

1. Does your organization have automated invoicing and payment processes?
2. What payment and billing methods do you support (i.e., ACH and credit card)?
3. MPS pays its organizations on a net 30-day term. Is this acceptable? If not, what are your standard payment terms?
4. To manage our Vendor Master profile in our procurement system, we prefer to remit payments to one central location only. If you have several offices, can we remit to one central location? If no, provide an explanation as to why this is not possible.
5. List the different methods in which your organization is able to accept a Purchase Order (i.e., electronically, fax, phone, or mail).

H. Operational Challenge Responses

1. Please explain briefly how your company responded to the disruptions caused by the Covid Pandemic and resultant issues with both supply chain and the labor force.
2. What was the impact of these disruptions on your workforce?
3. What steps did you take to ensure continued safety for frontline employees during this time?
4. What changes have you made that make you better prepared to face such a situation in the future?
5. What are the primary operational challenges you are planning for that could impact operations over the potential course (4 FYs) of a contract awarded from this RFP?

SECTION IV: PROJECT SCOPE

See section II. E. for project information and background related to questions in this section

A. Proposal Scope

- a. Please identify the requirement segment(s) you are proposing a solution to on a section or individual basis. This may include such designations as Comprehensive, Central Operations, Student Records, or Menu Management
- b. Is your preference for an online or in person demonstration of software capabilities?
- c. Would the proposed schedule and agenda be sufficient to your demonstration needs?

B. Requirements Consideration

- a. In detail, please describe how you will address and meet the obligations of each proposed segment or requirement listed in section II.D covered in the proposal. This may be point by point or segments in general, but it should be clear and in order of outlay above to aid in evaluation and comparison.
- b. Of the proposed requirements, which are considered the three weakest or least aligned between listed objectives and proposed solution capabilities?
- c. What are the proposed steps to address these weaknesses?

C. Transition and Implementation Plan

- a. MPS CWS has scheduled a six-month transition and implementation period starting on January 1st, 2025, to fully integrate new systems into operations. Do you consider this a sufficient time frame?
- b. Please describe in detail and with proposed timeline your implementation plan to integrate the proposed solution into CWS operations and smoothly transition over the period.
- c. Please identify the most likely positions and/or personnel on your team that would lead this effort.
- d. Briefly describe their experience in this type of implementation and history of working with school districts.

D. Customer Support and Service

- a. Please describe your ongoing customer support and service commitment as it relates to the proposed solution. Including but not limited to contact procedures, response timelines, corrective action process, service interruption resolution and other applicable concerns.
- b. Please describe your process for submission, review and response to changes or updates requested by customers.

E. Additional Opportunities

- a. Are there any other services or software you provide to similar customers not covered by this proposal we should be aware of?

F. Wrap up to Project Scope Information

1. The District's key objective is to get the best overall value, taking into account quality, cost, service, diversity, community involvement, sustainability and other relevant factors, for the services we intend to acquire. Because one of our objectives is to reduce our total cost of

doing business, we ask you to summarize how you will help us accomplish this objective without compromising the overall value we receive from you.

2. Is there any further information or comments pertinent to this RFP that you wish to add?

SECTION V: Appendix Requirements

- A. References: Please see section III. A. Question 8 for table
- B. Pricing Information: Please Refer to section III. F. for guidelines if choosing to submit as an appendix document.
- C. MPS Reports: Please include a selection of sample reports related to your proposal as defined in section II D. Minimum required is three (3) per segment with as many more as is warranted to demonstrate capability and versatility.
- D. Service Level Expectations: Attach samples of service level agreements, contracts etc.

SECTION VI: MPS Appendix Documents

1. Intention to Submit a Proposal
2. Organization Information Cover Sheet
3. Evaluation Matrix
4. MPS Sample Contract

APPENDIX 1

INTENTION TO SUBMIT A PROPOSAL

In order to provide timely updates to this Request for Proposal, including the responses to questions submitted, we ask that potential organizations complete the follow form and return it by email to Procurement at RFX@mpls.k12.mn.us.

