

Request for Proposals



**City of Minneapolis
Health Department
Maternal, Child & Adolescent Health Division**

**Community-Centered Doula and Care
Coordination Services**

RFP 2026-68 / Event #0000004264 Issue Date: August 25, 2026

**Proposals Due by: September 18, 2026
at 2:00 PM, Minneapolis Time**

August 25, 2026

To prospective applicants,

This Request for Proposals (RFP) invites qualified organizations to apply for funding to implement or expand community-centered doula and care coordination services that advance birth equity and birth justice for Minneapolis residents. These services play a vital role in supporting the health and wellbeing of pregnant and postpartum individuals: connecting them to resources, providing continuous support across the prenatal, birth, and postpartum continuum, and advocating for safe, dignified, and self-determined birth experiences.

Funded through the Title V Maternal and Child Health Block Grant, this opportunity prioritizes culturally grounded, strengths-based approaches rooted in community expertise and lived experience. The Minneapolis Health Department (MHD) anticipates selecting 3–4 organizations to receive awards ranging from \$50,000 to \$75,000, with \$230,000 in total funding available.

Please review the RFP and submit an application if your organization meets the qualifications. We are especially interested in proposals from agencies with deep community roots and a demonstrated commitment to equity. A pre-application conference call will be held via Microsoft Teams on Thursday, September 3, 2026, at 10:30 p.m. CT.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 255 002 046 636 457

Passcode: 4hb6oJ7n

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 612-276-6670,,552513678#](#) United States, Minneapolis

Phone conference ID: 552 513 678#

This conference call is not mandatory but will be your only chance to talk directly to staff about the RFP.

The completed application is due no later than 2 p.m. on Friday, September 18, 2026. Thank you for your consideration.

Sincerely,

Heidi Ritchie

Interim Commissioner of Health

If you need this material in an alternative format, please call the Health Department at 612-673-2301 or email health@minneapolismn.gov. Deaf and hard-of-hearing persons may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Attention: If you have any questions regarding this material please call Minneapolis Health Department 612-673-2301. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

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Request For Proposals

For

Community-Centered Doula and Care Coordination Services

I. Invitation:

The Minneapolis Health Department (MHD) invites proposals from qualified organizations to deliver community-centered doula and care coordination services that advance birth equity and birth justice for Minneapolis residents. This Request for Proposals (RFP) is issued under the [Title V Maternal and Child Health \(MCH\) Block Grant](#), which supports evidence-informed programs and services that improve the health of mothers, infants, children, and families.

MHD is committed to addressing the structural and systemic inequities that drive persistent disparities in birth outcomes in Minneapolis, while also ensuring services are available for every resident. This funding opportunity centers community-based approaches, deep understanding of clients' lived experiences, providers' lived expertise, and culturally grounded care as essential to achieving birth equity.

A detailed outline of proposal expectations is below in Section VII: Proposal Format/Application Instructions, and program expectations are described in detail within Attachment A: Scope of Services.

II. Eligibility:

Qualified 501(c)(3) not-for-profit organizations, LLCs, or for-profit organizations that meet the criteria described in this RFP are eligible to apply for funding. Local, regional, or state government entities are not eligible for funding under this RFP.

To be eligible, applicants must:

- Be a legally operating entity in the State of Minnesota serving Minneapolis residents (funded services must take place in Minneapolis)
- Demonstrate organizational experience providing doula, maternal health, community health, or related services to pregnant and postpartum individuals
- Have the administrative and fiscal capacity to manage a publicly funded contract, including maintaining required documentation, reporting, and financial records
- Not have any outstanding audit findings, corrective action plans in default, or debarment from public contracting
- Agree to comply with all applicable federal, state, and local regulations governing the use of [Title V MCH Block Grant funds](#)
- Eligible organizations must also meet City of Minneapolis contract requirements, including meeting the City's insurance requirements, such as worker's compensation insurance, applicable professional liability insurance, commercial general liability insurance, and auto insurance (if applicable).

III. Schedule:

The following is a list of key proposal and project milestones and duration:

RFP Release	August 25, 2026
Pre-Proposal Conference	10:30 a.m. CT on September 3, 2026
Questions on RFP due by	4 p.m. CT on September 10, 2026

Estimated Responses to Questions posted by	September 14, 2026
Proposals due by	2 p.m. CT on September 21, 2026
Estimated Agency Selection	October 2, 2026
Estimated services start date	November 1, 2026
Estimated services end date	September 30, 2027

IV. Pre-Proposal Virtual Meeting:

A pre-application virtual information session (via Microsoft Teams) will be held on Thursday, September 3 from 10:30 a.m. – 11:30 a.m. CT. To join the meeting on your phone or computer, please use the link or dial in information listed below.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 255 002 046 636 457

Passcode: 4hb6oJ7n

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 612-276-6670,,552513678#](#) United States, Minneapolis

Phone conference ID: 552 513 678#

We encourage you to call in a few minutes early to ensure you are connected on time. While participation in the meeting is not required, it is encouraged for all organizations considering a response to this RFP. It will be the only opportunity to ask staff questions about the RFP directly. A summary of the questions and answers from the meeting will be posted as an addendum to the RFP in the E-supplier Portal:

[Access eSupplier Portal](#)

V. Proposal Submission Instructions:

All proposals must be submitted electronically through the City's eSupplier Portal. Please submit all documents as **one PDF** when uploading to the eSupplier system. Paper and mailed applications will not be accepted; please do not mail or drop them off to the City of Minneapolis Health Department.

Proposals received after the deadline will not be considered.

1. To access the eSupplier Portal, visit https://www.minneapolismn.gov/business-services/doing-business-with-the-city/get-started/	
2. If you are not already a city supplier, you will need to first register as a bidder. You can do this by following the "Use the Portal" link described above and then clicking on the "Bidder/Payee Registration" tile to register:	Bidder/Payee Registration  View Registration Options.

3. Click Register Now	
4. If you are already a City Supplier, you should have received an email containing your eSupplier User ID and Password. If you do not remember your password, click on the “Forgot Password” tile to enter your User ID and a new password will be emailed to you.	
5. If you need help with registering to use the eSupplier portal, you can find written instructions in the eSupplier Bidder and Payee Registration Guide at: https://www.minneapolismn.gov/business-services/doing-business-with-the-city/esupplier-instructions/registration-guide/	
If you need further assistance with eSupplier; - Email (subject line: eSupplier help) - eProcurement@minneapolismn.gov - Phone: 612-673-2311	

VI. Department Contact/Requests for Clarification:

Prospective responders shall direct inquiries/questions in writing only to:

Health Department: health.contracts@minneapolismn.gov

Subject Line: RFP for Community-Centered Doula and Care Coordination Services

All questions are due no later than 4:00 p.m. CT on Thursday, September 3rd, 2026. The estimated date responses to the questions will be posted on is Tuesday, September 8th, 2026, as an addendum to the RFP package on the eSupplier portal at: [Access eSupplier Portal](#)

VII. Proposal Format/Application Instructions:

Proposals should contain the following sections and appendices and be arranged in consecutive order to allow for easier comparison of proposals during evaluation.

Cover Sheet

Complete the proposal cover sheet (Attachment B), including contact information and Unique Entity ID (UEI) number. If you do not have a UEI number, you will need to obtain one from SAM.GOV (<https://sam.gov/content/entity-registration>).

