

**2024 NOTICE OF GRANT OPPORTUNITY and  
REQUEST FOR PROPOSALS (RFP)  
INSTRUCTIONS for 2025  
Intercity Bus Solicitation**

Note: This document is available in alternative formats for persons with disabilities by sending an email request to [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us)

This RFP does not obligate MnDOT to award a Grant or complete the project, and MnDOT reserves the right to cancel the solicitation.

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

## **Table of Contents**

NOTICE OF GRANT OPPORTUNITY and .....	1
REQUEST FOR PROPOSALS (RFP) .....	1
INSTRUCTIONS for 2025 .....	1
Intercity Bus Solicitation .....	1
Intercity Bus Services .....	4
Project Overview .....	4
Program Goals .....	4
Funding Availability.....	4
Applicants Eligibility .....	5
Minimum Program Requirements .....	5
Intercity Bus Service.....	5
Distinction from other long-distance bus transportation.....	5
The MnDOT Office of Transit specifically distinguishes intercity bus from local public transit in several key respects:.....	6
Multiorganization Collaboration Statement.....	6
Application Timeline (2024 dates).....	6
Questions.....	6
Application Process.....	7
Scope of Work and Deliverables.....	8
Request for Proposal evaluation .....	8
Project selection and grant award .....	10
Execution of grant contracts.....	10
General Solicitation Terms.....	10
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.....	10
Record Keeping, Generally Accepted Accounting Practices (GAAP) and Audit.....	11
Cost Principal Allocation Certification .....	11
Pre-Award Audit Process .....	11
Post Award Audit Process .....	11

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

Diversity and Inclusion Statement ..... 11

Eligible Expenses (FTA C 9040.1G Formula Grants for Rural Areas Program Guidance) ..... 12

Public Data ..... 12

List of Resource Documents ..... 14

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

## **Intercity Bus Services**

### **Project Overview**

The Office of Transit and Active Transportation (OTAT), Minnesota Department of Transportation (MnDOT) administers the financial and technical support of transit services in Greater Minnesota in partnership with the federal government and local communities. In this role, the OTAT administers the Federal Section 5311(f) grant funding for intercity bus transportation in Minnesota. Section 5311(f), title 49, United States Code, requires states to spend at least 15 percent of their 5311 rural apportionments to develop and support intercity bus transportation (Federal Transit Administration Circular (FTAC) 9040.1G).

Intercity Bus Transportation grants provide financial assistance for eligible intercity bus services that operate between two or more urban areas over long distances throughout the state of Minnesota. This program provides an opportunity for all eligible applicants to compete for route subsidies and secure federal and State funds to support the intercity bus program.

### **Program Goals**

Consistent with the State Management Plan for the entire 5311 Program, the goal of the InterCity Bus 5311(f) Program is to foster intercity bus transportation throughout rural Minnesota. In addition to administering FTA funding in a consistent and equitable manner, the State also supports rural public transit with enabling legislation through Minnesota Statutes §174.21 whose purpose is to:

- (1) Provide access to transit for persons who have no alternative mode of transit available;
- (2) Increase the efficiency and productivity of public transit systems.
- (3) Alleviate problems of automobile congestion and energy consumption and promote desirable land use where such activities are cost-effective.
- (4) Maintain a state commitment to public transportation; and
- (5) Meet the needs of individual transit systems to the extent they are consistent with the other objectives stated above.

### **Funding Availability**

For existing intercity bus services, OTAT will fund 50% of the net operating deficit (the federal match portion) for 2025 intercity bus grants using 5311(f) funds and up to 50% of the net operating deficit with state funds. Table 1 illustrates the order (from top to bottom) in which funds will be expended.

**Table 1: Local Share of Deficit**

<b>Eligible Projects</b>	<b>Contract Period</b>	<b>Non-Local Share</b>
Routes awarded 5311(f)	Jan 1 – Dec 31	50 percent of deficit
State Funds	Jan 1 – Dec 31	50 percent of deficit

This grant funding opportunity includes both State of Minnesota and Federal Transit Administration (FTA) grant funding financial assistance administered by the Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation. OTAT anticipates operating grant agreement(s) total approximately \$7,700,000 based on a three-year operating average for this program.