Business Name:
RFP Point of Contact:
RFP Contact Email:
Physical Address:
Mailing Address:
Phone #
Fax #:
Diverse Organization? If no, please select "None of the Above". If yes, please select which classification: <ul style="list-style-type: none"> - Disadvantage Business Enterprise - GLBT - Veteran Owned - Woman Owned and Controlled - Minority Owned and Controlled - Service Disabled Veteran - Non Profit - None of the Above

- Yes, we plan to submit a proposal to provide the request product/service. Please continue to provide updates to the individual named above.
- No, we do not plan to submit a proposal.

Reason: _____

Organization Name (Print name): _____

Signature of Authorized Individual: _____

Printed Name of Authorized Individual: _____

Printed Title of Authorized Individual: _____

Date: _____

APPENDIX 2

Organization Information Cover Page

<u>Organization Information</u>
Name of Organization:
RFP Contact Person's Full Name and Title:
RFP Contact Person's Email Address:
RFP Contact Person's Phone Number:
Main Office Address:
Date (Month/Year) the organization was formed:

APPENDIX 3 Evaluation Matrix



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

Minneapolis Public Schools
Culinary and Wellness Services
RFP Scoring Rubric

Operating Software Evaluation	Possible Points
Price	30
Comparative price ranking against other comparable proposed solutions	30
Proposal	25
Proposal Meets Submission Guidelines	2
Proposal addresses requirements of proposed solution scope	3
Proposal addresses requirements to the satisfaction of evaluation committee	20
Demonstration	25
Aggregate and averaged score of applicable agenda tasks by participating evaluators	25
Reference and Experience	20
Experience of submitted reference contacts and district personnel with proposed solution	20
Total Possible Score	100

APPENDIX 4

SAMPLE MINNEAPOLIS PUBLIC SCHOOLS CONTRACT

CONTRACT FOR SERVICES

(\$25,000+)

This Contract is entered into between Special School District No. 1, "District", a special school district created and existing under the laws of Minnesota, and «CompanyName», "Contractor" (collectively "parties") to provide «ContractPurpose» to «ContractGroup».

1 TERM OF CONTRACT

- 1.1 This Contract is effective on «EffectiveDate» or the date of the last signature of the parties, whichever is later, and shall remain in effect until «OriginalExpirationDate», or until all obligations set forth in this Contract have been satisfactorily fulfilled, or the Contract has been terminated, whichever occurs first. Contractor shall have a continuing obligation, after said Contract period, to comply with any provision of this Contract intended for District's protection or benefit, or that that by its sense and context, is intended to survive the completion, expiration or termination of this Contract.
- 1.2 Contractor understands that NO WORK SHOULD BEGIN UNDER THIS CONTRACT until all required signatures on this Contract have been obtained and the Contract has been authorized and/or approved by the District's Board. Any work performed by Contractor prior to such time shall be considered as having been performed at Contractor's OWN RISK and as a volunteer.

2 SCOPE OF WORK

- 2.1 Contractor shall perform all of the services set forth herein and any exhibits attached hereto as Exhibit A ("Scope of Work"). Contractor understands that time is of the essence in this Contract and agrees to meet all milestones indicated in this section, in the Contract herein and any exhibits attached hereto.

3 CONSIDERATION AND TERMS OF PAYMENT

The consideration for all services (and goods if any) performed or supplied by Contractor under this Contract shall be paid by District as described below.

3.1 Total Obligation.

District's total obligation to Contractor under this Contract, including compensation for goods, services, and reimbursable expenses, shall not exceed \$«ContractValue». Contractor shall not

receive any additional reimbursement for materials or subsistence expenses incurred in the performance of this Contract.

3.2 *Frequency of Invoicing and Terms of Payment.*

Subject to the conditions herein, payment shall be made by District within thirty (30) days upon receipt of Contractor's invoice for goods delivered or services rendered pursuant to this Contract. The Contractor's standard invoice shall be submitted after satisfactory completion of services on a monthly basis. District has no obligation to pay for services that are not satisfactorily performed or performed in violation of federal, state or local law, ordinance, rule or regulation. In the case of a dispute about satisfactory performance of services, the parties agree to work in good faith to resolve any disputes. If either party does not dispute an invoice in writing within 180 days of receipt of the invoice, no action challenging the invoice may be taken.

