

NOTICE OF GRANT OPPORTUNITY/REQUEST FOR PROPOSALS (RFP)
Minnesota Department of Transportation (MnDOT)
SFY 2024 Certified Small Business Micro Grant Program

Note: MnDOT invites and encourages participation by all. If you need a foreign language interpreter or other reasonable accommodation, or need documents in an alternative format (such as braille or large print), please email your request to Janet Miller at ADArequest.dot@state.mn.us or call 651-366-4720. This RFP does not obligate MnDOT to award a Grant or complete the project, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

Project Overview

MnDOT requests responses from certified small businesses who are seeking financial assistance for eligible expenses that increase their business capacity and/or industry knowledge to assist in their pursuit of MnDOT projects/contracts.

The Minnesota Department of Transportation (MnDOT) Office of Civil Rights (OCR) is committed to ensuring equal opportunity for all businesses and personnel on MnDOT projects. OCR delivers a comprehensive Business Development Program (BDP) each year. The BDP is designed to create a framework that provides training and technical assistance, along with access to business and financial resources that help certified small businesses compete more effectively for MnDOT projects/contracts. Building technical expertise and increasing capacity for certified small businesses are impact goals of the program.

Project Goal

It is the goal of this project to:

1. Build the capacity, capabilities and expand the expertise of certified small businesses.
2. Assist certified small business in positioning themselves to bid and be awarded MnDOT projects/contracts.

Funding Availability

- \$70,000.00
- Funding will be awarded on a rolling basis and is available until April 30, 2024, or until funding is exhausted.
- Intend to award multiple contracts with this funding.

Funding will be allocated through a competitive process with review by MnDOT staff.

Minimum Requirements/Eligibility

Applicants must meet the following minimum requirements in order to be fully considered for this grant opportunity:

- A. Certified small business firm’s principal place of business must be Minnesota;
- B. Certified small business firm’s work must be working on or seeking work on MnDOT projects and/or contracts (provide documentation of submitted bid, proposal, or contract, subcontract);
- C. Certified small business must demonstrate they are actively participating in MnDOT DBE Supportive Services Programs in the past two state fiscal years (July 1, 2021-present).
“Actively participating” in MnDOT DBE Supportive Services programs includes:
 - i. attending MnDOT Supportive Services classes;

- ii. attending MnDOT Meet & Greet events;
- iii. attending DBE Orientation;
- iv. Participating in the MN DBE and Workforce Collaborative;
- v. Receiving 1:1 Technical and Bidding Assistance;
- vi. Participating in the Mentor/Protégé program.

For purposes of the Certified Small Business Micro Grant Program, a certified small business is a business that has been certified through either the Minnesota Unified Certification Program (MnUCP) for Disadvantaged Business Enterprise (DBE) or the Minnesota Department of Administration's Targeted Group/Economically Disadvantaged/Veteran-Owned (TG/ED/VO) Small Business Procurement Program. Please click the following links below for more information about either certification program:

- [Disadvantaged Business Enterprise \(DBE\) Program](#)
- [Targeted Group/Economically Disadvantaged/Veteran-Owned \(TG/ED/VO\) Small Business Procurement Program](#)

What work qualifies for reimbursement?

- Technical training, workshops, conferences, or coursework which expands or enhances a certified small business's ability to obtain work associated with MnDOT professional technical contracts, construction projects and/or maintenance projects. The technical training must correspond with the certified small business's certification or a new area of business that would assist the business in obtaining work on MnDOT projects.
- Individual Business Development needs such as training in accounting methods, project management, managerial coaching, personnel skills, etc.
- Technical Certifications in areas related to the business' work areas.
- Software programs or subscriptions that increase a business' opportunities to bid on MnDOT contracts (examples: accounting software, estimating/project scheduling software, Bid Express subscription, etc.)
- Website development. (Note: MnDOT will not pay for fees associated with website maintenance. MnDOT will not approve website development costs for firms who have received reimbursement for website development in the previous 3 fiscal years (July 1, 2020-June 30, 2023).
- Purchasing books or educational materials related to industry/bidding.
- Professional services: Examples of hourly assistance eligible for reimbursement are accounting, audited financial statement, consulting, and other types of hourly assistance that directly benefit the DBE firm.

