

REQUEST FOR PROPOSALS
For
**Public Safety Vehicle Lights, Sirens, &
Accessories**

Issued by
the STATE OF MINNESOTA



In collaboration with



SOLICITATION NUMBER 2000015883

RFP WEBSITE: [State of Minnesota Supplier Portal](#)

RFP OVERVIEW

I. INTRODUCTION

This Request for Proposals (RFP) is being issued by the State of Minnesota ("Lead State") in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to receive responses and establish one or more Master Agreements with qualified manufacturers to provide **Public Safety Vehicle Lights, Sirens, & Accessories**.

The Master Agreement(s) will be set up as a percent (%) discount from the Manufacturer's Suggested Retail Price (MSRP) for the products offered.

The purpose of the Master Agreement(s) are to provide Public Safety Vehicle Lights, Sirens, & Accessories. Related accessories may include, but not limited to, items which are part of a "Traffic Awareness Package" or "Vehicular Emergency Warning Products" which includes all warning lights such as roof-mounted light bars, interior lighting packages, and other miscellaneous warning lights like scene lights, spotlights, as well as siren amplifiers, switches, speakers, mounting brackets, etc. Vehicle Mounted Equipment Items such as cages, push grilles, firearm holders, etc., are also being considered. Items not affixed to the vehicle are excluded.

About NASPO ValuePoint

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint's Lead State Model™, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in NASPO ValuePoint Master Agreements is convenient and cost-effective for eligible entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—and suppliers, with no membership or registration required. In 2023, contractors reported a combined **\$20.47 billion** in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP, including a combined **\$7.54 million** in sales through the current Public Safety Vehicle Accessories and LED Emergency Light Bars, Siren Warning Accessories portfolio.

More information about NASPO, NASPO ValuePoint, and the NASPO ValuePoint Lead State Model can be found at www.naspo.org and www.naspovaluepoint.org and in **Section VI** below.

II. GENERAL INFORMATION AND INSTRUCTIONS

A. RFP Contact. The following individual is the sole contact for this RFP:

Paul Thomas
Acquisition Management Specialist
State of Minnesota
paul.thomas@state.mn.us
(651) 201-2462

B. RFP Website. The following website is the sole official source for RFP information and updates:

[State of Minnesota Supplier Portal](#)

All responses to this solicitation (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (<https://mn.gov/supplier>). Training and documentation on how to submit your response is available through the Supplier portal link above. Fax, e-mail, and printed responses will not be accepted or considered. All costs incurred in responding to this solicitation will be borne by the responder.

Late responses will not be considered. Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders’ control.

IF YOU ENCOUNTER ISSUES UPLOADING YOUR RESPONSE, YOU MAY CALL THE SWIFT VENDOR HELPLINE AT 651.201.8100, OPTION 1 FOR ASSISTANCE.

This Solicitation requires proposals to be submitted through the SWIFT Supplier Portal. Please note the security changes below that may impact responders from submitting a timely response.

SWIFT SUPPLIER PORTAL SECURITY CHANGES

There are new security measures that the Minnesota Management and Budget implemented on October 16, 2022. It is a new multi-factor authentication (MFA) to enhance the security of the [State of Minnesota Supplier Portal](#). MFA is an authentication method that requires bidders and suppliers provide two verification factors to log into the SWIFT Supplier Portal. The goal of MFA is to create a layered defense that makes it more difficult for unauthorized system access to occur.

For information about these changes, please refer to the [SWIFT Supplier Portal Multi-Factor Authentication FAQ](#) document.

If you have not done so already, please make sure to log into the SWIFT Supplier Portal as soon as possible to get this authentication set up early so there are no issues when submitting a response to an RFP.

You are strongly encouraged to set your MFA during business hours of 8:00 A.M. to 4:00 P.M., Central Time, Monday through Friday. You may experience delay setting your MFA after hours.