As applicable, for all agreed upon work performed by Contractor or Contractor's personnel in the provision of goods and/or services stipulated herein, District shall pay Contractor at the hourly or per diem rates as set forth in the applicable Exhibit B. Payment shall be made to Contractor based on the hours recorded provided such hours are in accordance with the terms of this Contract. Notwithstanding anything to the contrary, and without limitation, District has not promised or guaranteed any minimum amount of work, and Contractor understands and acknowledges same. District has no obligation to pay for overtime or holiday work, nor will it pay premiums for overtime and holidays.

3.3 *Taxes.*

District is exempt from paying Minnesota sales and use taxes on certain purchases, as provided in Minnesota Statute, Section 297A.70. Contractor shall not charge District for such sales and use taxes. Alternatively, Contractor shall be responsible for the payment of any and all sales taxes to the Minnesota Department of Revenue relating to the following taxable items sold pursuant to this Contract; construction materials, leasing of motor vehicles, food and lodging, [See Minnesota Statute 297A.70]. Contractor shall promptly reimburse District for any and all such sales and use taxes paid by District to any governmental authority on behalf of Contractor including penalties and interest with respect thereto, and including any and all expenses (including attorneys' fees) or damages that result from a failure by Contractor to properly remit or reimburse District for any and all such sales and use taxes provided above.

District may be obligated by state and federal law to withhold state and federal taxes from the consideration stated herein. These taxes may consist of, but are not limited to, the Minnesota state entertainer tax, Minnesota state nonresident withholding tax, federal withholding on payments to foreign nonresident aliens, and federal backup withholding.

3.4 *Fund Availability; Federal Funds Contingency.*

Financial obligations of District payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. If this Contract is funded in whole or in part with federal funds, District's payment obligations are subject to and contingent upon the continuing availability of federal funds for the purposes hereof.

4 GENERAL TERMS AND CONDITIONS

4.1 The terms and conditions contained in this Contract shall govern and shall take precedence over any different or additional terms and conditions which Contractor may have included in any documents attached to or accompanying this Contract. Any handwritten changes on the face of

this document shall be ignored and have no legal effect unless initialed by all parties. If this Agreement was made pursuant to a Request for Proposal (RFP) or Request for Information (RFI), the following order of precedence shall apply: (1) this Contract and its Exhibits, (2) District's RFP or RFI, and (3) Contractor's Response to District's RFP or RFI.

5 AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY

5.1 The District is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, sex, national origin, age, marital status, disability, public assistance status, veteran status, or sexual orientation and is committed to transacting business only with firms who follow these practices. Contractor must apply every good faith effort to ensure implementation of this policy in their practices of employment, upgrade, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. As applicable, Contractor shall also develop and have on file for each of its establishments, written Affirmative Action Plans, as may be required by the rules and regulations of the Secretary of Labor. If applicable, Contractor certifies that it has received a certificate of compliance from the Minnesota Commissioner of Human Rights for its affirmative action plan. By accepting this Contract, Contractor certifies that it complies with all applicable federal and state laws as well as District policies related to non-discrimination, equal employment opportunity, and affirmative action.

6 BACKGROUND CHECKS

6.1 Contractor shall screen Contractor and all paid and volunteer employees and agents, including interviews, reference checks, credit history (if handling district funds), driving history and insurance coverage (if transporting district staff, students or families). And, Contractor shall conduct criminal background checks in accordance with state and federal law and District policy for Contractor and all paid and volunteer employees and agents who will have direct contact with children under this Contract. Background checks will be done prior to any contact with children, and shall be done in accordance with applicable state and federal laws, including but not limited to Minn. Stat. Sections 299C.61-.64; Minn. Stat. Section 123B.03; 42 U.S.C. Section 5119a and 42 U.S.C. Section 14501-05.

6.2 Contractor is responsible for ensuring that all paid and volunteer employees and agents who will be in contact with District staff and students are appropriate persons to conduct such work.

7 DATA PRIVACY

7.1 Contractor agrees that any information it creates, collects, receives, stores, uses, or disseminates during the course of its performance, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential and in conformance with all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Contractor must comply with any applicable requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. The Contractor will report immediately to the District any requests from third parties for information related to this Contract. The District will respond to such data requests. All subcontracts, if allowed, shall contain the same or similar data practices compliance requirements.