Certified small business firms are required to document how the service, product or training being requested will benefit the certified small business in bidding or participating on MnDOT contracts.

For training and technical certification requests:

- i. Persons receiving training or certification must be employed by the certified small business firm. Proof of employment must be submitted at the time of the proposal submission.

What work does not qualify for reimbursement?

- Advertising
- Clothing
- Trade Shows
- Professional Association or Union Memberships
- Office Furnishings
- Salaries/Personal Benefits
- Taxes and Fees
- Insurance Premiums
- Equipment
- Utilities
- Trainings, services, books, software that were previously approved for reimbursement
- Training that is offered through the MnDOT's Small Business Development Program
- Website Maintenance

Funding and Payment:

All funding provided for the Certified Small Business Micro Grant Program will be provided as reimbursement for actual costs and expenses incurred by the certified small business for approved eligible expenses. All costs and expenses must be documented and accounted for by the certified small business. Funding for this program is capped at \$70,000 for the 2024 State Fiscal Year (SFY). (The State Fiscal year runs from July 1-June 30).

The reimbursement maximum is \$3,500.00 per certified small business per State Fiscal Year pending availability of funds. \$3,500.00 is the maximum award per certified small business, per fiscal year. Certified small business owners who own more than one certified small business will only be eligible for a maximum of \$3,500.00 per fiscal year. Failure to provide all information in the proposal submission will result in the proposal submission being denied. Certified small businesses must wait until the contract is executed (all parties signed the contract) and received a notice to proceed from MnDOT Contract and Grant Administrator first before registering for training or purchasing the needed services. **No reimbursement will be made for training/services that took place before the contract is executed.**

Proposal Contents

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

The applicant must include the following documentation for the application to be considered complete and processed.

1. Certified Small Business Micro Grant Program Application, (Exhibit A)
2. Copy of bid, proposal, contract, or subcontract submitted on a MnDOT project or RFP.
3. Proof of active participation in MnDOT Supportive Services Program (Exhibit B)
4. Supporting documentation for funding requested:
 1. Examples are: quote from service provider, the training brochure, course catalog, workshop/conference agenda with price, or other published information indicating the price of the reimbursement requested. **Documentation should show an amount equal to or more than the amount being requested.**
5. The signatures, forms and documents required under any other section of this RFP (make sure to carefully read through General Information, below).

Proposal Evaluation

Representatives of MnDOT will evaluate all responses received by the deadline, or until funding is

exhausted. In some instances, additional information may be requested as part of the evaluation process.

Business is certified DBE/TG/VO/ED business with a principal place of business in MN.	Pass/fail
Business has submitted completed and signed application (Exhibit A) and cost requested is one of the approved costs listed in RFP.	Pass/fail
Business has submitted Supportive Services Documentation (Exhibit B) and attendance has been verified by OCR.	Pass/fail
Business has submitted documentation of proof of bidding on MnDOT projects.	Pass/fail
Business has submitted a quote from the vendor performing/providing services or documentation showing the training content, cost, date(s) and time(s) (provide the training brochure, course catalog, or other published information).	Pass/fail
Business has provided the signed: <ul style="list-style-type: none"> • Affidavit of Noncollusion, • Disclosure of Conflict of Interest form, and • Exceptions to Terms and Conditions required with the application. 	Pass/fail
Total:	Business must receive a "Pass" score in all categories in order to be awarded a micro grant

All proposals will be evaluated based on a pass/fail basis indicated in the table above. Proposals will be evaluated in the order they are received, subject to the following guidelines:

- Priority will be given to applicants who have not received a micro grant in the previous three state fiscal years. Applications will be accepted on a rolling basis. For applicants who have received a micro grant in the past three years (July 2020-June 30, 2023), applications will be held until October 31, 2023, and then evaluated and processed in the order that they were received.
- For all other proposals, MnDOT will evaluate proposals on a rolling basis and anticipates that the evaluation will be completed within ten(10) business days of a complete proposal submission.

