



# **TERMS AND CONDITIONS**

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## Requirements

- a. By submitting a response to the RFx, the Responder accepts the standard terms and conditions, if a contract result. Much of the language included in the standard terms and conditions reflects the requirements of Minnesota law.
- b. Responders requesting deviations from and exceptions to these Terms and Conditions, specifications, or the manner of this RFx must describe in detail, signed, and attached to the bid submittal. A request must be accompanied by an explanation why the exception is being sought and what specific effect it will have on the Responder’s ability to respond to the RFx or perform the contract. In the absence of such statement, the Responder will be deemed to have accepted all such Terms and Conditions, specifications, and the manner of the RFx. The Responder acknowledges that failure to raise an issue related to the Terms and Conditions, specifications, or manner of this RFx prior to the submission deadline in the manner described constitutes a full and final waiver of that the Responder’s right to raise the issue later in any action or proceeding relating to this RFx. Minnesota State reserves the right to address nonmaterial requests for exceptions to the standard terms and conditions and contract language with the highest-scoring Responder(s) during contract negotiation.

## Parties to the Contract

Parties to the contract(s) entered into as a result of this RFx will be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State)” and the successful Responder(s).

## Prohibited Pre-Payment

Minnesota Statutes § 16A.41, subd. 1, prohibits Minnesota State from paying in advance, except under the limited circumstances described in Minn. Stat. § 16A.065.

## Nonresident Aliens Taxes

Pursuant to 26 U.S.C. §1441, Minnesota State is required to withhold certain federal income taxes on the gross compensation paid to nonresident aliens, as defined by Internal Revenue Code §7701(b). Minnesota State will withhold all required taxes unless and until the Responder submits documentation required by the Internal Revenue Service indicating that the Responder is a resident of a country with tax treaty benefits. Minnesota State makes no representations regarding whether or to what extent tax treaty benefits are available to the Responder. To the extent that Minnesota State does not withhold these taxes for any reason, the Responder agrees to indemnify and hold Minnesota State harmless for any taxes owed and any interest or penalties assessed.

## Entertainer Taxes

Pursuant to Minnesota Statutes 290.9201, Minnesota State is required to withhold a two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers for any performance in Minnesota.

## Reimbursements

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Responder as a result of the contract will be in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management & Budget, available in Buyer Attachments section. Reimbursements will not be made for travel and subsistence expenses incurred outside Minnesota unless the Responder has received prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

## Contract Termination

Minnesota State may cancel the contract(s) entered into as a result of this RFx upon 30 days written notice, with or without cause.

## Termination for Insufficient Funding

Minnesota State may immediately terminate the contract(s) entered into as a result of this RFx, without penalty, if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered.

## **Liability**

The Responder shall indemnify, save, and hold Minnesota State, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by Minnesota State arising from the performance of the contract(s) by the Responder or the Responder's agents or employees, entered into as a result of this RFX.

## **Governing Law**

A contract(s) entered into as a result of this RFX, and any amendments and supplements thereto, entered into as a result of this RFX will be governed and interpreted under the laws of the State of Minnesota.

## **Venue and Jurisdiction**

Venue for all legal proceedings arising out of the resulting contract(s), or breach thereof, will be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **Contract Assignment**

A contract or any part hereof entered into as a result of this RFX may not be assigned, sublet, subcontracted, or transferred directly or indirectly without prior written consent of Minnesota State.

## **Amendments**

Any amendments to the resulting contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

## **For Software Related Service Contracts Only**

### **End User License Agreements**

This resulting contract will be the entire agreement between Minnesota State (including Minnesota State employees, students, and other end users) and the Responder. In the event that the Responder enters into terms of use agreements or other agreements or understandings, whether electronic, click-through, verbal or in writing, with Minnesota State employees, students, or other end users, such agreements will be null, void and without effect, and the terms of the contract with Minnesota State will apply.

