

7514.1500 SELECTION OF TEAMS.

Subpart 1. **Request for proposal to provide contract services.** The commissioner shall issue a request for proposal in the form and manner established by the Minnesota Department of Administration to provide contract service as an emergency response team or chemical assessment team. Requests for proposal shall be issued as necessary to provide for the needs of the team program.

Subp. 2. **Proposal evaluation.** The commissioner shall establish an evaluation committee consisting of at least five technically qualified individuals. The committee shall evaluate all proposals received on the basis of the criteria set out in subpart 4, with emphasis placed on the quality of the proposer's response capability. After the evaluation, the committee shall recommend proposals to the commissioner for designation as service providers.

Subp. 3. **Conflict of interest.** Members of the evaluation committee must not have any direct financial interest between any aspect of the team program and any respondent to the request for proposals.

Subp. 4. **Proposal evaluation criteria.** Proposals received in response to the request for proposal must be evaluated based upon, but not limited to, the following criteria:

- A. the number and qualifications of each member of the team;
- B. a plan for maintenance of minimum required levels of staffing;
- C. the location of the proposed team within the designated primary response area, including response time considerations such as access to major transportation routes, and geographic and other physical barriers to a response;
- D. hazardous materials emergency response supplies and equipment, including vehicles, and personnel resources immediately available to the team, whether owned, leased, or available by arrangement;
- E. hazardous materials emergency response experience, including the length of time the team has been in existence and the number and variety of actual responses made;
- F. existing and proposed training and exercise programs;
- G. the length of time necessary for further development to bring the team to the point where it will be ready to respond;
- H. the estimated actual costs of team response; and
- I. the estimated period of time necessary for the deployment of the team.

Subp. 5. **Award of contracts for provision of service.** Emergency response teams and chemical assessment teams will operate under contract with the state of Minnesota, in accordance with Minnesota Statutes, sections 15.061 and 299A.50, subdivisions 1 and 2.

Subp. 6. **Term of contract for services.** A contract for service may be executed for a period of up to five years.

Subp. 7. **Contractor compensation.** Contractor compensation must include an annual amount for the term of the contract, subject to negotiations between the contractor and the state and budget appropriations by the state legislature. The contractor's proposal, submitted in response to the commissioner's request for proposal described in subpart 1, must identify the amount of compensation requested for each of the following:

- A. the cost of capital equipment including vehicles;
- B. the annual cost of training team personnel;
- C. the cost of annual medical examinations for team personnel;
- D. the initial cost of consumable supplies;
- E. program administration costs; and
- F. equipment maintenance costs.

Statutory Authority: *MS s 299A.50*

History: *19 SR 450*

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