



**REQUEST FOR PROPOSAL
FOR
PROJECT RECORDS AND GRANTS
MANAGEMENT SYSTEM**

**LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES
MINNESOTA STATE LEGISLATURE**

November 26, 2018

REQUEST FOR PROPOSAL

Project Records and Grants Management System

Solicitor:	Legislative-Citizen Commission on Minnesota Resources (LCCMR)
Deadline for Receipt of Proposals:	Proposals must be received by the LCCMR by 4:30 PM – Friday, January 4, 2019. Late applications may not be accepted
Proposal method:	Proposals may be submitted electronically by email or in writing (electronic submission preferred). If submitting by email, please note that the LCCMR's email system has a 25 MB limit on incoming attachments. If you need to submit any attachments larger than 25 MB, contact us to make arrangements for submission using an alternate method.
Deliver Proposals to:	Attn: Michael Varien Re: Proposal for Project Records and Grants Management System Legislative-Citizen Commission on Minnesota Resources 65 State Office Building 100 Rev. Dr. Martin Luther King Jr. Blvd. Saint Paul, Minnesota 55155 Email: michael.varien@lccmr.leg.mn
Contact Person:	Michael Varien Senior Project Analyst Legislative-Citizen Commission on Minnesota Resources (651) 296-2668 michael.varien@lccmr.leg.mn

CONTENTS

- I. Overview – Page 3
- II. Overview of the Legislative-Citizen Commission on Minnesota Resources (LCCMR) – Page 3
- III. Goals for Proposed Project Records and Grants Management System – Page 6
- IV. System Users – Page 7
- V. Background on Existing Project Records and Grants Management Technologies and Procedures – Page 8
- VI. Eligibility and Basis of Selection – Page 9
- VII. Timeline – Page 10
- VIII. Scope of Work – Page 10
- IX. System Requirements and Desired Functions/Features – Page 12
- X. Questions Regarding this RFP – Page 12
- XI. Contents of Proposal – Page 13
- XII. Proposals Due – Page 15
- XIII. General Terms and Conditions – Page 16
- XIV. Appendices (attached)
 - a. Appendix I: System Requirements and Desired Functions/Features Worksheet
 - b. Appendix II: Current LCCMR proposal and work plan documents

SPECIFICATIONS

REQUEST FOR PROPOSAL: PROJECT RECORDS AND GRANTS MANAGEMENT SYSTEM

I. OVERVIEW

The purpose of this Request for Proposal (RFP) is for the Legislative-Citizen Commission on Minnesota Resources (LCCMR) of the Minnesota Legislature to obtain competitive proposals from vendors to develop, implement and provide ongoing support for an online project records and grants management system that will be used to manage all components of a state grants process from project proposal through project implementation to project completion as well as to serve as a searchable database of our project portfolio. The LCCMR aims to move to a web-based project records and grants management system that will improve consistency, efficiency, and effectiveness across all components of its processes.

While specific needs and parameters of LCCMR must be met, we are also interested in exploring opportunities with the vendor to bring more efficiency and user-friendliness to our process. We are open to solutions that are either vendor hosted or internally hosted, but do desire a system that does not require extensive internal IT support.

Vendors should be able to provide software solutions for a project records and grants management system; system implementation guidance; system configuration and installation; data migration/conversion services; and training, support, and maintenance.

Proposals are **due by 4:30 PM on Friday, January 4, 2019**. Each proposal must contain the following:

1. Transmittal Cover Letter
2. Technical Proposal (detailed description of proposer's plan to manage the project and accomplish the elements of the work identified in this RFP)
3. Past Project Experience, References, and Demonstrations (if available)
4. Background and Qualifications
5. Other Services (if applicable)
6. Cost Estimates

More specifics on proposal requirements and related dates are provided below.

II. OVERVIEW OF THE LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES (LCCMR)

The LCCMR is a joint body of legislators (five senators and five representatives) and public members (seven appointed citizens) within the Minnesota Legislature. Additionally, it has a staff of four full-time employees. The LCCMR is responsible for making funding recommendations to the legislature for special environment and natural resources projects, primarily from Minnesota's Environment and Natural Resources Trust Fund (ENRTF) – a constitutionally dedicated fund holding assets that can be appropriated by law. The ENRTF was established by 77% voter approval of a constitutional amendment in 1988 in order to provide a long-term, consistent, and stable source of funding for innovative activities directed toward "the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources." Since 1991 over \$600 million has been appropriated from the ENRTF in support of approximately 1,600 projects benefitting every county in the state. For more information visit <https://www.lccmr.leg.mn/>.

The LCCMR is involved with and has an oversight role for projects funded through its processes throughout all stages of the project life cycle, including:

- Project proposals responding to a competitive, multi-step request for proposal process;
- Project work plan development, approval, and implementation; and
- Project completion and evaluation.

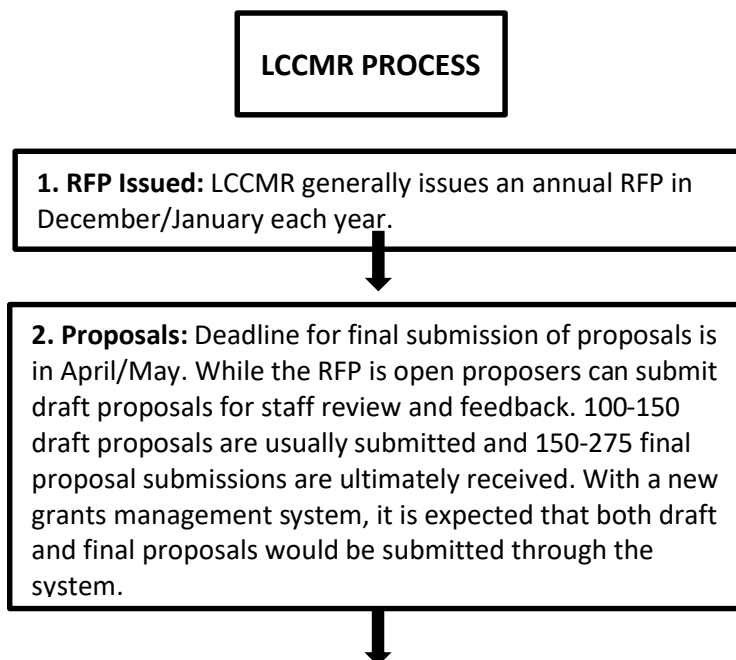
Additionally, the LCCMR conducts searches and various analyses of our project portfolio based on a range of criteria.

The LCCMR's proposal and funding processes and grantees' use of ENRTF funds must comply with certain statutory and regulatory requirements and restrictions.

The LCCMR's current process for requesting funding is through a competitive Request for Proposal (RFP) that occurs on an annual cycle. Over the past five cycles the number of proposals received in response to the LCCMR's RFP has ranged from about 150-275 proposals per cycle. The current amount available for appropriation for the FY 2019-2020 biennium is approximately \$56 million each year (or per cycle). The amount of money available from the ENRTF each year is anticipated to grow into the future based on ongoing contributions and returns on investment of its assets. Presently about 60-80 new projects are funded each year. Funded projects generally last 2-4 years. In any given biennial period, the LCCMR provides administration and oversight for an average of approximately 300 open projects in various stages of their timelines from projects selected for funding and awaiting approval and adoption by the legislature to projects underway to projects completed and undergoing final evaluation.

It is relevant to note that LCCMR is not responsible for the fiscal management and accounting portion of grants management and *formal* fiscal management and accounting is therefore not a necessary component of a project records and grants management system for LCCMR's needs. Funds are appropriated to other state entities and formal fiscal management and accounting of the funds occurs separately within the accounting systems of those entities. However, projects do *report* to LCCMR on project expenditures within their status updates, amendments, and final reports, and so a level of fiscal reporting is a necessary component of LCCMR's desired system. Currently that reporting occurs using Excel documents.

LCCMR Proposal and Funding Process



3. Proposal Review and Evaluation: An initial review, evaluation, and scoring of all proposals is conducted by staff. Following this process all proposals are compiled and organized in preparation for review, evaluation, and scoring by the 17-member commission. Member evaluations and scoring are submitted to staff for compilation. This all generally occurs, depending on the year, between May and September.



4. Proposal Selection: Commission member scores and discussion are used to select a subset of proposals received to invite in to present before the commission (currently ~60-90). Following these presentations, commission members once again score those proposals still remaining under consideration and those scores are submitted to staff for compilation. These “final” scores and additional discussion are used to select a final subset of highest priority proposals (currently ~60-80) to recommend to the Minnesota Legislature for project funding. This all generally occurs, depending on the year, between June and December.