Exceptions to Terms and Conditions

If the responder's proposal is approved, the responder will be asked to enter into a grant agreement with MnDOT in order for the responder to receive reimbursement. You should be aware of MnDOT's standard Grant Contract terms and conditions in preparing your response. [Click here for a sample](#) of the State of Minnesota Grant Contract template. Much of the language reflected in the Contract is required by statute. If you take exception to any of the terms, conditions or language in the Contract, you must complete the "Exceptions to Terms and Conditions" form that is enclosed with the Certified Small Business Micro Grant application form and submit it as part of the proposal. Certain exceptions may result in your response being disqualified from further review and evaluation. Only those exceptions indicated in your response to this RFP will be available for discussion or negotiation.

Questions

Responders who have any questions regarding this RFP must submit questions by e-mail to ocrgrantinvoices.dot@state.mn.us.

All questions and answers will be posted on MnDOT's Grant Opportunities Web Page at <http://www.dot.state.mn.us/grants/> under the Grant Opportunities section. All prospective responders will be responsible for checking the web page for any addendums to this RFP and any questions that have been answered. **Note that questions will be posted verbatim as submitted.**

Questions regarding this RFP must be received by MnDOT no later than 2:00 p.m. Central Standard Time on September 28, 2023.

MnDOT anticipates posting answers to such questions no later than 2:00 p.m. Central Standard Time on October 5, 2023.

No other department personnel are allowed to discuss the RFP before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above may result in disqualification.

Proposal Submittal

All proposals must be sent to via email to ocrgrantinvoices.dot@state.mn.us.

All responses must be received no later than 2:00 p.m. Central Standard Time on April 30, 2024 or until funding is exhausted. Late responses will not be considered.

It is solely the responsibility of each responder to assure that their proposal is submitted to ocrgrantinvoices.dot@state.mn.us, with supporting documentation, and prior to the deadline for submission. **Failure to abide by these instructions for submitting a proposal may result in the disqualification of any non-complying proposal.**

Each proposal should not exceed \$3,500.00 per certified small business per State Fiscal Year pending availability of funds.

General Information

Responders must adhere to all terms of this RFP. All costs incurred in responding to this RFP will be borne by the responder.

MnDOT Not Obligated To Complete Project

This RFP does not obligate MnDOT to award a Contract or complete the project, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

Proposal Certifications

By submitting a Proposal, responders warrant that the information provided is true, correct and reliable for purposes of evaluation for potential Contract award. The submission of inaccurate or misleading information may be grounds for disqualification from Contract award and may subject the responder to suspension or debarment proceedings, as well as other remedies available to MnDOT, by law.

Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by MnDOT as part of the evaluation process (except trade secret data as defined and classified in § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Affidavit of Noncollusion

Responders must complete the “Affidavit of Noncollusion” form that is enclosed with the application form and submit it as part of the proposal.

Conflicts of Interest

Responders 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 RFP. This list should indicate the name of the entity, the relationship and a discussion of the conflict. Responders must complete the “Conflict of Interest Checklist and Disclosure Form” that is enclosed with the application form and submit it as part of the proposal.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to MnDOT, or the successful responder’s objectivity in performing the Contract work is or might be otherwise impaired, or the successful responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to MnDOT, which must include a description of the action, which the successful responder has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MnDOT may, at its discretion, cancel the

Contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to MnDOT, MnDOT may terminate the Contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve MnDOT’s rights.

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Office of Civil Rights (OCR)

Certified Small Business Micro Grant Program Application

Instructions: Return this completed form along with required attachments to ocrgrantinvoices.dot@state.mn.us. Applications must be emailed electronically as an attachment. If you have questions about the Micro Grant or need this application in a different format, please contact Gao Lee at Gaodouachy.lee@state.mn.us or at 651-728-2723.