## Intellectual Property Infringement

The Responder represents and warrants that its software and any related systems and/or services related to its software (collectively, the “Software”) furnished by the Responder to Minnesota State will not infringe upon or violate any patent, copyright, trademark, trade secret, or any other proprietary right of any third party. The Responder will, at its expense, defend any suit brought against Minnesota State, and will indemnify Minnesota State against an award of damages and costs (including reasonable attorney fees, court costs, and appeals), made against Minnesota State by settlement or final judgment of a court that is based on a claim that the use of the Responder’s software infringes an intellectual property right of a third party.

## Required Data Collection and Disclosure

As a condition of the contract(s) entered into as a result of this RFX, Responder(s) will be required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require the Responder to file state tax returns and pay delinquent state tax liabilities. The resulting contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

## Workers’ Compensation

The Responder will certify it is in compliance with Minnesota Statutes §176.181, subd. 2 pertaining to workers’ compensation insurance coverage. The Responder’s employees and agents will not be considered Minnesota State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the obligation or responsibility of Minnesota State.

## State Audit

The books, records, documents and accounting practices and procedures of the Responder relevant to the resulting contract(s) must be available for audit purposes to Minnesota State and the Legislative Auditor’s Office for a minimum of six (6) years after the termination/expiration of the contract.

## Minnesota Government Data Practices Act

The requirements of Minnesota Statutes § 13.05, subd. 11 will apply to the contract(s) entered into as a result of this RFX. Responder(s) must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with the contract and as it applies to all data created, gathered, generated, or acquired in accordance with the resulting contract.

All materials submitted in response to this RFX will become property of Minnesota State and will become public record after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when Minnesota State has completed negotiating the contract with the selected Responder. If the Responder submits information in response to this RFX that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the Responder must:

- Mark clearly all trade secret materials in its response at the time the response is submitted;
- Include a statement with its response justifying the trade secret designation for each item;
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, Minnesota State Colleges and Universities, its agents and employees, from any judgments or damages awarded against the State or Minnesota State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the award of a contract. In submitting a response to this RFX, the Responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

Minnesota State will not consider the prices submitted by the Responder or contract documents proposed by the Responder to be proprietary or trade secret materials.

## Organizational Conflict 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 that 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 Responder is unable or potentially unable to render impartial assistance or advice, or the Responder's objectivity in performing the contract work is or might be otherwise impaired, or the 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 the respective campus chief financial

officer or the system office's business manager that must include a description of the action which the Responder has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the campus or system office 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 the contracting officer, the campus or system office 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 the rights of Minnesota State.

## **FERPA School Official Requirement**

In the event the contract(s) entered into as a result of this RfX allows the selected Responder(s) access to any private student data, the selected Responder(s) agree to be designated a "campus official" with "legitimate educational interests" in the data of Minnesota State, as those terms have been defined under the Family Educational Rights and Privacy Act ("FERPA") and its implementing regulations, and the Responder will agree to abide by the limitations and requirements imposed by 34 CFR 99.33(a) on school officials. The selected Responder(s) will agree to use the data only for the purpose of fulfilling its duties under the resulting contract or for the benefit of Minnesota State, and will not monitor or share such data with or disclose it to any third party except as required by law, or authorized in writing by Minnesota State.

## **Health Insurance Portability and Accountability Act (HIPAA)**

The Responder shall comply with the Health Insurance Portability and Accountability Act of 1996, ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws and regulations. If applicable, the Responder will sign a Business Associate Agreement with the campus.

## **Ownership of Materials and Intellectual Property Rights**

- a. Minnesota State shall own all rights, title and interest in all of the materials conceived or created by the Responder, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of the resulting contract, or were created and paid for under the resulting contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter "Materials"). The Responder shall assign Minnesota State all rights, title and interest to the Materials. The Responder shall, upon request of Minnesota State, execute all papers and perform all other acts necessary to assist Minnesota State to obtain and register copyrights, patents or other forms of protection provided by law for the Materials. The Materials created under the resulting contract by the Responder, its employees or subcontractors,

individually or jointly with others, shall be considered “works made for hire” as defined by the United States Copyright Act. All of the Materials, whether in paper, electronic, or other form, shall be remitted to Minnesota State by the Responder, its employees and any subcontractors, and the Responder shall not copy, reproduce, allow or cause to have the Materials copied, reproduced or used for any purpose other than performance of the Responder’s obligations under this contract without the prior written consent of an authorized representative of Minnesota State.