Project Narrative

The project narrative should be no more than ten (10) pages in 12-point font, single spaced, with one-inch margins. The proposal cover sheet, budget, and budget narrative should be attached to the narrative, but will not be counted toward the page limit.

The project narrative questions that should be answered in your project narrative are included as Attachment C: Project Narrative Questions, found at the end of the RFP.

Budget Template and Narrative

A budget template is included as Attachment D: Anticipated Project Budget. Use of the provided budget template is **optional**. If you choose to use your own format, please ensure it includes

sufficient detail, including individual line items for each type of expense, calculations for requested amounts, and separate line items for each personnel cost.

You should include a budget narrative to ensure that your budget includes the necessary amount of detail. A budget narrative template is included in Attachment D.

Company Financial Information

Proof of financial responsibility, any bankruptcy filings by the consultant, its principals and officers during the previous seven years is required. More information on Company Financial Information requirements can be found in Attachment C: Project Narrative Questions.

VIII. Proposal Review Process:

Proposals will be reviewed and scored by a panel of City of Minneapolis staff and external reviewers using the criteria and point values below (Attachment E). Applications will be ranked based on their total scores. No criteria beyond those listed below will be used to evaluate proposals.

- **Organizational Overview (10 points)** — Applicant's organizational history, relevant experience, fiscal responsibility, and partnerships; workforce alignment with the cultural backgrounds and lived experience of the communities served.
- **Project Plan (25 points)** — Target population and community, the problem or need being addressed, proposed activities, and rationale for the approach.
- **Program-Specific Narrative (35 points)** — Doula service model, care coordination model, intake and enrollment procedures, and approach to birth equity and anti-racism in direct service delivery.
- **Evaluation (20 points)** — Program objectives tied to birth equity outcomes, measurable outcomes, anticipated outputs, and evaluation methodology.
- **Project Budget and Justification (10 points)** — Budget alignment with proposed scope of services and reasonableness of costs; administrative costs capped at 10% of direct costs.

At any time during the process, MHD may elect to contact applicant agencies with requests for clarification, an interview with agency personnel, or a presentation on the proposed project to aid in the selection process, other items, or information.

IX. Contract:

The contracting parties will be the City of Minneapolis and the agencies selected to provide the services as described herein. The selected proposals, along with the RFP and any counter proposals, will be incorporated into formal agreements after negotiations. The City intends to award contracts for a term ending November 30, 2027.

The contract for services with the agencies selected under this RFP may be extended for up to two (2) years following the initial performance period. Any extension of the contract will be contingent upon the availability of funding and on agency performance during the initial year. Contract extension is at the sole option of the City. The City may also choose to explore partnering with the contracted agency to seek outside funding sources for sustainability beyond the initial contract period.

X. Rejection of Proposals:

The City does not promise to accept the lowest cost proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Contractor, to reject any provisions in any proposal, to reject all proposals and resolicit for new proposals, to negotiate the requested services and contract terms with any Contractor, or to

proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be rejected by the City.

XI. Addendum to the RFP:

If any addendum is issued for the RFP, it will be posted as an attachment to the RFP package in the eSupplier portal. The City reserves the right to cancel or amend the RFP at any time.

XII. Data Practices:

Data you provide in response to this RFP will be subject to the Minnesota Government Data Practices Act and may be available to the public. Minn. Stat. 13.591 classifies Business Data and subdivision 3 specifically addresses data submitted in response to an RFP. If you are submitting specific data which you believe meets the definition of trade secret data as defined in Minn. Stat. 13.37, please indicate this on the documents containing the data. The City may ask you to establish that the data meets all of the conditions set forth in Minn. Stat. 13.37, subdivision 1(b).

Attachment A: Scope of Services

Background:

Minneapolis mirrors national patterns of profound disparities in maternal and infant health outcomes. These disparities include significantly high rates of preterm birth, low birth weight, maternal morbidity, and infant mortality amongst historically underserved populations.

Birth justice, the recognition that all people have the human right to a safe, dignified, and self-determined birth experience, must anchor public health approaches to reducing disparities caused by a complex mix of social, economic, environmental and structural factors, including, but not limited to, structural racism, historical exclusion from quality healthcare, chronic stress from discrimination, and inequitable access to social determinants of health including housing, income, and community support. Achieving birth equity requires intentional investment in community-based, culturally aligned support services that meet birthing people where they are across the full continuum of prenatal, birth, and postpartum care.

This RFP is funded through the [Title V Maternal and Child Health \(MCH\) Block Grant](#), administered by the Minnesota Department of Health (MDH), and allocated to the Minneapolis Health Department for local programming. Title V funds support services for low-income pregnant and postpartum individuals, infants, and children, with priority on reaching populations experiencing health disparities.

Purpose of this RFP:

The Role of Doulas in Birth Equity

Community-based doulas are a proven intervention for improving birth outcomes and reducing disparities by providing culturally competent care. Research demonstrates that doula support is associated with:

- Reduced rates of preterm birth and low birth weight
- Lower rates of cesarean delivery
- Improved breastfeeding initiation and duration
- Reduced need for pain medication during labor
- Improved maternal mental health outcomes in the postpartum period
- Higher satisfaction with the birth experience

Despite this evidence, doula services remain inaccessible to many people due to cost, lack of insurance coverage, and structural barriers to care. Publicly funded doula programs can close this gap and ensure that community members most affected by birth inequities have access to comprehensive, relationship-based support.

Care Coordination as a Continuum-of-Care Strategy

MHD recognizes that doulas can and should function as care coordinators, trusted community navigators, who connect birthing people to a broad range of services and supports throughout the prenatal and postpartum periods. Funded programs under this RFP are expected to provide doula services within a care coordination framework, linking clients to:

- Prenatal medical care and specialist referrals
- Mental health and substance use support
- Basic needs resources (housing, food, transportation, utility assistance)
- Home visiting programs
- Parenting and infant care education
- Postpartum health services
- Legal and advocacy resources where applicable

This continuum-of-care approach positions doulas as central members of each client's support network, working in partnership with healthcare providers, home visitors, and community organizations.

Eligible Activities:

Doula and care coordination services funded under this RFP, while not mandated to follow a specific evidence-based model, should draw on promising practices that center the needs of pregnant and postpartum individuals and their families across the prenatal, birth, and postpartum continuum. All services should reflect a strengths-based, trauma-informed, and culturally grounded approach that honors the knowledge, resilience, and self-determination of the communities served.

Programs should be designed to foster healthy pregnancies and birth outcomes, reduce disparities in maternal and infant health, promote postpartum recovery and mental health, strengthen parent-infant bonding and early relational health, connect families to economic and social support, and advance birth equity and reproductive justice.

Title V Maternal and Child Health Block Grant funds cannot be used to deliver or reimburse clinical medical services. Doula and care coordination services funded through this RFP are community-based in nature and must remain distinct from medical treatment or home health care. Services may be delivered by trained community doulas, community health workers, or similar community-based roles. Programs are encouraged to establish clear referral pathways to clinical care providers but are not required to be led by a licensed clinical professional.

