



# **FY 2027 MNSure Navigator Grant Program**

## **Grant Request for Proposal (RFP)**

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# Request for Proposals (RFP) Part 1: Overview

- Grant Name: Navigator Grant Program
- Program website: [www.mnssure.org/about-us/assister-program/funding-opportunities](http://www.mnssure.org/about-us/assister-program/funding-opportunities)
- Open for Applications: February 3, 2026
- Application Due Date: March 3, 2026, 1 p.m. Central Standard Time

MNsure is seeking applicants who can achieve the goal of the Fiscal Year (FY) 2027 MNsure Navigator Grant Program to support a statewide network of navigator services for MNsure consumers. The grant program both looks to sustain an infrastructure of navigator agencies with strong connections to populations facing barriers to enrolling in coverage, as well as support a professional workforce of experienced navigators with a year-round commitment to providing application and renewal assistance for public and private health insurance options.

The overall percentage of Minnesotans without insurance has dropped to a historical low of 3.8%, according to the 2023 Minnesota Health Access Survey. More than a decade after the Affordable Care Act was implemented, uninsured rates among populations of color and American Indians in Minnesota have also decreased significantly. From 2013 to 2023, the uninsured rate fell from 15.0% to 6.3% for Black Minnesotans, from 14.3% to 3.3% for Asians, from 36.9% to 11.4% for Hispanic/Latinos and from 17.1% to 5.7% for American Indians in the state.

Despite signs of improvement, disparities persist. Uninsured rates for some populations continue to be significantly higher than the statewide average including among the Hispanic/Latino community, individuals not born in the US, 18–34-year-olds, and Minnesotans living in the Headwaters region. Other socio-economic factors also relate to higher levels of uninsurance, including income (under 300% of the federal poverty line) and education (high school graduate or less).

The future brings challenges that may once again lead to lower levels of insurance and increasing disparities. The expiration of the federal enhanced premium tax credits at the end of 2025 increased the costs of health insurance for tens of thousands of Minnesotans, federal policy changes will bring new barriers to public program coverage, and rising costs of health care are leading even those with insurance to forego care.

Amid these challenges, MNsure's navigator program works to reduce disparities and increase access to insurance. A strong and diverse navigator infrastructure is essential to reaching all Minnesotans and helping people obtain or maintain health insurance coverage. MNsure's Navigator Grant Program, along with navigator per enrollee payments, provides community partners with resources to sustain capacity to help guide people through the process.

## Funding Availability

MNsure is authorized by Minnesota law to issue grants to support the navigator program.

MNsure is targeting approximately \$4 million in funds for navigator grants from July 1, 2026, until June 30, 2027. MNsure anticipates awarding between 20 and 30 grants with a maximum award of \$550,000 per fiscal year. No funding allocated for the grant program is used by MNsure to administer the grant.

MNsure will award grants at two funding levels:

- **Funding Level 1 – Up to \$50,000:** This funding level prioritizes supporting navigator agencies with strong, well-established connections to populations with the highest rates of insurance, populations facing barriers to obtaining and maintaining coverage and populations experiencing disparities in health outcomes. These grants offer financial support for an agency to maintain a navigator committed at least half-time to provide year-round application, enrollment and renewal assistance to at-risk populations. Eligible agencies must demonstrate capacity to provide year-round navigator services by meeting the minimum qualifications for this funding level.
- **Funding Level 2 – Up to \$550,000:** This funding level prioritizes supporting navigator agencies with experienced navigator staff that provide year-round application, enrollment, renewal assistance for Minnesotans accessing public and private health insurance options. These grants will sustain a statewide infrastructure of agencies employing full-time navigators able to provide complete case management support for Minnesotans seeking to gain and maintain health insurance coverage. Eligible agencies must demonstrate both experience and capacity for providing year-round navigator services by meeting the minimum qualifications for this funding level.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists.

MNsure expects to publicly announce selected grantees in July 2026. Selected applicants may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Grant funding is in addition to per-enrollment payments that navigator organizations receive for successful applications and enrollments. Per-enrollment payments are not the subject of this RFP.

<b>Funding</b>	<b>Estimate</b>
Estimated Amount to Grant	\$4,000,000
Estimated Number of Awards	20 to 30
Estimated Award Maximum	\$50,000 (Level 1) or \$550,000 (Level 2)

## **Project Dates**

All grants will be one-year grants, beginning July 1, 2026, and ending June 30, 2027, with an option to extend an additional year at MNsure's sole discretion subject to a performance evaluation.

## **Eligibility**

To be eligible to be considered for this grant opportunity, the lead agency for the grant must:

1. be a public, tribal, private for-profit or nonprofit agency; and
2. have a MNSure navigator contract that is in good standing as of the publication of this RFP.

Individuals are not eligible to apply.

MNSure will verify that all agencies receiving funds from the grant are currently registered with the Minnesota Secretary of State and maintain an “Active / In Good Standing” status.

## **Minimum Requirements**

An agency must meet the minimum requirements to be eligible for a funding level. During Stage 2 of the Evaluation and Selection process, applicants will be evaluated on whether they meet minimum requirements. Applicants that do not meet minimum requirements will not be advanced to the next stage of the selection process. MNSure will utilize state generated reporting, including certification and per-enrollee navigator payment records, for this evaluation process.

- To qualify for Funding Level 1, an agency must earn at least 1 point in each of the categories of Agency Experience, Agency Performance and Navigator Staffing Infrastructure.
- To qualify for Funding Level 2, an agency must earn all possible points in each of the categories of Agency Experience, Agency Performance and Navigator Staffing Infrastructure.