8 OWNERSHIP OF MATERIAL

8.1 The Contractor expressly waives to the District any claim to copyright pertaining to all new materials, publications, and documents produced as a result of this Contract and agrees that the District shall have exclusive right to and responsibility for their distribution, publication, copyrighting (when applicable) and all other matters relating to dissemination of the materials. Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of Contractor's obligations under this Contract without prior written consent of the District.

9 USE OF DISTRICT NAME OR LOGO

9.1 Contractor agrees not to use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with the District or the name of any representative of the District in any sales promotion work or advertising, or any form of publicity, without the written permission of the District.

10 INDEPENDENT CONTRACTOR

10.1 Contractor shall perform its duties hereunder as an independent contractor and not as an employee of the District. Neither Contractor nor any agent or employee of Contractor shall be or shall be deemed to be an agent or employee of the District. Contractor shall pay when due all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Contract. Contractor acknowledges that Contractor and its employees are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise. Contractor shall have no authorization, express or implied, to bind District to any agreements, liability, or understanding except as expressly set forth herein. Contractor shall be solely responsible for the acts of Contractor, its employees and agents.

10.2 Contractor shall hold District completely harmless from and against any such contributions, premiums and taxes described above and from all claims and liability pertaining to those or any other item for which Contractor is responsible under this Contract, and from all attorney's fees and other costs incurred by District in contesting or defending against any responsibility therefore which is asserted against District.

11 WORKER HEALTH, SAFETY AND TRAINING

11.1 Contractor shall be solely responsible for the health and safety of its employees and/or self in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subagents and other persons who may perform work in connection to this Contract. Contractor shall ensure all personnel, subagents and/or self are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks performed under this Contract. Contractor shall comply with federal, state and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act that are applicable to the work performed by Contractor. Contractor shall develop and implement an emergency plan and procedures to follow in emergencies.

12 BUREAU OF CITIZENSHIP & IMMIGRATION SERVICES REQUIREMENTS

12.1 Contractor shall comply with all applicable requirements of the BCIS relating to employment including but not limited to confirming nationality for all employees and complying with requirements for employing aliens if appropriate.

13 INSURANCE

13.1 At all times during its performance under this Contract, Contractor shall obtain and keep in force comprehensive general liability insurance, including coverage for death, bodily or personal injury, property damage, liability and automobile coverages, with limits of not less than \$1,500,000 each claim and \$1,500,000 each occurrence covering claims that arise out of its acts and operations in providing services to the District or at limits established for a municipal corporation by Minnesota Statute Section 466.04. All such certificates evidencing such insurance shall name District as additional insured. Contractor may meet the limits above \$1,000,000 per occurrence through umbrella or excess coverage.

13.2 Contractor represents that it has worker’s compensation insurance to the extent required by law and agrees to furnish proof of such insurance for worker’s compensation and the liability insurance, upon request. Contractor also represents that it has professional liability insurance with limits of not less than \$1,500,000 each claim and \$1,500,000 each occurrence covering claims that arise out of its acts and operations in providing services to the District, but shall not name the District as an additional insured to the coverage.

13.3 Contractor or its members shall also maintain property insurance coverage for the facility in which the program is located if it is not in a district building. Contractor and its members shall obtain and maintain insurance covering claims for the loss of or damage to its personal property that may be caused by students attending its programs.

13.4 Contractor shall provide all such certificates to District. Contractor shall not cancel or revise any insurance coverage required by this section during the term of this Contract, and shall require its insurer to mail the District a notice if the coverage is cancelled or revised.

14 INDEMNIFICATION

14.1 Contractor agrees to release, defend, indemnify, and hold harmless District, its board, officers, students, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses, and attorneys’ fees, which arise in connection with, in relation to, or as a result of Contractor’s negligent acts or omissions or in connection with Contractor’s breach of warranties. The foregoing agreement to release, defend, indemnify and hold harmless shall not apply to the extent such liability, injuries, claims, damages, or loss was caused by the intentional, willful, or wanton acts of District. Contractor shall not settle or compromise any claim in which the District has been named a party and for which Contractor must indemnify the District without a signed agreement approved by the District.

15 LIMITATION ON LIABILITY

15.1 In no event shall the District be liable for any indirect, consequential, incidental, lost profits or like expectancy damages arising out of the Contract. District's maximum obligation under this Contract shall not exceed the amount set forth herein.

