

# Event Details

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

## PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States  
**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186  
**Email:** lynette.podritz@state.mn.us

### Event Description

RFP for Content for Screen Reader Testing

### General Comments

- ALL RESPONSES MUST BE SUBMITTED ELECTRONICALLY THROUGH THE SWIFT PORTAL. NO EMAIL OR FAXED RESPONSES WILL BE ACCEPTED.

PLEASE BE AWARE THAT THERE MAY BE ATTACHMENTS TO THIS EVENT. THE VENDOR IS RESPONSIBLE TO REVIEW ALL ATTACHMENTS.

AWARD. Responses that do not comply with the solicitation will be considered nonresponsive and will be rejected.

### General Questions

Question	Response
Do you accept the Terms and Conditions set forth in the sample contract? If no, detail all exceptions.	

Yes

#### Response Comments

Are you an independent contractor (Not a State employee)?

Yes

#### Response Comments

### STATE OF MINNESOTA RESIDENT VENDOR

In accordance with Laws of Minnesota 2013, Chapter 142, Article 3, Section 16, amending Minn. Stat. § 16C.02, subd. 13, a "Resident Vendor" means a person, firm, or corporation that:

- (1) is authorized to conduct business in the state of Minnesota on the date a solicitation for a contract is first advertised or announced. It includes a foreign corporation duly authorized to engage in business in Minnesota;
- (2) has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid or proposal for which any preference is sought;

## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	2
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States  
**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186  
**Email:** lynette.podritz@state.mn.us

(3) has a business address in the state; and  
 (4) has affirmatively claimed that status in the bid or proposal submission.

To receive recognition as a Minnesota Resident Vendor ("Resident Vendor"), your company must meet each element of the statutory definition above by the solicitation opening date and time.

Resident Vendor status may be considered for purposes of resolving tied low bids or the application of a reciprocal preference.

Are you claiming Resident status?

BY ANSWERING "YES" TO THIS QUESTION, YOU ARE CERTIFYING YOUR COMPLIANCE WITH THE REQUIREMENTS SET FORTH HEREIN AND CLAIMING RESIDENT VENDOR STATUS IN YOUR BID OR PROPOSAL SUBMISSION

Yes

**Response Comments**

Is this company applying for a Veteran-Owned Preference? If yes, the following must be true and certified by the Responder to the Event.

- 1. Is An Eligible Veteran-Owned Small Business, As Defined In Minnesota Statute § 16C.16, Subd. 6A; and
- 2. Has Its Principal Place Of Business In The State Of Minnesota; and
- 3. Is CVE verified By The United States Department Of Veterans Affairs Center For Veterans Enterprise.

Yes

**Response Comments**

Per the State of Minnesota - Affirmative Action Certification language in the Special Terms and Conditions attached to this event, select one of the following statements and provide any additional

## Event Details (cont.)

Event ID	Format	Type	Page
G4601-2000010345	Sell	RFx	3
Event Round	Version		
1	1		
Event Name			
MNIT - RFP for Content Screen Reader Testing			
Start Time	Finish Time		
12/09/2019 15:22:00	01/22/2020 14:00:00		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States  
**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186  
**Email:** lynette.podritz@state.mn.us

information required. If your company has employed more than 40 full-time employees on any single working day in Minnesota and does not have a Certificate of Compliance and/or Affirmative Action plan has not been submitted- the response will be rejected.

- Options:
- We did not employ more than 40 employees in the State of MN
  - We have a current Certificate of Compliance (attch Cert.)
  - We have submitted an AA plan to MDHR (submit date sent)
  - We do not have an AA Certificate, or submitted an AA plan

**Select One**


**Response Comments**

Do you accept the General Requirements attached in the RFP? If no, detail all exceptions.

Yes

**Response Comments**

If awarded, will you provide proof of insurance in the amounts outlined in the attached RFP? If no, detail those exceptions.

Yes

**Response Comments**

Are your products/services offered in response to this solicitation in compliance with the IT Accessibility Standards (applicable 508, Web content Accessibility Guidelines and Non Visual Access) as specified in the solicitation document?

Yes

## Event Details (cont.)

Event ID	Format	Type	Page
G4601-2000010345	Sell	RFX	4
Event Round	Version		
1	1		
Event Name			
MNIT - RFP for Content Screen Reader Testing			
Start Time	Finish Time		
12/09/2019 15:22:00	01/22/2020 14:00:00		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States  
**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186  
**Email:** lynette.podritz@state.mn.us

**Response Comments**

Does your response contain any material classified as trade secret as defined in Minnesota Statute §13.37? The State will NOT consider the prices submitted by the responder to be Trade Secret Materials.

