



Minnesota Department of Children, Youth, and Families Child Safety and Permanency Division

Request for Proposals for a Grantee to implement and expand prevention services to prevent child welfare involvement and avoid out-of-home placement.

Date of Publication: November 18, 2025

Minnesota's Commitment to Diversity and Inclusion:

It is State of Minnesota policy to ensure equity, diversity and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

Americans with Disabilities Act (ADA) Statement:

This information is available in accessible formats for people with disabilities by calling 651-431-4945 or by using your preferred relay service. For other information on disability rights and protections, contact DHS's Americans with Disabilities Act (ADA) office at 651-431-4945.

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1. INTRODUCTION

1.1 Objective of RFP

The Minnesota Department of Children, Youth, and Families, through its Child Safety and Permanency Division (STATE), is seeking Proposals from qualified Responders to implement and expand prevention services, defined as services provided to families that are intended to prevent child welfare involvement and to avoid out-of-home placement. These services will support the goals of Minnesota's Family First Prevention Services Act (FFPSA) Five-year Prevention Plan which is aimed at preventing children from entering foster care.

The term of any resulting contract is anticipated to be for two years, from March 1, 2026 until June 30, 2028. STATE may extend the contract up to a total of five (5) years.

1.2 Proposal due date

Proposals must be submitted on January 23, 2026 by 4:00 p.m. Central Time. This Request for Proposal (RFP) does not obligate the STATE to award a contract or complete the project, and the STATE reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this RFP will be borne by Responder.

1.3 Background

The Family First Prevention Services Act (FFPSA), enacted in 2018 as part of Public Law Number 115—123, authorized new optional Title IV-E funding for time-limited prevention services for mental health, substance abuse, and in-home parent skill-based programs for (a) children or youth who are candidates for foster care, (b) pregnant or parenting youth in foster care, and (c) the parents or kin caregivers of those children and youth.

FFPSA aims to bring comprehensive changes and improvements to Title IV-E child welfare practice by supporting Title IV-E county and Tribal child welfare agencies in the use of evidence-based or evidence-informed and culturally relevant services to prevent children from entering foster care and strengthening families to ensure children can remain safely at home. The FFPSA federal prevention program allows states with an approved Title IV-E Prevention Plan to access federal funding and be reimbursed for a portion of the costs of providing services on the state's prevention plan to children who are (a) at imminent risk of entering foster care and (b) pregnant or parenting youth in foster care. Services must receive evidence rating that is approved by the Title IV-E Prevention Services Clearinghouse to receive Title IV-E reimbursement under FFPSA.

To participate in the federal prevention program FFPSA, the STATE developed the Minnesota FFPSA Five-Year Prevention Plan (state prevention plan) in partnership with state agencies, local agencies, community stakeholders, and individuals with lived experience. The state prevention plan was federally approved in January 2023 and is aimed at preventing children from entering foster care using evidence-based or culturally based practices or services (prevention services). The state prevention plan allows the state, counties, and Tribes with Tribal-State Title IV-E agreements the ability to receive federal reimbursement for the costs of providing prevention services to the FFPSA target population. To receive federal reimbursement, the state and participating local agencies must implement all of the FFPSA prevention plan components.

The current state FFPSA eligible target population (candidates) are defined as children who meet the following criteria:

Children with a screened-in allegations of maltreatment and an open in-home child protection workgroup with at least of one of the following six indicators of imminent risk of removal:

1. Previous out-of-home placement,
2. An identified need for child protective services at case closure of a child protection investigation or assessment,
3. An alleged victim in a previous maltreatment report that closed within the previous twelve (12) months,
4. Allegations involving caregiver substance abuse or other documented indicators of substance abuse,
5. Child behavioral or mental health concerns, or
6. Is a pregnant or parenting youth in foster care.
 - This population of pregnant or parenting youth in foster care is the only child population eligible under FFPSA that is currently in foster care. FFPSA services will support keeping the youth's child(ren) out of foster care and improve parenting capacity of youth.

Parents as Teachers (PAT) and Motivational Interviewing (MI) are the two evidence-based practices currently on the state prevention plan.