### **Category 1: Agency Experience (2 points possible)**

- 1 point if the agency received at least one per enrollee payment for assisting with any health insurance program in every quarter of 2025.
- 1 additional point if the agency received a per enrollee payment issued every month for activity in November 2024 through November 2025.

### **Category 2: Agency Performance (2 points possible)**

- 1 point if the agency was credited with 80 or more per enrollee payments from November 2024 through November 2025.
- 1 additional point if the agency was credited with 240 or more per enrollee payments from November 2024 through November 2025

### **Category 3: Navigator Staffing Infrastructure (2 points possible)**

- 1 point for having one actively certified staff member as of February 3, 2026, that was certified prior to July 1, 2025.
- 1 additional point for having more than one actively certified staff members as of February 3, 2026, that were certified prior July 1, 2025, OR at least one navigator actively certified as of February 3, 2026, that has been continuously certified since November 1, 2023.

## Priorities

The FY 2027 MNsure Navigator Grant Program will fund agencies with established connections to populations that evidence shows is disproportionately uninsured, experiences disparities in health outcomes, and/or faces barriers to enrolling in coverage. Agencies must demonstrate an organizational commitment to community outreach, experience with connecting consumers to coverage options available through public programs or subsidized private health insurance, and the capacity to responsibly manage grant funds.

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

## Collaboration

Multi-organization collaboration is welcomed. The following is a list of potential grant structures:

- Single agency: A single agency with no paid partners receiving funds from the grant.
- Paid partnership: A lead agency with one or more paid partners that receive grant funds. In the case of a paid partnership, the lead agency is considered the “applicant.”

For a paid partnership:

- The lead agency must meet the minimum requirements for Funding Level 2.
- Each paid partner that is contracted with MNsure as a navigator agency must individually meet the minimum requirements to be eligible for funding at that level. For example, a paid partner that only meets Funding Level 1 requirements may not receive more than \$50,000 from the total grant amount. A paid partner that meets Funding Level 2 requirements may receive more than \$50,000 from the total grant award. However, the total grant award may not exceed \$550,000 for a paid partnership.
- A paid partner that is contracted with MNsure as a navigator agency and does not meet the minimum requirements for Funding Level 1 will not be eligible for grant funding.
- A paid partnership can include community partners that are conducting outreach activities for the grant but are not contracted navigator agencies. Paid partners that are not contracted navigator agencies will not be evaluated on whether they meet minimum requirements for a funding level, but the paid partner may not receive more than \$50,000 from the total grant amount.

Each grant will be awarded to a single agency (i.e., each grant award under this grants program will be awarded to one agency, either as a standalone grantee or as a lead grantee, not split by MNsure between two or several agencies). In a paid partnership, a grant will be awarded to the lead agency who is considered legally responsible for the response (and the contract, if awarded). No grant award will exceed \$550,000.

An individual agency can only receive grant funds from one grant.

## **Questions, Technical Assistance and Information Session**

It is the policy of MNsure to assist applicants with their inquiries during the application process.

All questions regarding this RFP should be emailed by 3 p.m. Central Time on Wednesday, February 17, 2026. All questions must be emailed to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). Questions sent to other email boxes such as Assister Resource Center email box or individual staff member email boxes will not be responded to. Other personnel are NOT authorized to discuss this RFP with responders before the proposal submission deadline. Contact regarding this RFP with any MNsure personnel not following the process described here could result in disqualification. MNsure will not be held responsible for oral responses to responders.

Questions will be addressed in writing and posted on the [MNsure Assister Funding Opportunities](#) webpage no later than February 20, 2026. MNsure will post generalized answers while maintaining the confidentiality of the potential applicant and any specifics about their proposal.

After 3 p.m. Central Time on Wednesday, February 17, 2026, MNsure will not respond to questions other than requests for a minimum qualification score or technical issues with submitting a proposal online through Foundant.

### **Information Session**

All prospective applicants are encouraged to attend an information session. The webinar will be offered at 1 p.m. Central time on February 11, 2026. To participate in the webinar, go to this WebEx link: <https://tinyurl.com/39dxkm2d>.

More information regarding the webinar will be made available on the MNsure [Assister Funding Opportunities](#) webpage. Oral answers given during the webinar will be non-binding. Written responses to questions asked during the webinar will be posted on the MNsure [Assister Funding Opportunities](#) webpage by February 22, 2026.

# Request for Proposals (RFP) Part 2: Submission

## Submission Overview

Applicants must submit their proposal using the online application site hosted by Foundant Technologies by **1 p.m. Central time on March 3, 2026. Late responses will not be considered.**

This request for proposals does not obligate MNsure to award a contract or complete a project, and MNsure reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this request for proposals will be borne by the responder.

## Important Dates

- February 3, 2026: RFP released
- February 11, 2026: Information session held at 1 p.m. Central time. The link to the webinar will be posted on the MNsure [Assister Funding Opportunities](#) webpage.
- February 17, 2026: Questions due to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org) by 3 p.m. Central time.
- February 22, 2026: Answers to questions posted to the [MNsue Assister Funding Opportunities](#) webpage on or before this date.
- March 3, 2026: RFP responses due by 1 p.m. Central time.

## Application Questions

Applicants must follow the instructions within this MNsure request for proposals, complete and submit all required forms and narrative requirements through the online application by 1 p.m. Central time on March 3, 2026. **Late responses will not be considered.**

Applicants must complete all required sections, although not all sections will be scored during Stage 3 of the evaluation process. For some sections of the application, applicants will be required to respond to a series of brief questions and open text boxes in Foundant, the online application system, to provide a narrative response.

