

Minnesota Foundation for Student Organizations

CALL FOR RFP

The Minnesota Foundation for Student Organizations (MFSO) seeks an outstanding individual with experience in supporting and managing organization(s). *Firms or Cooperatives interested in applying for the contract will be required to assign a single individual as a contact point, and firm or cooperative will be designated as a fiscal agent. The individual must apply and complete the application process as an individual applicant.* The contract deliverables will support functions to ensure the BOD carries out its legislated goals and is in compliance with all legal and reporting requirements.

Statements of Proposal will be received until September 3, 2024. Proposals arriving after the date and time specified may be declared non-responsive and will not be considered for evaluation. These materials should be sent electronically via e-mail to the Chairpersons of the MFSO Board of Directors: Linda Althoff at lgalthoff@charter.net and Dan Olson at Dan.Olson.Aloha@comcast.net.

Additional information regarding the Scope of Services or other RFP inquiries can be sent to director@mnfso.org.

OVERVIEW OF ORGANIZATION

The Minnesota Foundation for Student Organizations (MFSO) is the collective umbrella co-curricular Career and Technical Student Organizations (CTSO) reside under in Minnesota. The MFSO was created in 1996 by the Minnesota State Legislature to ensure the stability of and provide collaborative leadership to Minnesota CTSOs. The MFSO acts as both a nonprofit and a quasi-agency. It is governed by a Board of Directors of 23 members, half of which are appointed by the Governor and half are appointed by the student organizations it serves.

CTSOs support the rigorous academic content of career and technical education (CTE) programs. CTSOs ensure students are meeting industry skill standards and are prepared for employment. They also provide students with a comprehensive framework of leadership, personal and employability skills. CTSOs are considered an integral part of student's CTE program.

SCOPE OF WORK

FOCUS OF CONTRACT AND SPECIFIC RESPONSIBILITIES

There are two primary points of focus of this contract:

- Provide guidance and support to the career and technical student organizations (CTSOs) the Minnesota Foundation for Student Organizations (MFSO) serves.
- Provide the administrative services necessary to assure that the MFSO is effective and successfully accomplishing its mission.

Specific responsibilities of the Executive Director include, but are not limited to:

1. Administration of the day-to-day practices and functions of the MFSO. Including such matters as:
 - a. Development of a financial plan and annual budget.
 - b. Accurate accounting and regular reporting of all revenues and expenditures.
 - c. Completion of the MFSO legislated grant application and required reporting.
 - d. Review and implementation of MFSO policies and procedures.
 - e. Maintenance of necessary documentation and filing to maintain legal and efficient operations.
 - f. Update and maintain the Secretary of States Agency/Board page.
 - g. Attend four regularly scheduled quarterly meetings of the Board of Directors.
 - h. Attend monthly Executive Committee meetings, reporting on the completion of contract deliverables.
 - i. In cooperation with the Chairpersons, hold regular Committee Meetings, and make recommendations to the Executive Committee regarding work to be assigned and/or monitored by committees.
 - j. In the case of any Board Meeting or Committee meeting the Executive Director is responsible for all Board meeting logistics.
 - k. Completion of the Legislative Biennium Report.
2. Working in close collaboration with the Executive Committee, provide technical support related to the CTSO legislated grants as requested by the CTSOs.
3. Support and encourage the collaborative work of the career and technical student organizations served by the MFSO. This may include, but is not limited to:
 - a. Assist the CTSOs through transitions (facilitating strategic planning, executive transition, and development and/or dissolution of the organization).
 - b. Review information from the CTSOs annually, ensuring best practices.
 - c. Attend CTSO Conferences as able; provide workshops, HQ assistance, judge recruitment as needed (8-12 conferences annually).
 - d. Gather CTSO membership information annually and update the chapter asset map accordingly.
 - e. Develop shared resources for the CTSOs to utilize.

Minnesota Foundation for Student Organizations

4. In cooperation with the Chairpersons, facilitate strategic planning annually. Areas of focus should include Increase Legislator Awareness of CTSO Programs, Issues, and Challenges; Increase support to Underserved, Special and Non-Traditional Populations; Facilitate Collaborative CTSO Opportunities and Capacity Building; Support CTSO Organizational Development and Provide Technical Support; MFSO Organizational Development and Increased Financial Impact.
5. Working with the Board of Directors and the CTSOs, act as a liaison to Government Relations and the Minnesota State Legislature. Duties include, but are not limited to:
 - a. Seek changes to the MFSO legislation as directed by MFSO Board of Directors.
 - b. Monitor relevant legislation and advise the Board of Directors of any significant changes to the current funding structure.
 - c. In cooperation with the CTSOs, host a series of legislative/civics trainings for CTSO student leaders (6 annually).
 - d. In cooperation with the CTSOs, plan and execute a collaborative event for CTSO student leaders to spend a “day at the capitol”.
6. Develop strategies to increase financial impact and leverage resources. This may include:
 - a. Increase the value of current resources through collaborations.
 - b. Define and leverage collective contributions from business and industry.
 - c. Seek and support collaborative funding opportunities.
7. Working with the Board of Directors, facilitate the grant program to support increased participation of Underserved Populations. This may include:
 - a. Leveraging legislative funding to secure matching funds.
 - b. Ensuing reporting guidelines are met for approved projects and programs.
 - c. Compiling results of projects and programs funded, presented as a summary to be included in the Biennium report.
8. Represent and actively promote the MFSO and CTSOs. This may include, but is not limited to:
 - a. Attend and present at non-profit and educational conferences as necessary.
 - b. Update the website regularly, including posting CTSO events on the calendar page and seeking newsworthy items for the CTE News page.
 - c. Update and develop promotional materials as needed.
 - d. Develop strategies for communicating, including better utilizing social media.
9. Establishing and maintaining a collegial and cooperative working relationship with key stakeholders, to ensure coordinated efforts to support the CTSOs served by the MFSO.
10. The Executive Director is responsible for the duties as set out in this RFP.