5. Work Plan Development and Peer Review: All of the proposals recommended for funding develop detailed work plans explaining activities to be undertaken, outcomes to be achieved, and how dollars will be spent based on the dollars recommended for the project. Scientific research projects must also submit a detailed research addendum that undergoes a separate formal peer review process that can impact development of the work plan. This all generally occurs, depending on the year, between September and February.



6. Legislative Appropriation: The legislature considers the recommended projects in the form of a bill. Upon passage and signature by the governor, the funds for the project are appropriated. This all generally occurs between January and May.



7. Work Plan Approval: Before project can begin the LCCMR must formally approve project work plans. This generally occurs in June.



8. Projects Begin: Upon appropriation of the funds and work plan approval, projects can begin on July 1.



9. Project Implementation: Projects generally last 2-4 years. During that time status update reports must be submitted to LCCMR for approval approximately every six months based on a set schedule chosen by project managers and indicated in approved work plans. Changes to the proposed work requires a formal amendment request and approval process.



10. Project Completion and Final Report: Projects generally end on June 30 of their final year. They then have approximately six weeks to submit a final report to LCCMR.

III. GOALS FOR PROPOSED PROJECT RECORDS AND GRANTS MANAGEMENT SYSTEM

The LCCMR seeks to upgrade its project records and grants management system and procedures by implementing a user-friendly, web-based, dedicated platform that centralizes, facilitates, and manages all components of our grants management process. This includes:

- Project application, review, selection, and reporting;
- Storage of project records and documents;
- Management and tracking of project communications and grantee relationships; and
- Facilitation of analysis of project data and report compilation.

The new system is intended to become the main portal for all system users to view or submit, interact with, and manage projects, data and information.

To achieve this goal, the LCCMR is seeking either development of a custom platform that is based on a similar system (for example Lessard-Sams Outdoor Heritage Council's at <https://www.Isohcprojectmgmt.leg.mn/>) or to utilize one of the already fully-developed platforms available on the market and used by existing client bases. Either way, we seek an iterative development process to ensure our unique needs are met and that opportunities to improve our procedures are made where possible.

We are open to solutions that are either vendor hosted or internally hosted, but do desire a system that does not require extensive internal IT support. Internal IT support or maintenance processes for which a vendor can effectively train internal users who may have less extensive but competent IT expertise and background may be acceptable. The system needs to allow for the export and transfer of information and data as technology evolves.

Through implementation of a new project records and grants management system, the LCCMR aims to achieve the following objectives:

- Improve efficiency of project application, review, reporting, oversight, and data compilation processes.

- Centralize and link all related project information and documents.
- Improve uniformity in data entry by applicants and projects.
- Standardize and modernize common practices and procedures.
- Leverage current technological capabilities to improve all components of our grants process.
- Improve our ability to aggregate accomplishments of similar project types across projects and report on those accomplishments.
- Improve ability to search and filter projects, data, and information

IV. SYSTEM USERS

The anticipated users of the system are as follows:

USERS	Required/ Preferred/Optional	ESTIMATED # OF USERS	NOTE
LCCMR Staff: Main users of system involving all components of grants process, including system administration, proposal review, project oversight, and information analysis etc.	Required	5	These are the “heavy” users of the system that will utilize it in their day-to-day workflow.
LCCMR Commission Members: Use generally limited to reviewing proposals and work plans submitted into the system, and potentially being able to score and/or make comments on them.	Preferred*	17	These users will only be active for limited timeframes during the year. It is desirable for this process to occur within the system, but it is not a necessity.
External Technical Review by Non-LCCMR Personnel: Use limited to reviewing proposals and research addendums to provide technical and peer review comments.	Optional*	15-35 per year	Users will only be active for limited timeframes during the year. It is desirable for this process to occur within the system, but it is not a necessity.
External Compliance Review by Non-LCCMR Personnel: Use limited to reviewing documents associated with a project for auditing purposes or to determine that a project is up-to-date on satisfying requirements. No data entry into the system necessary.	Required	5-10 per year	Users will need to access the site throughout the year but their use would be limited to document review only. The numbers of this user type will vary slightly from year to year depending on whether official project audits are underway.
Project Proposers: Use of system is to submit project proposals in response to an annual Request for Proposal (RFP). Users can submit draft proposals for staff review before doing a final submission. Successful Project Proposer users become Project Manager users; unsuccessful proposers essentially become inactive but may become active again in the future when	Required	150-250 per year	These users will only be active for a limited timeframe during the year of approximately 3-5 months, although most use will be concentrated in the final 4-5 weeks before the RFP deadline.

submitting a new proposal in a future year.			
Project Managers: Successful Project Proposal users become Project Manager users. Use of system is to create and finalize a work plan and then submit periodic status updates and amendments and a final report upon project completion. Typical project length is 2-4 years.	Required	125-175 active per year	These users will be active throughout the year but will mostly only utilize the system periodically to submit status updates approximately every six months, occasional amendment requests on an as needed basis, and a final report. Status updates of individual projects are scattered throughout the year, but tend to be more concentrated in June/July and December/January. Final Reports in any given year are submitted in July/August.

*Vendors who include functionality regarding preferred and optional components should show that work and related costs separately.

V. BACKGROUND ON EXISTING PROJECT RECORDS AND GRANTS MANAGEMENT TECHNOLOGIES AND PROCEDURES

The LCCMR does not currently use a single dedicated and integrated grants management platform. The current grants management “system” is piecemeal and somewhat outdated, mainly utilizing Microsoft Office products. Additionally, it is only accessible internally to LCCMR staff. All base data¹ for projects, including legacy data going back to 1963, is maintained in an Access database. Access is used to store the data and generate some standard reports. Data is exported to Excel for more thorough manipulation and analysis and to generate more specific or customized reports. Electronic versions of all associated documents from project proposals, presentations, and work plans are stored and maintained in their native formats – mostly Word, Excel, JPEG and Powerpoint – along with related email communications from Outlook in a shared electronic file system.

Compiled PDF versions of project documents (e.g., cover page, work plan, project budget, project graphic—see Appendix II for examples) are generated through Adobe Acrobat for printing and posting on our website. Native versions of documents are also posted online and emailed to members who use screen readers. Before doing so, staff manually remove logos, often times re-order document components, sometimes convert the documents to text files, and otherwise “clean up” any document components that may make ADA viewing difficult.

Project proposals are currently submitted using an online “cover sheet” and form that allows for required proposal documents to be uploaded as attachments. The online form is connected to a PostgreSQL database which automatically loads the form data into our Access database to create a project record and all the files attached to the form are automatically loaded into our file system, where they must be manually organized into project folders.

¹ “Base data” is intended to mean all higher level project data currently maintained in existing Access database fields, such as project manager, organization, project title, dollar amount, project type, subject area, appropriation language, and more. More detailed project information, such as narrative explanations of project activities and outcomes, is contained within project documents in their native file formats.

When projects are selected to be funded, an additional set of documents, collectively called a work plan, must be completed. The work plan is an expanded version of the proposal requiring more detailed information in some parallel sections and additional information in some new sections. Like the project proposal, the file formats for work plans are primarily Word, Excel, JPEG, and Powerpoint. These documents are submitted by email as attachments and then manually distributed into our electronic file system.

During the course of a project period, semiannual progress reports are required. These are essentially updated and amended versions of work plan documents with additional information inserted. Amendments are noted with tracked changes. All related documents are submitted via email as attachments and then manually distributed into our electronic file system. Copies of emails from project managers related to their updates are also saved as Outlook files in the shared electronic file system. Ultimately, when a project reaches completion, a final report is submitted that also essentially consists of updated versions of the work plan documents, with a few additional elements, such as additional documents, added.

In addition to all of the steps mentioned above, in the case of funded projects that involve the purchase of an interest in real property (i.e., land acquisition), either fee title or conservation easement, there is yet another component of reporting that occurs. For these projects an initial land acquisition report and annual report (See Appendix II) must be submitted through an online form that gathers various details on land purchased along with additional files uploaded as attachments. The form works very similarly to the form used for the project proposals. This form also requires a shapefile – a file type containing geographic information system (GIS) data – of the parcel being reported on. Shapefiles are usually provided as .zip files that are then sent to GIS staff contracted with our office that process the files so that the parcel can be displayed as a polygon on an interactive map on the LCCMR website. Following submission of an initial land acquisition report, the Project Manager must submit an annual report for a property that is essentially a brief questionnaire that asks if anything has changed with the status of a property and then addresses changes as appropriate.