Required application sections:

1. Applicant Information
2. Community Connection
3. Current Navigator Activities
4. Grant Objective and Strategies
5. Data Collection
6. Budget and Financial Management
7. Letters of Support (if application)
8. Required Attachments

### Section 1: Applicant Information (Not scored)

Applicants will be asked to provide basic contact information and tax identification information, list any paid partners and select the requested funding level.

## **Section 2: Community Connection (Scored)**

MNsure's navigator grant program seeks to support agencies that have strong, well-established connections with populations experiencing the highest rates of uninsurance; populations facing barriers to obtaining and maintaining coverage; and populations experiencing disparities in health outcomes.

Applicants must identify up to three specific populations that will be reached by the grant proposal. The application does not need to identify all the populations that are served by the applicant but should include the population(s) the agency is uniquely situated to reach and enroll.

For each specific population identified:

- Provide evidence that the population is disproportionately uninsured, experiences disparities in health outcomes, and/or faces barriers to enrolling in coverage.
- Describe existing connections the agency has with the population. Evidence of existing connections may include length of time serving the community, other services provided to the community and special skills like language fluency.
- Explain the current demographics of the board members (if applicable), leadership and staff of the agency. If the board, leadership and staff are not reflective of the population, describe plans for changing recruiting, hiring, promotion and retention practices

Specify the geographic area that will be served by this grant. This should be a list of cities (for smaller geographic areas) or counties (for larger geographic areas).

Explain how the grant will provide services within the geographic area. Specify where and how in-person assistance will be offered to consumers.

An excellent response will:

- Clearly identify up to three specific populations that will be reached by the grant proposal. There is no scoring preference for listing more than one population.
- Provide statistical data or other substantial evidence for each of the populations identified that demonstrates the population experiences high rates of uninsurance, barriers to obtaining/maintaining coverage; and/or disparities in health outcomes.
- Present evidence that the agency, or lead agency and paid partners, have well-established connections to the population(s) identified, demonstrating both length of time, relevant services and/or special skills.
- Demonstrate the agency, or lead agency and paid partners, have board members (if applicable), agency leadership and staff that are representative of the population(s) identified.
- Define a specific geographic area that will be served by the grant.
- Describe a plan for providing services within the full geographic area.
- Specify where and how in-person assistance will be offered.

## **Section 3: Current Navigator Activities (Scored)**

MNsure's navigator grant program seeks to support access to experienced assistance by sustaining the state's existing navigator infrastructure. Applicants are expected to demonstrate that they:

- Commit a minimum level of staffing to offering navigator assistance.
- Have established processes for assisting individuals with applying for coverage, enrolling in private plans and managing casework for accessing health care insurance.
- Have proven in-reach and outreach strategies to connect with populations experiencing the highest rates of uninsurance; populations facing barriers to obtaining and maintaining coverage; and populations experiencing disparities in health outcomes.

For each of the following categories, describe the activities the applicant and any paid partners have engaged in between July 2025 and January 2026:

- Outreach: Activities to connect with and educate their community on access to health insurance.
- Application Support: Activities including creating online accounts, completing applications, submitting required verifications and other activities necessary to get an eligibility determination and begin coverage.
- Enrollment Support: Activities during open enrollment or for consumers qualifying for a special enrollment period, this may include utilizing referral relationships with brokers.
- Case Management: Activities to help consumers understand their coverage and maintain correct eligibility, including reporting changes in circumstances or explaining notices.
- Renewals: Activities to help consumers maintain their private or public health insurance coverage.

As of February 3, 2026, does the lead agency have any actively certified navigators dedicated at least half-time (16 or more hours per week) or full-time (32 or more hours per week) to MNsure outreach and enrollment activities year-round? If so, please list the name(s) and specify how many hours per week are spent on navigator activities by each individual.

If this is a paid partnership, as of February 3, 2026, do any paid partners have any actively certified navigators dedicated at least half-time (16 or more hours per week) or full-time (32 or more hours per week) to MNsure outreach and enrollment activities year-round? If so, please list the name(s) and specify how many hours per week are spent on navigator activities by each individual.

An excellent response will:

- Describe a variety of recent outreach activities to educate consumers and connect them to help with applying, enrolling or renewing their insurance coverage.
- Describe current processes in place for helping consumers through the steps of the application process.
- Explain how eligible consumers are assisted with enrolling in a private health plan during the last open enrollment and for special enrollment periods, including referrals to brokers.
- Describe robust current case management activities to help consumers understand their coverage and maintain correct eligibility.

- Describe how they are helping consumers maintain coverage through renewal periods.
- Name one or more certified navigators who are currently dedicated at least half-time (16 or more hours per week) to MNsure outreach and enrollment activities year-round. Any lead agencies or paid partners seeking Funding Level 2 will list one or more certified navigators who are currently dedicated full-time (32 or more hours per week) to MNsure activities year-round.
- Include information about all paid partners in the response if the application is a paid partnership.

## **Section 4: Grant Objective and Strategies (Scored)**

MNsure's navigator grant program seeks to support navigators with an on-going commitment to supporting consumers through the full life cycle of coverage, including learning about health insurance options, submitting an application that results in eligibility, potentially enrolling in private coverage, responding to notices, reporting changes in circumstances and completing renewals.