16 CONFLICT OF INTEREST/CODE OF ETHICS

16.1 Contractor agrees that it will not represent any other party or client which may create a conflict of interest in its representation with the District. Contractor agrees to be bound by the District's Code of Ethics. In particular, Contractor: (i) certifies that it has not paid kickbacks directly or indirectly to any District employee for the purpose of obtaining this or any other District Contract; (ii) agrees to cooperate fully with any investigation involving a possible violation; and (iii) agrees to report any suspected violations to the District. Contractor certifies that it has provided no fees, gifts, gratuities, compensation, or anything of value in violation any applicable laws or District policies.

17 COMPLIANCE WITH LAWS AND DEBARMENT

17.1 Contractor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws and regulations, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract. Contractor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Contractor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Contractor shall be responsible for any costs incurred by District in connection therewith.

18 TERMINATION

18.1 The District and/or Contractor may terminate this Contract at any time without cause, upon thirty (30) days written notice to the other Party. In the event of such termination, Contractor shall be entitled to payment, calculated on a pro rata or other equitable basis, determined by District in its sole discretion, for work or services satisfactorily performed. In no event shall Contractor be paid for work performed or costs incurred after termination, or for costs incurred by suppliers or subcontractors which reasonably could have been avoided.

18.2 District may terminate this Contract in whole or in part for cause upon seven (7) days written notice if Contractor fails to comply with any material term or condition of this Contract, becomes insolvent or files for bankruptcy protection, or fails to comply in a material way with the requirements of this Contract. Late delivery of goods or services, or delivery of goods or services that are defective or do not conform to the Contract shall, without limitation, be causes allowing District to terminate for cause. If a determination is made that District improperly terminated this Contract for Cause, then such termination shall be deemed to have been for without cause.

18.3 Notwithstanding the above, Contractor shall not be relieved of liability to the District for damages sustained by the District as a result of any breach of this Contract by the contractor. The

District, may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the District is determined. The rights or remedies provided here shall not limit the District, in case of any default, error or omissions, by the Contractor, from asserting any other right or remedy allowed by law. Nothing in this Contract shall be construed as a waiver of any right, remedy, liability limit or immunity of the District under law.

19 RETURN OF DATA

19.1 Within fifteen (15) days of the completion or earlier termination of this Contract, or upon earlier request of the District, Contractor shall return all documents, data and other information provided by the District to Contractor, or Contractor's employees or agents in connection with this Contract. Additionally, Contractor, upon the request of the District, shall destroy all copies of such District provided data, documents, or information in Contractor's possession or control, and provide District with proof of such destruction.

20 RECORDS MANAGEMENT AND MAINTENANCE

20.1 District shall have the right to inspect and copy such books, records, and documents (in whatever medium they exist) as well as all accounting procedures and practices of Contractor, its agents, and subcontractors to verify Contractor's performance and all expenses submitted pursuant to the terms of this Contract. Contractor shall make such items available for inspection during normal business hours at Contractor's place of business. Such records may be subject to copy, review and/or audit by District, State Auditor and/or the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. All such items shall be retained by Contractor during the term of this Contract and for a period of six (6) years after the delivery of the goods and/or services. Any items relating to a claim arising out of the performance of this Contract shall be retained by Contractor, its agents and subcontractors, if any, until the claim has been resolved.

21 NOTICES/ADMINISTRATION

Except as otherwise provided in this Contract, all notices, requests and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, to the other parties at the address set forth below or to such other address as such party may designate by notice given pursuant to this section.

Special School District No. 1
«ContractGroupCO»
Attn: Dept. Manager First and Last Name
1250 W. Broadway Ave.
Minneapolis, MN 55411
Email:
Fax:

«CompanyNameVC»

Attn: _____

Address: _____

Email: _____

Fax: _____

22 ACKNOWLEDGMENT

22.1 In signing, Contractor certifies under penalties of perjury (see Section 6109 of the IRS Code for further penalties) that: (1) the taxpayer ID number (TIN) provided to District is correct; (2) it is not subject to backup withholding because (a) it is exempt from such withholding, (b) it has not been notified by the IRS that it is subject to backup withholding as a failure to report all interest or dividends, or (c) the IRS has notified it that it is no longer subject to backup withholding; (3) it is a U.S. person (including a U.S. resident alien); and (4) it has full authority to execute this Contract and perform its obligation under this Contract. Contractor must cross out and initial item (2) and notify District in writing, if Contractor has been notified by the IRS that it is currently subject to backup withholding because of under reporting interest or dividends on its tax return. Contractor must cross out item (3) above if it is not a U.S. person for tax purposes or U.S. resident alien.

