



MINNESOTA STATE

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota State University, Mankato**

**REQUEST FOR PROPOSAL (RFP) # 143058383
FOR
Athletic Department Equipment, Apparel
& Uniform Supplier**

May, 2021
REQUEST FOR PROPOSAL (RFP-143058383)
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& Uniform Supplier

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Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) and Minnesota State University, Mankato to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Minnesota State University, Mankato also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State's sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Minnesota State University, Mankato.

School: Minnesota State University, Mankato

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Minnesota State University, Mankato as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Please note, for TGB consideration, Minnesota State recognizes certification from at least one the following certifying agencies:

- [State of Minnesota – Department of Administration](#)
- [Central \(CERT\) Certification Program](#)
- [North Central Minority Supplier Development Council](#)
- [Women’s Business Development Center](#)

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Minnesota State University, Mankato

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Minnesota State University, Mankato, a comprehensive university in the Minnesota State Colleges and Universities (MinnState) system, is located on a 303 acre campus in Mankato, Minnesota, a community of approximately 53,000 situated in the Minnesota River Valley of south central Minnesota. The University offers a full range of undergraduate and a broad selection of graduate programs, and as such, has statewide responsibilities for the articulation of and providing access to professional programs not available at other colleges and regional universities. The University also has a major obligation to provide leadership in applied research important to the economy and quality of life in the state.

Founded in 1868, Minnesota State University, Mankato, has evolved from its beginnings as a normal school, to become in 1921 Mankato State Teachers College when it was authorized to offer a four-year curriculum. Because of its increasing commitment to providing more than teacher preparation, the name was changed to Mankato State College in 1957. The institution continued to grow in size and its reputation for academic excellence led to university status in 1975. Mankato State University became Minnesota State University, Mankato, in September 1998, giving further prominence to its growth to an institution recognized nationally.

The University is under the control and management of the Minnesota State Colleges and Universities (MinnState) Board of Trustees, an agency of the State of Minnesota.

More than 14,200 students, including more than 1,300 international students from approximately 97 countries, attend Minnesota State University, Mankato. 1,500 faculty and staff, including more than 700 teaching faculty, provide for those student customers.

For additional information on the campus those interested are invited to review the University's Web site at: <http://mankato.mnsu.edu/>

Authority

This RFP is undertaken by Minnesota State University, Mankato pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State University, Mankato will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State University, Mankato reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State University, Mankato. This RFP does not obligate Minnesota State University, Mankato to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

In an effort to promote a more cohesive and consistent brand and look for its intercollegiate athletic teams, Minnesota State University, Mankato is requesting proposals to assist in developing a partnership to provide equipment, apparel and uniforms to the athletic department while also providing an on-line merchandising opportunity for sales of MSU athletic apparel and merchandise to the general public.

Technical/Functional Requirements

- Ability to provide high-quality, nationally-recognized name brand equipment, apparel and uniforms. **Preference given for Nike brand soft goods (uniforms, apparel and footwear only).**
- Designated % off retail price discounts for equipment, apparel, uniforms, and footwear.
- Revenue generation opportunities or commissions from on-line/web-based merchandising sales.
- Perceived ability to provide complete network for ordering, timely fulfillment, delivery and support for on-line/web-based merchandising sales.
- Other financial or merchandising considerations or incentives (i.e.-volume discounts, rebates, merchandise credit, signing bonus, etc.).
- Description of customer service plan and delivery schedule for both athletic department and general public.
- Demonstrated existence of positive relationships with similar clients and partnerships.

RFP Information Contact

Questions regarding this RFP need to be submitted through the Purchasing web site (<https://www.mnsu.edu/fpurchas/>) under this proposal's Submit a Question link. The questions are linked to the contact person below.

Minnesota State University, Mankato's authorized representative for purposes of responding to inquiries about the RFP is:

Name: Kevin Buisman

Title: Director of Athletics

Address: 135 Myers Field House – Mankato, MN 56001

Telephone: 507-389-1299

E-mail address: kevin.buisman@mnsu.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State University, Mankato shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons.

Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State University, Mankato and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Minnesota State's RFP Terms and Conditions

This RFP includes and incorporates Minnesota State's RFP Terms and Conditions. Vendors should be aware of Minnesota State's RFP terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

Key Dates	Timeline
Monday, April 26, 2021	Publishes RFP notice
Monday, May 3, 2021, by 4:00 p.m.	Deadline for Vendors to submit clarifying questions
Friday, May 7, 2021, by 4:00 p.m.	Deadline to publish responses to RFP questions
Monday, May 17, 2021, by 2:00 p.m.	Deadline for RFP proposal submissions
Monday, May 24, 2021	Vendor(s) selected and notified

Minnesota State University, Mankato reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Minnesota State University, Mankato desires to enter into a contract with the successful Vendor(s) effective July 1, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be three years. If Minnesota State University, Mankato and Vendor are unable to negotiate and sign a contract by August 1, 2021, then Minnesota State University, Mankato reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 2:00 p.m. CT on Monday, May 17 2021.