Applicants must have a clear objective for their grant and provide specific strategies to support completing that objective within the grant period. Grantees will be required to report monthly on the tactics used to implement their strategies and their progress towards achieving the grant objective.

Provide an objective setting how many people the grant will assist with gaining or maintaining health insurance coverage during the grant period.

List both outreach and in-reach strategies to connect with consumers in the geographic area. Specify whether strategies and activities are on-going or will be new for the grant period. If this is a paid partnership, describe any role for paid partners in these strategies.

List strategies for providing application support to help achieve the grant objective. Specify whether strategies and activities are on-going or will be new for the grant period. If this is a paid partnership, describe any role for paid partners in these strategies.

List strategies for helping eligible consumers enroll in private plans. Specify whether strategies and activities are on-going or will be new for the grant period. If this is a paid partnership, describe any role paid partners will play in these strategies.

List strategies for helping the consumers with case management. Specify whether strategies and activities are on-going or will be new for the grant period. If this is a paid partnership, describe any role paid partners will play in these strategies.

List the strategies for helping people retain coverage through renewal periods. Specify whether strategies and activities are on-going or will be new for the grant period. If this is a paid partnership, describe any role paid partners will play in these strategies.

Describe any specific resources or expertise that the agency (or paid partners) has that could be of value to the larger navigator community. This response will not be scored but provides information that may be included in the work plan if the applicant is selected as a grantee.

An excellent response will:

- Set an objective for the grant period that is both realistic and justifies the need for state funding.
- Provide relevant strategies for all required categories (outreach, application support, enrollment, case management and renewing coverage).
- Describe whether strategies are on-going or will be new for the grant period.
- Specify strategies that recognize any unique barriers facing the populations served by the grant.
- Include activities that will happen throughout all 12 months of the grant period.
- Clarify how the entire geographic area will be served.

## **Section 5: Data Collection (Scored)**

Grantees are required to collect and report data to demonstrate progress on achieving their grant objective. MNsure will utilize navigator per enrollee payment data as the primary method for tracking progress. However, grantees are expected to provide additional data to document grant activities that are not captured by per enrollee payments.

Describe what information will be tracked and what specific methods will be used to collect data to be reported to MNsure. Clarify whether these are existing reporting methods or are methods that will be implemented to support the grant.

Explain the agency's practices for protecting any private consumer data that is collected. If this is a paid partnership, describe how paid partners protect consumer information.

An excellent response will:

- Provide clear and reasonable methods for collecting and reporting data necessary to demonstrate achievement of the objective.
- Demonstrate the agency already has practices for collecting and reporting data in place.
- Describe robust policies and procedures for collecting and reporting data that protect consumer private information.

## **Section 6: Budget and Financial Management (Scored)**

Applicants must submit a budget for completing the proposed objective and strategies. MNsure grant funds must be used to cover expenses that are clearly service-related (reaching and enrolling Minnesotans). In accordance with Minn. Stat. § 16B.98, subd. 1, grant recipients of state fund appropriations are required to minimize administrative costs. MNsure will negotiate appropriate limits so the state receives optimum benefit for grant funds.

Grantees must be able to provide receipts and invoices, bank statements, timecards, or other records, as appropriate, to support all expenses.

Applicants should review the list of allowable and ineligible expenses detailed in the Grant Provisions section on pages 24-25 of this RFP.

Provide the total grant amount requested.

For agencies eligible for Funding Level 1, the total requested budget should not exceed \$50,000. For agencies eligible for Funding Level 2, including paid partnerships, the total requested budget should not exceed \$550,000.

If an agency applies for and is not selected for a grant at Funding Level 2, MNsure reserves the right to recalculate the applicant's scores with the appropriate weighting and consider them for Funding Level 1.

Provide the total requested for each of the following budget categories and a brief description of how grant funds would be used. The amounts provided must add up to the total grant amount requested.

- Personnel: wages and other compensation for agency employees
- Contractors/consultants
- Equipment
- Supplies
- Travel
- Other direct costs
- Indirect costs
- Paid partner cost (if applicable). Provide the total budget for each paid partner and a brief description of how funds will be used.

Explain whether any certified navigators will be working at least half time (at least 16 hours per week) or full-time (32 hours per week) on grant activities. If so, how many hours per week?

- For Funding Level 1, at least one individual must be dedicated at least half time. Paid partners that qualify for Funding Level 1 must also provide information on navigator staffing.
- For Funding Level 2, at least one individual must be dedicated full time. Paid partners that qualify for Funding Level 2 must also provide information on navigator staffing.

Explain how the agency's navigator activities are currently funded (MNsue funding and/or other funding sources).

Describe whether grant funding would sustain or expand the agency's current navigator activities?

Explain current financial management practices for grant funding, including all financial controls. If relevant, include examples of experience managing grant funding.

If it is a paid partnership, explain how the lead agency will oversee the financial management of paid partners. Include examples of experience managing any paid partners.

An excellent proposal will:

- Request a grant amount that does not exceed eligible funding levels and is reasonable given the current activities of the applicant and the objectives and strategies of the proposal.
- Provide individual budget line amounts that add up to the total grant amount requested so all requested funds are accounted for.
- Provide a description of how each category of grant funds will be used that aligns with the proposal's strategies. Does not include expenses that are listed as unallowable.

- Devote at least one certified navigator half time (16 hours per week) or more to grant activities for agencies eligible for Funding Level 1 and at least one certified navigator full-time (32 or more hours per week) for agencies eligible for Funding Level 2.
- Demonstrate sustainability by having some non-MNsure funding for navigator activities.
- Have adequate financial systems and control practices in place to manage grant funds responsibly.
- Have previous experience managing grant funding. If it is a paid partnership, have prior experience managing paid partners.