22.2 Notwithstanding this certification, Contractor hereby acknowledges that District has the right to withhold amounts for federal backup withholding if such withholding is required by written notice from the Internal Revenue Service issued subsequent to the date this Contract is executed.

23 NON-WAIVER

23.1 No waiver by any party of any default or nonperformance shall be deemed a waiver of any subsequent default or nonperformance.

24 ASSIGNMENT

24.1 Contractor may not assign any obligations of this Contract without the prior written consent of District. In the event of any assignment, Contractor shall remain responsible for its performance and that of any assignee under this Contract. This Contract shall be binding upon Contractor, and its successors and assigns, if any. Any assignment attempted to be made in violation of this Contract shall be void. Notwithstanding any notice of assignment, District's tender of payment to Contractor named herein, or to any person reasonably believed by District to be entitled to payment, shall satisfy District's obligation to pay, and in no event shall District be obligated to pay twice or be liable for any damages due to failure to pay the correct party.

25 CHOICE OF LAW, FORUM SELECTION, ENTIRE CONTRACT AND AMENDMENT

25.1 This Contract shall be construed under Minnesota law (without regard for choice of law considerations). Any action arising out of this Contract shall be heard by a state court in Minnesota. For this purpose, Contractor specifically consents to jurisdiction in Minnesota. This Contract constitutes the entire Contract and understanding of the parties and replaces any prior or contemporaneous agreement, whether written or oral. Any amendments to this Contract shall be in writing and executed by same parties who executed the original Contract, or their successors in office.

26 WARRANTY

26.1 Contractor expressly warrants and guarantees that the services performed under this Contract will be of the highest professional standards and quality. Contractor further represents that all services and goods (if any and as applicable) provided under this Contract: (i) are free from defects in material and workmanship; (ii) are of the quality, size and dimensions ordered; (iii) are fit for the particular needs and purposes of District as may be communicated to Contractor; (iv) comply with the highest warranties and representations expressed by Contractor orally or in any written document provided to or in the possession of District; (v) comply with all applicable laws, codes and regulations (including any published by any national or statewide association or groups); and (vi) are not restricted in any way by patents, copyrights, trade secrets, or any other rights of third parties. If any of the foregoing warranties are breached, Contractor agrees to correct all defects and nonconformities at Contractor's sole expense, to be liable for all direct damages suffered District and any other persons, and to defend, indemnify, and hold harmless District and its Board, officers, students, employees, and agents from any claim asserted by any person resulting in whole or in part from such breach. The foregoing warranties and guarantees shall not be deemed waived by reason of the acceptance of the goods or services or payment by District.

27 SEVERABILITY

27.1 If any provision of this Contract shall be invalid or unenforceable with respect to any party, the remainder of the Contract, or the application of such provision to persons other than those as to which it is held invalid or unenforceable, shall not be affected and each provision of the remainder of the Contract shall be valid and be enforceable to the fullest extent permitted by law.

28 SURVIVABILITY

28.1 The terms, provisions, representations, and warranties contained in this Contract that by their sense and context are intended to survive the performance thereof by any of the parties hereunder shall so survive the completion of performance and termination of this Contract, including the making of any and all payments hereunder.

[The remainder of this page intentionally left blank.]

SPECIAL SCHOOL DISTRICT NO. 1

By: _____

Name: «DistrictSigner» «DistrictSignerLast»
(Printed)

Title: _____

Date: _____

«CompanyNameSigBlock»

By: _____

Name: _____
(Printed)

Title: _____

Date: _____

EXHIBIT A: SCOPE OF WORK

Description of Services and Service Delivery

«Description»

Service Outcome

«DeliverablesOutcomes»

Method of Evaluation

«MethodOfEvaluation»

EXHIBIT B: PAYMENT TERMS