



REQUEST FOR PROPOSALS

SURVEY VENDOR FOR THE 2014 MINNESOTA ADULT TOBACCO SURVEY

DEADLINES FOR PROPOSALS

February 6, 2013	Letters of Interest Due
March 18, 2013	Applications Due
July 1, 2013	Contract with ClearWay Minnesota SM Begins

FOR APPLICATION QUESTIONS

Please visit: <http://clearwaymn.org/get-funding/funding-research/>

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ClearWay MinnesotaSM

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REQUEST FOR PROPOSALS
SURVEY VENDOR FOR THE 2014 MINNESOTA ADULT TOBACCO SURVEY

PURPOSE

ClearWay MinnesotaSM, in partnership with the Minnesota Department of Health (MDH), has conducted four previous Minnesota Adult Tobacco Surveys (MATS) to support tobacco control surveillance, policy development, advocacy and program planning. ClearWay Minnesota is currently seeking a vendor with the capacity to assist in all aspects of MATS 2014, including survey revisions and implementation, data analysis and reporting of results.

MATS BACKGROUND

The goal of the MATS series is to provide detailed information about tobacco use that helps ClearWay Minnesota and other public and private sector organizations in Minnesota develop effective tobacco reduction strategies. The next MATS will be the fifth in a series of cross-sectional surveys conducted over time to measure change in adult tobacco use and other indicators related to tobacco use. The goal of MATS 2014 is to obtain comparable data to MATS 1999, 2003, 2007 and 2010 in order to validly compare key estimates of tobacco-related behaviors and attitudes from the different cross-sections across time. For a listing of reports from each MATS, go to: www.mnadulttobaccosurvey.org

ROLES AND LEADERSHIP

ClearWay MinnesotaSM: ClearWay Minnesota serves as the funder and lead agency for the MATS 2014 project. ClearWay Minnesota is responsible for project coordination and management, including contracting with and managing the survey vendor.

Minnesota Department of Health: The Minnesota Department of Health (MDH) has been an active partner in previous rounds of MATS and will continue to play a key role in the management and oversight of MATS 2014. One or more representatives from MDH will work in close collaboration with ClearWay Minnesota and the selected survey vendor to implement and disseminate MATS 2014.

Survey Vendor: The survey vendor will take the lead in collaborative consultation with ClearWay Minnesota and MDH to finalize the survey instrument, conduct interviews and analyze data, and to produce data tables, technical reports and other documents for public release. The vendor will update ClearWay Minnesota and MDH regularly on study planning and progress by providing progress reports (by phone and written correspondence) discussing issues such as study planning, sampling, pilot testing issues, response rate, analysis plans and report drafts, among other activities. The vendor will also be responsible for maintaining comparability in the sampling approach, interview methods and analysis plans with previous MATS.

RIGHT TO AMEND

ClearWay Minnesota reserves the right to amend or supplement this Request for Proposals without liability.

RIGHT OF REJECTION

This Request for Proposals does not obligate ClearWay Minnesota to complete the proposed project. ClearWay Minnesota may cancel the solicitation if it is not considered to be in our best interest. ClearWay Minnesota expressly reserves the right to reject all proposals or portions thereof without reason, cause or explanation.

FUNDING NOT GUARANTEED

No person or organization has a right to or expectation of such funding, except as provided in a fully approved and executed contract agreement. Approved funding may be withdrawn (or project approval may be rescinded) if the parties fail to reach agreement during the contract negotiation process.

CONFLICTS OF INTEREST

It is ClearWay Minnesota’s intention to avoid any real or perceived conflicts of interest. Therefore, applicants and their subcontractors must not have any contractual relationship with any tobacco company or any other organization that is working in conflict with ClearWay Minnesota’s mission and goals. Additionally, applicants must not have any affiliation with a current ClearWay Minnesota Board Member or a person who has been a ClearWay Minnesota Board Member during the year preceding the date of the application. A list of Board members can be found on the ClearWay Minnesota website: www.clearwaymn.org .

Parameters for MATS 2014

The primary goal of MATS 2014 is to achieve comparability with the MATS 1999, 2003, 2007 and 2010 data. In particular, we are interested in maintaining comparable key variables such as the statewide prevalence rate and secondhand smoke exposure.

Timeline

February 6, 2013	Letters of interest due
March 18, 2013	Proposal due
July 1, 2013	Contract with ClearWay Minnesota begins
February 2014	Data collection begins
June 2014	Data collection ends
December 2014	Results released
June 2015	Contract ends

Research Questions

Final research questions will be determined between the selected vendor, MDH and ClearWay Minnesota. Potential research questions include:

1. What is the smoking prevalence among adults in Minnesota?
2. What are the characteristics of cigarette smokers?
3. What other tobacco products do Minnesotans use?
4. How many quit attempts do smokers make?
5. What methods do Minnesota smokers use to try to quit?
6. How often do healthcare providers ask, advise and refer smokers to quit smoking programs?

7. How often are Minnesotans exposed to secondhand smoke, and where?
8. Do Minnesotans perceive exposure to secondhand smoke to be harmful?
9. Do Minnesotans perceive tobacco and other tobacco products to be harmful?
10. Do Minnesotans believe smoking should be restricted in certain outdoor locations?

Sample, Design and Methods

1. Statewide Sample:

- Similar to MATS 2010, MATS 2014 will include a sample of cell phones (defined as cell-only or cell-mostly; see the MATS 2010 methods report at <http://www.mnadulttobaccosurvey.org> for more information) and land-line phones. Bidders for MATS 2014 should provide workplans and pricing estimates for a sample consisting of 70 percent land lines and 30 percent cell phones as well as a discussion of the advantages and limitations of altering the percentage of land lines and cell phones. Finally, bidders should provide a final recommendation on the percentage of cell and land lines that will provide the most feasible and precise estimates while also being cost-efficient.
- Bidders should provide sample size estimates based on the ability to detect a 2 percent change in statewide prevalence rates from MATS 2010 to 2014 assuming 80 percent probability (power) at the 95 percent confidence level. In MATS 2010, a one-tailed test of significance was used. Applicants should specify their recommendation of a one- or two-tailed test of significance as well as discuss the advantages and limitations of the recommendation.

2. Option for Regional Sampling

In addition to proposals detailing a statewide land/cell phone sample plan, ClearWay Minnesota and MDH are interested in receiving proposals that also provide a second option which includes a regional sampling approach for MATS 2014. The regional sampling option should include a rolled-up statewide estimate in addition to reliable regional estimates. Proposals should accommodate sampling from the eight local public health emergency preparedness regions for Minnesota (<http://www.health.state.mn.us/oep/contact/teamsregions.html>). The intent of a regional sampling option is to better understand tobacco use, quitting, and secondhand smoke exposure between different geographical regions of the state. Such detailed information will help inform programmatic efforts intended to promote cessation services, disseminate media messages and promote tobacco-specific public policies at the regional level. Proposals should discuss the benefits and drawbacks of a regional sampling approach.

Instrument

- ClearWay Minnesota and MDH will work with the chosen vendor to significantly streamline the 2010 instrument for MATS 2014. We hope to have a 20 percent reduction in the length of the survey for both smokers and nonsmokers in comparison to the 2010 MATS (an average interview length of 21 minutes for current smokers, 16 minutes for former smokers and 13 minutes for never-smokers).

Weighting and Analysis

- The selected vendor will be responsible for calculating sampling weights and conducting the data analysis following the weighting scheme and analysis plan from MATS 2010. This includes a cross-sectional analysis and a trend analysis. This analysis plan may need to be modified to accommodate the revised instrument.

Reporting

- Similar to the 2010 MATS final report, the vendor will produce one final report that focuses on findings from 2014 and significant differences among selected comparisons between 2007, 2010 and 2014.
- ClearWay Minnesota will continue to update the MATS website as a resource and dissemination point.

Specific Tasks Required of Survey Vendor

The requested proposal should detail a proposed workplan and budget for (1) a statewide survey utilizing land-line and cell phones as well as (2) an option for additional geographic regional sampling. Details of these two options should include:

1. Sample size and power analysis: The proposal should include sample size and power estimates to create comparable confidence intervals and analytic power to that of MATS 2010 for Minnesota adults. Please note that in MATS 2010, a one-tailed test of significance was used. Applicants can include this consideration for MATS 2014.
 - Samples sizes will provide adequate power to detect significant differences of 2 percentage points in overall statewide prevalence rates (combined RDD and cell sample) of cigarette smoking between MATS 2010 and MATS 2014.
 - Power analysis used to determine sample sizes should be included in the bid. The selected survey vendor will be required to purchase enough sample to fulfill the needed sample size as determined by the power analysis.
2. Instrument development and testing
3. IRB approval
4. Survey programming
5. Reverse append processes
6. Pilot testing
7. Pre-notification letters
8. Survey center oversight
9. Interview protocols to assure a high response rate
10. Monitoring of response rates
11. Data management and security
12. Managing errors
13. Data-weighting processes
14. Data delivery and transfer procedures
15. Data analysis
16. Reporting results

DELIVERABLES

The contractor will provide:

1. A report on the comparability of MATS 2014 sampling and data collection methods to MATS 2010 methods.
2. A report on the pilot test with recommendations for any revisions to the final instrument.
3. A final survey instrument.
4. Weekly and final detailed call disposition and response rate reports. These reports will include detailed counts for specific groups, e.g. defined by smoking status, sample frame (cell and land line) and geographic regions.
5. A bi-weekly project progress report (either written or discussed via conference call with ClearWay Minnesota and MDH representatives).
6. A printout or computer file providing information on all values changed as a result of data editing procedures.
7. SPSS formatted electronic database of survey responses cleaned and tested for out-of-range values and logical errors for all completed interviews.
8. An electronic code book and data dictionary with variable name descriptions and value labels, to be included with the dataset.
9. A final methods report describing the: 1) survey instrument pilot testing and revisions, 2) data collection process, 3) sampling procedures, 4) opt-out (by phone after pre-notification letter) and call-disposition outcomes, 5) response rate calculations, 6) data cleaning and weighting procedures, 7) outline of analysis plan, 8) list of key variables used in the analysis. The report's appendices will include: 1) a copy of the final survey with skip patterns clearly indicated, and 2) a copy of the pre-notification letter sent to the list of possible respondents. The project manager and advisory team will review a draft of the report before the final deadline. This report will be a comprehensive methods report available to the public on the MATS website.
10. Preliminary and final data analysis plans and results.
11. Final data tables.
12. Technical report: specifics will be determined with the selected vendor, but will likely be similar to the MATS 2010 Technical report.
13. Technical review of up to four fact sheets (two to four pages each).

BUDGETING

ClearWay Minnesota expects that the contracting agency will be able to conduct the activities under this request for proposals at rates per completed interview that are competitive for the survey research industry. Applicant is required to break out costs for various study components. A proposal that provides options (e.g., sample sizes and sample frames) is encouraged to detail those options separately.

RESPONDING TO THE REQUEST FOR PROPOSALS

Applicant must use the format described below in preparing their proposal.

Letter of Interest

All applicants must submit a Letter of Interest to inform ClearWay Minnesota of their intention to submit a proposal. Submissions should be sent by email to: Megan Whittet, M.P.H., Senior Research Program Manager, at mwhittet@clearwaymn.org by **4:30 P.M. (CT) FEBRUARY 6, 2013**. Applicants will then be sent a notification verifying eligibility to submit a proposal and providing detailed instructions on the online application submission process.

The Letter of Interest must reference the RFP title and confirm that the applicant has no conflicts of interests and is able to abide by ClearWay Minnesota's policies (see Appendices). The Letter of Interest must also identify the contact person for the application, including name, mailing address, phone number and email address. In addition, provide the name and email address of one individual (if different from contact person) who will be given access to the online application system.

Full Proposal Checklist and Response Format

Full proposals **MUST BE SUBMITTED ONLINE BY 4:30 P.M. (CT) MARCH 18, 2013**. Detailed instructions on the online application system will be provided to the contact person identified in the Letter of Interest. Proposals must be submitted online; fax, mailed or emailed submissions will not be accepted. Late proposals will not be permitted to be submitted on the online application system.

Questions regarding the online application process should be directed to Megan Whittet, M.P.H., Senior Research Program Manager, mwhittet@clearwaymn.org or 952-767-1415.

Proposals must follow the format outlined below:

- The proposal must be in 12-point font, double-spaced, with one-inch margins or greater.
- Proposal must include the following sections in the order listed here:

1. Acknowledgment of Application Terms and Conditions

You must complete the Acknowledgement of Application Terms and Conditions form (see Appendices) and attach this form to the front of your application. This form will be available to applicants through the online application system.

2. Detailed Workplan

Provide a detailed workplan and timeline that identifies all major activities and deliverables to be provided. ClearWay Minnesota encourages a proposal that looks for opportunities to propose and support the use of techniques to reduce survey error and/or its measurement. The applicant should discuss the tradeoffs

they considered and provide support for their recommendations. This narrative should also address each activity and product defined in the scope of work and deliverables.

3. Project Administration

Applicant should provide a description of the physical operations of their survey research center, including hardware, software, and security systems to support this project. Applicant must describe their organization's administrative structure and systems. Applicant should include an organization chart and job descriptions. Resumes should be included for key project staff. Applicant should describe their accounting and financial systems, and discuss their experience in providing timely, accurate and complete financial reports and other required deliverables.

4. Budget and budget narrative

The proposal should include costs for each major project task and deliverable. Applicant should itemize project task areas as appropriate to their proposal and present budget options as applicable. The proposal should also include a listing of staff members' hours dedicated to each project task area and deliverable. Justification of all fees, including hourly rates, contractual services, travel and other direct costs, and indirect costs should be fully explained in a separate budget narrative. All cost estimates will be considered as "not to exceed" quotations. The proposed budgets are subject to change during the contract award negotiations.

5. Applicant Financial Questionnaire

Complete all questions on the attached Applicant Financial Questionnaire (see Appendices). The questionnaire and all related attachments should be uploaded as one PDF document to the online application system. This form will be available to applicants through the online application system.

Questions:

Frequently asked questions will be posted on our website at <http://clearwaymn.org/get-funding/funding-research/>. Applicants will be responsible for checking for periodic updates to these FAQs. Please direct any questions you have regarding this request for proposals to:

Megan Whittet, M.P.H.
Senior Research Program Manager
ClearWay Minnesota
Two Appletree Square, Suite 400
8011 34th Avenue South,
Minneapolis, MN 55425
952-767-1415 (direct line)
mwhittet@clearwaymn.org
<http://clearwaymn.org/get-funding/funding-research>

Evaluation of Proposal

The proposal will be reviewed by ClearWay Minnesota, MDH and external reviewers. ClearWay Minnesota's financial staff will conduct a thorough review based on the Applicant Financial Questionnaire, proposed budgets, and budget narratives.

Applicant will be notified in writing when a decision has been made.

Advisory warning to applicants submitting materials containing proprietary information

ClearWay Minnesota complies with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Open Meeting Law, Minn. Stat. Ch. 13D. Under these laws, any information submitted to ClearWay Minnesota is a "public record" unless it is the kind of information that falls into a specific statutory exception. All contracts under this RFP will be discussed and awarded at a ClearWay Minnesota Board meeting, which will be open to the public. All applications are non-public until recommended for funding by the ClearWay Minnesota Board, at which time the submissions will be public except to the extent they contain classified information under the Data Practices Act.

APPENDICES

<u>Contractor Applicant Financial Questionnaire</u>	11
<u>Acknowledgment of Application Terms and Conditions</u>	12
<u>Contractor/Vendor-Related Policies</u>	14
<u>Tobacco-Related Policies</u>	14
<u>Data Practices Policy</u>	14
<u>Conflict of Interest Policy</u>	15

CLEARWAY MINNESOTASM
Contractor Applicant Financial Questionnaire

The purpose of this Financial Questionnaire is to verify the organization's good financial standing and capacity to successfully complete the ClearWay Minnesota project. Only one copy of each of these documents is required. ClearWay Minnesota staff will treat all personal financial information as confidential and will not disclose, use, or discuss confidential personal financial materials except to verify applicant eligibility. Personal confidential financial material is not subject to disclosure under the Minnesota Government Data Practices Act. This form is available to applicants through the online application system.

Fill out the following Questionnaire as it applies to your organization and provide the materials requested.

Organization Name: _____

Name and title of person completing questionnaire: _____

Date: _____

Name and title of the top financial representative of the organization:

Please respond to each question.

1. Please provide a resume of the top financial representative of the organization. Please verify that s/he has never been convicted nor is a charge pending for fraud, misrepresentation, or theft.
2. Are there any lawsuits, judgments, or liens pending against your organization that directly impact the ability to administer the funds if awarded, or is it currently under investigation by any entity?
___ Yes ___ No

If yes, please provide details (attach a sheet if necessary):

3. Please provide contact information for three trade references.
4. Has your organization ever been denied a surety bond, filed for bankruptcy or been insolvent?
___ Yes ___ No (If yes, please attach an explanation)
5. Please provide the most recent audited financial statements for the applicant entity proposed to complete this project. (If you don't conduct an audit please submit the latest IRS tax filing for the applicant entity. Sole proprietors need to send their most recent IRS Form 1040, excluding any schedules, and should redact their Social Security number on the Form 1040.)
6. Is your organization in good standing with your Secretary of State's Office?
___ Yes ___ No ___ N/A

If yes, please attach a copy of your Certificate of Good Standing. Please provide an explanation if it is not available or is not applicable to your organization. ClearWay Minnesota must be notified if there is a change in your good standing status.

Signature of person completing questionnaire

Date

CLEARWAY MINNESOTASM
Contractor/Vendor and Vendor
Acknowledgment of Application Terms and Conditions

Please complete the following form and attach it to the front of the application. This form is available to applicants through the online application system.

The undersigned, on behalf of an organization applying for a contract from ClearWay MinnesotaSM, represents that he or she has the authority to execute this and related contract agreements on behalf of the applicant organization. The undersigned further acknowledges and agrees to the following in applying for a contract or any other funding from ClearWay Minnesota:

The Application Process

- Applicant represents and warrants in submitting a proposal that it has complied with and/or shall comply with all applicable federal, state and local laws, rules and regulations.
- No application for funding will be considered unless it is complete and fully complies with criteria set forth in the applicable request for proposals.
- No application for funding will be considered unless and until this “Acknowledgment of Application Terms and Conditions” is completed and returned to ClearWay Minnesota’s authorized representative.
- Requests for Applications, Proposals, or Qualifications may be withdrawn or modified by ClearWay Minnesota at any time during the application process.

The Review Process

- Applicant understands that any attempt to contact a review panel member to discuss the application under review during the review process will disqualify them from receiving current and future Clearway Minnesota funding. This disqualification period will commence immediately upon notification to the applicant.
- Not all proposals will be funded. ClearWay Minnesota has the sole right and discretion to establish funding eligibility criteria and to select or reject proposals according to ClearWay Minnesota’s view of proper program priorities.
- No person or organization has a right to or expectation of such funding, except as provided in a fully approved and executed contract agreement. Board-approved funding may be withdrawn (or project approval may be rescinded) if the parties fail to reach agreement during the contract negotiation process.
- If applicant is an existing or prior ClearWay Minnesota grantee, applicant acknowledges that ClearWay Minnesota will provide the panel of reviewers information about previous experience with the applicant.

Conditions for Funding

1. Failure to comply with the terms of a contract may result in the termination of funding and, in certain cases, may require the contractor/vendor to return funds previously received, including funds already disbursed.
2. Applicant warrants that no member of its staff or Board of Directors is, or, during the term of any contract, will be, a relative of a member of the staff or Board of Directors of

ClearWay Minnesota. Applicant acknowledges that proposals submitted become public information, subject to the Minnesota Government Data Practices Act, at the time they are presented to the ClearWay Minnesota Board of Directors. Pricing and service agreements of proposals are considered public information, unless applicant can demonstrate that the information is a “trade secret” or “nonpublic business data” as defined by the Act.

3. Applicant acknowledges and will comply with ClearWay Minnesota’s policies and directives concerning: conflict of interest; relationships with the tobacco industry and related businesses; smoke-free workplaces; financial standing; and data practices, if they are awarded a contract.
4. During the period of time that applicant’s proposal is under consideration for funding by ClearWay Minnesota, the applicant agrees to inform ClearWay Minnesota immediately of any material change affecting the capacity of the applicant organization to meet the requirements and responsibilities outlined in the Request for Proposal or the contract proposal as submitted.

Withholding of Funds or Termination After Contract Execution

ClearWay Minnesota, at its sole option, also may terminate contract agreements at any time if:

- Contractor/vendor uses contract amounts for any purpose other than as specified in the contract agreement.
- Contractor/vendor breaches the contractor/vendor conditions set forth in the Contract agreement.
- In ClearWay Minnesota’s sole discretion, ClearWay Minnesota believes that contractor/vendor becomes unable to carry out the purposes of the project, or ceases to be an appropriate means of accomplishing the purposes of the project.
- If contractor/vendor uses contract amounts for purposes that conflict with ClearWay Minnesota’s mission, goals, and policies.
- If contractor/vendor, or any person working on the project commits, or is found to have committed, misconduct in science (as defined in Regulations of the Public Health Service, 42 C.F.R. Part 50) with regard to research to be performed under the agreement [if applicable].

By checking this box, the undersigned, represents that s/he has the authority to execute this and related contract agreements on behalf of the contracting organization and agrees to the application terms and conditions stated above.

Name *(please print):*

Date *(month/day/year):* / /

Title:

Representing *(organization’s legal name):*

CLEARWAY MINNESOTASM
CONTRACTOR/VENDOR -RELATED POLICIES

SMOKE-FREE WORKPLACES

Organizations receiving contract funding from ClearWay MinnesotaSM must provide a statement indicating that the worksite of the organization is smoke-free, unless tobacco use in the worksite is prohibited by law, or is an explicit component of a research treatment center.

CONTRACTOR/VENDOR INTERACTION WITH TOBACCO COMPANIES

ClearWay Minnesota will not contract with a tobacco company, its parent or subsidiaries.

- ClearWay Minnesota will actively seek to contract with individuals and companies that provide the best possible service and have no present or anticipated relationships with tobacco companies, their parents or subsidiaries, or currently work for, nor in the past 2 years, have worked for any company with significant revenue (15% or more) from tobacco-related products.

ClearWay Minnesota generally will not contract with an individual or company that currently provides mission-related services to a tobacco company, its parent or its subsidiary. Mission-related services include cessation, research, public relations, advertising, legal, consulting and educational services. ClearWay Minnesota may choose to contract with a company that currently provides mission-related services to a tobacco company, if the quality of the work is deemed significantly better than that provided by its competitors, and if the individuals working on the ClearWay Minnesota project have not worked directly with the tobacco company in the last 12 months, and agree that they will not work directly with the tobacco company while working on the ClearWay Minnesota project.

For the purposes of this Policy, tobacco is defined as commercially manufactured products containing tobacco, and does not include the traditional; cultural; spiritual; and ceremonial sacred tobacco use by American Indians.

CONTRACTOR/VENDOR COMPLIANCE WITH MINNESOTA GOVERNMENT DATA PRACTICES ACT

If ClearWay Minnesota contracts with a private sector person or entity to “perform any of its functions,” the contract must require the contractor/vendor to agree to be subject to the Minnesota Government Data Practices Act (Minn. Stat. § 13) with respect to any data “created, collected, received, stored, used, maintained, or disseminated” by the private contractor/vendor.

The contractor/vendor agrees to comply with the Act with respect to the agreement data as if it were a government entity (as defined in the Act). Agreement data is considered public information under the Act, unless it can be demonstrated that any given agreement data should not be treated as public information, including but not limited to that such agreement data is a “trade secret” pursuant to Minn. Stat. §13.37, subd. 1 or “nonpublic business data” pursuant to Minn. Stat. §13.591, subd. 1. Contractor/vendor understands that pursuant to Minn. Stat. §13.05, subd. 11, the remedies provided in §13.08 of the Act apply to the contractor/vendor.

INFORMATION PROTECTED AS “TRADE SECRET” UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

Trade secret information is classified as “not public” under the Minnesota Government Data Practices Act (DPA). (Private, if data on individuals, and nonpublic, if data not on individuals.)
Section 13.37, subdivision 2.

Must Claim Trade Secret Protection

If an individual or organization believes that a document it submits to ClearWay Minnesota contains trade secret information, the individual or organization must do the following:

- 1) Clearly mark the information with the words “trade secret.”
- 2) Explain in writing how the information meets each of the three requirements in the definition of trade secret information.

Proprietary information is not defined or classified under the DPA. Therefore, proprietary information would be public data and available to anyone upon request. This is important because if someone marks something as “proprietary,” it is not the same as marking it “trade secret.”

In the event that contractor/vendor receives a request for agreement data under the Act, contractor/vendor agrees to notify ClearWay Minnesota promptly upon such request. In the event that contractor/vendor reasonably desires that certain agreement data requested not be disclosed, contractor/vendor shall give ClearWay Minnesota notice requesting that ClearWay Minnesota withhold specific agreement data from being disclosed. Such notice shall identify the specific agreement data that contractor/vendor desires be withheld, and the statutory basis for claiming that such agreement data is not public information.

ClearWay Minnesota will not reimburse contractor/vendor for any of contractor/vendor’s attorneys’ fees, costs or any other expenses incurred in responding to Act requests or requests for information from any government agency.

CONTRACTOR/VENDOR COMPLIANCE WITH CLEARWAY MINNESOTA’S CONFLICT OF INTEREST POLICY

ClearWay Minnesota will not give grants to, or enter into contracts with, a ClearWay Minnesota Board Member or ClearWay Minnesota employees or the family members of either while the person is serving ClearWay Minnesota and for one year after the person ceases to be a Board Member or employee of ClearWay Minnesota.

If a family member or relative of a Board Member is, or becomes, affiliated with an organization that has a grant or contract with ClearWay Minnesota, that organization must:

- a) Certify in writing to ClearWay Minnesota that the family member or relative will not solicit, supervise, manage, administer or have a financial interest in the ClearWay Minnesota grant or contract for the duration of that grant or contract;
- b) Submit the certification within 30 days after the disclosure of the relationship to the affiliated organization or a written request from ClearWay Minnesota; and

c) Promptly update the certification if the status of the family member or relative changes.

“Family members” of a person are the person’s spouse or domestic partner, parents, stepparents, siblings, children, stepchildren, and spouses or domestic partners of the person’s children and stepchildren. “Relatives” of a person are the person’s aunts and uncles.

CONTRACTOR/VENDOR LIABILITY AND INSURANCE REQUIREMENTS

Contractor/vendor shall be solely responsible for obtaining, and any expense in obtaining, medical, dental, life, liability and all other insurance for contractor/vendor for the Term. Contractor/vendor understands that it is not covered by the insurance policies of ClearWay Minnesota. Contractor/vendor shall be responsible for obtaining, at contractor/vendor’s sole expense, licenses and permits usual and necessary for performing the Services.

CONTRACTOR/VENDOR FINANCIAL INFORMATION

ClearWay Minnesota may request detailed financial information from applicants to verify the organization’s good financial standing and capacity to successfully complete the ClearWay Minnesota project.

A summary of this financial due diligence review is shared with staff and/or the external reviewers. However, submitted financial documents are normally not shared with external reviewers in order to protect applicant’s nonpublic or proprietary information.