## **Section 7: Letters of Support from Paid Partners (Not scored)**

Letters of support from each paid partner must be submitted with the proposal to verify that the paid partner understands and has agreed to their role in the proposal.

A letter of support or agreement must summarize the paid partner's role in achieving the grant proposal objective. It must be submitted on the paid partner's letterhead and signed by an agency executive.

The applicant will upload letters of support from multiple paid partners as a single document online in Foundant. There is only one attachment allowed for letters of support. If there are multiple paid partners, combine all letters into a single document for uploading.

## **Section 8: Required Attachments (Not scored)**

The following required statements must be included as attachments with the proposal for the application to be considered complete. These required statements are available under "Request for Proposals and Required Documents" on the MNsure [Assister Funding Opportunities](#) webpage. Complete the documents and upload them as an attachment in the "Required Statements" section of the online application in Foundant. The size of each individual document should not exceed 2 MBs.

- Attachment A: Performance Capacity
- Attachment B: Certification of Not Suspended-Debarred
- Attachment C: Evidence of Good Standing
- Attachment D: Certification of No Felony Convictions

## **Submitting an Application**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

MNsure reserves the right to reject any application that does not meet these requirements.

To submit a proposal online, follow these steps:

1. Go to [MNsure's grant application system](https://www.grantinterface.com/Home/Logon?urlkey=MNsure), Foundant Technologies (<https://www.grantinterface.com/Home/Logon?urlkey=MNsure>).
2. New users will need to create an account. Existing users will need to log in.
3. From the dashboard, click on "Apply" to start an application.
4. Complete each proposal section.
5. If it is a paid partnership, upload required letters of support as a single document.
6. Upload all required statements – Attachments A through D.
7. Click "Preview" button to review to make sure all required information is included.
8. Submit proposal prior to 1 p.m. Central time on March 3, 2026, by selecting the Submit button

Failure to comply with grant RFP instructions for submitting a proposal may result in the disqualification of any non-complying proposal.

An overview of the process for submitting a proposal online will be provided during the information session at 1 p.m. on Wednesday, February 11, 2026.

Additional resources are available on the [Assister Funding Opportunities](https://www.mn sure.org/about-us/assister-program/funding-opportunities/index.jsp) webpage (<https://www.mn sure.org/about-us/assister-program/funding-opportunities/index.jsp>), including:

- The link to Foundant Technologies, the grant application system.
- A template of the online application, including character limits, which is posted in the Appendix to this RFP.
- The information session presentation (posted after February 11).

## Tips for Online Submission

- Carefully review application requirements in this request for proposals.
- Type the information required for each section in a Word document to be copied and pasted into the online system.
- The online application includes the character limits for each section specified in this RFP. Character limits include spaces. Applicants will not be allowed to exceed the character limit for each section. Applicants preparing their application in Microsoft Word can check where they are at with character limits by highlighting the text and selecting "Word Count" from the "Review" panel at the top of the screen. The online application system tracks the number of characters in a section as the applicant fills in that section and will stop capturing the information if the character limit is exceeded. The character limits for each field and open text box are posted next to each question in the online application.
- Pay attention to file size limits for the required files to upload. The file size limits are included in the online application next to each upload box.
- Do not wait until the last minute to begin the online submission process. There will be limited ability to provide technical support on March 3.
- Applicants may also save their work and come back later to finish after they start an application, but applications must be finished and submitted electronically through Foundant by the due date to be considered.
- Applicants may print out the application they submit for their own records.

## **Technical Support**

Applicants encountering error messages on the Foundant site can follow the instructions in the pop-up window that comes up when the site is having an issue. All other questions must be emailed to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). Questions sent to other email boxes such as the navigator email box or individual staff member email boxes will not be responded to.

MNsure encourages responders to allow for the time necessary to ensure successful submission of the proposal. Technical questions submitted on March 3 may not be responded to prior to the deadline.

## **Request For Proposals (RFP) Part 3: Application Review Process**

### **Review Timeline**

- RFP posted on the MNsure web site: February 3, 2026
- RFP responses due: March 3, 2026, by 1 p.m. Central time
- Committee reviews applications: March 2026
- Selected applicants undergo pre-award risk assessment: April 2026
- Grant contract and budget negotiations: April - May 2026
- Grant awards announced publicly, and grant contracts begin: July 2026

### **Review Process Overview**

All responsive applications received by the deadline of on or before 1:00 p.m. Central Time on March 3, 2026, will be evaluated by MNsure.

Funding will be allocated through a competitive process with review by a committee including internal representatives and external individuals with relevant experience and knowledge. The review committee will use the point scale provided below to evaluate all eligible and complete applications received by the deadline. Reviewers will evaluate the proposals and then put forth their recommendations. The Chief Executive Officer of MNsure will make the final funding decisions and award notification will be provided by email to applicants.

Non-selection of any application will mean that either another application(s) was determined to be more advantageous to MNsure or that MNsure exercised the right to reject any or all applications.

At its discretion, MNsure may perform an appropriate cost and pricing analysis of a responder's application, including an audit of the reasonableness of any application.

MNsure reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MNsure will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their

application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

The MNsure review and selection process will occur in four stages.