Firm Name: _____ Owner Name: _____

Address: _____ Phone: _____

Email: _____ Date: _____

Have you received a micro grant in the past? [] Yes [] No If yes, what year? _____

Your business home state: [] MN [] Other: _____

Amount of Reimbursement Requested: _____ (supporting documentation/quote must be at least this amount)

Indicate the type of expense(s) you are seeking approval for and how it relates to your business:

[Empty text box for expense details]

How many MnDOT projects have you bid on? _____ been awarded? _____

(Please submit copy of at least ONE bid, proposal, or subcontract submitted to MnDOT or on a MnDOT project. Submitting multiple bids/proposals is not required does not impact the micro grant evaluation)

What, if any, barriers have you experienced bidding on MnDOT projects or proposals?

[Empty text box for barriers]

Who will be receiving the service/training from this grant? Describe their experience and qualifications and relationship to the company.

[Empty text box for recipient details]

How will this assistance aid your business in competing for MnDOT contracts (provide detailed response)?

[Empty text box for assistance response]

For all requests, you must include with your application:

1. Proof of participation in MnDOT Support Services Program (COMPLETE EXHIBIT B).
2. Proof firm is working on or seeking work on MnDOT projects and/or contracts (provide submitted bid, proposal, contract, or subcontract).
3. A quote from the vendor of whom you selected to perform your services and description/picture of item or services you want to purchase or documentation showing the training content, cost, date(s) and time(s) (provide the training brochure, course catalog, or other published information).
4. For all required signatures, you must provide either: Electronic signature, handwritten signature or type /s/ your name.

All expenses are reviewed for approval on a case-by-case basis. The following items will NOT be allowed:

- ❖ Advertising
- ❖ Clothing
- ❖ Trade Shows
- ❖ Professional Association Memberships
- ❖ Office Furnishings
- ❖ Salaries/Personal Benefits
- ❖ Taxes and Fees
- ❖ Equipment
- ❖ Utilities
- ❖ Trainings, services, books, software that were previously approved for reimbursement
- ❖ Training that is offered through the MnDOT’s Small Business Development Program.

Approved requests will be notified by email from the Project Manager.

Pre-Approval Review (Internal use only)

Date: _____

Expense Approved

Expense Denied

Amount previously reimbursed in current SFY: \$ _____

Amount of this request: \$ _____

Approved not to exceed: \$ **3,500.00**

Reviewer’s Name: _____ Reviewer’s Signature: _____

Reviewer’s Name: _____ Reviewer’s Signature: _____

OCR Management Approval Signature: _____

**STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

- 1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
- 2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposal, designed to limit fair and open competition;
- 3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
- 4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responders' Firm Name:

Authorized Signature:

Print Name:

Title:

Date:

CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

Purpose of this Checklist This checklist is provided to assist responders in screening for potential organizational conflicts of interest. The checklist is for the internal use of responders and does not need to be submitted to MnDOT, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

Definition of “Responder” As used herein, the word “Responder” includes both the potential Grantee and any sub grantees.

Checklist is Not Exclusive Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a responder determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

Use of the Disclosure Form A responder must complete the attached disclosure form and submit it with their Proposal (or separately as directed by MnDOT for projects not awarded through a competitive solicitation). If a responder determines a potential conflict of interest exists, it must disclose the potential conflict to MnDOT; however, such a disclosure will not necessarily disqualify a responder from being awarded a Contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MnDOT’s Contract Management personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the responder may be awarded the Contract notwithstanding the potential conflict. MnDOT’s Contract Management personnel may consult with MnDOT’s Project Manager and Department of Administration personnel. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of the Commissioner of Administration.

Material Representation The responder is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The responder must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. MnDOT reserves the right to cancel or amend the resulting Contract if the successful responder failed to disclose a potential conflict, which it knew or should have known about, or if the responder provided information on the disclosure form that is materially false or misleading.

Approach to Reviewing Potential Conflicts MnDOT recognizes that responder’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. MnDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MnDOT’s intent to disqualify responders based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the responder’s ability to provide objective advice to MnDOT. MnDOT would seek to disqualify responders only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MnDOT must follow statutory guidance on Organizational Conflicts of Interest.