For an overview of FFPSA in Minnesota, see [MN FFPSA Prevention Services Overview](#). To view the state prevention plan, see "Minnesota's Family First Prevention Services Act Title IV-E Five-year Prevention Plan, September 2022" under "Bulletins and Publications" on the [PartnerLink webpage](#). There is ongoing service exploration to potentially add other services to the five-year prevention plan, as well as exploration of candidacy expansion.

This RFP will support expanding or implementing any prevention service to build upon and expand existing services or programs that serve both FFPSA candidates but may serve populations before they enter the child welfare system. Programs and services must focus on children who are not in out of home placement. Responders may submit one proposal for one of the following two grant categories:

1. **Expansion** of a current prevention service, or
2. **Planning** to develop local infrastructure to implement a new prevention service.

To see full definitions of terms in this section see attached Appendix B, Syllabus.

1.4 Funding Availability

Family First Prevention Services Act support and development grant program was established in 2024 by [Minnesota Statutes, section 142A.45](#). This funding is meant to support prevention and early intervention services in order to implement and build upon Minnesota's FFPSA Title IV-E prevention services plan. This funding will be used to support this RFP.

STATE anticipates awarding up to 10 contracts from this RFP, up to \$800,000 each. The total amount for all grants will not exceed \$8,000,000.

1. **Expansion grant:** STATE anticipates awarding up to five expansion grant contracts totaling up to \$4,000,000 over the two-year contract period. Successful Responders may receive up to \$400,000 per year for the two-year contract period.
2. **Planning grant:** STATE anticipates awarding up to five planning grant contracts totaling up to \$4,000,000 for the two-year contract period. Successful Responders may receive up to \$400,000 per year for the two-year contract period.

Funding will be allocated through a competitive process with review by a committee representing content and, if applicable, community specialists with regional knowledge. If selected, Responder may only incur eligible expenditures when the contract is fully executed, and the grant has reached its effective date.

2. SCOPE OF WORK

2.1 Overview

This RFP provides background information and describes the services desired by STATE. It describes the requirements for this procurement and specifies the contractual conditions required by the STATE. Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

This RFP will support prevention services to prevent child welfare involvement and out-of-home placement, with the possibility of adding prevention services to Minnesota's Family First Prevention Services Act (FFPSA) Five-year Prevention Plan.

A prevention service is considered any service that a community-based organization, county, or Tribe provides to families that prevents child welfare involvement or out-of-home placement. This service can include those on the FFPSA federal clearinghouse ([Title IV-E Prevention Services Clearinghouse Handbook of Standards and Procedures, Version 2.0](#)) or may be any culturally-based, evidence-based, or evidence-informed service. The services do not need to be on the FFPSA federal clearinghouse, but they must be culturally specific or fit under one of the three service categories as defined by Title IV-E Prevention Services Clearinghouse: mental health, substance use, or in-home parent skill-based. The service may fit under more than one of the three service categories:

- Mental health prevention programs and services include those that aim to reduce or eliminate behavioral and emotional disorders or risk for such disorders. Included programs and services may target any mental health issue.
- Substance use prevention services include those that have an explicit focus on the prevention, reduction, treatment, remediation, recovery from, or elimination of substance use or misuse. Included programs and services can target any specific type of substance, multiple substances, or aim to address substance use or misuse in general.

- In-home parent skill-based programs and services include those that are psychological, educational, or behavioral interventions or treatments that involve direct intervention with a parent or caregiver and target parenting skills or other skills that can be applied where the child resides, including in the home.

Under FFPSA, Tribes with Title IV-E agreements are allowed to adapt evidence-based or evidence-informed programs to better align with their cultural values and traditions. This can involve modifying the service delivery model or the content of the program. These services do not have to be included on the Title IV-E Prevention Services Clearinghouse ([ACYF-CB-PI-24-11](#)).

Responders may be from a local child welfare agency or an agency or organization that is currently providing any prevention service, or is planning to provide any prevention service, to serve the child welfare population. This can include the state FFPSA target population (prevention services candidates) or any family in need of services that prevent child welfare involvement.