To be eligible to receive services funded under this RFP, an individual must reside within the city of Minneapolis and be pregnant or within 12 months postpartum. Services must be targeted to individuals who are low income (at or below 175% of federal poverty guidelines, or up to 200% FPL for individuals also meeting high-risk criteria) and/or high risk (having a condition that significantly increases risk of adverse health outcomes, including but not limited to prior pregnancy loss, preterm birth, limited prenatal care access, housing instability, or experience of racial discrimination in healthcare). Eligibility must be determined at enrollment and documented in each participant's program record. Individuals at or below 100% of federal poverty guidelines may not be charged fees for services provided under this contract. Providers may not discriminate against eligible individuals based on race, color, creed, religion, ancestry, national origin, sexual orientation, familial status, gender identity, disability, age, marital status, status regarding a public assistance program, housing status, justice-impacted status, height and weight, or any combination thereof.

Eligible expenses include:

- Administrative costs
- Salaries, honorariums, and/or outreach expenses
- Space rental (proportionate to the work completed under the RFP)
- Printing and/or copies
- Outreach supplies and/or materials
- For more information, please see Attachment D: Anticipated Project Budget

Ineligible expenses include:

- Lobbying of City of Minneapolis elected officials, fundraising, electoral campaigning, inherently religious activities, or medical home visiting services.
- Activities that occur before the execution or after the expiration of the program.
- An activity that does not serve to further the goal of this RFP while positively engaging with Minneapolis residents.
- Activities that do not take place in Minneapolis or serve Minneapolis residents.

Here are a few examples of strategies or activities that could be proposed for community-centered doula and care coordination services.

- Community Doula Services
 - Provide trained community doulas who offer individualized, culturally responsive support to clients during the prenatal, labor and delivery, and postpartum periods
 - Conduct prenatal or postpartum client visits
 - Provide on-call labor and delivery support, including in-person hospital or birth center accompaniment
 - Prioritize the recruitment and employment of doulas with deep understanding or lived experience reflective of the clients served
- Care Coordination
 - Conduct comprehensive needs assessments at program enrollment and at key intervals throughout the prenatal and postpartum periods
 - Develop individualized care plans in partnership with each client that identify health, social, and economic goals and needed resources
 - Provide active referrals and warm handoffs to community resources, healthcare providers, and social services
 - Coordinate with family home visiting programs, where appropriate
 - Maintain documentation of referrals made and outcomes achieved

Note that applicants are not required to submit proposals that incorporate any of these strategies or activities. These are only provided as examples. Applicants are welcome to incorporate one or more of these approaches but are encouraged to propose projects that reflect community need and applicant expertise. Funded programs should embed birth equity and anti-racism principles throughout service delivery and meaningful community engagement efforts.

Available Funding:

MHD anticipates making 3–4 awards under this RFP totaling \$230,000 for the initial contract period. Individual award amounts are anticipated to range from \$50,000 to \$75,000 annually.

MHD reserves the right to fund fewer or more proposals than anticipated, to negotiate award amounts, and to make no awards if proposals do not meet the standards established in this RFP.

Project Evaluation:

All funding recipients will be expected to participate in evaluation activities to monitor short-term, measurable project outcomes that will be reported on a quarterly basis. Reports will include updates on outcomes, demographics, and program details such as individuals reached, activities completed, use of funds, accomplishments, and challenges encountered. Each report will also include a narrative covering successes, barriers, and staffing updates. Recipients may be asked to provide supporting documentation such as sign-in sheets, participant rosters, and photos or videos.

Agencies also may be asked to participate in interviews, focus groups, or surveys to gather information about project impact. Final requirements will be determined by MHD for each recipient on a case-by-case basis dependent on the nature of the project.

Invoicing and Reporting:

All funding provided for projects will be given as a reimbursement for actual costs and expenses incurred in the conduct of the organization's project. All costs must be documented and accounted for by the organization. Agencies receiving funding must be able to provide the City with receipts for all purchases made with contract funds as well as evidence of staff time requested under this application if requested by MHD. Invoices must include a breakdown of salary, stating number of hours worked per invoicing period. Purchased supplies must be named in the invoice with attached receipts for documentation.

Quarterly progress reports and invoices are required throughout the grant period, though invoices may also be submitted monthly. A final invoice and project summary report and/or final presentation must be submitted by the end of the grant period. A final report may include:

- Number of clients served
- Demographic characteristics of clients served (e.g., race, ethnicity, age, zip code, insurance status, parity)
- Number of prenatal doula visits provided
- Number of labor and delivery accompaniments
- Number of postpartum visits provided
- Number of referrals made by type of service
- Birth outcomes for clients served (gestational age, birth weight, mode of delivery)
- Breastfeeding initiation rates
- Postpartum depression screening rates and referral outcomes
- Client-reported satisfaction and experience with doula services
- Rate of well-child visit completion postpartum

Attachment B: Proposal Cover Sheet

Organization Information	
Name of Applicant Agency:	
Agency address:	
Agency Telephone:	
Website:	
Agency UEI # (see https://sam.gov/content/duns-uei for more information and to obtain your UEI):	
Contact Person Name and Title:	
Contact Person Telephone:	
Contact Person Email Address:	
Total Amount Requested:	

Proposal Checklist:

- ___ Completed cover sheet (Attachment B)
- ___ Project narrative (maximum 10 pages) (Attachment C)
- ___ Budget & Narrative (Attachment D)
- ___ Company Financial Information

Attachment C: Project Narrative Questions

The project narrative and budget will be scored based on 100 total possible points as noted below and must include the following:

1. **Organizational Overview (10 points):** What makes your organization qualified to deliver birth equity and doula services to the community? In your response, please directly answer the following:
 - a. Provide a brief overview of your organization's history and work relevant to the scope of services. Include your background and related experience in doula services, maternal and infant health, or community-based care; your demonstrated history of fiscal responsibility; and any relevant partnerships or collaborations your organization could leverage for this project.
 - b. Detail your organization's efforts to cultivate a workforce that has deep understanding of or reflects the cultural backgrounds and lived experiences of its clients. Provide an overview of staff and leadership, including, for example, the presence of bilingual staff available, and the extent to which doulas and care coordinators share lived experiences with or have deep cultural understanding of the clients served.
2. **Project Plan (25 points):** What would it look like for your organization to do this work, and how will you ensure project success? In your response, please directly answer the following:
 - a. What target population and/or communities will this project focus on? Describe the specific Minneapolis residents you intend to serve, including relevant demographic characteristics, geographic focus if applicable, and any subpopulations within the broader priority population.
 - b. What specific problem or issue within your target population is this project intended to address? Why is that issue important? Please include specific justification drawn from local or national data, community needs assessments, lived experience of community members, or other sources.
 - c. What do you propose to do about the problem or issue you described? In your description of proposed project activities, please include the following:
 - How many individuals do you expect to enroll and serve?
 - How many doulas, care coordinators, staff, and/or partners will be involved, and what will each do?
 - Are the proposed activities part of an ongoing effort, an expansion of an existing effort, or a new project?
 - If an ongoing effort, why are these funds necessary?
 - If an expansion, what is new or different about this project?
 - If a new project, how do you plan to recruit participants and establish community presence?
 - d. Why did you choose the specific activities you are proposing, and why do you believe they will be effective for your target population?
 - e. What challenges do you anticipate, and how do you plan to address them?
3. **Program-Specific Narrative (35 points):** Based on the scope of services described in this RFP, please directly answer the following:
 - a. Describe your doula service model in detail, including the structure and content of prenatal visits, labor and delivery accompaniment, and postpartum visits. Explain what approaches doulas will use to support clients across the continuum of care, how caseloads will be managed, and how services will be adapted to meet the individual cultural, linguistic, and social needs of each client. If group-based programming (such as childbirth education or postpartum support groups) will be

offered alongside individual doula support, describe those activities and the rationale for their inclusion.