C. RFP Documents. This RFP consists of this RFP Overview, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:

1. Attachment A – RFP Terms and Conditions
2. Attachment B – Scope of Work
3. Attachment C – RFP Evaluation Plan
4. Attachment D – Sample Master Agreement
5. Attachment D1 – Minnesota Security and Data Protection
6. Attachment E – Offeror Information, Acknowledgements, and Certifications
7. Attachment F – Offeror Response Worksheet
8. Attachment G – Proposed Modifications to Sample Master Agreement
9. Attachment H – Cost Proposal
10. Attachment I – State of Hawaii Terms & Conditions
11. Attachment J – State of Utah Terms & Conditions

D. Important Dates.

1. **RFP Open Date:** June 13, 2024
2. **RFP Pre-proposal Conference:** June 25, 2024 @ 11:00 AM CDT
3. **RFP Q&A Deadline:** June 28, 2024 @ 03:00 PM CDT
4. **RFP Close Date:** July 23, 2024 @ 03:00 PM CDT

Attendance at the RFP Pre-proposal Conference is optional, and registration is required. You may register yourself for the pre-proposal meeting by emailing paul.thomas@state.mn.us. The deadline to register for the RFP Pre-proposal Conference is June 24, 2024 @ 05:00 PM CDT.

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

E. How to Ask Questions.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, send your questions via email to paul.thomas@state.mn.us by the Q&A due/date time listed D3 above. Questions must reference the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the RFP Website, contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1.

F. How to Respond.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the proposal;

- c. Addresses each question and request for a response in this RFP, including all questions in **Attachment F – Offeror Response Worksheet**;
 - d. Clearly demonstrates your ability to meet the Scope of Work described in Section III and **Attachment B**; and
 - e. Includes all required submissions identified in Section IV.
3. Submit your proposal by the RFP Close Date through the RFP Website.

III. SCOPE OF WORK

A detailed description of the Deliverables being sought through this RFP is attached as **Attachment B – Scope of Work**.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, political subdivisions, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be two (2) years, with the option to exercise renewals totaling up to an additional three (3) years following the initial term, upon mutual agreement by the Lead State and Contractor.

IV. OFFEROR RESPONSE

A. Required Submissions. The following must be submitted with your proposal:

1. Any response required to be submitted directly through the RFP Website;
2. Completed and signed **Attachment E – Offeror Information, Acknowledgements, and Certifications**
3. Completed **Attachment F – Offeror Response Worksheet**
4. Completed **Attachment H– Cost Proposal**, submitted as a separate document and separate file, if submitting electronically
5. Completed **Attachment G – Proposed Modifications to Sample Master Agreement**
6. Redlined copy of **Attachment D – Sample Master Agreement**, if proposing modifications

B. Other Documents. The following are informational only and do **not** need to be submitted with your proposal:

1. This RFP Overview
2. Attachment A – RFP Terms and Conditions
3. Attachment B – Scope of Work
4. Attachment C – RFP Evaluation Plan
5. Attachment D – Sample Master Agreement
6. Attachment D1 – Minnesota Security and Data Protection

7. Attachment I – State of Hawaii Terms & Conditions
8. Attachment J – State of Utah Terms & Conditions

V. EVALUATION AND AWARD PROCESS

A. Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in **Attachment C – RFP Evaluation Plan**.

1. **Phase 1: Initial Responsiveness**. Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses may be rejected in accordance with **Attachment A – RFP Terms and Conditions**.
2. **Phase 2: Mandatory Minimum Requirements**. Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements. Proposals failing to meet or exceed all Mandatory Minimum Requirements identified in **Attachment C – RFP Evaluation Plan** may be rejected in accordance with **Attachment A – RFP Terms and Conditions**.
3. **Phase 3: Evaluate Responses**. Those responses found to have met the Phase 2 criteria will be considered in Phase 3.

Response documents evaluated in Phase 3:

- A) Acceptance of Terms & Conditions
- B) Attachment F- Offeror Response Worksheet
- C) Attachment H- Cost Proposal

C1. Cost Proposals may also be subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State may result in all or part of the Offeror's proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.

4. **Phase 4: Select Finalist**. Only those responses that have been evaluated under Phase 3 shall be eligible for Phase 4. The Multistate Sourcing team reserve the right to request oral presentations, enter negotiations, request Best & Final offers, or interview key personnel. The Multistate Sourcing team also reserve the right to select the number of Responders for the Best & Final offer, oral presentations, and/or to enter into negotiations with. The evaluation scores may be revised as a result of the responses to the oral presentations, Best & Final Offer, and/or negotiations.