The target population of this RFP is children and families involved in child welfare or who have risk factors of being involved with child welfare, including, but not limited to, the FFPSA Title IV-E prevention candidate target population. To be considered eligible under FFPSA, a child must meet the criteria of a prevention services candidate as defined in the state prevention plan. Determination must be completed by a county or Initiative Tribal child welfare agency with a Title IV-E agreement with the state. Children and their caregivers who are eligible may receive services under FFPSA for up to 12 months. If services are needed beyond 12 months, the county or Tribal child welfare agency with a Title IV-E agreement must redetermine eligibility. Only county child welfare agencies and Tribes with Title IV-E agreements are eligible for Title IV-E reimbursement.

2.2 Tasks and Deliverables

Responders must follow the guidelines for the grant category (expansion or planning) applicable to their proposal.

Option 1: Expansion: Successful Responders for the expansion grant must:

- **Expand a prevention service Responder currently provides.**
- **Establish or strengthen a partnership between Responder and the county or Tribal child welfare agency, as applicable:** If Responder is a community-based organization, Responder must demonstrate a committed partnership with the appropriate county or Tribal child welfare agency. Responders must demonstrate this partnership with an initial letter of commitment (included with the Proposal submission) and documentation, such as Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs), showing implementation or expansion of prevention services. County and Tribal child welfare agency Responders do not need to submit a letter of commitment.
- **Provide prevention service to the target population:** Responders must demonstrate how they will target the child welfare population, including but not limited to the state FFPSA prevention services candidate population, and how they connect families to services, when appropriate (e.g., referral process, MOUs/MOAs).

- **Engage in funding coordination:** Responders must plan and develop a sustainable infrastructure that will potentially allow for partnering agencies to eventually leverage federal FFPSA funding. Funding coordination may allow partnering agencies to continue to serve families in child welfare beyond the grant period.
- **Demonstrate measures and indicators of progress:** Successful Responders that use the grant to increase provider capacity must show an annual increase in the number of families served from child welfare or at risk of child welfare involvement, including but not limited to the FFPSA target population. The following data must be submitted to the best of the Responder's ability. If data is not available for the entire requested time frame, please specify the timeframe to which the data applies. If specific individual child and family data is not readily available and/or state data is not readily available, use an approximate number. See Table 1 for an example of data tracking.
 - **Minimal data reporting timeline:**
 - Base level population data – one year before funding start
 - Annual population data (Year 1) – total served in the year after the funding start date
 - Annual population data (Year 2) – total served in the two years after the funding start date
 - End of funding period – total served at the end of the funding period.
 - **Population data to measure children and families served by prevention services for all timelines:**
 - Total number of children served
 - Total number of families referred from child welfare or child protection.

Table 1: Example of data table for measures and indicators of progress:

Description of population measures	Total served (Base-level)	Total Served 1-6 months (YR 1)	Total served 6-12 months (YR 1)	Total served 12-18 months (YR 2)	Total served 18-24 months (YR 2)	Total served during funding period (YR 1-end of funding period)
# of children referred from child welfare (CW) and/or child protection (CP)						
# families referred from CW or CP						

Option 2: Planning: Successful Responders for the planning grant must:

- **Implement a chosen prevention service:** Demonstrate that they are planning to implement a prevention service.

- **Establish or strengthen a partnership between the community-based agency and county or Tribal child welfare agency:** If Responder is a community-based organization, Responder must demonstrate a committed partnership with the appropriate county or Tribal child welfare agency. Responders must demonstrate this partnership with an initial letter of commitment (included with the Proposal submission) and documentation, such as Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs), showing implementation or expansion of prevention services. County and Tribal child welfare agency Responders do not need to submit a letter of commitment.
- **Provide a prevention service to the target population:** Responders must demonstrate how they will target the child welfare population and connect families to services when appropriate (i.e., referral process, MOUs/MOAs).
- **Engage in funding coordination:** Responders must plan and develop a sustainable infrastructure that will allow for partnering agencies to potentially leverage federal FFPSA funding. Funding coordination may allow partnering agencies to continue to serve families in child welfare beyond the grant period.
- **IF APPLICABLE: Demonstrate measures and indicators of progress:** When they begin to serve families during the funding period, Successful Responders must submit the same data measures and follow the same guidance outlined above for Option 1: Expansion (see Table 1 and accompanying text). The Responder must adjust the timeline for data tracking based on when they begin to serve the target population.