In seeking to upgrade the LCCMR's project records and grants management system, some of the challenges posed by our current system include:

- Time and labor intensive.
- Provides very little automation of standard, consistent tasks.
- Can be cumbersome to access or manipulate the data efficiently for ad hoc analysis and to respond to various types of inquiries.
- Project data and documents are not stored in a centralized manner and there is not a single, streamlined interface for accessing all project data and carrying out grants management tasks.
- Overly reliant on manual processes and institutional knowledge to locate data and complete grants management tasks.
- Various data components from proposals, work plans, and final reports is only stored within separate documents and not captured into our existing database in any manner. This includes information on specific project activities, outcomes, project narrative information, and budget information. This makes compilation and aggregate analysis of this data cumbersome.
- Labor-intensive manual remediation is at times required to enable documents to comply with electronic accessibility standards.

VI. ELIGIBILITY AND BASIS OF SELECTION

Eligible Applicants

This RFP is open to all entities possessing the requisite capabilities, qualifications, and experience. Experience working with a legislative or government entity/organization is preferred, but not required.

Selection and Conditions

The LCCMR is seeking a comprehensive solution from vendors for fulfilling the needs described in this RFP. Proposals should clearly articulate and demonstrate the vendor's available services and capabilities for fulfilling these needs. The LCCMR may award this contract to the vendor presenting the solution that best meets the needs of the LCCMR based on:

- Demonstrated commitment to understanding our system and process needs
- System functionality and suitability.
- Qualifications and experience of the company and the personnel to be assigned to the work; additional weight will be given to proposers with experience working on similar type of applications for other legislative or government entities/organizations.
- Ability for in-person meetings through the development process
- Depth and quality of peripheral services provided, including vendor training, support, and maintenance capabilities.
- Performance record and reliability of the solutions proposed.
- Financial condition and stability of the company.
- Cost of the proposed solution and ongoing services.

Based on the number and quality of the proposals received in response to this RFP, a group of finalists may be selected to participate in a subsequent round of questions or demonstrations, as needed, in order to assist in making a final determination of the vendor to be selected for this contract. Proposers selected as finalists may be asked to provide a best and final offer for their solution to the LCCMR.

The LCCMR reserves the right to reject any or all proposals, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals or with any other party. The LCCMR will not necessarily select the proposal that offers the lowest price; the LCCMR reserves the right to consider price, quality, reliability, convenience, and any other factors that the LCCMR deems relevant. General terms and conditions specified in this Request for Proposal beginning on page 19 must be included in the contract for the project.

VII. TIMELINE

November 26, 2018	Request for Proposal (RFP) Issued
December 10, 2018 @ 4:30 p.m.	Deadline for vendors to submit written questions electronically
December 17, 2018 @ 4:30 p.m.	Date by which LCCMR will post answers to vendor questions on website
January 4, 2019 @ 4:30 p.m.	Proposal Submission Deadline
January 7- 23, 2019	Proposal Evaluation
January 25, 2019	Finalists contacted for discussion/clarification and presentations (as needed)
February 1, 2019	Best and final offers (if needed)
February 8, 2019	Vendor Selected

The timeline is tentative and subject to revision, including extensions of deadlines, if deemed necessary, or earlier decisions on evaluations, if possible. Any changes to deadlines will be posted to the LCCMR website.

VIII. SCOPE OF WORK

LCCMR requires a vendor to implement and provide ongoing support for an online project records and grants management system that will be used to facilitate and manage all components of a state grants process. Specific services required include:

- Software Solutions for Project Records and Grants Management System
- System Implementation Guidance
- System Configuration and Installation

- Data Migration/Conversion Services
- Training, Support, and Maintenance

Software Solutions for Project Records and Grants Management System

Proposed software solutions should be able to address most, if not all, of LCCMR's specific identified needs and desired features/functions outlined in greater detail below and on Appendix I. More generally, this includes:

- Robust, user friendly, web-based interface allowing for LCCMR personnel and external users (e.g., applicants, project managers) to effectively link, track, manage, and search all project information throughout a project's life cycle from proposal to completion.
- Secure, log in based system requiring user registration and account creation that can be revisited and used over time by:
 - Project managers to submit and review proposal applications, work plan documentation, status updates, final reports, and any other related documentation using customized LCCMR personnel created forms and/or by uploading attachments.
 - LCCMR personnel to review, comment on, score, alter, and approve submitted documentation.
 - External personnel to review project documents for the purpose of technical review, contract compliance, and auditing.
- Relationship management and communication integration that can:
 - Associate various contacts within an organization and related to a particular project.
 - Associate different projects by the same project manager or organization.
 - Allow for logging and linking to correspondence (e.g., email) and user interactions (e.g., input a log of a phone conversation).
 - Possibly facilitate creation of templates for standard communications
- Ability to print submitted documentation and information in useable form (e.g. proposals, work plan updates, final reports), generate reports based on specified parameters, and export data to other formats for data manipulation.
- Ability to meet accessibility standards and needs for system user interface and data and document uses.
- Ability to interface with existing systems:
 - Interact with LCCMR website through a RESTful API for updating online content
 - Output CSV data for uploading to an existing Legacy website <https://www.legacy.mn.gov/>
- System should be built with Bootstrap 4.x framework to conform with the existing responsive environment to meet the needs of users across all mediums. System interface and visual design should be functional, user friendly, aesthetically pleasing and in line with LCCMR image.

If proposing modification to an "off the shelf" system, LCCMR requires the vendor to indicate how many years the version of the software solution has been in use, and how many clients are currently using that version.

System Implementation Guidance

The vendor must be able to work with the LCCMR to identify and understand its processes and procedures in order to provide advice on the best ways to integrate those processes and procedures with the proposed software solutions. This includes advising on grants management system best practices, providing guidance on enhancing and automating processes and procedures based on software capabilities, and consulting on how to overcome identified challenges of current practices and procedures by utilizing the software capabilities.

System Configuration and Installation

The vendor must be able to manage the implementation of the system. This includes customizing and configuring the system to the specific identified needs and parameters of the LCCMR, and installing the system into the LCCMR workflow and, if necessary, working with all relevant IT personnel working on behalf of the LCCMR to set up the system within the LCCMR's existing IT systems and capabilities.

Data Migration/Conversion Services

The vendor must be able to work with LCCMR staff to migrate as much of the relevant existing data residing in the LCCMR's current systems over to the new system as possible. The intent of the new system is that it can best benefit existing and future grants management. However, there is a significant amount of legacy data that, to the extent feasible, we would like to be able to integrate and preserve in the new system. The goals for implementing a new project records and grants management system will take precedence in the following order:

1. Set up the system to handle all data and documents for all new projects going forward.
2. Integrate data and documents, as feasible, for all current live projects in various stages of their life cycles from project proposal to project implementation to project completion and evaluation (~300 projects)
3. Integrate data and final report documents (mostly PDF format), as feasible, for all projects completed between 2005-2018 (~400 projects).
4. Integrate base data (data currently existing in Access database fields – see footnote on p.8) only for legacy data on projects completed between 1963-2004 (~1,300 projects).

LCCMR will retain ownership of all data entered into the system.

Support, Maintenance, and Training

The vendor must be able to provide training and ongoing support and maintenance for the system in a manner that ensures sufficient knowledge transfer occurs for assigned LCCMR staff to technically maintain and administer standard function of the system into the future. When applicable, the vendor should be able to provide maintenance and troubleshooting of the system along with assistance in implementing updates and upgrades. There will be a variety of different users with different user roles and permissions. The vendor must be able to train and provide support for staff on the full scope of the system. Additionally, the vendor should be able to provide instructional documentation for their system that can be customized, as needed, for the other user types and their more limited roles and permissions. Training, ongoing support, and instructional documentation may be in the form of one-on-one training, as needed and appropriate; manuals; instructional videos; user groups or vendor-led discussion boards; or other.

IX. SYSTEM REQUIREMENTS AND DESIRED FUNCTIONS/FEATURES

To help identify and articulate our needs and desired functions and features for a project records and grants management system and develop this request for proposal, we reviewed the free online publication *A Consumer's Guide to Grants Management Software* (May 2016) developed by Idealware, The Grant Managers Network, and The Technology Affinity Group. Please see Appendix I: System Requirements and Desired Functions/Features Worksheet," which is mostly adapted from that publication. Functions and features have been grouped into categories and labeled by LCCMR as either required, desired, or optional. Appendix I must be completed as part of proposal submission.

X. QUESTIONS REGARDING THIS RFP

All questions regarding this RFP must be submitted in writing by **4:30 p.m. on December 10, 2018**. No phone call questions will be accepted. Questions are to be submitted by email to:

Michael Varien
Senior Project Analyst
Legislative-Citizen Commission on Minnesota Resources
michael.varien@lccmr.leg.mn

This is the only person designated to answer questions regarding this RFP by interested vendors.