## **2025 Intercity Bus Request for Proposals Federal Section 5311(f) funding**

### **Applicants Eligibility**

Eligible applicants include new or existing private, for-profit operators of bus transportation, private, non-profit organizations, a public transportation provider, or another public entity (FTAC. 9040.1G). New applicants must submit a Letter of Interest before applying. Submit to Voni Vegar ([vonivegar@state.mn.us](mailto:vonivegar@state.mn.us)) a Letter of Interest including sufficient information about the applicant and proposed program/services to understand that they meet the eligibility requirements below.

To be eligible, an entity must provide written documentation of the organization's legal entity (e.g., state certified articles of formation), as well as a resolution from its governing body (e.g., a Board of Directors) authorizing the organization's participation in the Program. The entity must also demonstrate that the organization has an eligible fleet of vehicles and operational systems available to comply with State and Federal rules and regulations.

### **Minimum Program Requirements**

According to Federal Transit Administration (FTA Circular 9040.1G) eligible intercity bus services that operate between two or more urban areas over long distances.

#### **Intercity Bus Service**

FTA defines intercity bus service as “regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available”.

The MnDOT Office of Transit further specifies that intercity bus service may include local and regional feeder services if those services are designed expressly to connect to the broader intercity bus network.

The MnDOT Office of Transit avoids subsidizing any intercity bus service that competes with equivalent service already operated by a private-sector provider along the same corridor. When considering an award under the Program, the MnDOT Office of Transit makes reasonable efforts to identify any intercity bus or related services that may already exist in the corridor. The MnDOT Office of Transit evaluates whether two potentially competing routes are “equivalent” based on the following criteria:

- Adherence to the definition of “intercity bus” and other eligibility criteria specified in this RFP;
- Route alignment, including origin, destination, and intermediate stops;
- Schedule (frequency, travel time, and time of day); and
- Accessibility to the general public and to persons with disabilities

#### **Distinction from other long-distance bus transportation**

The MnDOT Office of Transit specifies that intercity bus service is distinct from other long-distance bus transportation in that it does not include the following:

- Commuter bus, defined for the purposes of this Program as bus transportation designed for daily, round-trip service, which accommodates a typical 8-hour, daytime work shift (e.g., an outbound trip arriving at an employment center by 8:00 a.m., with the return trip departing after 5:00 p.m.)

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

- Charter bus, defined for the purposes of this Program as privately arranged bus transportation, operating outside of a fixed route or regular schedule, and not meaningfully connected to the broader intercity bus network
- Tour bus, defined for the purposes of this Program as bus transportation oriented toward sightseeing or tourist destinations, and not meaningfully connected to the broader intercity bus network
- Importantly, operators of the transportation services listed above may be eligible to apply for and receive Program funding if the proposed service meets the definition of intercity bus and other requirements described in this brief.

**The MnDOT Office of Transit specifically distinguishes intercity bus from local public transit in several key respects:**

- FTA specifically excludes intercity bus from the definition of public transportation, which highlights fundamental differences in the scope, scale, and purpose of these two types of services and the grant programs that support them.
- Intercity bus, by definition, operates between communities not in proximity, resulting in a widely dispersed network, customer base, vehicles, facilities, and other assets.
- Intercity bus operators tend to be private, for-profit entities, only a portion of whose operations and capital assets are publicly subsidized. Local public transportation, in contrast, is typically funded entirely by Federal, State, and/or local government subsidies, as well as directly generated revenue (passenger fares, advertising sales, etc.).
- Much of the intercity bus network, within and outside of Minnesota, is operated using over-the-road coach buses, which differ significantly in size, function, and mechanical design from those typically used for local public transportation.
- These differences affect how Federal and State rules apply to subrecipients of Section 5311(f) (intercity bus), in contrast with Section 5311 in general (rural public transit).