2.3 Collaboration

Responders may be expected to work with the local child welfare agency to coordinate services to serve families involved in child welfare including the FFPSA target population. Successful Responders will support initial implementation needs for agencies to build capacity and establish or build infrastructure and partnerships. This could eventually allow FFPSA federal funding to be leveraged to ensure that families involved in child welfare can continue to receive the prevention service beyond the grant period. The varying needs of different communities are recognized and proposals to reflect those needs are encouraged.

3. PROPOSAL REQUIREMENTS

Proposals must conform to all instructions, conditions, and requirements included in this RFP.

Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal is at the Responder's risk and may, at the discretion of the STATE, result in disqualification of the Proposal for nonresponsiveness. Acceptable Proposals must offer all services identified in Section 2, "Scope of Work," agree to the contract conditions specified throughout the RFP, and include all of the items referenced in the Required Statements and Applicable Forms sections. Responder must also agree to the terms and conditions in the attached sample contract unless specifically making an exception pursuant to Required Statement "Exception to Sample Contract and RFP Terms."

3.1 Proposal Contents

Responses to this RFP must consist of all of the following components. Each of these components must be separate from the others and identified with labeled tabs.

Proposal Components	RFP Section
1. Table of Contents	3.2(1)
2. Executive Summary	3.2(2)
3. Description of the Applicant Organization	3.2(3)
4. Description of Target Population	3.2(4)
5. Project Goals and Objectives	3.2(5)
6. Project Activities and Work Plan	3.2(6)
7. Evaluation Plan	3.2(7)
8. Budget Proposal	3.2(8)
9. Professional Responsibility and Data Privacy	3.2(9)
10. Required Statements and Forms	3.3

3.2 Detail of Proposal Components

The following will be considered minimum requirements of the Proposal. The emphasis should be on completeness and clarity of content.

- 1. Table of Contents:** List each section and the accompanying page number.
- 2. Executive Summary:** This component of the Proposal should demonstrate the Responder's understanding of the services requested in this RFP and any problems anticipated in accomplishing the work. The Executive Summary should also show the Responder's overall design of the project in response to achieving the deliverables as defined in this RFP. Specifically, the Executive Summary should demonstrate the Responder's familiarity with the project elements, its solutions to the problems presented and knowledge of the requested services.
- 3. Description of the Applicant Organization:** This section must include information on:
 - The programs and activities of the organization,
 - The number of people served,
 - Geographic area served, and
 - Staff experience, and/or programmatic accomplishments.

You should include reasons why your organization is capable of effectively delivering the services outlined in the RFP. Include a brief history of the organization and all strengths that are considered an asset to the program. You should demonstrate the length, depth, and applicability of all prior experience in providing the requested services, the skill and experience of lead staff, and designate a project manager with experience in planning and providing the proposed services.

As a component of its response, Responder may explain how its staff and leadership are reflective of the community, culturally competent, and responsive to the population(s) being

served (see next section). Identify the plan, including that related to staff recruitment and retention, for improving community ties, rapport, and engagement.

- 4. Description of Target Population:** It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve:

- Children and their families that are currently involved in child welfare or at risk of involvement in child welfare. These families may meet the current FFPSA eligibility criteria which includes children with an in-home open child protection case or are pregnant or parenting youth in foster care but is not limited to these families.
- Children and their families with a priority of serving the child population who is disproportionately experiencing child welfare or child protection which include: children and their families who identify as American Indian/Alaskan Native, African American/Black, and 2+ races.

Grant outcomes will include:

- Use of prevention services to prevent out of home placement and child welfare involvement;
- Established or strengthened partnerships between the community-based organization and county or Tribal child welfare agency when applicable;

Describe the level of need for services in the community and what group or groups of individuals will be targeted for services by the Responder's program. Describe how Responder's program will serve diverse populations, and especially populations experiencing inequities and/or disparities in this area. Be sure to address any underserved populations specifically identified in this RFP. Discuss whether the program and activities will have a local, regional or statewide impact, and whether they will serve low- and moderate-income individuals and families. Describe the services provided and outreach methods that will be used to effectively reach the target population. Include a description of referral systems, staff experience, and other methodologies to reach the target population. Discuss how the programs and activities will positively impact the target population; Responder may provide examples, performance measures, and desired outcomes.