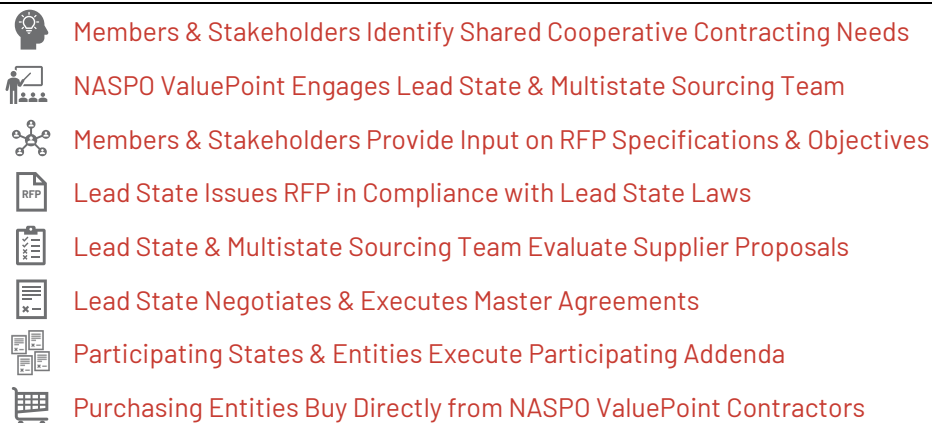
B. After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities.

- C. Prior to the announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.
- D. Following approval of NASPO ValuePoint the Lead State will publish an intent to award to all responders to the event.

VI. **NASPO VALUEPOINT PROCESS & PORTFOLIO PARTICIPATION INFORMATION**

The NASPO ValuePoint Lead State Model™ is a collaborative procurement process representing the input and interests of public entities across the nation.

THE LEAD STATE MODEL™



NASPO ValuePoint does not charge fees to Participating Entities or Purchasing Entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—to use NASPO ValuePoint Master Agreements. Suppliers pay only a nominal administrative fee based on their total sales. By leveraging the collective volume of potential purchases nationwide, NASPO ValuePoint is able to offer customers the best value in cooperative contracting while giving suppliers the opportunity to reach multiple markets through a single solicitation.

Historical Usage

The following table identifies total sales reported by *Public Safety Vehicle Lights, Sirens, & Accessories* contractors through NASPO ValuePoint Master Agreements over the past five (5) calendar years:

Year	Reported Historical Sales Volume
2019	\$ 3,293,585.15
2020	\$ 2,037,614.70
2021	\$ 3,039,431.35
2022	\$ 5,339,641.66
2023	\$ 7,538,292.68

No minimum or maximum level of sales volume is guaranteed or implied.

Interested States

The states below have requested to be named in this RFP as potential participants in the resulting Master Agreement(s). This list neither guarantees execution of a Participating Addendum by an Interested State nor precludes execution of a Participating Addendum by any state or entity not identified as an Interested State.

Interested States	Reported Estimated Annual Volume	Sample Participating Addendum Terms and Conditions
Hawaii	\$ 5,000.00	Attachment I
Louisiana	\$ 1,023,317.88	N/A
Minnesota	\$ 1,655,000.00	N/A
Missouri	\$ 697,028.99	N/A
Nevada	\$ 500,000.00	N/A
Utah	\$ 5,500,000.00	Attachment J

TOTAL ESTIMATED ANNUAL VOLUME FROM INTERESTED STATES: \$9,380,346.87

The Reported Estimated Annual Volume above aggregates usage estimates, self-reported by the Interested States, which may be based on any factor considered relevant by each Interested State, including historical usage and anticipated future usage. **No minimum or maximum level of sales volume is guaranteed or implied.**

Some Interested States have also provided state-specific terms and conditions, included in this attachment, that may apply to a Participating Addendum executed with an Offeror awarded a Master Agreement through this RFP. These terms and conditions are being provided for informational purposes only and will not be incorporated into the Master Agreement or addressed or negotiated by the Lead State. Participation and the terms and conditions applicable to each Participating Entity will be determined by the Participating Entity following negotiation of a Participating Addendum with a Contractor.