Statutory Guidance Minnesota Statutes §16C.02, Subdivision 10 (a) places limits on state agencies ability to Contract with entities having an “Organizational Conflict of Interest”. For purposes of this checklist and disclosure requirement, the term “Vendor” includes “Responder” as defined above. Pursuant to such

statute, “Organizational Conflict of Interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules Part 1805.0300) Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

An organizational conflict of interest may exist in any of the following cases:

The responder, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.

The responder is providing services to another governmental or private entity and the responder knows or has reason to believe, that entity’s interests are, or may be, adverse to the state’s interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a MnDOT project if a local government has also retained the responder for the purpose of persuading MnDOT to stop or alter the project plans.

The Contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the responder has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.

The responder is providing real estate or design services to a private entity, including but not limited to developers, whom the responder knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the responder’s performance of work pursuant to this Contract. “Property affected by the project” includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity’s property may be affected by the responder’s work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume responders know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the responder has reason to believe that its performance of work under this Contract may materially affect the value or viability of a project it is performing for the other entity.

The responder has a business arrangement with a current MnDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the responder being awarded this Contract. This item does not apply to pre-existing employment of current or former MnDOT employees, or their

immediate family members. **Comment:** this provision is not intended to supersede any MnDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a responder may have unfair access to “inside” information.

The responder has, in previous work for the state, been given access to “data” relevant to this procurement or this project that is classified as “private” or “nonpublic” under the Minnesota Government Data Practices Act, and such data potentially provides the responder with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a responder who performed some preliminary work from obtaining a final design Contract, especially when the results of such previous work are public data available to all other responders. Rather, it attempts to avoid an “unfair advantage” when such information cannot be provided to other potential responders. Definitions of “government data”, “public data”, “non-public data” and “private data” can be found in Minnesota Statutes Chapter 13.

The responder has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.

The responder, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

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DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the responder hereby indicates that it has, to the best of its knowledge and belief:

- Determined that no potential organizational conflict of interest exists.
- Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

Signature: _____

Date: _____

If potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MnDOT Contract personnel.

Name: _____

Phone: _____

EXCEPTIONS TO TERMS AND CONDITIONS

A Responder shall be presumed to be in agreement with the terms and conditions of the RFP unless the Responder takes specific exception to one or more of the conditions on this form.

RESPONDERS ARE CAUTIONED THAT BY TAKING ANY EXCEPTION THEY MAY BE MATERIALLY DEVIATING FROM THE RFP SPECIFICATIONS. IF A RESPONDER MATERIALLY DEVIATES FROM A RFP SPECIFICATION, ITS PROPOSAL MAY BE REJECTED.

A material deviation is an exception to a specification which 1) affords the Responder taking the exception a competitive advantage over other Responders, or 2) gives the State something significantly different than the State requested.

INSTRUCTIONS: Responders must explicitly list all exceptions to State terms and conditions **(including those found in the attached sample contract, if any)**. Reference the actual number of the State's term and condition and page number for which an exception(s) is being taken. If no exceptions exist, state "NONE" specifically on the form below. Whether or not exceptions are taken, the Responder must sign and date this form and submit it as part of their Proposal. *(Add additional pages if necessary.)*

Responder Name: _____

Term & Condition Number/Provision:

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Explanation of Exception:

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By signing this form, I acknowledge that the above named Responder accepts, without qualification, all terms and conditions stated in this RFP (including the sample contract) except those clearly outlined as exceptions above.

Signature: _____

Office of Civil Rights (OCR)

Certified Small Business Micro Grant Supportive Services Participation

Please complete the table below with your active MnDOT DBE Supportive Service Participation

Certified small business must demonstrate they are actively participating in MnDOT DBE Supportive Services Programs in the past two state fiscal years (July 1, 2021-present). “Actively participating” in MnDOT DBE Supportive Services programs includes:

- i. attending MnDOT Supportive Services classes;
- ii. attending MnDOT Meet & Greet events;
- iii. attending DBE Orientation;
- iv. Participating in the MN DBE and Workforce Collaborative;
- v. Receiving 1:1 Technical and Bidding Assistance;
- vi. Participating in the Mentor/Protégé program.

Business Name	Name	Supportive Service Program	Date of Class/Service

MnDOT Project Manager will use this information to verify your participation with our program records.