- 5. Project Goals and Objectives:** This section should clearly define and discuss the goals and objectives of the project. Propose and describe specific milestones and outcomes that will be used to demonstrate the program's effectiveness.
- 6. Project Activities and Work Plan:** All Proposals submitted under this RFP must address, in sufficient detail, how the Responder will fulfill the expected outcomes and features set forth above. Simply repeating the outcomes and features and asserting that they will be performed is not an acceptable response. This section should detail how the project will be carried out in an

effective and efficient manner, including who will be involved, what resources are required, target dates for project activities and the timeframe for completion. Provide a description of the program design you propose to implement. See attached template Work Plan in Appendix D.

7. **Evaluation Plan:** The STATE is committed to funding services that produce a measurable result for the people of Minnesota. A successful Responder must develop indicators of the success and effectiveness of the program and be able to measure and evaluate them to determine outcomes. This section should describe the methods and criteria that will be used to measure whether the project goals and objectives have been achieved.
8. **Budget Proposal:** This section should specify the grant amount requested and detail all expenses for the proposed project. Describe and explain the proposed use of the grant funds and any applicable matching funds. Identify supporting services, associated costs and which components are essential to delivering minimum quality services. Include a budget narrative for the applicant and each subcontracting entity. The explanation should provide sufficient detail to justify the total amount budgeted in each category. The program budget must be complete and reasonable, must correspond to the proposed program activities, and must specify how the amounts for each budget item were determined.

Responders are encouraged to apply for only the amount needed for their proposed programs. The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested. Budget proposals will be judged on efficient use of funds (that is, funds are being spent on direct services versus administrative costs, as detailed in their budget proposal) and overall cost-effectiveness. Submit the Budget proposal using the attached template Budget in Appendix C.

9. Professional Responsibility and Data Privacy:

i. **Professional Responsibility:** It is crucial that STATE locate reliable grantees to serve our clients. Therefore, Responders must be professionally responsible and include satisfactory information regarding their professional responsibility in their Proposals. Per [Minnesota Office of Grant Management \(OGM\) Policies](#) 08-02 and 08-13, Responder's past performance as a grantee of STATE will be considered when evaluating a grant application.

Professional responsibility information includes information concerning any complaints filed with or by professional, state and/or federal licensing/regulatory organizations within the past six years against your organization or employees relating to the provision of services. If such complaints exist, please include the date of the complaint(s), the nature of the complaint(s), and the resolution/status of the complaint(s), including any disciplinary actions taken.

All Proposals must also include information about litigation, pending and/or resolved within the past two years, that relates to the provision of services by your organization and/or its employees. If such litigation exists, please include the date of the lawsuit, nature of the lawsuit, the dollar amount being requested as damages, and if resolved, nature of the resolution (e.g., settled, dismissed, withdrawn by plaintiff, verdict for plaintiff with amount of damages awarded, verdict for Responder, etc.).

Responder may submit information which demonstrates recognition of their professional responsibility, including references and/or letters of recommendation. This may also include awards, certifications, and/or professional memberships.

The information collected from these inquiries will be used in STATE's determination of the award of the contract. It may be shared with other persons within the Minnesota Department of Human Services who may be involved in the decision-making process and/or with other persons as authorized by law. You are not required to provide any of the above information. However, if you choose not to provide the requested information, your organization's Proposal may be found nonresponsive and given no further consideration. The STATE reserves the right to request any additional information to assure itself of a Responder's professional status.

ii. Data Privacy: If your organization or any proposed subcontractor has, in the past five years, suffered any breach or loss of personal, financial or other data considered private or confidential, please provide a description of such breaches, and provide details on what steps were taken to address the issue both in the short term and the long term to prevent such a breach/loss from happening again.