- b. Describe your care coordination model, including how you will conduct needs assessments, develop individualized care plans, make and track referrals, and follow up with clients over time. Detail your referral network, including internal programs and existing community partnerships, and explain how staff will identify and develop new referral relationships to reach priority populations, highly mobile individuals, and those facing multiple barriers to care.
- c. Detail your intake, eligibility, and enrollment procedures. Describe how clients will be screened and assessed, including tools and approaches used to assess needs related to mental health (including postpartum depression), social determinants of health, and birth preferences and history. Include examples of specific assessment tools and explain how results will be used to inform each client's care plan and monitored over time.
- d. Describe your organization's approach to birth equity and anti-racism practice in direct service delivery. How do your doulas and staff recognize and respond to the cultural values, beliefs, and lived experiences that shape each client's needs and goals? How do they build trust and rapport, particularly with clients who may have experienced mistreatment or discrimination in healthcare settings? How does your organization support clients in advocating respectful, equitable care?

4. Evaluation (20 points): How will you know if your project has worked? In your response, please directly answer the following:

- a. State up to 3 program objectives. Objectives should reflect what you intend to achieve through your doula and care coordination activities in relation to birth equity outcomes.
- b. Describe up to 3 measurable outcomes tied to program activities that demonstrate progress toward your objectives. Outcomes may include changes in birth outcomes, client well-being, access to services, or experience of care.
- c. Describe specific anticipated program outputs, such as number of clients enrolled, number of prenatal visits completed, number of labor and delivery accompaniments, number of postpartum visits completed, and number of referrals made.
- d. Describe how you will track progress and measure outcomes, including the timeframe for measurement, the tools and data sources you will use, and the staff members responsible for data collection and reporting to MHD.
- e. Describe how your organization will determine and document participant eligibility under [Title V Maternal and Child Health Block Grant](#) requirements, including income and/or risk factor determination (see eligibility requirements in Attachment A: Scope of Services).

5. Company Financial Information (Required for the City of Minneapolis)

- a. Proposers must submit any corporate bankruptcy filings from the previous seven years.
- b. Proposers must provide their current ratio based on their most recent balance sheet. Please use the following formula for the current ratio: $\text{Current Assets} / \text{Current Liabilities} = \text{Current Ratio}$, or provide your latest audit or Financial Statement.

Attachment D: Anticipated Project Budget

Budget (optional template below) - Please include a draft budget for how the funding will be used to complete the scope of services. Your budget should reflect completion of items noted in the Scope of Services (Attachment A). Administrative fees cannot exceed 10%. (10 points)

Personnel	Role on project	Base salary, hourly rate, or annual wage	Estimated hours on project	Salary/wages charged to project	Other funding source or in-kind
Name 1 (or “to be named”)					
Name 2					
Name 3					
Total Salary/Wages					
Fringe Benefits					
Total Personnel Costs					
Other Expenses [categories below may be modified as needed]					
Supplies					
Printing					
Other (specify)					
Total Other Expenses					
Total Direct Costs (sum of Total Personnel, Total Other Expenses, and Total Contractual)					
Administrative Costs (not to exceed 10% of Total Direct Costs)					
Total Project Costs (sum of Total Direct Costs and Administrative Costs)					

Required detail**Personnel (salary/wages)**

Provide for all individuals funded by the proposal. Include salary/wage, description of their role on the project, and their qualifications for their role. Justify the time allocated to the project for each individual. When requesting funds for non-direct staff time (e.g. executive director, project director, etc.), keep in mind that no more than 10% of a project's budget can be used for administrative/overhead expenses.

Fringe benefits

For the amount provided in the table, indicate whether the calculation was based on an across-the-board fringe benefits rate used by your agency (e.g., 20% of salary) or whether it was computed based on actual fringe costs for each individual.

Other expenses

These are examples of some potential other expense categories. Not all of these will necessarily be applicable for your project, or you may have additional categories not listed. Please modify subheads to match subheads used in budget table).

- Mileage: describe the purpose for the travel; provide the numbers of miles and mileage rate used.
- Supplies: describe the types of supplies and their applicability to the project.
- Printing: estimate costs for printing or photocopying and explain how the amount was derived.
- Program costs/incentives: expenses associated with implementing the program or project.
- Other (specify): add an explanation for any other categories identified in the budget table.

Administrative Costs

Specify the rate used and indicate what the agency costs are that are covered by the rate. No more than 10% of a project's budget can be used for administrative/overhead expenses.

Notes

- You may use your own form instead of this template. If you choose to use your own format, please ensure it includes enough detail, including individual line items for each type of expense, calculations for requested amounts, and separate line items for each personnel cost.
- You must include the required detail listed above. You can include it within a budget table or as a separate budget narrative, but you are responsible for ensuring that your budget includes the necessary amount of detail.
- You can add or delete lines/columns as needed.

If project includes funding from another source, please identify the source of the funding and the specific line items for which it will be used.

Attachment E: Application Scoring Criteria

Proposals will be reviewed and scored by a panel of City of Minneapolis staff and external reviewers using the criteria below, based on 100 total possible points.

Organizational Overview	10 total
<i>Applicant's organizational history and relevant experience in doula services, maternal and infant health, or community-based care are clearly described, along with a demonstrated history of fiscal responsibility and any relevant partnerships or collaborations.</i> <i>Applicant describes its efforts to cultivate a workforce that has deep understanding of or reflects the cultural backgrounds and lived experiences of the communities served and the extent to which doulas and care coordinators share with or have deep understanding of the lived experience of clients.</i>	
Project Plan	25 total
<i>The target population and/or communities to be served are clearly described, including relevant demographics, geographic focus, and priority subpopulations.</i> <i>The problem or issue the project addresses is clearly identified and justified using local or national data, community needs assessments, and/or lived experience.</i> <i>Proposed activities are clearly described, including anticipated number of individuals served, staff/partners involved and their roles, and whether the project is new, ongoing, or an expansion.</i> <i>Applicant explains why the proposed activities were chosen and are likely to be effective, and anticipates challenges with a reasonable plan to address them.</i>	
Program-Specific Narrative	35 total
<i>The doula service model is clearly described, including the structure of prenatal, labor and delivery, and postpartum support; caseload management; and adaptation to clients' cultural, linguistic, and social needs.</i> <i>The care coordination model is clearly described, including needs assessments, individualized care plans, referral tracking and follow-up, and the applicant's referral network and plan to build new community partnerships.</i> <i>Intake, eligibility, and enrollment procedures are clearly described, including specific screening and assessment tools used and how results inform each client's care plan.</i> <i>Applicant's approach to birth equity and anti-racism in direct service delivery is clearly described, including how staff build trust with clients and support them in advocating for respectful, equitable care.</i>	
Evaluation	20 total
<i>Up to three program objectives tied to birth equity outcomes are clearly stated.</i> <i>Up to three measurable outcomes tied to program activities are clearly described.</i> <i>Anticipated program outputs (e.g., clients enrolled, visits completed, accompaniments, referrals made) are clearly described.</i> <i>Applicant describes how progress will be tracked and outcomes measured, including timeframe, tools/data sources, and staff responsible.</i> <i>Applicant describes how participant eligibility (income and/or risk factors) will be determined and documented in accordance with Title V requirements.</i>	
Project Budget and Justification	10 total
<i>The proposed budget reflects the scope of services described in Attachment A, with sufficient detail and reasonable, allowable costs.</i> <i>Administrative costs do not exceed 10% of total direct costs.</i>	
TOTAL SCORE	100 total

Note: Applicants must also submit Company Financial Information (corporate bankruptcy filings from the previous seven years and current ratio or most recent audit/financial statement) as required in Attachment C. This information is reviewed for completeness and financial responsibility and is not assigned separate points toward the 100-point score.