Following the deadline for questions, a list of all questions received from all respondents will be compiled and responses to all inquiries will be posted to <http://www.lccmr.leg.mn> by **4:30 p.m. on December 17, 2018**.

XI. CONTENTS OF PROPOSAL

Proposals should include the following information:

1. **Transmittal Cover Letter:** Overview of proposal being submitted, including:
 - a. Indication of intent to respond to this RFP and acknowledgement of all terms, conditions, and specifications outlined in the RFP.
 - b. Summary of proposer's understanding of the project outlined in this RFP and proposer's ability to perform the services requested.
 - c. Pertinent contact information of proposer's principal contact for the proposal.
 - d. Signature of authorized representative.
2. **Technical Proposal:** Detailed description of proposer's plan to manage the project and accomplish the elements of the work identified in this RFP, including:
 - a. Overall project approach.
 - b. Profile of proposed software solutions along with any background information on similar applications (e.g. number of years in use, product's current release level/version, number of clients currently using the system, approximate breakdown of clients by type (e.g., government, corporate foundation, private foundation), and long-term outlook/sustainability of the system (e.g., does revenue earned from the system currently cover the personnel and operational expenses required to support it).
 - c. Completed "Appendix I: System Requirements and Desired Functions/Features Worksheet" indicating how the proposed software satisfies the system requirements and desired functions/features outlined in this RFP. Proposer can indicate whether a function/feature is currently available, will be available at a future date, requires customization, or is not available in the proposer's software along with any related comments or specific cost estimates.
 - d. Overview of the strategies and methods for completing the work and all related work stages, such as project planning and management; design and configuration; custom programming; system implementation; data conversion/migration; risk mitigation; quality control and testing; and training, support, and maintenance.
 - e. Proposed Timeline: Realistic project schedule detailing items such as key tasks, anticipated milestones, and responsible parties.
 - f. Statement that clearly identifies obligations and responsibilities (e.g., staff time, IT resources) separate from financial payment for services that would be required of the LCCMR in order for proposer to meet the proposed timeline for the project.
 - g. Responders must complete the Voluntary Product/Service Accessibility Templates, VPAT, (508 VPAT and WCAG 2.0 VPAT). See the "Procurement" tab at <https://mn.gov/mnit/programs/accessibility/it-procurement.jsp> and go to the "Products" tab then go to "VPAT 2.0 site (via ITIC). This component of the Proposal should demonstrate the Responder's capabilities in regards to supporting the State of Minnesota's accessibility statute. The Responder can also provide their Accessibility Maturity Roadmap that spells out how and when accessibility improvements are incorporated into their solution. Submitted VPAT(s) will be incorporated into the contract that results from this solicitation, if awarded.
3. **Past Project Experience, References, and Demonstrations:**
 - a. Proposers must provide contact information for a minimum of three (3) reference organizations for which the contractor has provided similar services within the past three (3) years. If applicable, including at least one legislative or government entity/organization as a reference would be helpful. Information provided should include:

- i. Organization name, telephone number, and address;
 - ii. Organization contact, including name, title, telephone, and email address;
 - iii. Description of services provided;
 - iv. Dates of service.
 - b. If proposer has any online demonstrations (e.g., videos, demo systems) or examples of clients utilizing similar software that could be accessed or reviewed independent of vendor involvement to learn more about or explore the system, please provide website links and information on how to access those sites.
4. **Background and Qualifications:**
- a. Organization Background: Description of organization that covers the following:
 - i. General overview of organization, number of employees, products, and services;
 - ii. History, including year established;
 - iii. Financial strength and stability, including annual revenues;
 - iv. Customer satisfaction, including brief explanation of any clients that have stopped using the software/services in the past 18 months and the reason;
 - v. Qualifications and experience in providing services to complete projects for other organizations of similar size and scope to the project identified in this RFP, particularly legislative or government entities, if applicable.
 - b. Project Team: List of primary staff contacts proposed to be involved on the project and summary description of their related backgrounds and experience.
5. **Other Services (if applicable):** The proposer may include information on any optional items or services that may not have been identified in the scope of work outlined in this RFP but that the proposer believes might be of interest or use to the LCCMR. Optional items outlined must include a cost estimate.
6. **Cost Estimate:** Detailed cost proposal outlining all fees and other anticipated costs with breakdowns by types of services provided (as appropriate) and types of cost inputs (e.g., labor, travel) within the service categories. Amounts quoted should be indicative of a best estimate anticipated amount, but as appropriate amounts could also reference potential costs within low to high ranges, as appropriate. Costs to be described include:
- a. Initial and ongoing costs for software licensing, hosting, and maintenance;
 - b. Implementation;
 - c. Configuration and installation;
 - d. Data migration/conversion;
 - e. Training and support, including any fees for support above what is included in a standard license agreement;
 - f. Software customization (if applicable);
 - g. Other/optional services;
 - h. Options for potential cost savings approaches (if applicable), such as having LCCMR staff conduct certain elements of data migration, form design, etc., or providing services that are narrower or less extensive in scope but would still functionally meet the LCCMR's needs.
- As part of the cost estimate, please indicate any assumptions made by your organization in deriving cost estimates, along with any related thresholds or parameters (e.g. database size, number of users) that could impact any quoted fees upwards or downwards.

Proposals should be written in a clear, concise manner and avoid jargon and overly complex technical discussions. Please do not include promotional sales or marketing materials unless they contain information directly relevant to the information requested in the RFP.

LCCMR reserves the right to request additional information as an addendum to any proposals received.

XII. PROPOSALS DUE

Proposals must be received by the LCCMR by **4:30 p.m. on January 4, 2019**. Electronic submission is preferred. Electronic documents can be e-mailed to the address below. Proposals are to be submitted to:

Attn: Michael Varien
Re: Proposal for Project Records and Grants Management System
Legislative-Citizen Commission on Minnesota Resources
65 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, Minnesota 55155
(651) 296-2668
Email: michael.varien@lccmr.leg.mn

If submitting a proposal via email, please note that the LCCMR's email system has a 25 MB limit on incoming attachments. If you need to submit any attachments larger than 25 MB, contact us to make arrangements for submission using an alternate electronic method. If it is necessary to split up files into multiple emails, please indicate the number of emails and/or clearly specify in a list all documents we should expect to receive.

Proposals must be received by the specified deadline. Late submissions may not be accepted. All expenses incurred in responding to this request for proposal shall be borne by the responder.

All information provided in proposal submissions must remain valid and open for acceptance in all respects for a minimum period of 75 days after the deadline for submission.

XIII. GENERAL TERMS AND CONDITIONS

- A.** "LCCMR" means the Minnesota Legislative-Citizen Commission on Minnesota Resources. In matters arising out of this proposal or out of any resulting contract, the authorized agent for the LCCMR are the Co-Chairs of the Legislative-Citizen Commission on Minnesota Resources or the Director of the Legislative-Citizen Commission on Minnesota Resources.
- B.** The LCCMR reserves the right to reject any and all consultant proposals received as a result of this Request for Proposal, or to negotiate separately with any consultant in any manner necessary.
- C.** Proposals will be received and considered in accordance with Minnesota Statutes 2017, Section 13.591, subdivision 3, Business as Vendor, paragraph (b) which provides as follows:

"(b) Data submitted by a business to a government entity in response to a request for proposal, as defined in section [16C.02, subdivision 12](#), are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposal are private or nonpublic data until completion of the evaluation process. For purposes of this section, "completion of the evaluation process" means that the government entity has completed negotiating the contract with the selected vendor. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in section [13.37](#). A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response.

If all responses to a request for proposal are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.”

- D.** The LCCMR reserves the right to require a consultant to make an oral presentation of its proposal to the LCCMR to permit a better understanding of the specifics of a consultant’s proposal.
- E.** The LCCMR is not responsible for any cost incurred by the consultant in responding to this Request for Proposal.
- F.** Payment for any contract entered into as a result of the Request for Proposal will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minnesota Statutes 3.225, subdivision 6, paragraph (b), no more than 90 percent of the amount due under the contract may be paid until the LCCMR’s authorized agent has certified that the consultant has satisfactorily fulfilled the terms of the contract.
- G.** All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances, and legal requirements affecting the work in this state. The consultant must conform with and agree to the provisions of Minnesota Statutes, Section 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

- (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
- (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
- (3) That a violation of this section is a misdemeanor; and
- (4) That this agreement may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the agreement may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

- H.** In accordance with Minnesota Statutes, section 176.182, the consultant must provide to the LCCMR acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, section 176.181, subdivision 2.
- I.** If the amount of this contract exceeds \$100,000 and the consultant has employed more than 40 full-time employees in this state or in the state in which the consultant has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the consultant must comply with the affirmative action plan requirements of Minnesota Statutes, section 363A.36, as follows:
- (a) For all contracts for goods and services in excess of \$100,000, no department or agency of the state shall accept any bid or proposal for a contract or agreement from any business having more than 40 full-time employees within this state on a single working day during the previous 12 months, unless the commissioner is in receipt of the business' affirmative action plan for the employment of minority persons, women, and qualified disabled individuals. No department or agency of the state shall execute any such contract or agreement until the affirmative action plan has been approved by the commissioner. Receipt of a certificate of compliance issued by the commissioner shall signify that a firm or business has an affirmative action plan that has been approved by the commissioner. A certificate shall be valid for a period of four years. A municipality as defined in [section 466.01, subdivision 1](#), that receives state money for any reason is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled and submit the plan to the commissioner.
 - (b) This paragraph applies to a contract for goods or services in excess of \$100,000 to be entered into between a department or agency of the state and a business that is not subject to paragraph (a), but that has more than 40 full-time employees on a single working day during the previous 12 months in the state where the business has its primary place of business. A department or agency of the state may not execute a contract or agreement with a business covered by this paragraph unless the business has a certificate of compliance issued by the commissioner under paragraph (a) or the business certifies that it is in compliance with federal affirmative action requirements.