**Multiorganization Collaboration Statement**

Multiorganization collaboration is not permitted for this grant.

**Application Timeline (2024 dates)**

**May 1** MnDOT releases the 2025 Intercity Bus Request for Proposals

**June 28** Applications due from applicants submitted to Blackcat

**August** MnDOT provides notification of grant award to applicant(s)

**Questions**

Questions regarding this RFP must be received no later than 10:00 a.m. Central Daylight Time on May 16, 2024. The official responses to questions will be posted on the [website](#). No other MnDOT personnel are allowed to discuss the RFP before the proposal submission deadline and contact regarding this RFP with any personnel not listed below may result in disqualification. Responders who have any questions regarding this RFP must submit questions by e-mail only to:

Voni Vegar [Voni.Vegar@state.mn.us](mailto:Voni.Vegar@state.mn.us)

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

Intercity Bus Program Coordinator

**Application Process**

An application includes the following:

**A Cover letter** – you may use the *2025 Cover Letter Template* found in the application on BlackCat as a guide and once the letter is drafted and signed upload it to Blackcat / Application.

**An Application Questionnaire** – the *2025 ICB Application Questionnaire* found in the application on Blackcat is a PDF form that combines the Qualifications form and some of the Management Plan items. Once complete save and upload to Blackcat / Application.

**A Summary Spreadsheet** – the *2025 ICB Route Qualification and Summary Information Form* (combined with the Questionnaire) provides our scorers with the information needed to score each route.

You will also need to upload the following forms and information into Blackcat. Applicants will be unable to submit via Blackcat an application until each of the forms are completed and attached. All forms are available on Blackcat / Application on the Grants Website. **2025 ICB Guide to Blackcat** – for basic information on access to Blackcat, to create a project/enter budget information, and specific information on where to find or submit materials.

- **2025 Line-Item Budget information** – See *2025 Guidance for Budget Line-Items* for more information (download from & enter budget information Blackcat / Application)
- **2025 Route Timetable-Schedule Information** – See *2025 Intercity Bus Route Timetable/Schedule Form* (download form/upload completed forms to Blackcat / Application)
- **2025 ICB Marketing Plans and supporting documentation** including public participation, survey, etc. (upload to Blackcat / Organizations / Important Documents)
- **2025 Organizational Structure** – upload a copy of your organizational chart to Blackcat / Organization / Important Documents.
- **2025 Driver Selection Process** – upload to Blackcat / Organization / Certification.
- **2025 Expense and Revenue Contracts** – upload to Blackcat / Organization / Certification.
- **2025 Fare Structure** – upload a copy of your fare structure to Blackcat/Origination/Certification.
- **2025 Insurance Coverage** – upload to Blackcat / Organization / Important Documents
- **2025 Union Affiliations** – upload to Blackcat / Organization / Certifications
- **2025 Vehicle Maintenance Program** – upload to Blackcat / Organizations / Certifications
- **2025 Safety Planning and Training Policies** – upload to Blackcat / Organizations / Important Documents.
- **2025 Third Party Contracts and Policies** – upload to Blackcat / Organizations / Certifications
- **2025 ICB Route Map data** (download *Route Map Development Instructions* and upload to Blackcat / Applications / Additional Documents the traditional route-by-route images and upload a Shape File routes, stop locations, and times)
- **2025 Resolution Approving the Application** – See *2024 Resolution Template* for guidance (upload from Blackcat / Application, download to Blackcat / Application)

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

**Scope of Work and Deliverables**

Please provide additional information and details to confirm the proposers understanding and approach to the following scope of work and deliverables. The following is the minimum scope of work and deliverables:

1. Respondents shall operate intercity bus routes within Minnesota. Those routes can be existing routes and subsidized services, and/or new routes and services (FTA Requirement).  
**Deliverable:** Selected services will be expected to detail current and planned routes in this RFP and to submit monthly detailed operational reports (Blackcat / Organization / Service Level along with quarterly reimbursement requests (Blackcat / Contracts).
2. Respondents are expected to build partnerships with other services to ensure coordination and interconnectivity.  
**Deliverable:** Questionnaire identifies initiatives planned to coordinate with other transit providers, states, or modes (FTA Requirement) and Monthly meetings/reporting should communicate progress.
3. Respondents should plan for service improvements of either efficiency or increased ridership, and/or for new routes based on new development or new needs (FTA Requirement).  
**Deliverable:** Introduce planned improvements in either the Cover Letter or Application Questionnaire (details). Provide analysis of performance and outcomes in annual consultation process includes new route planning activities and documentation.  
Have data management and performance evaluation processes, including information used in monthly reports of performance of the route, ridership, revenues, incidents, and on-time.  
**Deliverable:** Monthly data reporting.
4. Respondents are encouraged to propose additional tasks or activities if they will substantially improve the results of the project, e.g., new technologies to help riders complete the entire trip using multiple services. These items should be separated from the required items in the work plan and budget (OTAT Requirement).  
**Deliverable:** Identifies opportunities in the Application Questionnaire and provide updates during monthly reporting on progress.

**Request for Proposal evaluation**

Following acceptance of applications, the MnDOT Office of Transit convenes a review evaluation committee, consisting of internal technical staff and one or more representatives from external entities in the field of passenger transportation. Each route is scored on criteria below and each route must have a minimum score of 100. The committee evaluates the submitted RFPs with consideration of the following general criteria:

**Connectivity** – The MnDOT Office of Transit seeks to document the levels of service “that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available.”

**Customer Experience** – The MnDOT Office of Transit seeks to maximize use of vehicles and amenities inside and outside the vehicles to improve the accessibility and experience for passengers.



**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

**Coverage** – The MnDOT Office of Transit seeks to maximize, to the extent feasible, the number of Minnesota communities served by intercity bus, and the number of Minnesota residents within reach of intercity bus service.

**Effectiveness** – The MnDOT Office of Transit seeks to achieve the most effective possible operational outcomes with the resources available, maximizing efficiency and minimizing waste.

**Sustainability** – The MnDOT Office of Transit prioritizes a sustainable financial model in which customers provide meaningful financial support for the services they are using.

**Equity** – The MnDOT Office of Transit consistent with agency goals seeks to prioritize increased accessibility within minority and low-income communities.

**Minnesota Intercity Bus Scoring Rubric: Route/Project Scores (for each route)**

<b>Program Goal:</b>	<b>Document(s) to reference</b>	<b>Factor:</b>	<b>Potential Score:</b>
Connectivity	Show information in Summary (excel)	Provide Information on stops shared with Other Intercity Carriers.	5
Connectivity	Show information in Summary (excel)	Provide information on stops shared with Public Transit.	5
Connectivity	Show information in Summary (excel)	Provide information on service to Commercial Airports.	5
Connectivity	Show information in Summary (excel)	Provide information on service to Rail Passenger Stations.	5
Connectivity	Show information in Summary (excel)	Route is (will be for a new route) listed on the NBTA Interline Ticketing System.	5
Connectivity	Show information in Summary (excel)	Provide information on Direct Connection between Major Communities	5
Connectivity	Show information in Summary (excel)	Is information on shared stops above published and available to riders?	5
		<b>Category Maximum</b>	<b>35</b>
Customer	Questionnaire	80% or more of vehicles are ADA Compliant	15
Customer	Questionnaire	80% or more of vehicles have the following on-Board amenities: Wi-Fi, in-seat power outlets, and ADA accessible restrooms.	10
Customer	Questionnaire	50% of bus stop have the following: ADA compliant shelter, access to restrooms, seating, and lighting.	10
Customer	Questionnaire	Do you survey customers on their satisfaction with services?	5
Customer	Questionnaire	Do you survey customers on their time they wait for their connecting service?	10
		<b>Category Maximum</b>	<b>50</b>
Stop Location-Coverage	MNDOT Mapping	Stops are located in urban area – if the route has stops in an urban area will receive (less than 75%)	5
Stop Location-Coverage	MnDOT Mapping	Stops are located in rural area if the route has any stops in a rural area will receive (more than 25%)	5
Stop Location-Coverage	MnDOT Mapping	Any route that Stops in Justice40 defined “disadvantaged communities”	15