Attachment F: Terms & Conditions

City of Minneapolis Terms and Conditions for Professional Services Contracts Over \$175,000

(Revised: May 6, 2026)

The General Conditions are terms and conditions that the City expects its Contractors and Consultants (“Contractor”) to meet. The Contractor agrees to be bound by these requirements unless otherwise noted in any Proposal to which these terms are attached. Some negotiation is possible to accommodate the Contractor’s suggestions.

1. General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing the services performed and funds provided under the Contract.

2. Equal Opportunity Statement

The Contractor agrees to comply with applicable provisions of federal, state and city regulations, statutes and ordinances pertaining to the civil rights of and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Contractor. The federal, state and city statutes and ordinances to which the Contractor shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, Section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C. Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C. Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C. Sections 12101-12213 (the Americans with Disability Act), 29 U.S.C. Section 206(d) (the Equal Pay Act), 8 U.S.C. Section 1324 (the Immigration Reform and Control Act of 1986), and all regulations and policies promulgated to enforce these laws. The Contractor shall have submitted and had an “affirmative action plan” approved by the City prior to entering into a Contract.

3. Anti-Discrimination Statement

The Contractor agrees to comply with applicable provisions of federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in any provision of services to the public contracted for under this Contract, such that the contracted services are provided to the public without discrimination based on race, color, creed, religion, ancestry, national origin, sex, sexual orientation, familial status, gender identity, disability, age, marital status, status with regard to a public assistance program, housing status, justice-impacted status, height and weight, or any combination thereof.

4. Compliance with Web Content Accessibility Guidelines

The Contractor agrees that web content and mobile applications created pursuant to this Contract shall be compliant with the requirements and standards of the Americans with Disabilities Act and the Web Content Accessibility Guidelines Version 2.1, Level AA unless a legal exception or exemption applies.

5. Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interests or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form, Insurance Declaration. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Contractor shall require any of its sub-contractors, if sub-contracting is allowable under this Contract, to comply with these provisions.

The Contractor and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$300,000 each occurrence fire damage and \$5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high-risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Contractor or its subcontractors and 2) the negligence or failure to render a professional service by the Contractor or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after the expiration of the contract.
- e) **Cyber Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of not public information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Contractor, its agents or employees. 2) Breach of the City's not public data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Contractor commences work, whichever is earlier.

6. Indemnity and Hold Harmless

The Contractor will defend, indemnify and hold harmless the City and its officers and

employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Contractor's insurance coverage, arising directly from any negligent act or omission of the Contractor, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Contractor, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Contractor to perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statutes, section 3.732 et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes, Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

Where the Services provided by the Contractor to the City are "design professional services" as described in Minnesota Statutes, Section 604.21, then, the Contractor will not be obligated to defend the City as required above.

7. Subcontracting

The Contractor shall not sub-consult or sub-contract any services under this Contract unless authorized in writing by the City. The Contractor shall provide written notice to the City and obtain the City's authorization to sub-contract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Contractor shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Contractor has received payment from the City.

8. Assignment or Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation, without the prior written approval of the City which will not be withheld or delayed unreasonably.

9. Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time to cure such substandard performance after being notified by the City, contract termination procedures will be initiated. All work submitted by Contractor shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Contractor and shall inform the Contractor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

10. Prior Uncured Defaults

Pursuant to Section 18.110 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

11. Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the work and/or services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or subcontractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, by or on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Contractor.

12. Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

13. Retention of Records

Pursuant to Minnesota Statutes, Section 138.17 and Section 15.17, the Contractor shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

14. Audit Requirements for Cloud-Based Storage of City Data

If the Contractor's services include the storage of City data using a cloud-based solution, then the Contractor agrees to secure the data as though it were "private data" as defined in Minnesota Statutes, Chapter 13. The Contractor shall provide the City with the annual copy of the Federal Standards for the Statement on Standards for Attestation Engagements (SSAE) No. 18 or the International Standard on Assurance Engagements (ISAE) No. 3402. The Contractor agrees to provide a .pdf copy to the City's Contract Manager, upon the Contractor's receipt of the audit results.

15. Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The requirements of Minnesota Statutes, Section 13.05, subdivision 11 apply to companies or individuals who perform under a government contract. The Contractor and any of the Contractor's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and its employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. The Contractor's duty to comply with Minn. Stat. Chap. 13 and all other applicable

federal and state laws relating to the protection of data will continue past the expiration of this contract. The requirements of this paragraph shall apply regardless of the location of the data.

16. Cardholder Data and Security Standards

Should the Contractor collect revenue on behalf of the City through the acceptance of credit cards offered by cardholders to pay for services offered under the terms of this Contract, then Contractor represents and acknowledges that the Contractor will comply with Payment Card Industry (PCI) regulatory standards including the Data Security Standards (DSS). Contractor represents that it will protect cardholder data. Contractor will be annually certified as a PCI compliant service provider and agrees to provide evidence of said certification to the City upon request. Contractor agrees at reasonable times to provide to the City or to its assigns, the audit rights contained herein for all physical locations, systems or networks that process credit cards on behalf of the City. Contractor also agrees to provide written notice to the City of any breach of a system owned, operated or maintained by the Contractor that contains cardholder data or information.

17. Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all books, records, documents and accounting procedures and practices of the Contractor with respect to the matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor or Legislative Auditor, as appropriate, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

18. Living Wage Ordinance

The Contractor may be required to comply with the “[Minneapolis Living Wage and Responsible Public Spending Ordinance](#)” Chapter 38 of the City’s Code of Ordinances (the “Ordinance”). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance’s requirement that the Contractor and its subcontractors pay their employees a “living wage” as defined and provided for in the Ordinance.

19. Displaced Contract Service Workers

If Contractor’s contract requires the services of fifteen or more employees, includes a subcontractor, and involves the provision of janitorial or security service work, Contractor must comply with the Minneapolis Code of Ordinances, Chapter 39, “[The Protection of Displaced Contract Service Workers Ordinance](#)” (the “Ordinance”). Section 39.30 and Section 39.40 of the Ordinance generally require the successor Contractor to retain employees of the previous Contractor for a 90-calendar day transition period. If the performance of one or more of the retained employees is determined by the successor Contractor to be satisfactory, the successor Contractor shall offer each transition employee continued employment under the terms and conditions of the successor Contractor.

20. Prevailing Wage Ordinance

If this Contract involves the construction, alteration and/or repair, including painting, decorating, sodding and landscaping of public buildings, or similar public works of the City

which requires or involves the employment of mechanics and/or laborers, then all federal labor standards and prevailing wage provisions applicable to federal contracts in accordance with the federal Davis-Bacon Act and related federal regulations except as noted in section [24.240](#) of the Minneapolis Code of Ordinances are applicable to this Contract as if fully set forth herein and all contractors and subcontractors shall fully comply with such provisions regardless of any contractual relationship which may be alleged to exist between the Contractor or subcontractor and their employees. Compliance with the City of Minneapolis [Prevailing Wage Ordinance](#), sections 24.200 through 24.265 of the Minneapolis Code of Ordinances, is required as a material term of this Contract and all such provisions are expressly incorporated by reference herein.

21. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract without regard to conflict of law rules, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

22. Conflict and Priority

If the Contract was awarded by RFP and in the event that a conflict is found between provisions in this Contract, the Contractor's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals.

23. Travel

If travel by the Contractor is allowable and approved for this Contract, then Contractor travel expenses shall be reimbursed in accordance with the City's [Contractor Travel Reimbursement Conditions](#).

24. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Contractor are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Contractor to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Contractor represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Contractor, the City's Code of Ethics will also apply to the Contractor in its role as an "interested person" since Contractor has a direct financial interest in this Agreement. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

25. Termination, Default and Remedies

The City may terminate this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Contractor may terminate this Contract if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms

of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. The City reserves the right to terminate this Contract without penalty, effective immediately, if circumstances arise which prevent the City from commencing or continuing the Contract, or if it is determined that the City was fraudulently induced to enter into the Contract. In such a situation, the City will issue a written notice to "stop work" and demand the Contractor mitigate any Contract-related expenses.

If termination shall be without cause, the City shall pay Contractor all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Contractor, the City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Contractor. The City may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute. The Contractor has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Contractor.

26. Ownership of Materials

Unless otherwise expressly provided by the Contract, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract, including summaries of data and derived data, shall become the property of the City upon the City's payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Contractor.

If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

27. Intellectual Property

All Work produced by the Contractor under this Contract is classified as "work for hire" and upon payment by the City to the Contractor will be the exclusive property of the City and will be surrendered upon demand to the City immediately upon completion, expiration, or cancellation of this Contract. "Work" covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Contractor may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention

standards. The Contractor represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently of the contract, during the terms of this Contract. This Contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

28. City Open Data Policy

The City has adopted an Open Data Policy ("Policy"). The City owns all Data Sets as part of its compliance with this Policy. Data Sets means statistical or factual information: (a) created by the Contractor and contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City's use of the software and /or software applications licensed by the Contractor (or any subcontractor of sub-consultant of the Contractor) to the City.

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Contractor and any of Contractor's subcontractors or sub-consultants involved in providing the Services, using whatever means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content and for whatever purpose it was created. The Contractor shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Contractor shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

29. Artificial Intelligence Technology Use

- i) **Definitions.** For the purposes of this Section: "AI Tool" means [any and all machine learning, deep learning, and other artificial intelligence ("AI") technologies, including statistical learning algorithms, models (including large language models), neural networks, and other AI technology or methodologies, all software implementations of any of the foregoing, and related hardware or equipment [capable of generating various types of content (including text, images, video, audio, or computer code) based on user-supplied prompts].
- ii) **Disclosure on Use of AI tools.** Contractor must notify the City of any work product, as defined by the scope of services in this agreement, which was created in whole or in-part by the use of AI tools.

- iii) **Prohibition on Use or Input of Privileged, Confidential and Not-Public Data into an AI tool.** Except with the express written approval by the City or pursuant to express terms of this agreement, Contractor will not, and will not permit any Person to, input or use any privileged or confidential and not-public data, pursuant to the Minnesota Government Data Practices Act, into any AI tool, including:
 - (i) to develop, train, retrain, tune, validate, modify, update, or otherwise improve any AI Tool; or
 - (ii) in prompts for any AI Tool.
- iv) **Use of AI Features and AI Contractor Output.** Contractor is solely responsible for: evaluating suitability of AI tools for delivering on scope of services in this agreement ; (b) Contractor’s use and operation of the AI tools in accordance with relevant standards, including ensuring human oversight and monitoring; (c) evaluating (including by human review) AI Tool output for accuracy, completeness, lawfulness (including for trademark and copyright violation), and other factors relevant to Contractor’s use before delivering work to the City; and (d) Contractor’s decisions, actions, and omissions in reliance or based on the use of any AI Tool.

30. Equal Benefits Ordinance

[Minneapolis Code of Ordinances, Section 18.180](#), relating to equal benefits for domestic partners, applies to each Contractor and subcontractor with 21 or more employees that enters into a “contract”, as defined by the ordinance that exceeds \$175,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment, or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a “contract”, as defined by the ordinance, initially does not exceed \$175,000, but is later modified so the Contract does exceed \$175,000, the ordinance will then apply to the Contract. It is the Contractor’s and subcontractor’s responsibility to review and understand the requirements and applicability of this ordinance.

31. Miscellaneous Provisions

1. **Successors and Assigns** – This Contract shall be binding upon and inure to the benefit of the successors and assigns of the City and of the Contractor.
2. **Severability** – If any provision of this Contract is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Contract shall be construed and enforced as if such invalid or unenforceable provision had not been included.
3. **No Partnership or Joint Venture** – Neither the City nor the Contractor is an agent, partner, or joint venturer of the other for any purpose or has any authority to bind the other.
4. **No Third-Party Beneficiaries** – This Contract does not create any third-party beneficiary rights in any individual or entity that is not a party to this Contract.
5. **Waiver** – Failure to enforce any provision of this Contract does not affect the

rights of the parties to enforce such provision in another circumstance. Neither does it affect the rights of the parties to enforce any other provision of this Contract at any time.

6. **Amendments** – This Contract may only be modified or changed by written amendment signed by authorized representatives of the City and the Contractor.
7. **Electronic Signatures and Counterparts** – This Contract may be executed in counterparts, each of which has the effect of an original. An electronic signature will be deemed an original signature.
8. **Entirety of Contract** – This Contract and the Attachments/Exhibits thereto, constitute the entire and exclusive Contract of the parties.

Special Conditions for Federal and State Grant Funded Contracts

(Revised: May 5, 2026)

I. General Compliance

The Subrecipient or Contractor agrees to comply with the requirements of all applicable Federal and State laws, regulations and policies issued pursuant to grant funds in this Contract. The Subrecipient or Contractor further agrees to use funds available under this Contract to supplement rather than supplant funds otherwise available. By entering into this Contract with the City, the Subrecipient or Contractor agrees to be bound by any and all requirements and obligations established by the Federal or State governmental entity that provided funds to the City that were used to pay for the Subrecipient or Contractor's activities or services, even if such conditions are not specifically listed herein.

A. Conduct

Prohibition Against Lobbying - The Subrecipient or Contractor is prohibited from using funds provided herein or personnel employed in the administration of the program or project for political activities, lobbying or political patronage, pursuant to 2 C.F.R. Part 200 Section 450.

Prohibition Against Employee Activities – The Subrecipient or Contractor is prohibited from using the funds provided herein for advocating unionization or anti-unionization activities (See 29 U.S.C. Sections 141, 157 and 158).

Conflicts of Interest Within the Subrecipient or Contractor's Organization – The Subrecipient or Contractor shall comply with 2 C.F.R. Part 200 Section 318(c)(2), which prohibits the sub-contracting of work or services to any parent, subsidiary, or affiliate of the Subrecipient or Contractor unless an impartial, competitive procurement method has been used to award the sub-contract.