As required under Minnesota Rules, part 5000.3600, subpart 9: Minnesota Statutes, section 363A.36, and Minnesota Rules, parts 5000.3400 to 5000.3600, are hereby incorporated into this Request for Proposals and will be incorporated into any resulting contract, by reference. A copy of that statute and those rules are available to the consultant from the LCCMR upon request.

- J.** As required by Minnesota Statutes, section 270C.65 subdivision 3, a consultant must provide to the LCCMR either its federal taxpayer identification number or its Social Security number and its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require consultant to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the consultant.
- K.** The consultant certifies its compliance with Minnesota Statutes chapter 3, specifically with the provision of MS 3.225 and MS 3.226, in the execution and performance of this agreement.

- L.** The consultant must agree to comply with the Government Data Practices Act, Minnesota Statutes, chapter 13, as it applies to all data provided by the Commission in accordance with this agreement and as it applies to all data created, gathered, generated, or acquired in accordance with this agreement.

All work product and interim and final reports prepared by the consultant in the performance of its obligations under this agreement are the property of the LCCMR and must be remitted to the LCCMR upon completion or termination of this agreement. The consultant must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the LCCMR.

- M.** Work must begin within the timeframe set in the signed contract between the LCCMR and the consultant. The signed agreement will terminate upon full performance by both parties of the contract agreement.
- N.** This contract may be terminated by the LCCMR as permitted under Minnesota Statutes 3.225, subdivision 6, in whole or in part, whenever the LCCMR determines that termination is in the interest of the LCCMR. The LCCMR will pay all reasonable costs associated with this agreement that the consultant has incurred up to the termination date of the agreement and all reasonable costs associated with termination of the agreement.

Appendix I: LCCMR Online Project Records and Grant Management System Needs

A. Data Management and Internal Tracking	Required	Preferred	Optional	Notes
1. Can track a project throughout its entire life cycle from proposal to project implementation to project completion.	x			
2. Information about projects is stored in an easily retrievable manner.	x			
3. Can keep all project record information linked together.	x			
4. Ability to link/associate related project records – e.g., projects at the same organization, projects by the same project manager, different phases or years of related projects, parent-child projects and sub-projects.		x		
5. Ability to upload or link additional files/documents to project record.	x			
6. Ability to define structure of filenames created for uploaded files.	x			
7. Ability to automatically convert uploaded documents into PDF format.			x	
8. Submitted information and attachments automatically integrated into the system.	x			
9. System provides file management capabilities to document, maintain and/or organize different versions of documents over time.	x			
10. Ability to retrieve and re-use basic biographical proposal/project information for various fields from one application period to the next.		x		
11. Ability of staff or administrator to easily alter information pertaining to a project independently of project personnel.	x			
12. Ability to prevent any modifications to a submission unless allowed by an administrator.	x			
13. Ability to categorize and search proposals and projects by various parameters, such as proposal/funding cycle, geography, organization type, subject area, or key words found within specific fields.	x			
14. Ability to export data from the system into other formats (e.g. CSV, RTF, DOC, XLS, JPG) to work with the data in a different manner.	x			
15. Ability to have multiple project managers assigned to a project or their activities/subprojects		x		
16. Ability for multiple individual applicants/users at a single organization to have different accounts and different projects.	x			
17. Ability to check for duplicate user accounts within the system.		x		
B. System Interface				
1. Password protected system that allows a user to create an account that can be returned to for use in submitting proposals, project work plans, status updates, etc.,	x			
2. Use of text fields, custom dropdown menus, checkboxes, date pickers, budget tables/spreadsheets, etc., as appropriate.	x			
3. Ability to copy text from other documents (e.g., Word, Excel) and paste into online forms without losing or with minimal loss of formatting.	x			
4. Ability to do basic text formatting within text fields (e.g., add bullets or numbering, font style, possibly put information into simple tables).	x			
5. Branching capabilities in online forms to collect different information based on information provided. For example: if a project indicated it is a land acquisition project, a certain set of questions can be set to become available that wouldn't appear if a project indicated it is an environmental education project.		x		
6. Ability for proposers and project personnel to upload files/documents. Minimally: Word, Excel, PDF, JPG.	x			
7. Ability to associate or locate photos within different sections of work plan- i.e. for that particular update			x	
8. Ability to include some metadata with photos, including: credit, brief description, permission to use?			x	
9. Ability to add links to social media, You Tube, published papers, and other products		x		
10. Save feature to avoid loss of entered data on entry forms and ability to save incomplete submissions and return to them later.	x			
11. Supports checklist functionality that tracks and shows users what information has been submitted to meet specified requirements.			x	
12. Ability for users to review their submitted information and attachments, check status, update or submit new information, etc.	x			
13. Ability for users to print their submitted information and attachments off of the system, potentially as a complete, finalized packet (e.g., all required proposal materials following successfully completed submission become available as a PDF).	x			
14. Notification of user when a field has not been filled out or required information or attachments have not been provided.	x			

15. Confirmation emails sent out to users upon submission of proposals, work plans, status updates, etc.	x			
16. Provides a dashboard navigation portal so that users can easily find actions they wish to take and access specified information contained in or linked to a user account.	x			
17. Customizable labeling for dashboards			X	
18. Provides a different dashboard for each system user	x			
19. System interface should be ADA (Americans with Disability Act) accessible utilizing or compatible with adaptive technologies according to the Web Content Accessibility Guidelines 2.0 of the State of Minnesota’s Accessibility Standard (http://mn.gov/mnit/images/Stnd_State_Accessibility.pdf).	x			
20. Ability to calculate rows and columns (for example, budget tables and FTE calculations)	x			
21. A way to calculate % \$ spent and % time elapsed on projects		x		
22. Ability to cross check to confirm accurate math—validation or error message		x		
23. Budgets, possibly completion dates beyond appropriation end dates		x		
C. System Customization and Flexibility				
1. Ability to customize information requested in data entry fields for online forms.		x		
2. Ability for data entry using text fields, custom dropdown menus, checkboxes, budget tables/spreadsheets, etc.	x			
3. Ability to upload files/documents of various formats. Minimally: Word, Excel, PDF, JPG.	x			
4. Ability to create and customize budget forms in a table or spreadsheet.		x		
5. Ability to define and adjust character or word counts for form fields. Minimally: character count. Ideally: word count.		x		
6. Ability to display character/word counts for a field as it is being filled out.		x		
7. Ability to customize look/feel of forms to match look/feel of LCCMR branding. Minimally: add logos and other identifying information to the forms.		x		
8. In-system help can be customized and altered/updated over time.	x			
9. Ability for online review evaluation and perhaps ranking of projects or have capacity upgraded to such in the future.		x		
10. Ability to print documents and reports in a useable manner	x			
D. Mapping and GIS Capabilities				
1. Ability to collect and store geospatial data via upload of geographic information system (GIS) file (e.g. shapefile, well-known text (WKT), keyhole markup language (KML), geoJSON)	x			
2. Ability for user to select and digitize geospatial data to be collected and stored		x		
3. Ability to utilize geospatial data and GIS files to display project information on location maps and existing ENRTF Land Acquisitions Map https://www.gis.leg.mn/iMaps/LCCMR/landAcq/	x			
4. Ability to collect and store attribute data through mapping and data fields.	x			
E. Proposal and Work Plan Review				
1. Ability to view and print all submitted information and attachments during review. Print material should be comparable to current documents used in both length and design quality.	x			
2. Ability for internal reviewers (LCCMR staff and commission members) to submit comments and scores for a proposal through the system.			x	
3. Ability to have and manage external review by people from outside organizations (e.g., peer review process, technical review). This would include the ability for reviewers to submit comments on a proposal or work plan.			x	
4. Ability for reviewers to flag conflicts of interest.			x	
5. Notification to staff when a reviewer has completed their review.			x	
6. Ability to aggregate reviewer comments and scores into a customized report or export the data for external manipulation (e.g., in Excel).			x	
7. Sequential Batch download and print- for example, staff click a button to download or print in batches all proposals or all project final reports.	x			
8. Add header or footer to proposals, work plans, updates, amendments prior to printing			x	
9. Generate data in CSV for upload into Legacy website	x			
F. Relationship Management				