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

		<b>Category Maximum</b>	<b>25</b>
Effectiveness	Summary (excel)	Round trips per day (or funding to operate third round trip) <ul style="list-style-type: none"> <li>• 15 points for three round trips per day</li> <li>• 10 points for two round trips per day</li> <li>• 5 points for one round trip per day</li> <li>• 0 points for less than daily service</li> </ul>	15
		<b>Category Maximum (Only choose 1 score)</b>	<b>15</b>
Sustainability	Summary (excel)	Farebox Recovery <ul style="list-style-type: none"> <li>• 20 points for farebox rate exceeding 40%</li> <li>• 15 points for farebox rate between 20-39%</li> <li>• 10 points for farebox rate between 10-19%</li> <li>• 0 points for farebox rate under 9%</li> </ul>	20
		<b>Category Maximum (Only choose 1 score)</b>	<b>20</b>
Sustainability	Summary (excel)	Subsidy per passenger trip <ul style="list-style-type: none"> <li>• 25 points for under \$49</li> <li>• 20 points for between \$50-99</li> <li>• 15 points for between \$100-149</li> <li>• 10 points for between \$150-199</li> <li>• 0 points for over \$200</li> </ul>	25
		<b>Category Maximum (Only choose 1 score)</b>	<b>25</b>
		<b>Total Route Score</b>	<b>170</b>

**Project selection and grant award**

Following RFP evaluation, the committee develops a recommendation identifying successful projects and proposed funding awards and delivers these recommendations to the MnDOT Office of Transit Program Director. The Program Director, in turn, reviews, modifies (if appropriate), and delivers these recommendations to the Director of the MnDOT Office of Transit. The Director ultimately approves (with or without modifications) or rejects the proposed award.

**Execution of grant contracts**

Grant funding is solidified only after the subrecipient and MnDOT sign and execute a grant contract, which defines the amount of the grant and the terms under which grant funding is paid to the subrecipient. All new applicants will also be required to have a pre-award audit with cost allocation plans approved by MnDOT before an award notice can be sent. Subrecipients that incur Program-related expenses prior to the execution of a grant contract do so at their own risk.

**General Solicitation Terms**

**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.

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

**Record Keeping, Generally Accepted Accounting Practices (GAAP) and Audit**

Generally accepted accounting principles (GAAP) refer to a common set of accepted accounting principles, standards, and procedures that a recipient, and any third-party contractor, and their accountants must follow when they compile their financial statements (Minn. Stat. Section 15.17, subd. 1). The records must permit audit verification of transit cost allocations claimed during the contract period. It is important to keep good records for all labor and material expenditures. Only reasonable costs directly related to and necessary for conducting the business of the intercity bus system are allowed. A cost is considered reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person as ordinary and necessary for the operations.

Regardless of when an expense invoice is received or paid by the transit system, the expense must be billed to MnDOT in the grant agreement period in which the expense was incurred. The financial records of the recipient must be audited. Audits occur by the MnDOT audit department. Audits conducted by MnDOT audit department must be based on the contract cost principles and procedures in the 2 Code of Federal Regulations (CFR), Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Subrecipients must have an independent single audit conducted if they expend \$750,000 or more of federal funds during the recipient's fiscal year. Expenditure of federal funds is not limited to FTA Federal Funds and includes all federal funds regardless of source /CFDA number.

**Cost Principal Allocation Certification**

Applicants wishing to claim indirect costs, de minimus, or direct agency (local government or non-profit agencies) costs under the Intercity Bus Operating Grant must have either a federal cognizant agency certification or a MnDOT-approved certification under the category declared. All costs identified in the budget must reflect their approved category certification. No direct, cost allocation, indirect rate or de minimus expense will be allowed unless the appropriate certification is on file with MnDOT.