B. Materials Produced by Subrecipient or Contractor

Grantor Recognition - The Subrecipient or Contractor shall ensure recognition of the role of the Grantor Agency identified by the City in providing the scope of work or services through this Contract (*See generally* 2 C.F.R. Part 200, Subpart B). In addition, the City will either own or retain a license in any intellectual property developed by the Subrecipient or Contractor as a result of this Contract (2 C.F.R. Part 200 Section 315). The Subrecipient or Contractor may publish any research findings and will include a reference to the support provided herein in all publications made possible with funds made available under this Contract (37 C.F.R. Part 401).

Basis for Payment – The payments to the Subrecipient or Contractor shall be based upon the Subrecipient or Contractor's satisfaction of specific requirements of the Grantor Agency and upon the production of Deliverables as indicated in the Scope of Services (See 31 U.S.C. Sections 6301 through 6308 and 2 C.F.R. 200 Section 201, Section 301 and Section 328) and adhere to 2 C.F.R. 200 Subpart E.

C. Employment Restrictions

Notifications - The Subrecipient or Contractor's executive management will ensure that a notice of its affirmative commitments in regards to the U.S. Occupational Safety and Health Act of 1970 (29 U.S.C. Section 651 et, seq, and 29 C.F.R. Part 1910) and the Minnesota's Occupational Safety and Health Act of 1973 and Minnesota's Employee Right to Know Act of 1983 (MINNESOTA STATUTES, SECTIONS 182.65-.676) and all regulations promulgated thereunder, as now or hereafter amended, is made available to the Subrecipient or Contractor's employees and any applicable labor unions or worker's representatives.

Infringement Upon CBAs – The Subrecipient or Contractor may not impair existing contracts for services or collective bargaining agreements nor displace currently employed workers, including no reduction in non-overtime, wages or benefits. Participants will not replace laid off employees nor infringe on other employees' promotional opportunities (Refer to 29 U.S.C. Section 157 and 29 C.F.R. Part 5).

II. General Federal and State Requirements

- A. Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. Section 794 et seq.) as now or hereafter amended, which prohibits discrimination against individuals with disabilities in any federally assisted program or activity.
- B. Hatch Act** (5 U.S.C Section 1501-1508, 7321-7326) (*See also* 18 U.S.C. Sections 210-211, 594 et seq.) as now or hereafter amended, which prohibits the use of funds provided or personnel employed under this Contract from being used to conduct or engaging in certain political activities.
- C. Fair Labor Standards Act of 1938** (29 U.S.C. Section 201 et seq.) as now or hereafter amended, which regulates wage, hour and other employment practices that govern the use of funds provided and the employment of personnel under this Contract.
- D. The Age Discrimination Act of 1975** (42 U.S.C. Section 6101 et seq.), as now or hereafter amended, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- E. The Americans with Disabilities Act of 1990** (42 U.S.C. Section 12101 et seq.), as now or hereafter amended, which prohibits discrimination against qualified individuals on the basis of disability.
- F. Title IX of the Education Amendments of 1972** (20 U.S.C. Sections 1681-1688), as now or hereafter amended, which prohibits discrimination on the basis of sex in educational programs and in any activities receiving federal financial assistance.
- G. Title VI of the Civil Rights Act of 1964** (42 U.S.C. Section 2000d et seq.), as now or hereafter amended, which prohibits discrimination against an individual on the basis of race, color or national origin in any program or activity receiving federal financial assistance. These

regulations apply to all employers, including State and Local governments, public and private employment agencies, and labor organizations.

- H. Drug Free Workplace Act of 1988** (41 U.S.C. Sections 8102 et seq.) as now or hereafter amended, and all regulations promulgated thereunder, including 2 C.F.R. Part 182 (as adopted by federal grantor agency through 2 C.F.R. Subtitle B pursuant to 2 C.F.R. Part 182.20, which require each grantee or subrecipient (an “employer”) to make a continuing good faith effort to maintain a drug free workplace, and mandate certain actions the “employer” must take to achieve this requirement.
- I. Promotion of Religion** (Executive Order 13279 as amended by Executive Order 13559), which prohibits the promotion of religious activities or interests using federal grant funds.
- J. Regulations** – The Subrecipient or Contractor agrees to comply with the requirements, as applicable, of:
- Executive Order 12291: “Federal Regulations” (46 Fed. Reg. 13193 (Feb. 17, 1981))
 - Executive Order 12892: “Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing” (59 Fed. Reg. 2939 Jan. 20, 1994)
 - 2 C.F.R. 180 (implementing Executive Orders 12549 (31 U.S.C. § 6101 note, 51 Fed. Reg. 6370,) and 12689 (31 U.S.C. § 6101 note, 54 Fed. Reg. 34131), “Debarment and Suspension.”
 - Executive Order 13132: “Federalism” (64 Fed. Reg. 43255 (Aug. 4, 1999))
 - Executive Order 12926 and 42 U.S.C. Section 1971 et. seq.: “Voter registration services for program participants”
 - 2 C.F.R. Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award”
 - Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Section 3601 et seq.) (Also known as the Fair Housing Act)
 - 42 C.F.R. Chapter I, Subchapter D: “Grants” (Department of Health & Human Services)
 - 37 C.F.R. Part 401: “Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements”
 - 49 C.F.R. Part 24: “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs”
 - 29 C.F.R. Part 38: “Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act”
- K. Cost Certification.** Before the City releases any of the funds covered by this Contract, the Subrecipient or Contractor shall sign the following certification statement:

ALL PAYMENTS REQUESTED ARE FOR APPROPRIATE PURPOSES AND ARE IN ACCORDANCE WITH THE PROVISIONS OF THE GRANT APPLICATION OR PROPOSAL AND THE CONTRACT.

- L. Non-procurement Debarment and Suspension.** The Subrecipient or Contractor agrees to comply with 2 C.F.R. Part 180, Subpart C and to require each subcontractor, supplier or other party with whom the Subrecipient or Contractor contracts regarding

the funding received pursuant to “covered transactions” as defined in 2 C.F.R. Part 180, Subpart B and as adopted by federal grantor agency through 2 C.F.R. Subtitle B pursuant to 2 C.F.R. Part 180.20, as well as covered State awards made pursuant to Minnesota Administrative Rule Chapter 1230.1150.

If the funding agency is the U.S. Department of Housing and Urban Development, Subrecipient or Contractor shall also comply with 2 C.F.R. Part 2424 and 2 C.F.R. Part 180, Subpart C.

If the funding agency is the U.S. Department of Health and Human Services, Subrecipient or Contractor shall also comply with 2 C.F.R. Part 376, Subpart C.

M. Equal Employment Opportunity. The Subrecipient or Contractor agrees to comply with Executive Order 11246, “Equal Employment Opportunity,” (30 Fed. Reg. 12319 (Sept. 24 1965)) as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity” (32 Fed. Reg. 14303 (Oct. 13, 1967)), as amended or supplemented, and as supplemented by regulations at 41 C.F.R. Chapter 60: “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

N. Build America, Buy America Act. The Subrecipient or Contractor agrees to comply with the Build America, Buy America Act if this agreement is for services related to a project that is subject to the Build America, Buy America Act (BABA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 117-58. Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget’s Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18, 2022. Any request for substitute or “or equal” shall include the Manufacturer’s Certification of compliance with the Build America, Buy America Act (BABA) requirements mandated by Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 117-58. If the Instructions include a Federal requirements section, include the following: BABA requirements apply to this project.