1. Ability to track organizations and contacts within the system separately from individual projects.	x			
2. Ability to track/log interactions and relationships over time and across projects with people and organizations – both from communications sent from within the system and for logging communications that occur outside of the system.		x		
3. Ability to associate multiple contacts within an organization and define their relationships to a particular project.			x	
4. Ability to retain records/history of former project personnel that were previously associated with a project (e.g., by making them inactive but retaining record).		x		
5. Ability to export contact data to other formats.	x			
G. Correspondence				
1. Ability to track, store, and/or link to electronic communications for a project (which may be different from the project manager).		x		
2. Ability to generate email communications through the system or at least click to generate an email from mail server (e.g. Outlook) with a project- specific citation in the subject field.		x		
3. Ability to set-up and send automated emails from system based on specified trigger events – e.g., when due date approaching, receipt of a status update submission.			x	
4. Ability to send a receipt acknowledgement	x			
5. Ability to capture or link to emails from external email system (i.e., Outlook) into the system.			x	
6. Ability to generate mail merge letters in Word			x	
H. Grant Requirements and Evaluation				
1. Ability to track completion of requirements being met, such as submission of status updates.	x			
2. Ability to compile project accomplishments and metrics (e.g., acres acquired, people served, technical evaluations completed) present within the system via information submitted by a project manager in a field.		x		
3. Ability to enter or update project accomplishments and metrics (e.g., acres acquired, people served, technical evaluations completed) that may not have been entered correctly or at all into the system via information provided in a field by a project manager. This may include transferring information from one field to another field.		x		
4. Ability to summarize metrics across multiple projects and parameters based on information contained in specified fields (e.g., acres acquired by ENRTF projects between 2008-2012).		x		
5. Ability to export data to other formats for manipulation.	x			
6. Prompt questions or required fields to be checked based on different project requirements—e.g. County Board approval received, management plan completed, etc.		x		
I. Querying and Reporting				
1. Ability to search or filter to find a particular group of projects based on factors such as project type, project status, project stage, project cycle, location, and other factors.	x			
2. Ability to search words within specific fields.	x			
3. Ability to customize or modify standard reports built into the system.	x			
4. Ability to easily download reports into PDF, Word, Excel, RTF, and CSV.	x			
5. Ability to create ad hoc reports using various combinations of fields within the system, or an ability to export data to another format (e.g. CVS or RTF) to manipulate it.	x			
6. Process for running reports is easy for all user types to do independently.		x		
7. Ability to interface with LCCMR website (i.e. publish a table) via an RESTful API	x			
J. Data Access and Work Flow				
1. Ability to have different user types – e.g., system administrator, staff users, proposal reviewers, project proposers, project managers – have different user interfaces depending on the needs of the user.	x			
2. Ability to assign, define, and manage workflow within the system to individual LCCMR staff users, such as making a particular user the primary staff contact for a particular project, assigning tasks to a user, or flagging an item requiring a particular user to review or take action on.	x			
3. Dashboard navigation portal for staff users to easily see all of the options for actions they can take and information they can access.	x			

4. Ability to track actions taken within the system (logged in/out) by different users in a log. I.e. A way for LCCMR staff to check to see if PM are using the site and accessing their account.		x		
5. Ability to set up an RESTful API for live updates on LCCMR website				
6. Ability to export all data visible into other file formats (e.g., XLS, DOC, CSV, RTF, JPEG).	x			
7. Ability for LCCMR to retain ownership of all data entered into the system and transfer all data out of the system if at a future date LCCMR were to ever change systems or vendors.	x			
8. Ability to easily visually search photos and search photo metadata			x	
9. Ability to assign LCCMR staff person to specific contacts or projects	x			
10. Ability to batch download, revise and upload for data entry or override.	x			
K. Security				
1. Integrated virus scan or security feature to prevent malicious files from being uploaded into the system.	x			
2. Password protection of user accounts.	x			
3. Process available to easily retrieve/reset forgotten usernames and passwords.	x			
4. Mechanisms to help prevent Internet bots from creating fake accounts and accessing the system.	x			
L. Support, Maintenance, and Training				
1. Vendor provides ongoing support, maintenance, modifications, and applicable updates and upgrades of system.	x			
2. Vendor provides training.	x			
3. Vendor provides manuals and other related instructional documentation.		x		
4. Potentially an online user group or vendor-led discussion board exists to interact with users at other organizations for questions.			x	
5. Customizable help system functionality, which might include a means of providing instructions for specific fields (by clicking or scrolling over a “?”), instruction pop-up windows, or access to searchable help pages or topics.	x			
6. Ability to add/modify internal user fields.	x			
7. Ability to customize and modify forms and field names for proposal and work plan entry.	x			
M. System Compatibility and Reliability				
1. Online system is able to display and properly function across common platforms (e.g., personal computers, tablets, mobile devices), operating systems (e.g., Windows, Mac) and common web browsers (e.g., Mozilla Firefox, Google Chrome, Internet Explorer).	x			
2. Hosted systems are built upon reasonably up-to-date technological infrastructure designed to promote security and reliable access with minimal down-time.	x			
3. Source programming code developed for this custom web application be delivered as part of the deliverables	x			
N. Other System Needs (Specific Functionality, Specific Fields, Reports, Summaries, and Analysis)				
Specific Functionality:				
1. Initial and Annual Land Acquisition Reporting	x			
a. Ability to batch upload reports for several parcels at a time into fields		x		
2. Restoration Evaluation Reporting upload	x			
3. Outcome Progress Tracking	x			
4. Outcome Progress Reporting	x			
5. A way for project manager to select status update dates		x		
6. A way to amend that date if needed at a future time	x			
7. Change completion dates after legislative extension	x			
8. Change completion dates because of federal timeline	x			
9. Ability to add additional fields to categorize projects	x			
Specific fields needed:				
1. Staff Review Notes Fields (internal staff view only; including such things as staff concerns, questions for each other, documenting conversations)		x		
2. Staff Notes Fields (internal staff view only; documenting such things as project manager changes)	x			
3. Staff Notes Fields (for both internal and Project Manager viewing; for such things as feedback from staff to project managers)		x		
4. Staff or PM reporting additional accomplishments and uses of data or tool after the project is complete	x			
5. Patent potential, patent filed, patent application withdrawn, patent granted check boxes	x			
6. Ability to add tags for major categories of projects- after the fact				
Specific Reports for Print and Electronic Use- at a minimum:				

1. Proposal, including text, budget, and attachments	x			
2. Work plan, including text, budget, and attachments	x			
3. Status Update, including text, budget, and attachments	x			
4. Amendment Request, including text, budget, and attachments	x			
5.Final Report, including text, budget, and attachments				
Specific Summaries- at a minimum:				
1. Summary and statistics of proposals received		x		
2. Summary and statistics of recommended projects		x		
3. Legislature synopsis information			x	
4. Summary and statistics of approved projects		x		
5. Quick Update Preview Summary of all project status for a given year or years	x			

Appendix II Current LCCMR Proposal and Work Plan Documents

1. Proposal Submission Form – information submitted via online submission form that interfaces with Microsoft Access database
2. Main Proposal Template – two page Microsoft Word document uploaded via online submission form
3. Proposal Budget Template – Microsoft Excel spreadsheet uploaded via online submission form
4. Acquisition/Restoration Parcel List Spreadsheet - Microsoft Excel spreadsheet uploaded via online submission form
5. Work Plan Template - Microsoft Word document submitted via email
6. Work Plan Budget Spreadsheet Template - Microsoft Excel spreadsheet submitted via email
7. Additional Work Plan Information for Acquisition, Easements, and Restoration – Microsoft Word document submitted via email
8. Land Acquisition Initial Reporting Form – information submitted via online submission form that interfaces with Microsoft Access database
9. Land Acquisition Annual Reporting Form – information submitted via online submission form that interfaces with Microsoft Access database

2020 LCCMR Proposal Submission Form

Is this a **DRAFT** proposal intended for staff review? [Enter "Y" if draft or "N" if final submission.] ____

