

**State of Minnesota
Department of Administration
Real Estate and Construction Services**

**ADDENDUM (No. 3) to Master Roster
REQUEST FOR QUALIFICATIONS (RFQ)** and Fee Schedule for Professional Services of Minnesota Registered Architects, Engineers, Interior Designers, Land Surveyors, Landscape Architects, Geoscientists, and Owner's Project Representatives.

A. GENERAL

1. This Addendum is for the purpose of extending the program term, updating the Master Roster category for Interior Design, and adding SWIFT vendor information.
2. The Master Roster RFQ shall be extended through February 27, 2016.
3. All other information and required submittals named in the original RFQ and not amended by this Addendum remain in effect.

B. AMENDMENTS TO RFQ

1. The State's Master Roster RFQ document (located at <http://www.admin.state.mn.us/recs/cs/contracts/mr-rfq-document.pdf>) and Addenda Nos. 1-2 (located at <http://www.admin.state.mn.us/recs/cs/contracts/mr-rfq-add1-opr.pdf>) are amended as follows:

a. CONSULTANT QUALIFICATIONS

Amend the "Categories of Experience" table in this section as follows:

"17. **Interior Design**...means preparing plans and specifications for finishes, systems and other furniture, **including modular furniture**, fixtures, and equipment."

*Note: When including more than one category, vendor must include the information requested for **each** category of work vendor is selecting.

2. Vendors must be registered in SWIFT to receive Master Roster RFP events:

A new PeopleSoft accounting and procurement system, called SWIFT, was implemented by the state of Minnesota on July 1, 2011. As of February 2013, Real Estate and Construction Services (RECS) is using the SWIFT system for solicitation (RFP) events, including events solicited through RECS Master Roster Program. Vendors registered on RECS Master Roster Program must also register as a vendor in SWIFT in order to participate in RECS procurement

events. This system will be used to post solicitations, receive proposals, award contracts and process contracts.

Additional information is available on the Supplier portal at <http://supplier.swift.state.mn.us/>.

- Vendors will be unable to receive solicitations and participate in events from RECS if they are not registered as a vendor in SWIFT.
- When registering in SWIFT, vendors should include individual contact names and email addresses (“Email ID”).
- All responses to RECS RFPs (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (<http://supplier.swift.state.mn.us/>).
- Training and documentation on the processes are available through the Supplier portal link <http://supplier.swift.state.mn.us/> .

After reviewing the Supplier Portal, if you need additional assistance or have questions about registering in SWIFT or updating your SWIFT vendor information, call 651-201-8100, ext. 1. If you have questions about the Master Roster Program, you should contact RECS at recs.contracting@state.mn.us or at 651-201-2550.

***Reminder:** This RFQ is not a guarantee of work and it does not obligate the State to award any contracts. The State reserves the right to not use the Master Roster if it is considered to be in its best interest. The State reserves the right to cancel all or any part of this Master Roster Program if it is determined to be in its best interest.

The State reserves the right to cancel the Master Roster Program, reissue this RFQ, or issue a new RFQ if the State deems it necessary and/or beneficial to the State.

*It is recommended that Vendors continue to check the RECS website (<http://www.admin.state.mn.us/recs/cs/mr-rfq.html>) for future addendums to the Master Roster Program.

END