3.3 Required Statements and Forms

Complete the correlating forms found in [eDocs](#)¹ (search for the form numbers referenced below at the [eDocs](#) link, or paste the form file path name found in the footnotes below to your browser) and submit the completed forms in the "Required Statements and Forms" section of your Proposal. You must use the current forms found in [eDocs](#). Failure to submit a Required Statement or to use the most current forms found in [eDocs](#) is at the Responder's risk and may, at the discretion of STATE, result in disqualification of the Proposal for nonresponsiveness.

a. Responder Information and Declarations (DHS-7020-ENG)²: Complete the "Responder Information and Declarations" form available at the above link and submit it with the Proposal. If you are required to submit additional information as a result of the declarations, include the additional information as part of this form. Responder may fail the Required Statements Review in the event that Responder does not affirmatively warrant to any of the warranties in the Responder Information and Declarations. Additionally, STATE reserves the right to fail a Responder in the event the Responder does not make a necessary disclosure in the Responder Information and Declarations or makes a disclosure which evidences a conflict of interest.

b. Exceptions to Sample Contract and RFP Terms (DHS-7019-ENG)³: The contents of this RFP and the Proposal(s) of the successful Responder(s) may become part of the final contract if a contract is awarded. A Responder who objects to any condition of this RFP or STATE's sample contract terms and conditions (attached as **Appendix A**) must note the objection(s) on the "Exceptions to Sample Contract and RFP Terms and Conditions" form available at the above link and

¹ <http://mn.gov/dhs/general-public/publications-forms-resources/edocs/index.jsp>

² <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7020-ENG>

³ <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7019-ENG>

submit it with its Proposal. Much of the language reflected in the sample contract is required by statute. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Responders are cautioned that claiming either of the following may result in its Proposal being considered nonresponsive and receiving no further consideration:

1. Exceptions to the terms of the standard STATE contract that give the Responder a material advantage over other Responders;
2. Exceptions to all or substantially all boilerplate contract provisions.

c. Disclosure of Funding Form (DHS-7018-ENG)⁴:

(Applies if federal money will be used or may potentially be used to pay for all or part of the work under the contract). In order to comply with federal law, Responder is required to fill out the “Disclosure of Funding” form available at the above link and submit it with its Proposal. The form requires a Responder to provide its Unique Entity Identifier (UEI) to uniquely identify business entities. If a Responder does not already have a UEI, it may be obtained from [SAM.gov](https://sam.gov).

d. Documentation to Establish Financial Stability (DHS-7896-ENG)⁵:

Minnesota Statutes, section 16B.981/[Laws of Minnesota 2023, chapter 62](#), article 7, section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minnesota Statutes, section 16B.981, subdivision 1(c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

The information collected under this section will be used in STATE’s determination of the award of the contract. Responder must complete the “Documentation to Establish Financial Stability” form and submit the form with its Proposal. STATE will request the applicable documentation upon its determination that Responder is a finalist in the solicitation process.

4. RFP PROCESS

4.1 Responders’ Conference

A Responders’ Conference will be held on December 17, 2025, at 1:30 pm Central Time. The conference will serve as an opportunity for Responders to ask specific questions of STATE staff concerning the project. Attendance at the Responders’ Conference is not mandatory but is recommended. Responders may attend via conference call. To register click here:

<https://events.gcc.teams.microsoft.com/event/beee6f22-fb38-4f92-87de-48553934abd0@eb14b046-24c4-4519-8f26-b89c2159828c>

⁴ <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7018-ENG>

⁵ <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7896-ENG>

. Oral answers given at the conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective Responders after the conference.

4.2 Responders' Questions

Responders' questions regarding this RFP must be submitted on December 30, 2025 in writing prior to 4:00 p.m. Central Time. All questions must be addressed to: Miquela Hernandez, Miquela.hernandez@state.mn.us

Prevention Services RFP question--Attention: Miquela Hernandez
Miquela.hernandez@state.mn.us

Other personnel are NOT authorized to discuss this RFP with Responders before the Proposal submission deadline. **Contact regarding this RFP with any STATE personnel not listed above could result in disqualification.** STATE will not be held responsible for oral responses to Responders.

Questions will be addressed in writing and distributed to all identified prospective Responders. Every attempt will be made to provide answers timely, within five days of the question or no later than December 30, 2025 by 4:00 p.m. Central Time.

4.3 Proposal Submission

The Proposal must be submitted electronically on January 23, 2026 by 4:00 p.m. Central Time to be considered. Late Proposals will not be considered and will not be opened. Faxed Proposals will not be accepted.