GENERAL INFORMATION

INTRODUCTION

Statements of proposals submitted will be reviewed thoroughly. It is essential that respondent(s) read each of the sections carefully and formulate complete and appropriate responses. The MFSO reserves the right to request additional information, as well as clarification of information submitted in order to complete its evaluation.

Where the acronym “**MFSO**” is used in these instructions, reference is made to the Minnesota Foundation for Student Organizations. The words “**offer**,” “**contract proposal**” and “**proposal**” are synonymous, and it is understood that once the MFSO accepts the same, the document may be incorporated as part of the contract contemplated by these instructions.

LIMITATIONS

This request for proposals does not commit the MFSO to award a contract, or pay any cost incurred in the preparation of a proposal to this request. The MFSO reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified sources, or to cancel in part or in its entirety this request for proposals if it is in the best interest of the MFSO. The contents of the proposal submitted by a respondent may become a contractual obligation if a contract ensues.

STATE FUNDING REQUIREMENTS

State appropriated funds will be used to fund a portion of this contract. Contract clauses required by the State may be incorporated into the MFSO’s contract document either directly or by reference.

RESPONDENT RESPONSIBILITY

Should respondent find discrepancies in or omissions from these instructions or any of the attachments, or should it be in doubt as to meaning or intent, the respondent shall immediately notify the MFSO in writing. Written instructions will be sent notifying all known potential respondents of such discrepancy, if any, and of any changes.

The respondent is required to complete and submit their proposal in the specified format and in accordance with the specified schedule. In addition, the proposal must include the completed information requested in all appendices. Failure to answer all questions fully and correctly may result in the proposal being judged non-responsive. The MFSO reserves the right to examine all factors bearing on a respondent’s ability to perform the services set out in the Scope of Service.

FORMAT OF PROPOSALS

INTRODUCTION

The intent of this request is to encourage submittals that clearly communicate the individual, cooperative or firms’ qualifications. Submittals should provide information in a concise and well-organized manner. All submittals should follow the format outlined below. This format will assist the Selection Committee in evaluating qualifications.

PACKAGING & DELIVERY OF PROPOSAL

Respondents shall deliver their submittal electronically in a PDF file to MFSO Chairpersons Linda Althoff at lgalthoff@charter.net and Dan Olson at Dan.Olson.Aloha@comcast.net.

In the Subject Line type MFSO RFP PROPOSAL SUBMITTED BY [name of individual or firm]

The MFSO must receive the submittal no later than 4:00 pm on September 3, 2024 . Submittals not received by this time, submitted to another location, or submitted in a format different from that described below shall not be accepted.

PROPOSAL CONTENTS

COVER LETTER

A cover letter from the respondent introducing their firm, cooperative or self, as well as the name and phone number of the contact person for the firm or cooperative should be included.

SUMMARY

The respondent should summarize their understanding of the “Scope of Work,” to allow for the Selection Committee to determine the level of understanding of the services required for categories on which they are proposing.

PRIOR EXPERIENCE OF INDIVIDUAL [RESUME]

Describe capabilities to successfully implement this type of contract and work. Give a brief description of similar jobs. When citing prior experience, briefly describe specific responsibilities.

REFERENCES

(Attachment A) Please attach three references that can verify work done and include the context in which you have worked for or with them (i.e. client, colleague, supervisor, etc.)

CONFLICT OF INTEREST

Please review and complete Attachment B, “Conflict of Interest Certification” identifying any potential conflict of interest that may interfere with its duties as Executive Director of the MFSO.

SELECTION PROCESS

INTERVIEWS AND PRESENTATIONS

The Selection Committee will review all proposals that are determined to be responsive. Based on their written proposal, the MFSO’s Selection Committee may complete virtual interviews and make recommendations to the Board regarding those proposers who should be interviewed. Said individuals or firm(s) may be required to make a presentation, at their own expense, to the entire Board.

CONSULTANT SELECTION / NEGOTIATION of COST

Based on the evaluation process described above, the Board will determine the best-qualified firm. In accordance with the governing legislation of the MFSO; three individual candidates will be reviewed by the Commissioner of Education. Negotiations will then begin with the selected firm or individual to determine final cost and price information.

ATTACHMENT B - Conflict of Interest Certification

Acting as the Executive Director of the Minnesota Foundation for Student Organizations, I hereby certify that there is no conflict of interest, whether real or apparent, that shall prevent me from performing my duties for the Minnesota Foundation for Student Organizations. This conflict shall arise when:

1. The contractor, or agent,
2. Any member of his/her immediate family,
3. His or her partner, or
4. An organization that employs, or is about to employ, any of the above, has a financial or other interest in a firm that may be in direct conflict with the goals and objectives of the Minnesota Foundation for Student Organizations.
5. In addition, Contractor is expected to avoid actual and potential conflicts of interest and situations that might give the appearance of a conflict of interest with MFSO or any of the career and technical student organizations it serves.

I agree not to:

1. Release to an individual or concern or its representative any knowledge I have concerning these services that would give an unfair competitive advantage.
2. Make any commitment or promise relating to the selection of a contractor, or award of a contract, and no representation that could be construed as such a commitment.

I hereby certify that:

___ I did not identify any potential conflict of interest, financial or otherwise, regarding my involvement in the process for the subject RFP.

___ I identified the following possible conflict(s) of interest for myself in the procurement process for fairly evaluating all proposals made in response to the subject RFP.

EXPLANATION:

Signature of Individual

Date