## **Review Stage 1: Evaluation Based upon Completeness**

This evaluation will occur following submission of an application to ensure it is complete. To be considered complete:

- The applicant (or lead agency in a paid partnership) must be a public, tribal, private for-profit or nonprofit agency with a MNsure navigator contract that is in good standing as of the publication of this RFP.
- The response to the RFP must have been submitted online using Foundant by 1 p.m. Central time on March 3, 2026.
- All required Attachments (A-D) were completed and uploaded in the “Required Statements” section of the online application in Foundant.

Applications that are deemed non-responsive will not be forwarded for Stage 2 review.

## **Review Stage 2: Evaluation of Minimum Qualifications**

During Stage 2 of the selection process, applicants will be evaluated on whether they meet minimum requirements for a funding level. Applications that do not meet minimum requirements will not be advanced to the next stage of the selection process.

MNsure will utilize state generated reporting, including certification and per-enrollee navigator payment records, for this evaluation process.

- To qualify for Funding Level 1, an agency must earn at least 1 point in each of the categories of Agency Experience, Agency Performance and Navigator Staffing Infrastructure.
- To qualify for Funding Level 2, an agency must earn all possible points in each of the categories of Agency Experience, Agency Performance and Navigator Staffing Infrastructure.

### **Category 1: Agency Experience (2 points possible)**

- 1 point if the agency received at least one per enrollee payment for assisting with any health insurance program in every quarter of 2025.
- 1 additional point if the agency received a per enrollee payment issued every month for activity in November 2024 through November 2025.

### **Category 2: Agency Performance (2 points possible)**

- 1 point if the agency was credited with 80 or more per enrollee payments from November 2024 through November 2025.
- 1 additional point if the agency was credited with 240 or more per enrollee payments from November 2024 through November 2025

### **Category 3: Navigator Staffing Infrastructure (2 points possible)**

- 1 point for having one actively certified staff member as of February 3, 2026, that was certified prior to July 1, 2025.
- 1 additional point for having more than one actively certified staff members as of February 3, 2026, that were certified prior July 1, 2025, OR at least one navigator actively certified as of February 3, 2026, that has been continuously certified since November 1, 2023.

For an application to advance to Stage 3, the applicant must meet minimum qualifications.

- To qualify for Funding Level 1, an agency must earn at least 1 point in each of the categories of Agency Experience, Agency Performance and Navigator Staffing Infrastructure.
- To qualify for Funding Level 2, an agency must earn all possible points in each of the categories of Agency Experience, Agency Performance and Navigator Staffing Infrastructure.

### **Paid Partnerships**

If an application is a paid partnership, the lead agency must meet the minimum qualifications for Funding Level 2 for the application to advance to Stage 3.

MNsure will also evaluate whether paid partners meet the minimum qualifications for Funding Level 1 or Funding Level 2. Paid partners that are contracted navigator agencies will be required to meet the relevant minimum qualifications to receive grant funding. If a paid partner does not meet minimum qualifications, but the lead agency does, the proposal will advance to Stage 3. However, MNsure may inform the committee if any paid partners included in the application are not eligible to receive grant funding.

### **Technical Support**

Applicants are encouraged to calculate whether they meet the minimum qualifications before submitting a response. Potential respondents may also request their minimum qualification score by emailing [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). Requests must be submitted by 5 p.m. on February 20, 2026. Requests sent after that time, or sent to other email boxes such as Assister Resource Center email box or individual staff member email boxes will not be responded to. An agency cannot request the minimum qualification score for other agencies.

### **Review Stage 3: Merit Review**

All applicants advancing to Stage 3 will have their scores re-set to zero prior to beginning Stage 3. In Stage 3, MNsure will utilize a committee made up of a diverse group of internal (MNsure staff) and external members to review the merits of each application that advances to Stage 3. The review committee will use a 10-point scale to evaluate the merit of each section of the application, with each section weighted as described below for each funding level. After scores are added up for each application, applications are compared to each other.

Reviewers will consider the following selection criteria in determining overall merit scores. Applications will be rated on responsiveness to the RFP's required elements and ability of the proposal to help MNsure meet the goal of the grant program. During the review, the committee

may consider data provided by MNsure about an agency's performance, including, but not limited to, certified staff, application and enrollment statistics, per enrollee payment history and other metrics demonstrating comprehensive consumer support activity.

The factors and weighting on which responses will be evaluated are:

Application Section	Funding Level 1 (up to \$50,000)	Funding Level 2 (up to \$550,000)
Community Connection	25%	10%
Current Navigator Activities	25%	30%
Grant Objectives and Strategies	25%	35%
Data Collection	10%	10%
Budget and Financial Management	15%	15%

State agency staff will incorporate the recommendations from the review committee into final funding decisions that may also be based on geographic distribution, services to special populations, and the applicant's history as a state grantee and capacity to perform the work. Only selected applicants will advance to Stage 4.

If an applicant applies for and is not selected for a grant at Funding Level 2, MNsure reserves the right to recalculate the applicant's scores with the appropriate weighting and consider them for Funding Level 1.

## **Review Stage 4: Financial Capacity Review and Contract Negotiations**

Applicants selected to advance to Stage 4 will be notified by email. During this stage, MNsure reserves the right to negotiate on specific areas of the application, to request additional information needed to clarify questions or to establish financial management capability, and to conduct background checks. Paid partners that are contracted navigator agencies will be required to meet the relevant minimum qualifications to receive grant funding. Final award decisions will be based on the successful outcome of the financial review and negotiations.

### **Financial and Grant Capacity Review**

In accordance with Minn. Stat. §16B.981 subd. 1 (c) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more.