Institution: Minnesota State University, Mankato

Name: Jill Rollings

Title: Facilities Purchasing Coordinator

Mailing Address: 358 Wiecking Center, Mankato, MN 56001

Street Address: 415 Malin Street, Mankato, MN 56001

Format of Proposals and Submission

The Vendor shall submit three (3) printed copies of its RFP response and one (1) copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Vendor's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after the Proposal Deadline date and time will not be considered. Fax, mail, and e-mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of "white out" is considered an alteration.

Proposal Content

Vendors must submit the following information:

1. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.

2. **Work Plan:** A description of the deliverables to be provided by the vendor along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
4. **Cost/Value:** Identify the level of Minnesota State University, Mankato's participation in the contract, as well as any other services to be provided by Minnesota State University, Mankato, and details of cost allowances for this participation.
5. **Additional Required Information:** Vendor must address these particular points:
 - a) Provide clear detail for a % discount the department would receive on ALL equipment, apparel, uniforms and footwear.
 - b) Provide a list of all high quality, nationally recognized brands that the vendor is capable of procuring or supplying.
 - c) Provide a detailed description of financial or merchandising considerations or incentives (i.e. volume discounts, rebates, merchandise credit, signing bonus, etc.).
 - d) Provide a detailed description of on-line/web-based revenue sharing merchandising program.
 - e) Provide a reference list of no less than three (3) relationships with existing clients that describe a partnership similar to the one proposed.
 - f) Provide a detailed description of the customer service plan and delivery schedule for both athletic department and the general public along with recommended methods to ensure compliance and accountability.

Terms of Payment

Payment shall be made by Minnesota State University, Mankato promptly after Vendor's presentation of invoices for services performed and acceptance of such services by Minnesota State University, Mankato's authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of Minnesota State University, Mankato, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Minnesota State University, Mankato to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. Each Vendor must complete the [Affidavit of Non-Collusion](#) and attach it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Minnesota Department of Human Rights Workforce Certificate – [Affirmative Action Certification](#) (if proposal exceeds \$100,000, including extension options).
4. Minnesota Department of Human Rights [Equal Pay Certificate Form](#) (if proposal exceeds \$500,000, including extension options)
5. [Veterans Preference Form](#) (if applicable).
6. [Targeted Business Inclusion Form](#): Respondent must provide certification(s) that at least 51% of the business is owned and operated by a woman or minority.

Selection Process

The selection process includes the: Director of Athletics; Associate Athletic Director, Business & Operations; Associate Athletic Director, Development & Revenue Generation; Head Athletic Equipment Manager; Head Softball Coach; Head Track & Field Coach; and the Head Men's Basketball Coach. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State University, Mankato to evaluate the responses:

No.	Evaluation Factors	Weight
1.	Brand Recognition: Ability to provide high-quality, nationally-recognized name brand equipment, apparel and uniforms.	25%
2.	Discount/Pricing: % off retail price discounts for equipment, apparel, uniforms and footwear.	20%
3.	Customer Service: Description and delivery plan for both athletic department and general public. Demonstrated existence of positive relationships with similar clients and partnerships.	20%

4.	Support Infrastructure: Perceived ability to provide complete network for ordering, timely fulfillment, delivery and support for on-line/web based merchandise sales.	15%
5.	Other financial or merchandising considerations or incentives.	15%
6.	Revenue generation opportunities or commissions from on-line/web-based merchandising sales & perceived ability to provide complete network for ordering, timely fulfillment, delivery and support for on-line/web-based merchandising sales.	5%
	Total	100%
7.	Preference to Economically Disadvantaged Business and Individuals, if applicable*.	6%
8.	Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable*.	6%

**Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

Minnesota State University, Mankato reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Minnesota State University, Mankato does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor's ability to work with the existing infrastructure will be too limited or difficult to manage.

Supplier Diversity

Pursuant to policy 5.14 and Minn. Stat. 16C.16, Minnesota State Colleges & Universities is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to Minnesota State. Targeted Business inclusion is a part of the criteria for this request for proposal to facilitate Minnesota State's fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of \$50,000, all responding Vendors are required to complete the attached [Targeted Business Inclusion Form](#) and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by Minnesota State (*see acceptable certifications in the definitions section of this RFP*). Vendors are **not** required to include TGBs in their bid response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.

ED/VO Preferences:

For information regarding certification, contact the OEP at 651-201-2402 or you may reach the Helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Economically Disadvantaged (ED) Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B certified Economically Disadvantaged (ED) Businesses submitting proposals as prime contractors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible ED businesses must be currently certified by the Minnesota Department of Administration's Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

Veteran-Owned (VO)

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent (6%) preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.