

Community Engagement Roster Program training sessions

Questions and answers

1. Is there a minimum requirement for organizations to be on the roster?

No. However, we will make sure you are registered with the secretary of state (unless you are a person or sole proprietor). We will also check federal and state debarment records. We are not allowed to contract with anyone that is debarred from doing business with the state or federal government.

2. How do you define organizations? Must they be non-profits? Would any business registered with the state be eligible?

Any person or entity type (non-profit, LLC, corporation, etc.) may apply for the roster. If you are an entity other than a sole proprietor, we will make sure you are registered with the secretary of state.

3. Is your application process open to both nonprofits/CBOs as well as LLCs/small businesses? Is the application process the same for both types of entities?

Yes, to both questions.

4. Does an organization submit only one application to be on the roster even though they have multiple locations or embedded in multiple communities in the county?

Yes, you can indicate that you service multiple communities and locations in one application.

5. Where do we find the principal agreement forms?

The [principal agreement template](#) is on the [program page](#). There is no need to fill out the template on the program page. Once we receive your application, we will send you a pre-populated agreement for electronic signature.

6. Do we have the contract in other languages like French?

Not currently, but that might be something we can provide upon request. Please send your request to engagementroster@hennepin.us.

7. Can you describe again what the principal agreement is – basically just an agreement that a firm/organization is eligible to be on the roster and available for work? Or how would you describe what the principal agreement is more formally?

The principal agreement establishes the general overarching terms and conditions that will apply to all services provided under the program. If selected to provide services for a specific project, you will sign a work order contract that contains only the requirements for that project. Organizations are expected to follow the requirements in both the principal and work order agreements.

The principal agreement is active for 5 years and the terms apply to all work order contracts awarded during the 5-year period.

8. Did you say that you negotiate legal terms only one time (or that you update that every 3 to 5 years)?

The principal agreement is initially established for 5 years. Several months before the agreement expires, we will reach out to see if you want to stay on the roster. If you want to stay on the roster an amendment or new agreement will need to be signed.

9. What if you do not travel during work – is Auto Liability still going to be an issue?

If there is no travel required for a particular project, an exception to the auto liability requirement may be possible. Please let the county program manager know that you would like an exception when you are working on the work order contract.

10. Will organizations on the roster be notified when RFPs are added to the portal? If not, what is the mechanism for knowing an RFP is posted?

Organizations that are invited will receive an email invitation with all the RFP documents attached.

11. Will vendors on the roster receive notifications of all RFPs, or only those that are relevant to the vendor's interests?

Depending on the services requested, RFP invitations may go to all roster members or select members who provide the relevant services or languages required. In some cases, we may directly select an organization from the roster if they are the only one who can provide the service.

12. Is there any way to have RFPs sorted by the services we provide, rather than having all RFPs sent to everyone? ...or any of this information we enter...

Depending on the services requested, RFP invitations may go to all roster members or select members who provide the relevant services or languages required. In some cases, we may directly select an organization from the roster if they are the only one who can provide the service.

13. Will you be sharing examples of projects/ contracts/ RFPs that will come out?

Examples of community engagement services the county has contracted for in the past include:

- **Trusted messengers – asking people and organizations who are trusted in the community to help get the word out on important topics, like COVID vaccinations or access to free masks**
- **Voter outreach – encouraging people to vote in elections**
- **Transit stop feedback – asking community members what is important to them for a bus or light rail stop**

14. If we are on the Roster, will we have access to the roster?

Yes, we will soon post a report on the program page of all people/organizations on the roster, along with the areas they serve, languages they speak, etc. We hope to post that in the next month.

15. Are we required to use a fiscal agent?

No. It is up to the organization to determine if they will use a fiscal agent.

16. If an organization is using a fiscal agent, would we enter fiscal agent information for questions regarding tax status but otherwise provide information about the program organization providing the services?

Yes, if you want payment made to your fiscal agent then you should enter the fiscal agent information in the W-9 section of the application. For all other sections of the application, enter information about your organization.