To comply with this requirement, once notified of advancing to Stage 4, selected applicants will have three (3) business days to submit the following exhibits, as applicable:

- Accounting System and Financial Capacity Questionnaire: Exhibit A.
- Nonprofit grantee documents as applicable: Exhibit B
  - Most recent Form 990 or Form 990-EZ
  - Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minn. Stat. §309.53](#)
  - Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of the grant funds (if awarded grant), and evidence of exemption as referenced in Exhibit B
- For-profit Certification Disclosure and required documents: Exhibit C
  - Most recent federal and state tax returns:
  - If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded
  - Current financial statements
  - Certification that business is not under bankruptcy proceedings
  - Disclosure of any liens on assets

Templates of Exhibits A – C are available on the [Assister Funding Opportunities](#) webpage (<https://www.mn.gov/assister-program/funding-opportunities/index.jsp>) in the “Resources” section.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

In accordance with Minn. Stat. §16B.981 subd. 1 (c) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), if MNsure determines there is risk that the potential grantee cannot or would not perform the required duties of the grant, then MNsure must do one of the following:

1. Request more information for the purpose of satisfying the MNsure's concerns. When requesting additional information from a potential grantee, MNsure must give the potential grantee 15 calendar days to respond or to work with MNsure to develop a risk mitigation plan to satisfy the concerns.
2. Provide enhanced oversight, such as increased monitoring or additional reporting, as a condition of the grant detailed in the grant contract agreement or grant award notification.
3. Provide technical assistance as a condition of the grant detailed in the grant contract agreement or grant award notification.
4. If MNsure is unable to work with the potential grantee to resolve the substantial risks or develop a risk mitigation plan, MNsure must not award the grant.

## **Minnesota Secretary of State**

MNsure will verify that all agencies funded by the grant are currently registered with the Minnesota Secretary of State and maintain an “Active / In Good Standing” status.

## **Grant Contract Agreements**

As part of submitting this application the applicant agrees to the Terms and Conditions of State of Minnesota Grant Contract Agreements, as well as the guidelines included in the Part 4 of this RFP, Grant Management and Program Responsibilities. Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab.](#)

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

The contents of this RFP and the proposal(s) of the successful applicants may become part of the final contract if a contract is awarded.

As part of contract negotiation, selected grantees will need to complete a detailed work plan with strategies and tactics for completing the grant objective, as well as a summary and detailed budget. For a paid partnership, the work plan must include activities by paid partners and a separate detailed budget must be submitted for each paid partner.

At MNSure's sole discretion grant contracts may be extended for an additional year, not to exceed a total contract term of two years. Should MNSure choose to exercise this option, MNSure will ask grantees to submit a new work plan and budget to be considered for an additional year of funding. MNSure reserves the right to add additional terms and conditions to any grant contract at any time, particularly if required for MNSure to comply with federal and state law or policies.

## **Conflicts of Interest**

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy.](#)

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

## Public Data

Per [Minnesota Statutes § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- Data created or maintained by MNsure as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

# **Request For Proposals (RFP) Part 4: Grant Management and Program Responsibilities**

## **Reporting and Accountability Requirements**

The following is an overview of the requirements that grantees must meet. Full post-award administration requirements will be included in the terms and conditions of the award and contract. MNsure's goal is to manage funded projects through a streamlined process that limits administrative burdens on the grantees while ensuring proper oversight.

MNsure's grant administration follows all Minnesota state statutory and administrative requirements. Prospective applicants are encouraged to review Office of Grants Management policies (<https://mn.gov/admin/government/grants/policies-statutes-forms/>) and relevant statutory provisions ([Minn. Stat. §§ 16B.97-16B.991](#)) prior to submitting an application.

### **Financial Reports**

Grantees will be required to submit financial reports throughout the contract period. Further information will be provided in the terms and conditions of award.

### **Financial Accounting of Funds**

Grantees will be required to keep a detailed accounting of how MNsure grant award funds are spent. Financial records of grantees associated with grant-funded activities are subject to potential random monitoring visits and financial or programmatic audits.

### **Interim Progress Report(s)**

Grantees will be required to submit a monthly progress report. The format and due dates for progress reports will be included within the terms and conditions of award.

### **Final Reports**

Final reports are due 30 calendar days following the expiration date. The content and format of this report will be included within the terms and conditions of award.

## **Grant Monitoring**

In accordance with [Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#), MNsure will conduct at least one site visit with each grantee during the grant period. On all grants of \$250,000 and higher, MNsure will conduct annual monitoring visits during the grant period. To ensure appropriate oversight, grantees may also be subject to random monitoring and audits of grant-funded activities.

MNsure will conduct a financial audit of grantees' expenditures at least once during the grant period on grants of \$50,000 and higher, and MNsure may conduct an audit of grantees' expenditures at least once during the grant period on grants of below \$50,000. For this purpose, the grantees must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

Navigators at grantee organizations may be required to utilize assister portals when assisting consumers to streamline and improve MNsure's grant performance monitoring.

## **Grant Payments**

Per [State Policy on Grant Payments](#) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. Invoices must be submitted monthly and the State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MNsure has given the grantee a written extension.

Following notification of award, MNsure will work with grantees to complete the information needed to facilitate payment. No direct payments will be made to an individual. All compensation will be paid to the affiliated entity.

No reimbursement will be made for services that took place before the grant contract is executed.

## **Grant Provisions**

### **Work Plan and Budget**

Selected applicants will work in coordination with MNsure to finalize a work plan, summary budget and detailed budget(s).