**Pre-Award Audit Process**

The successful responder may be required to comply with audit standards. Failure to do so may result in disqualification. The Office of Audit reviews various financial documents to assess the financial strength of a grantee or subrecipient.

**Post Award Audit Process**

The final payment will be based on actual acceptable costs as determined by an audit conducted by the state. The audit will be conducted using the cost principles and procedures set forth in 2 Code of Federal Regulations – (CFR) part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The state will pay the final payment due within 30 days of completion of the audit.

**Diversity and Inclusion Statement**

Financial assistance for this program is using federal funds. Programs and organizations that receive federal financial assistance from the United States Department of Transportation – Federal Transit Administration (FTA) are covered by Title VI of the Civil Rights Act of 1964. Title VI protects people

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

from discrimination based on race, color, or national origin. FTA requires that applicants who are selected for funding must meet Title VI requirements. Title VI states:

“No person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.”

The purpose of the Title VI program is to ensure that no person is excluded from or denied the benefits of any activity receiving Federal financial assistance. MnDOT submits a Title VI Plan to the Federal Transit Administration, which provides details how subrecipients comply to Title VI. All subrecipients must comply with Federal guidelines for the State to pass Federal funding to any subrecipient.

The requirements stated in the “General Public Statement” section and the Title VI requirements ensures the financial assistance for this grant program is inclusive to the public and serves diverse populations across Greater Minnesota.

**Eligible Expenses (FTA C 9040.1G Formula Grants for Rural Areas Program Guidance)**

The line-item budget can include items such as fuel, oil, replacement tires, replacement parts, maintenance and repairs, driver and mechanic salaries and fringe benefits, dispatcher salaries and fringe benefits, and licenses. It can also include administrative expenses, including items such as transit manager’s salary, secretary and bookkeeper salaries, marketing expenses, office supplies, vehicle insurance, and facility and equipment rental.

All these expenses are to be included in the fully allocated cost per revenue mile (FTA July 5, 2022 [Dear Colleague Letter](#)). In addition, the fully allocated cost per revenue mile can include depreciation and profit, as it is intended to be an all-inclusive rate per revenue mile.

Net operating expenses are those expenses that remain after operating revenues are subtracted from eligible operating expenses. At a minimum, operating revenues must include farebox revenues, but may also include revenue from bus package express, bus ticket sale commissions, or advertising on the vehicle. Operating revenues are all revenues accrued to the benefit of the project including farebox revenue (passenger fares) and contract revenues. Farebox revenues include fares paid by passengers who are later reimbursed by a human service agency, or other user-side subsidy arrangements, but do not include payments made directly to the transit provider by human service agencies.

For more detailed information online-item eligible expense, see **2025 Guidance for Budget Line-Items.**

**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).*

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

**Affidavit of Noncollusion**

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” located in the Blackcat application and upload it as part of the Blackcat application.

**Conflict of Interest Checklist and Disclosure Form**

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” located in the Blackcat application and upload it as part of the Blackcat application.

**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.

**No Conviction of Felony Financial Crime**

Minnesota Statutes § 16B.981 Subdivision 2(6) bars potential grantees from receiving awards if one of their principal actors (public official, a board member, or any staff member with access to or decision-making influence over the expenditure of grant funds) has been convicted of a felony level financial crime within the last ten years. Applicants for grant funds of \$50,000 or more must complete the form located in the BlackCat application and uploaded to the application. “Certification: No Conviction of Felony Financial Crime by a Principal” form.

**2025 Intercity Bus Request for Proposals  
Federal Section 5311(f) funding**

**List of Resource Documents**

2025 ICB Notice of Funding and Request for Proposal Instructions  
2025 ICB Cover Letter Template  
2025 ICB Application Questionnaire  
2025 ICB Route Qualification and Summary Information Form (Excel)  
2025 Guidance on How to Apply in Blackcat  
2025 Guidance on Budget line-items (in Blackcat)  
2025 Intercity Bus Route Timetable-Schedule Form  
2025 ICB Guidance for how to provide Route Map data  
2025 ICB Resolution Template  
2025 ICB Blackcat Instructions