

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-000003205	Sell	RFx	1
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time		Finish Time	
07/23/2024 14:00:00 CDT		08/16/2024 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki
Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

The City of Minneapolis is seeking a qualified vendor to provide access to market research, analysis, benchmarking tools, and advisory services relating to the technology field within the government sector.

General Questions

Question	UOM	Best	Worst	Response
Should your company be awarded this contract, please provide the name and email address for the contact person or authorized signer.				

Required: Yes Mandatory ResponseNo

Response Comments

I affirm that my organization has not filed for federal bankruptcy protection within the past seven (7) years from the date of this submission.

Required: No Mandatory ResponseNo

Response Comments

Please upload RFP response per the requirements of the RFP document as outlined in:
- Section III. PROPOSAL FORMAT;
- Attachment A. SCOPE OF SERVICES.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

I agree to share relevant financial information with the City of Minneapolis upon its request for the purpose of assessing my organization's financial status?

Required: No Mandatory ResponseNo

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-0000003205	Sell	RFx	2
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time		Finish Time	
07/23/2024 14:00:00 CDT		08/16/2024 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki
Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

These are terms and conditions that the City expects all of its Consultants to meet. You agree to be bound by these requirements unless otherwise noted in the Proposal. Did you review the terms and conditions?

Yes

Required: Yes Mandatory Response:Yes

Response Comments

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-0000003205	Sell	RFx	3
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time		Finish Time	
07/23/2024 14:00:00 CDT		08/16/2024 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki

Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Line Details

No Bid:

Line: 1 **Item ID:** **Line Qty:** 1 **UOM:** Each **Bid Qty:**

Required: No **Reserve Price:** No

Description: The City of Minneapolis is seeking a qualified vendor to provide access to market research, analysis, benchmarking tools, and advisory services relating to the technology field within the government sector.

Question	UOM	Best	Worst	Response
What is your line bid price?				<input type="text"/>

Required: Yes **Mandatory Response:** No

Response Comments

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-0000003205	Sell	RFx	4
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time		Finish Time	
07/23/2024 14:00:00 CDT		08/16/2024 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki

Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-000003205	Sell	RFx	5
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time		Finish Time	
07/23/2024 14:00:00 CDT		08/16/2024 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki
Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 1 **UOM:** Each

Description: The City of Minneapolis is seeking a qualified vendor to provide access to market research, analysis, benchmarking tools, and advisory services relating to the technology field within the government sector.

Item Specifications

Manufacturer:		Item Height:	0
Mfg Item ID:		Dimension UOM:	
Item Length:	0	Volume UOM:	
Item Width:	0	Weight UOM:	
Item Volume:	0	Item Color:	
Item Weight:	0		
Item Size:			

Shipping Information

Schedule:	1	Ship To:	DO NOT SHIP
Quantity:	1		DO NOT SHIP
Due Date:	07/16/2024		FOR ACCOUNTING PURPOSES ONLY
Freight Terms:			MINNEAPOLIS MN 55415
Ship Via:			United States

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-0000003205	Sell	RFx	6
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time	Finish Time		
07/23/2024 14:00:00 CDT	08/16/2024 14:00:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki
Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Appendix B - Terms & Conditions

1. This City of Minneapolis Supplier Portal User Agreement is between the City of Minneapolis and you, the supplier. The parties acknowledge and agree as follows: By clicking "Submit" and finalizing your registration in the Supplier Portal, you represent and warrant that (i) the registration information that you provided regarding the supplier, including but not limited to the supplier's legal business name, address, and Tax Identification Number is accurate and true (said business shall be referred to as "Supplier"); and (ii) you are duly authorized to act on behalf of Supplier. By responding to this agreement, You, or Supplier are all authorized to represent, bind, and obligate the entity identified as the Supplier and Tax Identification Number provided by the registrant.

2. In accordance with that authority, by clicking "Submit," as Supplier's authorized representative, you agree to submit this Agreement, along with the registration information, electronically on behalf of Supplier. Further, you acknowledge and agree that providing the registration information, identifying yourself as someone authorized to act on behalf of the Supplier and clicking "Submit" manifests your intent to electronically sign this Agreement and that said electronic signature is thereby attached to and legally binds the Supplier to this Agreement.

3. The Supplier Portal enables users to submit responses to solicitations, including the uploading of documents in support of your responses and to provide information through data entry into the Supplier Portal. The timing of such submissions, including document transfer, if any, is captured by the Supplier Portal, not your own computer or network clock. If you submit information via the Supplier Portal, in any form, you may do so on the condition that what you submit is not obscene, illegal, threatening, or defamatory and so long as what you submit does not invade the privacy or infringe the intellectual property of a third party. Further, you agree not to submit software viruses, mass mailings, chain letters, or any form of spam. You agree not to use a false e-mail address, impersonate any person or entity, or otherwise mislead the City as to the origin of the information. When submitting responses, you agree that they will remain valid for the minimum time period required by the solicitation. By submitting information in any form, you grant the City a nonexclusive, royalty-free, perpetual, irrevocable, and fully sub-licensable right to reproduce, use, modify, publish, adapt, translate, create derivative works from, distribute, and display such content throughout the world in any media, unless it is appropriately marked as proprietary information. By submitting information, you also represent and warrant that the content is accurate; you own or have permission to use the content that you submit; and that use of the content will not cause injury to any person or entity.