Attach trade secret materials to the Trade Secret/ Non-public Information link on the Event Details page.

No

**Response Comments**

Name, Title, e-mail and phone number of individual who prepared the response.

**Response Comments**

Name, Title, e-mail and Phone number of individual authorized to contractually obligate company.

**Response Comments**

By selecting the Yes button, you are officially approving the document and indicating you are authorized to submit this document on behalf of your entity or organization.

Yes

## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	5
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States

**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186

**Email:** lynette.podritz@state.mn.us

### Response Comments

### STATE OF MINNESOTA EQUAL PAY CERTIFICATE FORM:

If your response could be in excess of \$500,000, then please respond to the following questions. It is your sole responsibility to provide the information requested and when necessary to obtain an Equal Pay Certificate (EPC) from the Minnesota Department of Human Rights (MDHR) prior to contract execution. You must upload (attach) the EPC document with your submission. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

The State of Minnesota reserves the right to request additional information from you. If you are unable to check any of the following boxes, please contact MDHR to avoid a determination that a contract with your organization cannot be executed.

Option A) We have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where we have our primary place of business. Attached is our current MDHR Equal Pay Certificate.

Option B) We have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where we have our primary place of business. Attached is MDHR's confirmation of our Equal Pay Certificate application.

Option C) We have not employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where we have our primary place of business. We are exempt. We agree that if we are selected we will submit to MDHR within five (5) business days of final contract execution, the names of our employees during the previous 12 months, date of separation if applicable, and the state in which the persons were employed. Documentation should be sent to [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

Option D) We have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where we have our primary place of business. We have not yet applied for or obtained an Equal Pay Certificate, but we will obtain an Equal Pay Certificate from MDHR by the time

## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	6
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States  
**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186  
**Email:** lynette.podritz@state.mn.us

the contract is executed unless an exemption has been granted.

**Bid Factor Response Options List:** Select One(1)  
 Options: Option A as described above.  
 Option B as described above.  
 Option C as described above.  
 Option D as described above

**Select One**


**Response Comments**

Will you be subcontracting any of the services called for? If yes, provide the name, address, phone and fax number and what services the subcontractor(s) will provide, for each proposed subcontractor.

No

**Response Comments**

## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States

**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186

**Email:** lynette.podritz@state.mn.us

### Line Details

	<input type="checkbox"/>				
<b>Line:</b> 1	<b>Item ID:</b>	<b>Line Qty:</b> 1.00	<b>UOM:</b> EACH	<b>Bid Qty:</b>	1

**Reserve Price:** No

**Description:** 66800 RFP for Content with Screen Reader Testing

<b>Question</b>	<b>Response</b>
What is the price per unit?	

**Response Comments**

## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
 OFFICE OF ENTERPRISE TECH  
 658 CEDAR ST  
 ST PAUL MN 55155-1603  
 United States

**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186

**Email:** lynette.podritz@state.mn.us

## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
OFFICE OF ENTERPRISE TECH  
658 CEDAR ST  
ST PAUL MN 55155-1603  
United States  
**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186  
**Email:** lynette.podritz@state.mn.us

## Appendix A - Line Specifications

**Line:** 1    **Item ID:**    **Line Qty:** 1    **UOM:** EACH  
**Description:** 66800 RFP for Content with Screen Reader Testing

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	OET/RECEIVING/FIN MGMT
<b>Quantity:</b>	1		CENTENNIAL OFFICE BLDG
<b>Due Date:</b>	12/02/2019		658 CEDAR ST
<b>Freight Terms:</b>			ST PAUL MN 55155-1603
<b>Ship Via:</b>			United States

## Event Details (cont.)

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G4601-2000010345	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MNIT - RFP for Content Screen Reader Testing			
<b>Start Time</b>		<b>Finish Time</b>	
12/09/2019 15:22:00		01/22/2020 14:00:00	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**In order to participate in this event YOU MUST BE REGISTERED as a bidder.**

### PUBLIC EVENT DETAILS

**Submit To:** MN.IT  
OFFICE OF ENTERPRISE TECH  
658 CEDAR ST  
ST PAUL MN 55155-1603  
United States

**Contact:** Podritz,Lynette M R  
**Phone:** 651/201-1186

**Email:** lynette.podritz@state.mn.us

## Appendix B - Terms & Conditions

---

1. Please review the attached Terms and Conditions attached to the event.

Last Updated: 12/24/2018