O. Products containing PFAS. Amara's Law (Minn. Stat. § 116.943) took effect in Minnesota January 1, 2025, and applies all products sold or distributed under the contract. The law prohibits the sale or distribution of some products with intentionally added PFAS within Minnesota.

III. Additional Conditions for Projects Involving Construction

A. Labor Standards

The Subrecipient or Contractor agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.), as amended, and as supplemented by further regulations and requirements found at 29 C.F.R. Part 5 “Labor Standard Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”, the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. § 3701 et seq.), the Copeland “Anti-Kickback” Act (18 U.S.C. Section 874) as supplemented by 29 C.F.R. Part 3 “Contractors and Subcontractors on

Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”, and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Contract. The Subrecipient or Contractor shall maintain documentation that demonstrates compliance with hour and wage requirements of this part and shall make such documentation available to the City for review upon request.

B. Land Covenants

This Contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and 24 C.F.R. Part 1. In regard to the sale, lease or other transfer of land acquired, cleared or improved with assistance provided under this Contract, the Subrecipient or Contractor shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the City and the United State are beneficiaries of and entitled to enforce such covenants. The Subrecipient or Contractor, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

C. Environmental Conditions

- 1) Endangered Species Act of 1973** (7 U.S.C. Section 136, 16 U.S.C. Section 1531 et seq.) as now or hereafter amended, which prohibits harm against plants, animals or habitats protected under the Act.
- 2) Air and Water:** The Subrecipient or Contractor agrees to comply with the following regulations insofar as they apply to the performance of this Contract: 1) Clean Air Act (42 U.S.C. Section 7401 et seq.), as amended; 2) Federal Water Pollution Control Act (the Clean Water Act) (33 U.S.C. Sections 1251-1387), as amended, including regulations relating to inspection, monitoring, entry, and reports pursuant to 33 U.S.C. Section 1318, information and other requirements specified in the regulations and guidelines issued thereunder; 3) Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R. Part 745, as amended; 4) National Environmental Policy Act of 1969 (42 U.S.C. Section 4321 et seq.), as amended; and 5) HUD Environmental Review Procedures (24 C.F.R. Part 58), as amended.
- 3) Lead-Based Paint:**
 - (a) Residential Structures** - The Subrecipient or Contractor agrees that any construction or rehabilitation of residential structures with assistance provided under this Contract may be subject to HUD Lead-Based Paint Regulations (see 24 C.F.R. Part 35). Such regulations pertain to all HUD- assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning. The Subrecipient or Contractor shall also comply with the regulations contained in 40 C.F.R. Part 745, Subpart E for any renovation, repair and paint (RRP) work that occurs at any residential property constructed prior to 1978.

- (b) Lead-Based Paint Activities – The Contractor shall comply with the regulations contained in 40 C.F.R. Part 745, Subpart L.

D. Historic Preservation

The Subrecipient or Contractor agrees to comply with the historic preservation requirements set forth in the National Historic Preservation Act of 1966 (16 U.S.C. § 470 et seq.), as amended, the Archeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469-469c-1,) as amended, Executive Order No. 11593, and the procedures set forth in 36 C.F.R. Part 800, insofar as they apply to the performance of this Contract.

E. Progress Payments and Retainage

Unless otherwise prohibited by conditions for payment and receipt of the federal grant by the City, this Contract shall be subject to the provisions for security for completion of performance provided in Minnesota Statutes, Sections 15.71 through 15.74.

IV. Federal Funding Accountability and Transparency Act of 2006 (FFATA)(31 U.S.C. Section 6101 et seq.)

The FFATA applies to direct federal grants received by the City, which are provided as a sub award (sub grant, sub contract or sub recipient) to a contractor or vendor. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of \$30,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the System for Award Management (SAM) at sam.gov and comply with the requirements of the Federal Sub-award Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number through SAM and report total compensation of certain executive level members of the company/entity.

V. Certifications Regarding Covered Telecommunications Equipment or Services and Lobbying

Pursuant to 2 CFR Part 200.216, FAR Council Interim Rule Section 889, subsection (A)(1)(B), and 31 U.S.C. Section 1352, prior to the City's release of any of the funds covered by this Contract, the Subrecipient or Contractor shall sign the following certification statement:

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

- 1) THE UNDERSIGNED ENTITY DOES NOT USE ANY "COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES" AS DESCRIBED IN 2 CFR PART 200.216 AND FAR COUNCIL INTERIM RULE SECTION 889, SUBSECTION (A)(1)(B) OF THE JOHN S. MCCAIN NATIONAL DEFENSE AUTHORIZATION ACT, AS A SUBSTANTIAL OR ESSENTIAL COMPONENT OF ANY SYSTEM, OR AS CRITICAL TECHNOLOGY AS PART OF ANY SYSTEM, NOR DO THE ITEMS, EQUIPMENT, AND/OR SERVICES TO BE PROVIDED TO THE CITY PURSUANT TO THE ATTACHED CONTRACT QUALIFY AS SUCH "COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES." "COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES" INCLUDES ALL TELECOMMUNICATIONS EQUIPMENT OR SERVICES PRODUCED OR PROVIDED BY HUAWEI TECHNOLOGIES COMPANY OR ZTE CORPORATION, AND VIDEO SURVEILLANCE AND TELECOMMUNICATIONS EQUIPMENT OR SERVICES PRODUCED OR PROVIDED BY HYTERA COMMUNICATIONS CORPORATION, HANGZHOU HIKVISION DIGITAL

TECHNOLOGY COMPANY, OR DAHUA TECHNOLOGY COMPANY, OR ANY SUBSIDIARIES OR AFFILIATES OF THE AFOREMENTIONED ENTITIES.

- 2) NO FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID, OR WILL BE PAID, BY OR ON BEHALF OF THE UNDERSIGNED, TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF AN AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THE AWARDED OF ANY FEDERAL CONTRACT, THE MAKING OF ANY FEDERAL GRANT, THE MAKING OF ANY FEDERAL LOAN, THE ENTERING INTO OF ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT, OR MODIFICATION OF ANY FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT.
- 3) IF ANY FUNDS OTHER THAN FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID OR WILL BE PAID TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF ANY AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THIS FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT, THE UNDERSIGNED SHALL COMPLETE AND SUBMIT STANDARD FORM-LLL, "DISCLOSURE FORM TO REPORT LOBBYING," IN ACCORDANCE WITH ITS INSTRUCTIONS.
- 4) THE UNDERSIGNED SHALL REQUIRE THAT THE LANGUAGE OF THIS CERTIFICATION BE INCLUDED IN THE AWARD DOCUMENTS FOR ALL SUBAWARDS AT ALL TIERS (INCLUDING SUBCONTRACTS, SUBGRANTS, AND CONTRACTS UNDER GRANTS, LOANS, AND COOPERATIVE AGREEMENTS) AND THAT ALL SUBRECIPIENTS SHALL CERTIFY AND DISCLOSE ACCORDINGLY.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 2 CFR Part 200.216, FAR Council Interim Rule Section 889, subsection (A)(1)(B), and 31 U.S.C. Section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

IN WITNESS WHEREOF, I have set my hand this _____ day of _____, _____

BY: _____

TITLE: _____

FOR: _____

(Organization)