Clearly label the original "Proposal – Prevention Services" The main body of the Proposal pages must be numbered and submitted in 12-point font on 8 ½ X 11-inch paper, single spaced. The size and/or style of graphics, tabs, attachments, margin notes/highlights, etc. are not restricted by this RFP and their use and style are at the Responder's discretion.

The RFP must be emailed to:

Prevention Services Proposal--Attention: Miquela Hernandez
Miquela.hernandez@state.mn.us

It is solely the responsibility of each Responder to assure that its Proposal is delivered electronically, in the specific format, and prior to the deadline for submission. **Failure to abide by these instructions for submitting Proposals may result in the disqualification of any non-complying Proposal.**

5. PROPOSAL EVALUATION AND SELECTION

5.1 Overview of Evaluation Methodology

1. All responsive Proposals received by the deadline will be evaluated by STATE. Proposals will be evaluated on "best value" as specified below. The evaluation will be conducted in three phases:

- a. *Phase I* Required Statements Review
- b. *Phase II* Evaluation of Proposal Requirements

c. *Phase III* Selection of the Successful Responder(s)

2. During the evaluation process, all information concerning the Proposals submitted, except for the name of the Responder(s), will remain non-public and will not be disclosed to anyone whose official duties do not require such knowledge.

3. Nonselection of any Proposals will mean that either another Proposal(s) was determined to be more advantageous to STATE or that STATE exercised the right to reject any or all Proposals. At its discretion, STATE may perform an appropriate cost and pricing analysis of a Responder's Proposal, including an audit of the reasonableness of any Proposal.

5.2 Evaluation Team

1. An evaluation team will be selected to evaluate Responder Proposals.

2. STATE and professional staff, other than the evaluation team, may also assist in the evaluation process. This assistance could include, but is not limited to, the initial mandatory requirements review, contacting of references, or answering technical questions from evaluators.

3. STATE reserves the right to alter the composition of the evaluation team and their specific responsibilities.

5.3 Evaluation Phases

At any time during the evaluation phases, STATE may, at STATE's discretion, contact Responders to (1) provide clarification of their Proposal, (2) have each Responder provide an oral presentation of their Proposal, or (3) obtain the opportunity to interview the proposed key personnel. Reference checks may also be made at this time. However, there is no guarantee that STATE will look for information or clarification outside of the submitted written Proposal. Therefore, it is important that the Responder ensure that all sections of the Proposal have been completed to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

1. *Phase I:* Required Statements and Forms Review

The Required Statements will be evaluated on a pass or fail basis. Responders must "pass" each of the requirements identified in section 3.3 to move to Phase II.

2. *Phase II:* Evaluation of Technical Requirements of Proposals

- a. Points have been assigned as follows to each of the component areas described in Section 3.2 of this RFP:

Proposal Components	Possible Points
1. Executive Summary	5
2. Description of the Applicant Organization	10
3. Description of Target Population	25
4. Project goals and objectives	20
5. Project Activities and Implementation Plan	10
6. Evaluation plan	10
7. Budget proposal	10
8. Professional Responsibility and Data Privacy	5
Total:	95 points

- b. The evaluation team will review the components of each responsive Proposal submitted. Each component will be evaluated on the Responder's understanding and the quality and completeness of the Responder's approach and solution to the problems or issues presented.
- 3. Phase III: Selection of the Successful Responder(s)**
- a. Only the Proposals found to be responsive under Phases I and II will be considered in Phase III.
 - b. The evaluation team will review the scoring in making its recommendations of the successful Responder(s).
 - c. STATE may submit a list of detailed comments, questions, and concerns to one or more Responders after the initial evaluation. STATE may require said response to be written, oral, or both. STATE will only use written responses for evaluation purposes. The total scores for those Responders selected to submit additional information may be revised as a result of the new information.
 - d. The evaluation team will make its recommendation based on the above-described evaluation process. The successful Responder(s), if any, will be selected approximately four weeks after the Proposal submission due date.