Project Title: [Limit 8 words.] _____

LCCMR 2020 Funding Priority: [Select the funding priority to which your proposal most closely responds.] ____

- A. Foundational Natural Resource Data and Information
- B. Water Resources
- C. Environmental Education
- D. Aquatic and Terrestrial Invasive Species
- E. Air Quality, Climate Change, and Renewable Energy
- F. Methods to Protect, Restore, and Enhance Land, Water, and Habitat
- G. Land Acquisition for Habitat and Recreation
- H. Proposals seeking \$200,000 or less in funding

If you selected Priority H above please select a secondary priority: [Select the second funding priority to which your proposal most closely responds.] ____

- A. Foundational Natural Resource Data and Information
- B. Water Resources
- C. Environmental Education
- D. Aquatic and Terrestrial Invasive Species
- E. Air Quality, Climate Change, and Renewable Energy
- F. Methods to Protect, Restore, and Enhance Land, Water, and Habitat
- G. Land Acquisition for Habitat and Recreation

Funds Requested: \$ _____

Proposed Project Time Period July 1, 2020 through June 30, xxxx: [Funding is available based on the state fiscal year which begins July 1 each year and ends June 30 the following year. Please select the year by which your project will be completed.] _____

Project Manager: Title: _____ **First Name:** _____ **Last Name:** _____

Sponsoring Organization: _____

College/Department/Division: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: (Area Code) _____ - _____ [Provide a reliable phone number, including area code, in case of questions.]

Email: _____ [Provide a reliable email address.]

Website: _____ [if available]

Location: [What area will the project impact? Be as specific as possible in terms of region, county, and city/township— see link for map of MN divided by geographic region. To select multiple, hold "ctrl" while left clicking with the mouse.]

Region(s): _____ **County(s):** _____ **City(s):** _____

Project Summary: [Provide concise stand alone summary of the proposed project. The summary is LIMITED TO 30 WORDS.]

Alternate Text for Visual or Map: _____ [For accessibility purposes, include a 30 word description of what is shown in the visual or map being submitted for those not able to view the document.]



**Environment and Natural Resources Trust Fund (ENRTF)
2020 Main Proposal Template**

PROJECT TITLE:

I. PROJECT STATEMENT

II. PROJECT ACTIVITIES AND OUTCOMES

Activity 1:

ENRTF BUDGET: \$

Outcome	Completion Date
1.	
2.	
3.	

III. PROJECT PARTNERS:

A. Partners receiving ENRTF funding

Name	Title	Affiliation	Role

B. Partners NOT receiving ENRTF funding

Name	Title	Affiliation	Role

IV. LONG-TERM- IMPLEMENTATION AND FUNDING:

V. TIME LINE REQUIREMENTS:

IX. SEE ADDITIONAL PROPOSAL COMPONENTS:

- A. Proposal Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration Requirements**
- E. Research Addendum (not required at proposal stage)**
- F. Project Manager Qualifications and Organization Description**
- G. Letter or Resolution**
- H. Financial Capacity**

Attachment A:
 Environment and Natural Resources Trust Fund
 M.L. 2020 Proposal Budget Spreadsheet
 Legal Citation:
 Project Manager:
 Project Title:
 Organization:
 Project Budget:
 Project Length and Completion Date:
 Today's Date:



ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Budget	Amount Spent	Balance
BUDGET ITEM			
Personnel (Wages and Benefits)	\$ -	\$ -	\$ -
Professional/Technical/Service Contracts	\$ -	\$ -	\$ -
Equipment/Tools/Supplies	\$ -	\$ -	\$ -
Capital Expenditures Over \$5,000	\$ -	\$ -	\$ -
Fee Title Acquisition	\$ -	\$ -	\$ -
Easement Acquisition	\$ -	\$ -	\$ -
Professional Services for Acquisition	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Travel expenses in Minnesota	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
COLUMN TOTAL	\$ -	\$ -	\$ -

OTHER FUNDS CONTRIBUTED TO THE PROJECT	Status (secured or pending)	Budget	Spent	Balance
Non-State:		\$ -	\$ -	\$ -
State:		\$ -	\$ -	\$ -
In kind:		\$ -	\$ -	\$ -

PAST AND CURRENT ENRTF APPROPRIATIONS	Amount legally obligated but not yet spent	Budget	Spent	Balance
Current appropriation:		\$ -	\$ -	\$ -
Past appropriations:		\$ -	\$ -	\$ -

Attachment C:
Environment and Natural Resources Trust Fund
M.L. 2020 Acquisition/Restoration Parcel List Spreadsheet
Project Title:
Legal Citation:
Project Manager:
Organization:
College/Department/Division:
M.L. 2019 ENRTF Appropriation:
Project Length and Completion Date:
Today's Date:



	Acquisition or Restoration Parcel Name	Geographic Coordinates (preferably from the center of the parcel) Format: [Deg.]° [Min.]' [Sec.]" [Hemis.]		Estimated Cost	Estimated Annual PILT Liabilities	County	Site Significance (please include what ecosystem (e.g., prairie, forest, wetland, savanna) is represented as well as the ecological significance, site importance, conservation value, and public benefits)	Activity Description (e.g. fee title acquisition, conservation easement acquisition, site preparation, restoration)	# of Acres	# of Shoreline Miles	Type of Landowner (private individual or trust, non-profit organization, for-profit entity)	Proposed Fee Title or Easement Holder (if applicable)	Status of work (e.g. engaged in landowner negotiations, no longer in consideration, restoration activities underway)
#		Latitude	Longitude										
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
NOTES:													



Environment and Natural Resources Trust Fund (ENRTF)

M.L. 2020 ENRTF Work Plan (Main Document)

Today's Date:

Date of Next Status Update Report:

Date of Work Plan Approval:

Project Completion Date:

Does this submission include an amendment request? __

PROJECT TITLE:

Project Manager:

Organization:

College/Department/Division:

Mailing Address:

City/State/Zip Code:

Telephone Number:

Email Address:

Web Address:

Location:

Total Project Budget: \$0

Amount Spent: \$0

Balance: \$0

Legal Citation: M.L. 2020, Chp. xx, Sec. xx, Subd. xx

Appropriation Language:

I. PROJECT STATEMENT:

II. OVERALL PROJECT STATUS UPDATES:

First Update March 1, 2021

Second Update September 1, 2021

Third Update March 1, 2022

Fourth Update September 1, 2022

Fifth Update March 1, 2023

Final Report between project end (June 30) and August 15, 2023

III. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1 Title:

Description:

ACTIVITY 1 ENRTF BUDGET: \$

Outcome	Completion Date
1.	
2.	
3.	

First Update March 1, 2021

Second Update September 1, 2021

Third Update March 1, 2022

Fourth Update September 1, 2022

Fifth Update March 1, 2023

Final Report between project end (June 30) and August 15, 2023

IV. DISSEMINATION:

Description:

First Update March 1, 2021

Second Update September 1, 2021

Third Update March 1, 2022

Fourth Update September 1, 2022

Fifth Update March 1, 2023

Final Report between project end (June 30) and August 15, 2023

V. ADDITIONAL BUDGET INFORMATION:

A. Personnel and Capital Expenditures

Explanation of Capital Expenditures Greater Than \$5,000:

Explanation of Use of Classified Staff:

Total Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation:

Enter Total Estimated Personnel Hours for entire duration of project:	Divide total personnel hours by 2,080 hours in 1 yr = = TOTAL FTE:
---	---

Total Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:

Enter Total Estimated Contract Personnel Hours for entire duration of project:	Divide total contract hours by 2,080 hours in 1 yr = TOTAL FTE:
--	--

VI. PROJECT PARTNERS:

A. Partners outside of project manager's organization receiving ENRTF funding

B. Partners outside of project manager's organization NOT receiving ENRTF funding

VII. LONG-TERM- IMPLEMENTATION AND FUNDING:

VIII. REPORTING REQUIREMENTS:

- Project status update reports will be submitted March 1 and September 1 each year of the project
- A final report and associated products will be submitted between June 30 and August 15, 2023

IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

- A. Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration Requirements**
- E. Research Addendum**

Attachment A:
Environment and Natural Resources Trust Fund
M.L. 2020 Work Plan Budget Spreadsheet

Legal Citation:

Project Manager:

Project Title:

Organization:

Project Budget:

Project Length and Completion Date:

Today's Date:



ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Budget	Amount Spent	Balance
BUDGET ITEM			
Personnel (Wages and Benefits)	\$ -	\$ -	\$ -
Professional/Technical/Service Contracts	\$ -	\$ -	\$ -
Equipment/Tools/Supplies	\$ -	\$ -	\$ -
Capital Expenditures Over \$5,000	\$ -	\$ -	\$ -
Fee Title Acquisition	\$ -	\$ -	\$ -
Easement Acquisition	\$ -	\$ -	\$ -
Professional Services for Acquisition	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Travel expenses in Minnesota	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
COLUMN TOTAL	\$ -	\$ -	\$ -