- b. The Responder shall warrant that Materials produced or used under the resulting contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The Responder shall indemnify and defend, to the extent permitted by the Attorney General, Minnesota State at the Responder’s expense from any action or claim brought against Minnesota State to the extent that it is based on a claim that all or part of the Materials infringe upon the intellectual property rights of another. The Responder shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises, or in the Responder’s or the opinion of Minnesota State is likely to arise, the Responder shall, at the discretion of Minnesota State, either procure for Minnesota State the right or license to continue using the Materials at issue or replace or modify the allegedly infringing Materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

## Accessibility

If the resulting contract includes any end-user-facing human interface, such as an end-user device software component or web site form, file upload system, etc. The Responder shall warrant that the products or services to be provided under the resulting contract comply with the accessibility guidelines of Section 508 of the Rehabilitation Act of 1973 as amended, and the [Web Content Accessibility Guidelines](#) (WCAG) 2.0.

If the resulting contract includes any end-user-facing human interface, such as an end-user device software component, web pages or site, video or audio playback, file upload system, mobile device components, etc., the Responder agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and the Responder further agrees to indemnify and hold harmless Minnesota State from any claim arising out of its failure to comply with the aforesaid requirements.

Minnesota State, at its discretion, may at any time test the Responder’s products or services covered by the resulting contract to ensure compliance with Section 508 and WCAG 2.0. Testing that results in findings of non-compliance, will result in a 25% reduction in the total cost of the products and/or services covered by the resulting contract if the non-compliance is not corrected within 30 days of being reported to the Responder in writing. All withheld amounts will be paid



to the Responder upon correction of the non-compliance and acceptance by Minnesota State. Said acceptance not to be unreasonably withheld.

Failure to comply with these requirements will constitute a breach and be grounds for termination of this resulting contract and a pro-rated refund of fees paid from Minnesota State for the remainder of original contract period.

## Physical and Data Security

In the event the contract(s) entered into as a result of this RFX allows the selected Responder(s) access to any nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 “Minnesota State Data”), the Responder agrees to the following terms:

- a. The Responder will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract and will protect such data using commercially-acceptable standards, no less rigorously than it protects its own confidential information. The Responder agrees that it, its officers, employees, and agents will be bound by such confidentiality laws and that it will establish procedures for safeguarding the information. The Responder agrees to notify its officers, employees, and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The Responder agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the Responder on behalf of Minnesota State.
- b. The Responder must recognize the sole and exclusive right of Minnesota State to control the use of Minnesota State Data. The Responder further agrees it will make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.
- c. The Responder agrees it will indemnify and hold harmless the State of Minnesota and Minnesota State from any and all liabilities and claims resulting from the unauthorized disclosure by the Responder, its officers, employees or agents of any information required to be held confidential under the provisions of the contract(s) entered into as a result of this RFX. The Responder must return all source data to the “Authorized Representative” to be identified in the resulting contract.
- d. Network Security. To the extent applicable to the Responder’s performance under the Agreement, the Responder agrees at all times to maintain network security that, at a minimum, includes: network firewall provisioning, intrusion detection, regular third-party penetration testing and vulnerability scanning. The Responder will ensure that such security measures are regularly reviewed and revised to address evolving threats and vulnerabilities.
- e. Patching: the Responder agrees to maintain secure environments that are patched and up-to-date with all appropriate security updates no less than the standards set forth in [Operating Instructions 5.23.1.5](#).