5.4 Contract Negotiations and Unsuccessful Responder Notice

If a Responder(s) is selected, STATE will notify the successful Responder(s) in writing of their selection and STATE's desire to enter into contract negotiations. Until STATE successfully completes negotiations with the selected Responder(s), all submitted Proposals remain eligible for selection by STATE. Data created or maintained by the STATE as part of the evaluation process (except trade secret data as defined and classified in Minn. Stat. § 13.37) will be public data when contract negotiations have been successfully completed. If the STATE determines that it is unlikely that a Responder will be selected for contract negotiations, the STATE may, as a courtesy, notify the Responder that it has not been selected for contract negotiations.

In the event contract negotiations are unsuccessful with the selected Responder(s), the evaluation team may proceed with the next highest scorer.

After STATE and chosen Responder(s) have successfully negotiated a contract, STATE will notify the unsuccessful Responders in writing that their Proposals have not been accepted. All public information within Proposals will then be available for Responders to review, upon request.

6. REQUIRED CONTRACT TERMS AND CONDITIONS

A. Requirements. All Responders must be willing to comply with all state and federal legal requirements regarding the performance of the grant contract. **The full requirements are set forth throughout this RFP and are contained in the attached sample grant contract in the Appendix. The attached sample grant contract should be reviewed for the terms and conditions that will likely govern any resulting contract from this RFP.** Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

B. Governing Law/Venue. This RFP and any subsequent contract must be governed by the laws of State of Minnesota. Any and all legal proceedings arising from this RFP or any resulting contract in which STATE is made a party must be brought in the State of Minnesota, District Court of Ramsey County. The venue of any federal action or proceeding arising here from in which STATE is a party must be the United States District Court for the State of Minnesota in Ramsey County.

C. Grants management policies. All awarded Responders must comply with required [Grants Management Policies and procedures](#) as specified in Minnesota Statutes, section 16B.97, subdivision 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by the Office of Grants Management (OGM) Policy 08-10.

D. Preparation Costs. STATE is not liable for any cost incurred by Responders in the preparation and production of a Proposal. Any work performed prior to the issuance of a fully executed grant contract will be done only to the extent the Responder voluntarily assumes risk of non-payment.

E. Contingency Fees Prohibited. Pursuant to Minnesota Statutes, section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

F. Accessibility Standards. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](#),⁶ as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard. (The relevant requirements are contained under the “Standards” tab at the link

⁶ <https://mn.gov/mnit/about-mnit/accessibility/>

above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and may not receive further consideration.

G. Contract Evaluation. Pursuant to [Minnesota Office of Grant Management \(OGM\)](#) Policy 08-13, STATE must evaluate and document all grantees' performance under grant contracts. For all grant contracts over \$25,000, STATE's evaluation report will be publicly available online without exception.

7. STATE'S AUTHORITY

1. STATE may:
 - A. Reject any and all Proposals received in response to this RFP;
 - B. Disqualify any Responder whose conduct or Proposal fails to conform to the requirements of this RFP;
 - C. Have unlimited rights to duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the Proposal;
 - D. Select for contract or for negotiations a Proposal which best represents "best value" as defined in Minnesota Statutes, section 16C.02, subdivision 4 and in this RFP document;
 - E. Consider a late modification of a Proposal if the Proposal itself was submitted on time and if the modifications were requested by STATE, and the modifications make the terms of the Proposal more favorable to STATE, and accept such Proposal as modified;
 - F. At its sole discretion, reserve the right to waive any non-material deviations from the requirements and procedures of this RFP;
 - G. Negotiate as to any aspect of the Proposal with any Responder and negotiate with more than one Responder at the same time, including asking for Responders' "Best and Final" offers;
 - H. Extend the grant contract, in increments determined by STATE, not to exceed a total contract term of five years;
 - I. Cancel the RFP at any time and for any reason with no cost or penalty to STATE; and
 - J. STATE will not be liable for any errors in the RFP or other responses related to the RFP.
2. The award decisions of STATE are final and not subject to appeal.
3. If federal funds are used in funding a contract that results from this RFP, in accord with 45 C.F.R. § 92.34, for Works and Documents created and paid for under the contract, the U.S. Department of Health and Human Services will have a royalty free, non-exclusive, perpetual and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the Works or Documents created and paid for under a resulting contract for federal government purposes.