4. Suppliers may use the "My Categorizations" feature which is meant to provide certain efficiencies and conveniences. However, identifying your categories during the registration process does not guarantee that the Supplier will receive all relevant bids and does not relieve any interested Supplier of the responsibility to locate opportunities or comply with the City's procurement process and requirements. An understanding of the system's capabilities and limitations is the key to a correct and successful transaction and to successful notification of solicitations that you wish to receive. The City is not responsible or liable, and you may not receive email notifications of the actual opportunities you seek, and your transaction may not be processed if: a. you submit inaccurate, incomplete or overly narrow data or information in your subscriber profile; b. you fail to modify and correct such inaccurate, incomplete, overly narrow or outdated information; c. you enter, maintain or fail to update erroneous or outdated email address(es) and contact information including subscriber name, taxpayer identification number, address and telephone number; d. you rely solely on City email notifications which require an exact match between the category assigned by the City to the opportunity and those in your supplier/bidder profile; or e. you have technical problems, including those with your computer, network or internet service provider (ISP), which cause e-mail communications (sent to/from your computer, network or ISP) to be lost or rejected by any means including email or spam filtering problems with your ISP, computer or computer network.

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-0000003205	Sell	RFx	7
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time	Finish Time		
07/23/2024 14:00:00 CDT	08/16/2024 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki

Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

5. Consequently, Suppliers are responsible for: a. entering information accurately and confirming it before submitting it; b. maintaining accurate and current information through the profile capability; c. monitoring email inbox(es) for communications from the City; and d. ensuring that your network and mail service treat messages from the minneapolismn.gov domain as "friendly" or "not junk/SPAM," e. ensuring that your computer, network and ISP are not encountering any problems, including but not limited to those described above; f. utilizing the City of Minneapolis/Procurement website to locate opportunities posted outside your profile or to locate any opportunity when your sign-in (e.g., forgotten login credential) or email inbox is inaccessible.

6. Users shall strictly comply with the following: a. User shall access, use and control the Supplier Portal in compliance with the terms of this agreement; b. Users shall not share or distribute Supplier Portal authentication information, usernames or passwords ("credentials") with any third-party or otherwise allow a third-party to access the Supplier Portal using user's credentials; c. User shall secure and safeguard the access to the credentials in the same manner that user secures and safeguards Supplier's other passwords and critical or confidential information; and d. Supplier shall not access the Supplier Portal by any means other than as provided and directed by the City including but not limited to scraping, robots, wanderers, crawlers, spiders, etc. (as those terms are commonly used and understood in the information technology industry).

7. Supplier acknowledges, understands and agrees as follows: a. City is providing the Supplier Portal as an unsupported service, (an email address is available to which questions can be sent; however, the City does not guarantee that questions will be answered prior to the stated end date; a helpdesk phone number is also available; however, the City does not guarantee that questions will be answered or issues resolved prior to the stated end date); b. City does not provide any warranties regarding the fitness for any use, accuracy or performance of the Supplier Portal; c. Supplier Portal system requirements are subject to change without notification; d. Supplier is solely responsible for implementing the technology necessary to access the Supplier Portal; e. Supplier is accessing the Supplier Portal at Supplier's own risk. Data sent and received is not encrypted and may be viewed or intercepted by others; f. City may terminate Supplier's access to the Supplier Portal at any time; g. Nothing herein is intended to nor shall be construed as pre-qualifying Supplier as a bidder or as guaranteeing that Supplier will be awarded any contract.

8. Subject to the provisions herein, City grants Supplier a limited, revocable, non-exclusive, royalty-free license to access and use the Supplier Portal for the purpose of submitting responses to City solicitations. Except as expressly provided herein, Supplier shall not acquire any right, title or interest in or to the Supplier Portal.

9. Supplier and City shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted including but not limited to , the Uniform Municipal Contracting Law, Minn. Stat. §471.345 and the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality.

10. City may terminate this agreement at any time and for any reason, including but not limited to City's assertion that Supplier is not complying with any term in this agreement.

11. In no event shall City be liable for any damages, including but not limited to direct, indirect, special, consequential or exemplary damages, related to use of the Supplier Portal, Supplier's actual, attempted or failed submission of responses by and through the Supplier Portal, or City's administration and compliance with the terms of this agreement.

12. Except as directed by City, user shall not use the term " City of Minneapolis," or any derivative thereof in user's advertising, external facing communication and/or marketing, including, but not limited to advertisements of any type or form, promotional ads/literature, client lists and/or any other form of outreach, without the written approval of the City Public Affairs/Communications Department, or their designees. Supplier and City intend that this

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
MPLMN-0000003205	Sell	RFx	8
Event Round	Version		
1	2		
Event Name			
RFP IT Market Research and Advisory Services			
Start Time		Finish Time	
07/23/2024 14:00:00 CDT		08/16/2024 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Minneapolis
505 FOURTH AVE S
ROOM 310
MINNEAPOLIS MN 55415
United States

Contact: Shanique Ruohomaki

Phone:
Email: shanique.ruohomaki@minneapolismn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

agreement will not benefit or create any right or cause of action in or on behalf of any person or entity other than the parties. The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement and the legal relations between the parties and their performance.

Last Updated: 01/14/2019