- f. Data Encryption. The Responder agrees to encrypt all data in transit and implement security controls to protect data at rest using commercially reasonable and industry accepted measures such as encryption.
- g. Application Security. The Responder agrees to use industry standard practices (including regular static and dynamic scanning) at all times to provide, maintain and support its offering with subsequent updates, upgrades, and bug fixes such that the Responder's offering is, and remains secure from those vulnerabilities as described in:
  - The [Open Web Application Security Project's](#) (OWASP) "Top Ten Project" and
  - The [CWE/SANS Top 25 Programming Errors](#) and
  - Other generally recognized and comparable industry practices or standards.
- h. Password Protection: The Responder agrees that any device or computer that resides at any Minnesota State facility, has access to a Minnesota State network, or stores any non-public data is equipped with strong and secure password protection in compliance with [Operating Instructions 5.23.1.1](#);
- i. Data Re-Use: The Responder agrees that any and all data exchanged will be used expressly and solely for the purpose enumerated in the Agreement. Minnesota State Data will not be distributed, repurposed or shaped across other applications, environments, or business units of the Responder. The Responder further agrees that no Minnesota State Data of any kind will be transmitted, exchanged or otherwise passed to other suppliers or interested parties except on a case-by-case basis as specifically agreed to in writing by Minnesota State.
- j. Data Return or Destruction: The Responder agrees that, upon completion, termination, or cancellation of the Agreement, all Minnesota State Data will be remitted, without charge, in a mutually agreeable format and media, to Minnesota State. The foregoing sentence does not apply if Chief Information Security Officer of Minnesota State or delegate authorizes in writing Responder to erase, destroy, and render unreadable the data and the Responder certifies in writing that these actions have been completed within thirty (30) days of the termination of the Agreement or within seven (7) days of the request of an agent of Minnesota State, whichever comes first; and
- k. Reporting of Suspected and Actual Breaches. For this and following subsections, "breach" has the meaning given to it under the applicable Minnesota (Minn. Stat. § 13.055 Subd. 1(a)) or federal law. Immediately upon discovery of confirmed or suspected breach of Minnesota State Data, the Responder will notify Minnesota State by telephone and email. In no event will the report be made more than one (1) business day after the Responder knows or reasonably suspects a breach has or may have occurred. In the event of a suspected breach, the Responder will inform Minnesota State regularly of the progress of its investigation until the uncertainty is resolved.
- l. Costs Arising from Breach. In the event of a breach by the Responder or its staff, or any other event requiring notification under applicable law, the Responder agrees to promptly reimburse all costs to Minnesota State arising from such breach, including but not limited to costs of notification of individuals, establishing and operating call

center(s), credit monitoring and/or identity restoration services, time of Minnesota State personnel responding to the breach, civil or criminal penalties levied against Minnesota State, attorney's fees, court costs, etc. Any breach may be grounds for immediate termination of the resulting contract by Minnesota State.

## **Payment Card Industry Data Security**

If the resulting contract involves the storage, processing, or transmittal of payment card data, the Responder agrees to establish security procedures to protect cardholder data and comply with the Payment Card Industry Data Security Standards (PCI DSS). The Responder agrees to notify Minnesota State within 30 days if either the Responder establishes that it is not PCI-compliant or Responder is notified by a Qualified Security Assessor or the Responder's acquiring bank that the Responder is not PCI-compliant. The Responder agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of cardholder data. In the event of a breach of any of the Responder's security obligations or other event requiring notification under applicable law, the Responder agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend Minnesota State and its trustees, officers, and employees from and against any claims, damages, or other harm related to such a breach. The Responder agrees to notify an authorized representative of Minnesota State within 24 hours in the event of unauthorized release of cardholder data.

## **Publicity**

Any publicity given to the program, publications, or services provided by the Responder from any resulting contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Responder or its employees individually or jointly with others, or any subcontractors shall identify Minnesota State as the sponsoring agency and shall not be released prior to receiving the approval of an authorized representative of Minnesota State.

## **Insurance Requirements**

The selected Responder (s) will be required to submit an ACORD Certificate of Insurance to the Minnesota State's authorized representative prior to execution of the contract. The selected Responder may not commence work under the contract until they have obtained all the insurance described below. The Responder shall maintain such insurance in force and effect throughout the term of the resulting contract Minnesota State reserves the right to immediately terminate the resulting contract if the Responder is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Responder. All insurance policies must be available for inspection by Minnesota State and copies of policies must be submitted Minnesota State's authorized representative upon written request.

