

# Event Details

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
G0210-2000011264	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TV Service for DHS Forensic Services Only			
<b>Start Time</b>		<b>Finish Time</b>	
10/28/2020 16:00:00		12/03/2020 15:00:00	

## PUBLIC EVENT DETAILS

**Submit To:** Admin/State Procurement  
**Contact:** Stevens,Kaleigh Jo  
**Phone:**  
**Email:** Kaleigh.Stevens@state.mn.us

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

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

### Event Description

THIS IS A FORMAL EVENT/REQUEST FOR PROPOSAL (RFP). Non-electronic and email responses WILL NOT BE ACCEPTED. The response must be submitted through the SWIFT Supplier Portal no later than the date and time called for in the Event.

**PURPOSE.** The Department of Administration requests proposals for television service for the Minnesota Department of Human Services, Forensics, located at 100 Freeman Drive, St. Peter MN, 56082.

**CONTRACT TERM:** The term of this contract is anticipated to either run from February 1, 2021 to January 31, 2023, with the option to extend up to an additional three (3) years in increments determined by the State or run from February 1, 2021 to January 31, 2026, with no extension options. The State reserves the right to select the term that is in the best interest of the State.

**PRE-PROPOSAL MEETING:** A pre-proposal will take place via Microsoft Teams at 9:00 AM, Central Time, on November 3, 2020. Attendance is not mandatory. Responders must register to attend the pre-proposal meeting as soon as possible. Responders must contact the solicitation contact person, Kaleigh Stevens, at Kaleigh.Stevens@state.mn.us, by 4:00 PM, Central Time, on November 2, 2020, to register for the pre-proposal meeting and obtain the Microsoft Teams meeting information.

**SUBMITTING QUESTIONS:** The deadline for submitting questions is November 12, 2020, at 3:00 pm, Central Time. Questions must be submitted in writing to Kaleigh Stevens at Kaleigh.Stevens@state.mn.us. All questions received by the cutoff date and time will be responded to via an addendum.

**SWIFT HELP DESK:** Responders needing help with registration or assistance navigating the SWIFT system may contact the Vendor Assistance Helpdesk at 651.201.8100 Option 1.

### General Questions

Question	Response
Upload all required or requested attachments here.	

**A file attachment is required to satisfy this question.**

#### Response Comments

If you fail to upload attachments requested in the solicitation, your response may be disqualified. Have you uploaded the required or requested attachments? (Yes / No)

Yes

## Event Details (cont.)

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### Response Comments



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## 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>		

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## Appendix A - Line Specifications

**Line:** 1    **Item ID:**    **Line Qty:** 1    **UOM:** EACH  
**Description:** Responders Must Submit Attached Price Schedule

### 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>	
<b>Quantity:</b>	1		
<b>Due Date:</b>	12/07/2020		
<b>Freight Terms:</b>			
<b>Ship Via:</b>			

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## Appendix B - Terms & Conditions

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

Last Updated: 12/24/2018