OTHER FUNDS CONTRIBUTED TO THE PROJECT	Status (secured or pending)	Budget	Spent	Balance
Non-State:		\$ -	\$ -	\$ -
State:		\$ -	\$ -	\$ -
In kind:		\$ -	\$ -	\$ -

PAST AND CURRENT ENRTF APPROPRIATIONS	Amount legally obligated but not yet spent	Budget	Spent	Balance
Current appropriation:		\$ -	\$ -	\$ -
Past appropriations:		\$ -	\$ -	\$ -

Attachment D. Additional Work Plan Information for Acquisition, Easements, and Restoration

Acquisition/Restoration Information:

The information to be included in this section is to help fulfill specific requirements pertaining to fee title acquisition, conservation easement acquisition, and restoration efforts completed using Environment and Natural Resources Trust Fund dollars. More detailed information explaining these requirements is available in separate documents that are available on the "Project Manager Info" page of the LCCMR website under "Requirements for ENRTF Land Acquisitions and Restorations": http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Please fill out the relevant portions below. Please delete any sections that do not apply to your project. For example, if your project only involves fee title acquisition, answer all five items under fee title acquisition and then delete all of the text for the portions relating to conservation easement acquisition and restoration.

Fee Title Acquisition

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including explanation of the criteria and decision-making process used to rank and prioritize parcels.
2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified. Include a link to the plan if one is available.
3. For any parcels acquired in fee title, a restoration and management must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.
4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.
5. If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.

Conservation Easement Acquisition

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including explanation of the criteria and decision-making process used to rank and prioritize parcels.
2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified. Include a link to the plan if one is available.
3. For any conservation easement acquired, a restoration and management must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.
4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.
5. If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction. A copy of the written approval should be provided to LCCMR.

6. Provide a statement addressing how conservation easements will address specific water quality protection activities, such as keeping water on the landscape, reducing nutrient and contaminant loading, protecting groundwater, and not permitting artificial hydrological modifications.
7. Describe the long-term monitoring and enforcement program for conservation easements acquired on parcels by your organization, including explanations of the process used for calculating conservation easement monitoring and enforcements costs, the process used for annual inspection and reporting on monitoring and enforcement activities, and the process used to ensure perpetual funding and implementation of monitoring and enforcement activities.

Restoration

1. Provide a statement confirming that all restoration activities completed with these funds will occur on land permanently protected by a conservation easement or public ownership.
2. Summarize the components and expected outcomes of restoration and management plans for the parcels to be restored by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation.
3. Describe how restoration efforts will utilize and follow the Board of Soil and Water Resources "Native Vegetation Establishment and Enhancement Guidelines" in order to ensure ecological integrity and pollinator enhancement.
4. Describe how the long-term maintenance and management needs of the parcel being restored with these funds will be met and financed into the future.
5. Describe how consideration will be given to contracting with Conservation Corps of Minnesota for any restoration activities.
6. Provide a statement indicating that evaluations will be completed on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere.

Environment and Natural Resources Trust Fund (TF)
Land Acquisition Initial Reporting Form
 As required by M.S. 116P.16 for interest in land acquired with
 Environment and Natural Resource Trust Fund proceeds after June 30, 2005.

Date of Report: _____		Trust Fund ID # (to be assigned by LCCMR): _____	
Contact Information			
Original purchaser (entity/organization/agency): _____			
Name of person submitting report: _____			
Address: _____			
City: _____, State: _____ Zip Code: _____			
Phone: _____			
Email: _____			
Legal Citation			
Legal citation of TF appropriation: (e.g. M.L. 2005, 1 st Special Session, Art. 1, Sec. 2, Subd. XX) _____ <i>In addition, for Habitat Corridors indicate work program section -- easements (3a, 3b, 3c, etc.) and/or acquisition (4a, 4b, 4c, etc.) and for Metro Corridors acquisitions indicate work program section: 3.1, 3.2, 3.3, etc.</i>			
Acquisition Details			
Purchase date: _____			
Working title(s) of this acquisition: _____ <i>(if more than one title is used by partners, provide the other working titles. e.g. Miles property, Vermillion view property.)</i>			
Type of Purchase (check appropriate box): Fee <input type="checkbox"/> Conservation Easement <input type="checkbox"/>			
Location:	County: _____ City: _____ Township: _____	Range: _____ Section: _____ ¼ Section: _____ ¼ ¼ Section: _____	<i>In addition, attach electronic version of full legal description (pdf or word file) and shape file if available.</i>
Size in acres (provide total acres to the nearest one tenth acre): _____			
Natural resource conservation values in acres (e.g. wetland/upland, prairie/grassland, forested, other): _____			
Describe adjacency to public/private conservation lands: _____			
Name of adjacent body of water (if applicable): _____		Amount of shoreline (linear feet/miles): _____	
Funding			
Purchase price: \$ _____		Appraised value: \$ _____	
Related professional service costs: \$ _____		Total Project Costs: _____	
Source of money	Amount of funds	% of total project costs	Proportional size (acres)
Environment & Natural Resources Trust Fund	\$ _____	_____	_____
Other State Money	\$ _____	_____	_____
Federal Money	\$ _____	_____	_____

Regional/Local Government money	\$ _____	_____	_____
Non-profit Money	\$ _____	_____	_____
Bargain Sale/Donation Value	\$ _____	_____	_____
Other Money	\$ _____	_____	_____
Total funds	\$ _____	_____	_____

Parcel Status
Who owns interest in parcel? Check the appropriate option.

☐ a. Interest is retained by original purchaser
☐ b. Interest in the property was simultaneously transferred to another entity as part of the original purchase arrangements.
☐ c. Interest in the property was transferred to another entity on _____ (mm/dd/yyyy)

Check appropriate option(s) for who owns and manages the property as of the date of this report. Fill in contact information below.

☐ DNR, Wildlife Management Area – Name of WMA _____
☐ DNR, Scientific and Natural Area – Name of SNA _____
☐ DNR, Aquatic Management Area – Name of AMA _____
☐ DNR, State Park - Name of State Park _____
☐ DNR, Forestry - Name of forestry unit _____
☐ DNR, Trails & Waterways - Name of trail or access _____
☐ U.S. Fish and Wildlife Service _____
☐ Local unit of government, specify what county or city: _____
☐ Other, specify organization _____

Primary Contact Name: _____
 Address: _____
 City: _____, State: _____ Zip Code: _____
 Telephone Number(s): _____
 E-mail(s): _____

Alternate Contact Name: _____
 Address: _____
 City: _____, State: _____ Zip Code: _____
 Telephone Number(s): _____
 E-mail(s): _____

Other Information

Notes/comments: _____

Environment and Natural Resources Trust Fund Land Acquisition Annual Reporting Form

As required by M.L. 2005, First Special Session, Chp. 1, Art. 2, Sec. 136
For interest in land acquired with Environment and Natural Resource Trust Fund proceeds after June 30, 2005.

Reporting Instructions:

This page should be completed by a representative of the organization that controls the property, or the "Primary Contact". Please review Initial Report (or amended) for any additional changes when completing this Annual Update Report. You may view your Initial Report by [Clicking Here](#). (Opens new window)

Please note that a * denotes a required field. When finished, click "Submit" to complete the report. Upon submission, you will be able to print a summary of your responses.

Date of Report : 11/20/18

* **Select Trust Fund ID #::** (Previously LCCMR ID #) The LCCMR ID #'s first two numbers represent the year the initial land acquisition report was submitted.

* **Working Title of Acquisition** (Revise if needed)

Please select your Trust Fund ID.

* **1. Do you (or your organization/agency) still own interest in the selected parcel?**

- ☐ Yes
- ☐ No (if 'No' please complete Question #1 below with new owner information.)

* **2. Is the contact information for this parcel correct?**

- ☐ Yes
- ☐ No (If 'No' please complete Question #2 below with updated contact information.)

* **3. Is the parcel still being used for the purposes stated in the appropriation?**

- ☐ Yes
- ☐ No (If 'No' please explain)

4. Are there any other changes to the Initial Reporting Form? (Please explain.)

Question #1. Followup:- If answer above was "No" please complete with new owner information.

Name:

Organization / Agency:

Address:

City: State: Zipcode:

Phone:

Email:

Question #2. Followup:- If answer to 2. above was "No" please complete with the updated contact information:

Name:

Organization / Agency:

Address:

City: State: Zipcode:

Phone:

Email:

*** Person Submitting Report:**

Name: