

State of Minnesota Judicial Branch  
Fifth Judicial District

## Request for Proposals

**Redwood County Video Conferencing Installation**  
January 5, 2022

## I. REQUEST FOR PROPOSALS.

- A. Defined. The State of Minnesota, acting through the Fifth Judicial District, of the Minnesota Judicial Branch, (referred to herein as the “STATE” of “District”), is using a competitive selection process (referred to herein as the “Request for Proposals” or “RFP”) to solicit proposals from qualified bidders in order and select possible vendor(s) to establish a contract between the Fifth Judicial district to provide Redwood County Courtroom Video Conferencing Installations. This RFP is not a bid but a request for a proposal that could become the basis for negotiations leading to a contract with a designated vendor to provide services as described in this document. **The courtroom installations need to be completed by May 20, 2021.**
- B. Right to Cancel. The State is not obligated to respond to any proposal submitted, nor is it legally bound in any manner whatsoever by the submission of a proposal. The State reserves the right to cancel or withdraw the request for proposals at any time if it is considered to be in its best interest. In the event the request for proposals is cancelled or withdrawn for any reason, the State shall not have any liability to any proposer for any costs or expenses incurred in connection with this request for proposals or otherwise. The State also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend proposal due dates.
- C. Right to Approve Equals or Equivalent. The State reserves the sole right to determine acceptance of any offered item(s) as an approved equal or equivalent.
- D. Changes. Changes to the RFP will be made by addendum. Any addenda issued will become part of the RFP. Each Responder must follow the directions on the addendum.

## II. PROJECT OVERVIEW/SCOPE OF WORK

The Fifth Judicial District, of the Minnesota Judicial Branch, is seeking proposals from vendors to provide, install, and train on Redwood County Video (or “A/V”) Conferencing Installations, as well as limited removal and alternate placement of existing A/V equipment as detailed herein.

- A. The project must be completed by May 20, 2022.
- B. Project Scope of Work
1. General

This project will encompass technology video installation in Redwood County Courtrooms A, B and Jury Room, including removal ITVs from Redwood County and placement in Brown County and Martin County as detailed in Exhibit B. It will require coordination between the selected A/V Integration Contractor and selected audio install. This require A/V vendor hook into or use the Audio Vendors sound to broadcast into the room and into the recording system.

## Role of District Five Staff

Coordinate between the A/V installer and audio vendor to get installation in place by the time of the new courthouse opening

## Role of A/V Integration Contractor

### *Installation and Programming of Control System Equipment:*

Extron control system equipment shall be installed in each of the Courtroom's A and B. The A/V integration contractor shall provide Crestron programming by a State approved programmer who will follow the district workflow template. Audio programming shall be provided by an audio vendor that will work with the A/V vendor to connect the video systems into the audio systems in the courtrooms

### *Labelling of A/V System Cabling*

Unique wire numbers have been assigned for existing and new audio, video, and control cables in each of the four courtrooms. This applies to both existing and newly installed cable. Cable numbering is detailed on the included one-line signal flow diagrams supplied for each courtroom. Wire markers with these numbers shall be installed at each end of corresponding cables as described under Part 3 "Identification of A/V Systems".

### *Provision and Installation of New Equipment and Cable:*

The A/V integration contractor shall supply and install the new equipment and cable as specified in Exhibit A: Equipment List below.

## **Exhibit A: Equipment List**

### Courtroom A – Equipment List

#### *Video Equipment*

Cisco Webex Room Kit Pro with Touch 10  
(2) Precision 60 Camera

#### *Displays and Mounts*

(3) 85" Sony Pro Bravia 4k Displays or Equivalent  
(3) Micro Adjustment Tilt Mounts  
(1) 24" Display for the Bench video

#### *Switching and Routing*

(6) Transmitters  
(4) Receiver  
(2) Switching Transmitter  
DA

### Scaller

- (2) Camera Extension Kit
- (4) Under Desk Mount Kit
- (2) Adapter Rings for HDMI Conversion-  
DisplayPort, Mini DisplayPort and USB-C to HDMI

### *Racking*

A rack will need to be included that house the video equipment for Courtrooms A&B in a single closet. It will also need addition space for the Audio Venders Equipment

### *Installation and Supplies*

Cables, Connectors and Hardware  
Documentation and Training

### Courtroom B – Equipment List

#### Video Equipment

- Cisco Webex Room Kit Pro with Touch 10
- (2) Precision 60 Camera

#### Displays and Mounts

- (3) 85” Sony Pro Bravia 4k Displays or Equivalent
- (3) Micro Adjustment Tilt Mounts
- (1) 24” Display for the Bench video

#### Switching and Routing

- (6) Transmitters
- (4) Receiver
- (2) Switching Transmitter

DA

#### Scaller

- (2) Camera Extension Kit
- (4) Under Desk Mount Kit
- (2) Adapter Rings for HDMI Conversion-  
DisplayPort, Mini DisplayPort and USB-C to HDMI

#### Installation and Supplies

Cables, Connectors and Hardware  
Documentation and Training

### Jury Assembly Room – Equipment List

#### Video Equipment

- (2) Camera system to act as Zoom Room

#### Displays and Mounts

- (3) 85” Sony Pro Bravia 4K Display or equivalent

(3) Micro Adjustment Tilt Mounts

(1) Wall Plate HDMI connection near podium to feed all displays

Wall Plate Transmitter

Receiver

DA\

(1) Control System

Control Processor

Button Panel

Control System Programming

(1) Adapter Rings for HDMI Conversion-

DisplayPort, Mini DisplayPort and USB-C to HDMI

(1) Equipment Rack for Video equipment and Audio Vendor equipment needs 5 Us

Related hardware and wiring

*Provision of Additional Materials by A/V Integration Contractor:*

Installation Supplies, Cables, Connectors and Hardware

Documentation and Training

*Removal and Re-installation of existing A/V Equipment: Exhibit B:*

There are two existing Cisco Roomkit ITV units that need to be removed and place in Brown County and Martin County. The ITV units are on mobile carts and will need to be moved to the new locations. They will be replacing existing units so it should be able to plug into existing wiring. There is an existing audio mic jack line in and network port for connectivity. The existing cabling will need to be tested that it meets the requirements of the system that is being moved in. Sound level testing will be done with 5<sup>th</sup> IT staff and the Audio Vendor.

2. Functional Description of A/V Systems

Courtroom A

Courtroom A will incorporate a Cisco Codec Room Kit Pro P60 system with two cameras, touch panel Extron control and three large commercial video displays 85 inch.

Video Presentations will be supported by HDMI inputs at the counsel tables that will present content to the 3 TVs using an 8x4 scaling matrix switcher/control processor and integrate with the Cisco Codec. On the bench a 24 display will be

placed so Judge can see the same output as the overhead displays. Included a Cisco Touch 10 or comparable product to preform room control, routing, and the ability to perform video call functions. Programming of the audio DSP by the districts sound system vendor.

There is an outside A/V closet where all the cabling for courtrooms A&B will need to have the video equipment installed and rack system put in place. The rack must be big enough to accommodate the district sound vendors equipment also.

A control system will be installed to automate display power dependent on system status. The included Cisco Touch 10 will provide the control interface for content source location selection and full ITV control. A "kill switch" will be installed at the bench to blank content being displayed.

Content sharing sources will consist of an HDMI and VGA with audio at each council desk and will include an adapter ring for DisplayPort, Mini DisplayPort, and USB-C to HDMI. A 4-port HDMI switcher will be supplied for future evidence cart peripherals such as laptop, document camera, and DVD player. There will be no independent connection location for the evidence cart as one of the council desk connections will be utilized for this purpose when desired. The existing floor boxes will be utilized for these connections.

### Courtroom B

Courtroom B will incorporate a Cisco Codec Room Kit Pro P60 system with two cameras, touch panel Extron control and three large commercial video displays 85 inch.

Video Presentations will be supported by HDMI inputs at the counsel tables that will present content to the 3 TVs using a 8x4 scaling matrix switcher/control processor and also integrate with the Cisco Codec. On the bench a 24 display will be placed so Judge can see the same output as the overhead displays. Included a Cisco Touch 10 or comparable product to preform room control, routing and the ability to perform video call functions. Programming of the audio DSP by the districts sound system vendor.

There is an outside A/V closet where all the cabling for courtrooms A&B will need to have the video equipment installed and rack system put in place. The rack must be big enough to accommodate the district sound vendors equipment also.

A control system will be installed to automate display power dependent on system status. The included Cisco Touch 10 will provide the control interface for content source location selection and full ITV control. A "kill switch" will be installed at the bench to blank content being displayed.

Content sharing sources will consist of an HDMI and VGA with audio at each council desk and will include an adapter ring for DisplayPort, Mini DisplayPort,

and USB-C to HDMI. A 4-port HDMI switcher will be supplied for future evidence cart peripherals such as laptop, document camera, and DVD player. There will be no independent connection location for the evidence cart as one of the council desk connections will be utilized for this purpose when desired. The existing floor boxes will be utilized for these connections.

### Jury Conference Room

There will be three commercial grade TVs 85 inch installed that will an HDMI input that will integrate with a DSP to be installed by the districts sound system vendor. There will also need two cameras for (zoom) held meetings and hearing that faces out from the TVs where the counsel tables will be placed and one facing the front of the room where Judge would sit in a temporary courtroom situation. There will also be a video source control wall mounted unit either by the audio rack supplied by A/V vendor and not the district audio vendor

## 3. General Requirements

### A. Standards

All work and tests conducted as part of this project shall be performed in accordance with current industry standards, including the following:

1. NEC (National Electrical Code)
2. UL (Underwriters Laboratories)
3. NFPA (National Fire Protection Association)
4. OSHA (Occupational Safety and Health Administration)
5. NEMA (National Electrical Manufacturer's Association)
6. NECA (National Electrical Contractors Association)
7. ANSI (American National Standards Institute)
8. ASTM (American Society of Testing and Materials)
9. IEEE (Institute of Electrical and Electronic Engineers)
10. EIA (Electronics Industries Association)
11. AES (Audio Engineering Society)
12. ASA (Acoustical Society of America)
13. ISO (International Standards Organization)

### B. Contractor Qualification Requirements

1. The A/V contractor shall demonstrate experience in the provision and installation of systems similar in complexity to this project and shall meet the following requirements:
  - a. The installing contractor shall demonstrate no less than 5 years of experience installing the types of systems and equipment

specified for this project. Five equivalent project references shall be provided.

- b. The installing contractor shall be a factory authorized, franchised dealer for all of the products that are to be furnished and installed on this project. If the contractor is not franchised for a product, he must hire a properly franchised and certified subcontractor to provide and install that product. Upon request the contractor shall supply documentation which verifies factory authorization and certification of required factory training.
- c. The installing contractor shall maintain a fully staffed and equipped service organization capable of furnishing adequate inspection, testing and service for the A/V systems and system components, including assurance of availability of replacement parts for the length of the warranty period. Full time field technicians shall be available during normal 8 AM to 5 PM business hours.
- d. The installing contractor shall hold a current and valid Technology Systems Contractor License in the state of Minnesota to design, lay-out, install and service low voltage systems of the type specified for this project. A copy of this license shall be provided.
- e. The installing contractor shall assign, for the duration of the project, an employee to act as the person responsible for all technical aspects of the project at the contractor level. This person shall hold a current and valid Minnesota Power Limited Technician License. A copy of his/her license shall be provided

### C. Compliance With Contract Documents

- 1. All work shall be performed in compliance with the contract documents and with the applicable standards listed above and with all governing codes and regulations of the authorities having jurisdiction.
- 2. Drawings and Specifications shall govern when they exceed Code and Regulation requirements.
- 3. Where requirements vary between governing Codes and Regulations and the drawings and specifications, the more restrictive requirement shall apply.
- 4. Nothing stated in the contract documents for this project shall be interpreted as giving permission or authority to the installing contractor or his sub-contractors to violate or disregard any mandated safety codes, contractor or personal licensing requirements, or any other applicable legal requirements.



D. Substitution Of Equal Equipment and Material

1. The equipment specified in this RFP is based on requirements set forth and deemed appropriate for this facility by the Audio Consultant representing the State.
2. Unless alternate equipment is listed within the specification, substitute products will not be accepted without pre-approval.
3. Complete technical information must accompany the request. This shall include manufacturers product specifications, documented performance verification by an approved third party testing organization or submission of a physical sample if performance documentation is not available. The cost of testing a sample shall be borne by the proposing bidder.
4. To be considered, the proposed substitute item must provide, at a minimum, the same performance as the specified item (including physical characteristics consistent with aesthetic integration within the architectural design), and not increase the cost of the project.
5. The proposed substitute item must provide the same durability, longevity and carry the same warranty as the specified item.
6. In the case where the substitute unit or material causes additional cost to any other part of the work of any other contractor, or the architect and his consultants, the additional cost will be borne by the Installing Contractor for this section.
7. Further restrictions on specific substitutions of equipment and material may be made at the option of the State.

E. Delivery, Storage and Handling

1. In order to prevent damage or contamination with water, dirt or construction debris, loudspeaker cabinets and similar products should be transported to the jobsite in the original packing container and should not be unpacked until they can be installed in a clean environment.
2. Racks and other equipment should be tightly covered and protected from dirt and moisture during construction. They should not be delivered or installed in unfinished spaces.
3. Coordinate with the Fifth Judicial District Network Specialist Team and local court staff to ensure that courtroom facilities are open and available.
4. Products or equipment lost or damaged during handling, storage or due to construction debris contamination because of installation in an unfinished space are the responsibility of the installing contractor and shall be replaced by the installing contractor at no expense to the Owner.

F. Project Conditions

1. Verify that conditions at the jobsite are suitable for this work. Notify the Fifth Judicial District Network Supervisor in writing as soon as possible of any and all conflicts, omissions or discrepancies discovered and suggest a suitable remedy. Situations that might delay the completion of the project in accordance with the published construction schedule are of a particular concern.

G. Description of Work and Contractor Responsibility

1. The Installing Contractor shall furnish and install all equipment and accessories in accordance with the drawings and specifications so as to provide a complete and working A/V system for each Courtroom. All materials and/or equipment deemed necessary for the proper operation of these systems, even though not specifically mentioned in the specifications or shown on the contract drawings or furnished by the owner, shall be deemed to be a part of the specifications and shall be furnished as part of the original contract.
2. Conduit and Raceway Systems will be provided by the county.
3. The A/V contractor shall verify that all Technical AC Power provisions are appropriate and adequate to properly accommodate equipment power loads. Coordination with the County's Facilities Manager and the Fifth Judicial District Network Specialists may be required to assure that receptacles and junction boxes are located as required.
4. The installing A/V Contractor should also coordinate with the County's Facilities Manager and the Fifth Judicial District Network Specialists to assure that he understands the importance of following these installation guidelines.
  - a. It is strongly recommended that audio system conduits running parallel to AC power conduits be physically separated a minimum of 18" from EMC AC power conduits, and a minimum of 24" from PVC AC power conduits. They may be closer only when necessary to enter a junction, wall or floor box.
  - b. It is strongly recommended that when AC power conduits and audio system conduits and raceways cross, they cross at 90 degrees whenever possible.
  - c. Separate conduits and/or raceways shall be provided for the following circuits and cables as shown on the Technical Systems drawings:
    - (1) Microphone level audio cables.
    - (2) Line level audio cables, data cables, intercom circuits and control circuits may be run in same conduit unless otherwise specified.

- (3) Speaker level cables.
  - (4) Antenna cables may be run with loudspeaker cables.
5. It shall be the responsibility of the county's electrical contractor to install Pull String in all empty audio and video system conduit and raceway runs.
6. It shall be the responsibility of the installing A/V contractor to include a new replacement pull string with the cables as they are being pulled into the conduits.
7. If any conduit run exceeds 100 feet in length or contains three or more 90 degree bends, it requires an accessible intermediate pull box. The box shall not be smaller than 4 11/16" square and must be installed by the electrical contractor. This may exceed the requirements of the NEC, but is strongly recommended.
8. Blank covers shall be provided by the electrical contractor for all boxes used as intermediate pull, splicing and termination boxes.
9. Coordination with other trades.
10. The exact locations of equipment, boxes, conduit, raceway and power will, in many cases, directly affect the usability of the system. If there are questions, their locations should be coordinated with the County's Facilities Manager and Fifth Judicial District Network Specialists
11. **Submittals:** After receiving the Notice to Proceed and prior to commencement of work, the contractor/installer shall submit documentation including product data and custom installation details for approval. The documentation shall be as follows:
  - a. The documentation shall be assembled in a PDF Binder.
  - b. Contents:
    - (1) Page 1 – Reviews Sheet – Used for Consultants electronic review stamp, provide blank sheet with title "Reviews Sheet", Owner Name and Project Name.
    - (2) Page 2 – AV Contractor License Information – Provide a photocopy of the Technology Systems Contracting License.
    - (3) Page 3 – Power Limited Technician License – Provide a photo copy of the lead technician's Power Limited Technician License.
    - (4) For each Courtroom under a separate Tab include:
      - (a) A complete listing of all equipment to be incorporated into the project for that courtroom. The listing should be arranged alphabetically in tabular or spreadsheet form. In sequence from left to right list the

manufacturer's name, the manufacturer's model number, a description and finally the total quantity being supplied and/or installed.

- (5) Manufacturer's catalog data sheets should immediately follow this list sequenced to match the alphabetic listing.
  - (a) The submitted data should include complete technical data including performance specifications, dimensions, weight, AC power requirements, thermal load data, rough-in drawings and special installation instructions. Data sheets that show several products should be clearly marked to show the exact product for which submission is being made. Brochures and sheets that only describe "families" of products are not acceptable.
- (6) Functional one-line diagrams including any proposed modifications to construction drawings.
- (7) Shop drawings:
  - (a) Detailed wiring diagrams shall show interconnection of products and components. Include the unique component designator employed for each unit in the original construction drawings.
  - (b) Include cable type and cable label designations as noted in original construction drawings.
  - (c) Include connector type designations and details of connector wiring variations used to achieve proper shield control.
  - (d) Include equipment locations in racks, consoles or on tables. Provide scaled front and rear elevations of equipment racks identifying all components, fans, ventilation panels and blank filler panels.
  - (e) Include dimensions.
  - (f) Show placement and routing of cables including entry locations.
  - (g) Show AC power outlets.
  - (h) Show terminal strip locations.

## H. Record Documents

### 1. Operating and Maintenance Data Manuals

- a. Assemble operating and maintenance data manuals for each Courtroom in a PDF Binder.

- b. These electronic binders shall contain the following sections:
  - (1) Table of Contents
  - (2) Updated system functional descriptions
  - (3) List of provided equipment, material, accessories, and loose items including quantities
  - (4) Manufacturer's descriptions and specification sheets arranged alphabetically by manufacturer and then by model number.
  - (5) Complete instructions including:
    - (a) System-specific operating instructions written by the contractor to instruct current and future users how to run the system whether or not they have had the benefit of site training or oral history.
    - (b) Equipment-specific operating instructions including manufacturers' operating manuals arranged alphabetically by manufacturer and then by model number.
    - (c) Tabular, graphic, or photographic record of settings and adjustments of semi-fixed controls on equipment front panels.
  - (6) Copies of "As-Built" block and detailed wiring diagrams.
  - (7) Copies of relevant "As-Built" conduit diagrams.
  - (8) "As-Built" conduit-fill schedules.
  - (9) Test reports
  - (10) Key Schedule
  - (11) Copies of warranty amendment letters
- 2. System "As-Built" Drawings
  - a. Upon completion of the project and final acceptance of the installation, update original drawings to accurately reflect the as-built conditions of all required modifications, executed change orders or other field conditions.
  - b. Include a PDF drawing set at the project's standard drawing size.
  - c. The drawing set shall include the following drawings:
    - (1) System block diagrams
    - (2) Rack layouts
    - (3) Patch-panel layouts
    - (4) Terminal block layouts
    - (5) Detailed wiring diagrams including wire tag numbers and wire color codes
- 3. Software

- a. All software shall be the property of Redwood County.
- b. All source code shall be the property of Redwood County.

4. Software Passwords

- a. Software password schedule (i.e., a spreadsheet listing the manufacturer, model number and location in the Facility, of each piece of audio/video equipment, the software for which is password-protected).
- b. Provide to County's Facilities Manager and Fifth Judicial District IT Department as a secure document separate from Operating and Maintenance Manuals and As-Built Drawings.

I. Training and Instruction

1. The A/V Contractor shall provide an on-site training session for the Fifth Judicial District Courtroom Technology Specialist and designated staff in the operation and maintenance of each aspect of the specified A/V systems. A portion of this training should occur in conjunction with the commissioning process. The training shall be scheduled at mutually agreed time preceding the first beneficial use of A/V systems in each courtroom.
2. The A/V Contractor shall provide video recorded instructions on the operation of each system. Information contained in the video will include all points of operation and maintenance covered in the initial instruction session with the owner's staff. Allow a minimum of four hours of production time. Provide two (2) USB drives with video files of the training session.

J. Final Acceptance

1. Final acceptance of the A/V systems is contingent on their continuous operation for a period of three weeks after completion of the work without a fault.
2. Upon final acceptance, the final billing will be approved, and the one-year warranty will begin.

K. Warranty

1. Submit a one-year material and labor warranty dated to begin with acceptance of work in this Section.
2. Submit a proposal for one year and three years of additional continued warranty.

4. Identification for Audio Video Systems

A. Environmental Requirements

1. Install labels and nameplates only when ambient temperature and humidity conditions for adhesive are within range recommended by manufacturer.

B. Products

1. Namplates

- a. Configuration: 1/8" laminated three-layer plastic with engraved white letters on black contrasting background color.
- b. Product:
  - (1) Manufacturer: Proco, Rapco/Horizon, Whirlwind
  - (2) Substitutions: By approved substitution means.
- c. Component Identification
  - (1) Configuration: 3/8" tall nameplate with following text centered:
    - (a) Component name: MIXER
    - (b) Component ID: MX-1
  - (2) Label to indicate component name (e.g., MIXER, AMPLIFIER, PROCEOOR, etc.)
  - (3) Component ID: as indicated on schematic diagrams (e.g., MX-1, PA-1, DSP-1, etc.)
  - (4) Letter Size:
    - (a) 1/8" letters for identifying component name and ID.
  - (5) Label to be located on left hand top corner of component. Label may be located on blank panel above equipment if no room is available at component. Provide a uniform placement throughout rack.
  - (6) Provide nameplates at front and rear of each component.
- d. Control Identification
  - (1) Configuration: 3/8" tall nameplate with following text centered:
    - (a) Control name: MIC-1
  - (2) Label to indicate control name (e.g., MIC 1, MUSIC LEVEL, CENTER MF/HF, etc.)
  - (3) Where multiple controls are located on a component, provide a single nameplate with properly spaced label to correspond with appropriate knob, switch or button.
  - (4) Letter Size:
    - (a) 1/8" letters for identifying component name and ID.

## 2. Labels

- a. Configuration: Embossed adhesive tape, with 1/8" white letters on black background.
- b. Product:
  - (1) Manufacturers: Brady
  - (2) Substitutions: By approved substitution request means.
- c. Uses:
  - (1) Non-rack mount components
  - (2) Power supplies
  - (3) Electrical Receptacles for Amplifiers: Where amplifiers are required to be on dedicated electrical circuits, label amplifier power cord and corresponding electrical receptacle, indicate panelboard number and circuit breaker number.
  - (4) Identification of wireless microphone transmitters and accessories.

## 3. Wire Markers

- a. Configuration: Computer printed or preprinted type. Hand written markers are not acceptable.
- b. Product:
  - (1) Manufacturers: Brady
  - (2) Substitutions: By approved substitution request means.
  - (3) Use:
    - (a) Audio Video Circuits: Wire number as indicated on signal flow diagrams.
    - (b) Power Cords: Where amplifiers are required to be on dedicated electrical circuits, label amplifier power cord and corresponding electrical receptacle, indicate panelboard number and circuit breaker number.

## C. Execution

### 1. Preparation

- 1. Degrease and clean surfaces to receive adhesive for identification materials.

### 2. Existing Work

- 1. Install identification of existing equipment to remain in accordance with Related Sections.



2. Install identification on unmarked existing equipment and wires.
3. Replace lost nameplates, labels and makers.

### 3. Installation

1. Nameplate and label installation:
  - a. Install nameplate parallel to equipment lines.
  - b. Install nameplate for each equipment rack, component, and control with adhesive.
2. Wire Marker Installation:
  - a. Install wire marker for each cable at equipment connections, each intermediate termination and each device connection. Apply Clear heat shrink tubing over each wire marker.

## III. SUBMISSION REQUIREMENTS.

### A. General Requirements.

1. Certificate of Insurance. Each proposal shall contain acceptable evidence of compliance with the workers' compensation coverage requirements of Minnesota Statute § 176.181, subd. 2. Vendor's RFP response must include one of the following: (1) a certificate of insurance, or (2) a written order from the Commissioner of Insurance exempting you from insuring your liability for compensation and permitting him to self-insure the liability, or (3) an affidavit certifying that you do not have employees and therefore are exempt pursuant to Minnesota Statutes §§ 176.011, subd. 10; 176.031; and 176.041. *See Section XV of the sample State contract in Appendix III for details on additional insurance requirements that must be provided on request of the State.*
2. Affirmative Action Certification. If the vendor's proposal exceeds \$100,000.00, the RFP response must include a completed State of Minnesota Workforce Certificate Information form, attached as Appendix I.
3. Non-collusion Affirmation. Vendor must complete the Affidavit of Non-collusion (Appendix II) and include it with its RFP response.
4. Contract Terms. The State's boilerplate service contract template is set forth in Appendix III (contract). No work can be started until a contract, in the form approved by the State Court Administrator's Legal Counsel Division, has been signed by all necessary parties in accordance with state court procurement and contract policies. The template included in the appendix is a sample form.
  - a. The Vendor's RFP response must include the Vendor's standard licensing, nondisclosure, maintenance, services and billing/invoicing procedures. By submitting a response to this RFP, Vendor understands and agrees that

much of the language included in the State's attached boilerplate service contract reflects requirements of Minnesota law and may not be modified.

- b. Vendors requesting additions or exceptions to the State's boilerplate terms and conditions shall submit them with their response to the RFP. A request must be accompanied by an explanation why the exception is being sought and what specific effect it will have on the Vendor's ability to respond to the RFP or perform the contract. The State reserves the right to address requests for exceptions to its boilerplate terms and conditions with the highest scoring Vendor during contract negotiation.
5. Evidence of Financial Stability. Vendor's RFP must provide evidence of Vendor's financial stability as an indicator of Vendor's ability to provide services irrespective of uneven cash flow. Financial Stability-Related Trade Secret. Judicial MJB rules of public access permit vendors to submit evidence of financial stability as trade secret information according to the following:
- a. The evidence-of-vendor's-financial-stability must qualify as a trade secret under Minn. Statute § 325C.01 or as defined in the common law;
  - b. The vendor submits the evidence-of-vendor's-financial-stability on a separate document (but as part of their complete submission) and marks the document(s) containing only the evidence-of-vendor's- financial-stability as "confidential;"
  - c. The evidence-of-vendor's-financial-stability is not publicly available, already in the possession of the Judicial MJB, or known to or ascertainable by the Judicial MJB from third parties.

Except for financial stability information submitted in accordance with this section, do not place any information in your proposal that you do not want revealed to the public. Proposals, once opened, become accessible to the public except for financial stability information submitted in accordance with this section. Please also note that if a vendor's proposal leads to a contract, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term and scope of work.

6. Equal Pay Certification. The Equal Pay Certification (EPC) requirement for vendors was signed into law in May of 2014. If a vendor proposal is estimated at \$500,000.00 or more, the vendor must complete the EPC with the MN Department of Human Rights and attach a copy of that certification to the response (see Appendix V). For more information on the EPC see the Minnesota Department of Human Rights website at: <https://mn.gov/mdhr/certificates/apply-renew/>

7. Conflict of Interest Statement. A written statement acknowledging whether or not there is a conflict of interest. See Appendix VI, Conflict of Interest Disclosure Form.

B. Project Related Submission Requirements.

1. A cover sheet including vendors' contact information, email address, business address, and phone numbers. Cover sheet should include signature lines and must be signed by, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm
2. An overview that reflects the vendor's understanding of the effort described in this Request for Proposals and the project deliverables;
3. Provide a timeline for the project;
4. Provide resumes of your staff likely to be assigned to the project with a particular focus on the experiences noted above;
5. At least three (3) client references with appropriate contact information that the Vendor has performed work for in the past three (3) years and that can attest to vendor ability to complete work as stated;
6. A written statement acknowledging either no conflict of interest or identifying any conflicts of interest as it relates to this project;

C. Pricing, Risk of Loss

1. Price each courtroom individually and then a summary of project totals.
  - a. List the materials, labor, and any other charges for each courtroom.
  - b. Provide summary page showing the project totals.
2. All prices quoted must be firm and not subject to increase unless otherwise provided for in this RFP. Price reductions must immediately be passed on to the State whenever they become effective. Prices must be quoted in United States currency.
3. Travel, administrative, overhead and other related charges and expenses shall be included in the prices set forth in the proposal.
3. A unit price and a total for the quantity must be stated for each item quoted. In case of an error in the extension or total, the unit price prevails.

4. No more than one unit price may be quoted on any one item unless otherwise provided for in the RFP.
5. Vendor must acknowledge the ability to meet May 20, 2022 deadline.
6. DO NOT INCLUDE sales tax in pricing. The STATE holds Direct Payment Permit 1114 and pays tax directly to the Department of Revenue.
7. The State is relieved of all risks of loss or damage to the equipment during periods of transportation, installation, and during the time the equipment is in possession of the State, unless and until such time as unencumbered title for the goods are vested in the State and the goods are in exclusive possession of the State.

#### IV. **PROPOSAL SUBMISSION DETAILS**

A. Proposal Timeline.

1. RFP Posted on State Website: January 12th, 2022
2. **Vendor Questions Due: February 2, 2022**
3. Questions Answered by: February 9<sup>th</sup>, 2022
4. **Proposal Submission Deadline: February 18, 2022**

B. Amendments. Any amendments to this RFP will be posted on the Judicial Branch website.

C. Questions. Questions about this RFP must be submitted in writing via email and directly to the State's sole point of contact:

Mark Schmidt  
Network Specialist Supervisor  
Kandiyohi County Courthouse  
8<sup>th</sup> Judicial District Administration  
505 Becker Avenue SW, Suite 107  
[Mark.Schmidt@courts.state.mn.us](mailto:Mark.Schmidt@courts.state.mn.us)

All questions about this RFP must be submitted in writing via email to the State's sole point of contact identified in this paragraph no later than 4:00 pm CST on **February 2, 2022**. Other court personnel are not allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

D. Courtroom View. Potential vendors desiring to view the courtrooms may schedule a date and time by contacting the county. It is required that the vendor contact the county prior to arriving, to ensure courtroom availability. Contact information is listed below. A site visit is highly recommended.

Redwood County Court Administration  
Patty Amberg - Court Administrator  
250 South Jefferson, PO Box 130  
Redwood Falls, MN 56283  
[patty.amberg@courts.state.mn.us](mailto:patty.amberg@courts.state.mn.us)  
507-637-4020

- E. Proposal and Submittal Address. Your paper copies of the proposal must be submitted in writing by 4:00 pm CST on **February 18, 2022**, in a sealed envelope to:

Bridget Nusser  
5th District Admin  
1961 PREMIER DRIVE, Suite 402  
MANKATO, MN 56001-5901

The submission must include three (3) paper copies and a pdf version on a thumbnail/USB drive.

- F. Signatures. Your proposal must be signed by, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm.
- G. Deadline, Opening. Proposals must be received no later than **4:00 pm CST on February 18, 2022**. Proposals will be opened the following business day. Do not place any information in your proposal that you do not want revealed to the public. All documentation submitted with the proposal, including the proposal, will become the property of the State.
- H. Late Proposals. Late proposals will not be accepted.

## V. **PROPOSAL EVALUATION.**

- A. The State will evaluate all complete proposals received by the deadline. Incomplete proposals, late proposals, or proposals sent to any other address will not be considered.
- B. The evaluation of all proposals shall be based upon deriving the “Best Value” for the State. Best Value means achieving an appropriate balance between price and other factors that are key to a particular procurement. A procurement that obtains a low price but does not include other necessary qualities and features of the desired product or service does not meet the Best Value criterion. Factors upon which the proposals will be judged include, but are not limited to, the following:
1. Cost estimate;

2. Timeliness of installation / Acknowledge ability to meet May 20, 2022 deadline;
  3. Vendor's past performance by submitting at least three (3) client references;  
Vendor expertise
  4. Product quality;
  5. Product and installation warranty;
  6. Financial stability of the organization;
  7. Bidder's past performance with the Minnesota Judicial Branch
- C. The State reserves the right to determine, at its sole and absolute discretion, whether any aspect of a proposal satisfactorily meets the criteria established in this RFP.
- D. The State reserves the right to request additional information from Vendors during any phase of the proposal evaluation process.
- E. The State may elect not to award a contract solely on the basis of this RFP, and will not pay for the information solicited or obtained. The information obtained will be used in determining the alternative that best meets the needs of the State.

# APPENDIX I

## STATE OF MINNESOTA – WORKFORCE CERTIFICATE INFORMATION

Information required for ALL bids or proposals that could exceed \$100,000

Complete Box A or B of this form, and sign and return it with your bid or proposal. A Workforce Certificate or exemption from the Minnesota Department of Human Rights (MDHR) is required to execute a contract in excess of \$100,000 under Minn. Stat. §363A.36.

**BOX A – COMPANIES** that have employed 40 or more full-time employees in this state or a state where the business has its primary place of business on any single working day during the previous 12 months, check one option below:

- Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).
- Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on \_\_\_\_\_ (date).
- Our company does not yet have a Workforce Certificate, but we acknowledge that a Workforce Certificate is required before a contract in excess of \$100,000 can be executed with the State of Minnesota or other covered entities.

**BOX B – EXEMPT COMPANIES** that have not employed 40 or more full-time employees on a single working day in Minnesota or any state where it has its primary place of business during the previous 12 months, check option below if applicable:

- We attest to MDHR that we are exempt. If our company is awarded a contract, upon request, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

### Signature

By signing this statement, I certify that the information provided is accurate and that I am authorized to sign on behalf of the company.

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Name of Company

Authorized Signature

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Date

Printed Name

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Phone Number

Title

### For assistance with this form, contact:

Minnesota Department of Human Rights

Web: <http://mn.gov/mdhr/>

Toll Free: 1-800-657-3704

Email: [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)

MN Relay: 711/ 1-800-627-3529

## APPENDIX V

### State of Minnesota – Equal Pay Certificate

If your response could be in excess of \$500,000, please complete and submit this form with your submission. **It is your sole responsibility to provide the information requested and when necessary to obtain an Equal Pay Certificate (Equal Pay Certificate) from the Minnesota Department of Human Rights (MDHR) prior to contract execution. You must supply this document with your submission.** Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

**Option A** – If you have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the applicable box below:

- Attached is our current MDHR Equal Pay Certificate.
- Attached is MDHR's confirmation of our Equal Pay Certificate application.

**Option B** – If you have not employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the box below.

- We are exempt. We agree that if we are selected we will submit to MDHR within five (5) business days of final contract execution, the names of our employees during the previous 12 months, date of separation if applicable, and the state in which the persons were employed. Documentation should be sent to [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

The State of Minnesota reserves the right to request additional information from you. **If you are unable to check any of the preceding boxes, please contact MDHR to avoid a determination that a contract with your organization cannot be executed.**

Your signature certifies that you are authorized to make the representations, the information provided is accurate, the State of Minnesota can rely upon the information provided, and the State of Minnesota may take action to suspend or revoke any agreement with you for any false information provided.

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Authorized Signature	Printed Name	Title
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Organization	MN/FED Tax ID#	Date
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Issuing Entity	Project # or Lease Address
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APPENDIX VI

Conflict of Interest Disclosure Form

Date: \_\_\_\_\_

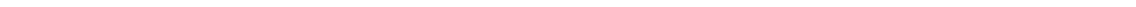
Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contract or work effort: \_\_\_\_\_



\_\_\_\_\_ I have NO conflict of interest to report



\_\_\_\_\_ I have a conflict of interest to report:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Minnesota Judicial Branch and your personal interests, financial, family or otherwise:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## • Company Information

Name of Company: Click here to enter text.

Company Website: Click here to enter text.

Contact Person Completing the Questionnaire: Click here to enter text.

Email Address: Click here to enter text.

Phone Number: Click here to enter text.

Date of Completed Questionnaire: Click here to enter text.

## • Questionnaire Completion Instructions

Select the appropriate answer in the Response section and provide additional details and supporting material to support

Question	Requirement	Response	Describe
1.	Does the contracted vendor have a designated individual responsible for information security within the organization?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
2.	Please provide the name and email address of the designated individual responsible for information security within the organization.	Enter Response in Next Field	Click here to enter text.
3.	Does the contracted vendor have an information security policy?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
4.	If so, has your information security policy been approved by management?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.

Question	Requirement	Response	Describe
5.	How frequently are employees, contractors, and individuals working on behalf of the organization trained on your information security policy?	Enter Response in Next Field	Click here to enter text.
6.	Are security-related roles and responsibilities of employees, contractors, and individuals working on behalf of the contracted vendor defined and documented in accordance with the information security policy?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
7.	Has an information security awareness and training program been established providing general awareness and role specific (e.g., secure coding, CJIS, etc.) security training to all employees?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
8.	Are background screenings of employees, contractors, and individuals working on behalf of the organization performed?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
9.	If so, do these background screenings include criminal, credit, professional/academic and reference checks?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
10.	Does the contracted vendor confirm they will: (1) locate all production and disaster recovery data centers that store, process, or transmit Minnesota Judicial Branch data only in the continental United States; (2) store, process, and transmit Minnesota Judicial Branch data only in the continental United States; and (3) locate all monitoring and support of all cloud computing or hosting services only in the continental United States?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
11.	Does the system/solution/service delivered to the Minnesota Judicial Branch provide password protection and security controls to prevent unauthorized access to or use of the system and data?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.

Question	Requirement	Response	Describe
12.	Does the contracted vendor confirm system/solution/service encrypts sensitive data in transit and at rest using industry standard encryption protocols?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
13.	Is Anti-Malware software installed, running, and maintained on all contracted vendor systems?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
14.	What types of physical protection do you have in place to prevent unauthorized access to data or infrastructure assets?	Enter Response in Next Field	Click here to enter text.
15.	Will physical access to information systems be controlled and restricted to only those that need to physically access these systems?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
16.	If so, are access logs maintained demonstrating compliance with these practices?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
17.	Does the contracted vendor confirm no data of any kind shall be transmitted, exchanged, or otherwise passed to or accessed by other vendors or interested parties (except on a case-by-case basis) as specifically agreed to in writing by the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
18.	Will encryption keys be managed at least in part by the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
19.	Will all data will be stored, processed, and maintained solely on designated servers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
20.	Will you ensure no data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium unless that storage medium is used as part of the organization's designated backup and recovery processes?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
21.	What processes are in place preventing exfiltration of sensitive	Enter Response in Next Field	Click here to enter text.

Question	Requirement	Response	Describe
	data - particularly sensitive customer data like ours?		
22.	Are all Information systems configured to industry security best practices (e.g., CIS, NIST, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
23.	Will the system/solution/service be developed according to secure software development best practices (e.g., OWASP, SANS SWAT etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
24.	Are vulnerability tests (internal/external) performed on all applications and platform?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
25.	Will the contracted vendor provide the most recent vulnerability tests to the Minnesota Judicial Branch upon request?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
26.	Will any source code and object code be made available for vulnerability scanning by the Minnesota Judicial Branch upon request?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
27.	Does the vendor have a process in place to remediate vulnerabilities in a timely manner?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
28.	Is the system/solution/service the contracted vendor delivers to the Minnesota Judicial Branch capable of integrating with the Security Incident Event Management (SIEM) system?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
29.	Are the system/solution/service's storage processes, backup storage processes, and security procedures implemented ensuring no loss of data or unauthorized access to data?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
30.	Are firewalls in place at the network perimeter and between the internal network segment and any DMZ?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.

Question	Requirement	Response	Describe
31.	Are systems and applications patched in a timely manner to ensure the confidentiality, integrity and availability of the information system?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
32.	If applicable, will online transactions conform to commercial security standards and measures such as TLS, and others?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
33.	If applicable, are temporary files for all secure online transactions securely and permanently deleted when said transaction is complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
34.	Does the system/solution/service provided to the Minnesota Judicial Branch comply with the National Institute of Standards and Technology (NIST) Recommended Security Controls for Federal Information Systems and Organizations, Special Publication 800-53 revision 4, for (High) system in accordance to Minnesota Judicial Branch data classification?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
35.	Are independent security audits of the system/solution/ service, processes, and data centers used to provide the services/solution conducted at least annually?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
36.	Are audits performed in accordance to SSAE16 SOC 2 or equivalent (e.g. FedRAMP) industry security standards?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
37.	Will the contracted vendor provide the most recent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.

Question	Requirement	Response	Describe
	independent physical and logical audit results to the Minnesota Judicial Branch?	n/a <input type="checkbox"/>	
38.	Are Web Application Firewall(s) (WAF) in place at the network perimeter?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
39.	Does the system/solution/product/service provided by the contracted vendor have an audit logging function?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
40.	Does the system/solution/product/service provided by the contracted vendor log all sensitive data (e.g. PCI, PHI, PII, SSN) into protected log storage?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
41.	Does the contracted vendor have the capability of coordinating disaster recovery and business continuity processes with the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
42.	Will the contracted vendor provide the Minnesota Judicial Branch an example of a disaster recovery plan?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
43.	Will the contracted vendor provide detailed explanations of security features built into the system/solution/service provided on behalf of the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
44.	Does the vendor and system/solution/product/service/proposal comply with the requirements of the Minnesota	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.

Question	Requirement	Response	Describe
	Judicial Branch Rules of Public Access to Records of the Judicial Branch and applicable state and federal laws/regulations (e.g., HIPAA, FERPA, IRS Publication 1075, FBI/CJIS, and PCI DSS)?		
45.	If federal, state, or industry compliance requirements pertain to the data (e.g. CJI, IRS 1075, PHI (HIPAA), SSA, PCI DSS, Etc.), will the system/solution/service comply with the said security policy and industry best practice?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
46.	Does the vendor agree all data received from the Minnesota Judicial Branch or created, collected, or otherwise obtained as part of this agreement will be owned solely by the Minnesota Judicial Branch and all access, use, and disclosure of the data shall be restricted to only that which is required to perform the organization's duties under this agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
47.	Are processes in place for securely destroying or deleting Minnesota Judicial Branch data according to the standards enumerated in D.O.D. 5015.2 from systems or media no longer being used to fulfill the terms of this agreement or upon request from the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
48	In the event of termination of the agreement, will the contracted vendor agree to implementing an	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.



Question	Requirement	Response	Describe
	orderly return of Minnesota Judicial Branch assets and the subsequent secure disposing of Minnesota Judicial Branch assets?		
49.	Describe the process you would use to communicate to us any security incident affecting our data.	Enter Response in Next Field	Click here to enter text.
50.	During any period of suspension, will the contracted vendor agree to not take any action to intentionally erase any Minnesota Judicial Branch Data?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
51.	Does the contracted vendor have an incident response plan in place that includes a documented process for notifying the Minnesota Judicial Branch immediately of a known or suspected security or privacy incident involving Minnesota Judicial Branch data?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
52.	Do you monitor your network to alert for cybersecurity events?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
53.	If so, are alerts configured to notify you when a cybersecurity event is detected?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
54.	Do you monitor for unauthorized personnel, connections, devices, and software?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
55.	Do you have automated tools that continuously monitor to ensure malicious software is not deployed?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.

Question	Requirement	Response	Describe
56.	Do you monitor your third-party service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
57.	Do you have a vendor risk management program in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
58.	Does your organization limit the ability of end users to install software?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
59.	Has your organization implemented a secure software development lifecycle[SDLC] process?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
60.	If so, does your SDLC follow security industry best practices?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
61.	Does your organization perform SAST scans as part of the SDLC?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
62.	Does your organization perform OSS scans as part of the SDLC?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
63.	Does your organization perform threat modeling as part of the SDLC?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
64.	Has your organization undergone SOC2 assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
65.	If so, which type?	Enter Response in Next Field	Click here to enter text.
66.	If so, will you provide the results of your most recent SOC2 assessment to the Minnesota Judicial Branch upon request	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.
		Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Click here to enter text.