- a. Workers' Compensation Insurance. The Responder must provide workers' compensation insurance for all its employees and, in case any work is subcontracted, the Responder shall require the subcontractor to provide workers' compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability, at limits not less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.
- b. Commercial General Liability. The Responder shall maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the Responder or by a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:
  - \$2,000,000.00 per occurrence
  - \$2,000,000.00 annual aggregate applying per project or location
  - \$2,000,000.00 annual aggregate applying to Products/Completed Operations

In addition, the following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal Injury and Advertising Injury
- Products and Completed Operations Liability
- Contractual Liability as provided in Insurance Services Office (ISO) form CG 00 01 04 13 or its equivalent
- Pollution Exclusion with standard exception as per Insurance Services Office (ISO) Commercial General Liability Coverage Form – CG 00 01 04 13 or its equivalent
- Independent Contractors (let or sublet work)
- Waiver of Subrogation in favor of Minnesota State Colleges and Universities
- Coverage will not contain any restrictive endorsement(s) excluding or limiting Broad Form Property Damage (BFPD) or Explosion, Collapse, Underground (XCU)

Name the following as Additional Insureds, to the extent permitted by law:

The Board of Trustees of the Minnesota State Colleges and Universities and its officers and members, to include Minnesota State, the State of Minnesota, officers and employees of the State of Minnesota, the Architect and its agents as additional named insured, to the extent permitted by law, for claims arising out of the Responder's negligence or the negligence of those for whom the Responder is responsible for both ongoing and completed operations.

- c. Commercial Automobile Liability. The Responder shall maintain insurance protecting it from bodily injury claims and property damage claims resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations of vehicles under the contract, and in case any work is subcontracted, the Responder will require the subcontractors to maintain Commercial Automobile Liability insurance. The minimum insurance amounts will be:
  - \$2,000,000.00 per occurrence Combined Single Limit (CSL) for bodily injury and property damage

In addition, the following coverages should be included:

- Owned, Hired, and Non-owned

d. Errors and Omissions (E & O) Insurance.

The Responder shall maintain insurance protecting it from claims the Responder may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the Responder's services required under this contract. The minimum insurance amounts will be:

- \$2,000,000.00 per occurrence
- \$2,000,000.00 annual aggregate

The Responder shall submit a certified financial statement providing evidence the Responder has adequate assets to cover any applicable E & O policy deductible.

e. Additional Insurance Conditions:

- The Responder's policy(ies) shall be primary insurance to any other valid and collectible insurance available to Minnesota State with respect to any claim arising out of the Responder's performance under the resulting contract.
- If the Responder receives a cancellation notice from an insurance carrier affording coverage herein, the Responder agrees to notify Minnesota State within five (5) business days with a copy of the cancellation notice unless the Responder's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to Minnesota State.
- The Responder is responsible for payment of contract-related insurance premiums and deductibles.
- The Responder's policy(ies) shall include legal defense fees in addition to its liability policy limits.
- The insurance policies will be issued by a company or companies having an "A.M. Best Company" financial strength rating of A- (Excellent) or better and authorized to do business in the State of Minnesota prior to execution of the resulting contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Responder's policy limits to satisfy the full policy limits required by the resulting contract.

## Suspended/Debarred Suppliers

Any Responder's debarred by the [federal government](#), the [state of Minnesota](#), or any of its departments, commissions, agencies, or political subdivisions, is automatically debarred by the division under the same terms and limits of the original debarment. Minnesota Rules 1230.1150.

## **Workforce Certificates of Compliance and Human Rights Requirements**

For all contracts, including renewals and extensions, estimated to be in excess of \$100,000, all responding Responder(s) are required to complete the Workforce Certificate and submit it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rule 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it." Copies of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 - 5000.3600 are available at the Office of the Revisor of Statutes. All responding Responder(s) shall comply with the applicable provisions of the Minnesota Human Rights law, Minnesota Statutes §363A.36. Failure to comply is grounds for rejection of the Responder's bid.

## **Equal Pay Certificate Application**

For all contracts, including renewals and extensions, estimated to be in excess of \$500,000, all responding Responder(s) must obtain a Certificate of Equal Pay Application from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. The Responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1100 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay), [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us)