### **Program Coordination**

Selected applicants must designate a project contact to coordinate with MNsure on grant management and monitoring activities. Selected applicants are also expected to collaborate with MNsure and the Minnesota Department of Human Services on promotional and community education activities. Selected applicants may receive consumer referrals from MNsure.

### **Paid Partner Coordination**

For a paid partnership, the lead agency will need to submit copies of contracts/written agreements with paid partners to MNsure prior to payment of the first grant invoice. The lead agency is responsible for providing financial oversight of paid partners and collecting data to show progress on the grant objective and strategies. Paid partner activities must be included in monthly reporting to MNsure and paid partner expenses should be reflected on monthly invoices. Paid partners must also designate a project contact to coordinate with MNsure on grant management and monitoring activities.

### **Performance Metrics**

To measure the impact of MNsure's grant program and make continuous improvements, MNsure will be establishing performance metrics with selected applicants. Requirements for performance metrics will be included within the terms and conditions of award. Selected applicants will collaborate with MNsure on collecting data to track progress towards grant objectives, including activities completed by any grant partners.

### **Publishing**

It is MNsure policy that the results and accomplishments of the activities funded through this solicitation are made available to the public. Organizations are expected to make the results and accomplishments of their activities available to the public. Grantees may be asked to prepare a summary of their project and allow its use on the MNsure website and in MNsure materials.

## **Allowable Expenses**

The following is a non-exhaustive list of allowable expenses:

### **Direct Personnel Costs:**

- Navigator staff time for enrollment and follow-up services (budget must clarify per-enrollee payments and grant funds contribute towards certified staff).
- Personnel costs directly related to achieving any outreach and education objectives of the grant.
- Personnel costs directly related to project coordination, grant management and/or network coordination.

**Direct Consultant & Contractor Costs:** Must justify why consultant and/or contractor costs are needed to achieve the grant objectives and strategies.

**Direct Equipment Costs and Direct Supply Costs:** Costs to support outreach, education and enrollment activities, including laptops, privacy dividers, locked cabinets, etc. Grantees are required to clearly track and be able to document all direct expenditures.

**Direct Travel Costs:** Costs directly related to outreach, education and enrollment, including staffing enrollment events, attending network meetings with other grant members or regional networking, attending training opportunities, and attending in any required MNsure grantee orientation and training.

**Other Direct Costs:** Other direct costs include other costs directly related to grant activities. Grantees are required to clearly track and be able to document all direct costs.

### **Indirect Costs:**

- Indirect costs are the expenses of doing business that are not readily identified with this grant but are necessary for the general operation of the agency. This could include executive salaries, rent, utilities, insurance, etc.
- Indirect costs will be capped at 10% of the total grant award per fiscal year unless an agency documents exemption from indirect-cost rules. In accordance with Minn. Stat., §16B.98, subd. 1, grant recipients of state fund appropriations are required to minimize administrative costs. MNsure will negotiate appropriate limits so the state receives optimum benefit for grant funds.
- Grantees must make receipts, invoices or other documentation of indirect costs available upon request by the State.

## **Ineligible Expenses**

The following is a non-exhaustive list of examples of unallowable expenses:

- Fundraising

- Taxes, except sales tax on goods and services and payroll taxes
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.
- General advertisements that are not directly related to the enrollment, outreach or education activity being performed by grantee.
- Booth or conference fees are not allowable expenses if the organization is already planning to attend the event, unless the sole purpose of attendance is MNsure outreach, education or enrollment.
- Costs to provide direct health care services to individuals.
- Meeting matching requirements of any other federal program.
- Non-project related executive or board (if applicable) compensation.
- Selling a specific or limited set of insurance or insurance-like products, including discount plans.
- Promotion of federal or state legislative and regulatory modifications, or improvements in systems or processes solely related to Medicaid/CHIP, or any other state or federal program's eligibility (lobbying).
- Political contributions.
- Activities such as retreats.
- Services and/or equipment or support that are the legal responsibility of another party under federal or state law (e.g., vocational rehabilitation or education services) or under any civil rights laws.
- Supplanting other grant funds, or otherwise misusing or misappropriating grant funds.
- Navigator staff time that will be compensated through per-enrollment payments.
- Bonuses.
- Interpreter services, except in activities where the Language Line is not suitable.

## Program Requirements

### Authorized Representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee's website the names of, and contact information for, the grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

### Contracting and Bidding Requirements for Nongovernmental Entities

#### A. Municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

1. Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
2. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41](#) through [177.50](#), as applicable.
3. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)

4. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- B. Nongovernmental entities  
Grantees that are nongovernmental entities must use these guidelines:
  1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
  2. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
  3. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
  4. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
    - a. State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
    - b. Metropolitan Council Underutilized Business Program
    - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
  5. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
  6. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
  7. Notwithstanding the above, the State may waive bidding process requirements when:
    - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
    - b. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
  8. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.
  9. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)

## Audits

Per [Minnesota Statutes § 16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate. This requirement will last for a minimum of six years from the grant contract

agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

### **Affirmative Action and Nondiscrimination**

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified per [Minnesota Statutes § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, Part [5000.3500](#).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

### **Voter Registration**

The grantee will comply with [Minnesota Statutes §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

### **Right of Cancellation**

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.

## **Appendix and Attachments**

1. Appendix: Foundant Application Template
2. Attachment A: Performance Capacity
3. Attachment B: Certification of Not Suspended-Debarred
4. Attachment C: Evidence of Good Standing
5. Attachment D: Certification of No Felony Convictions

The Appendix and Attachments A-D are available on the [Assister Funding Opportunities](#) webpage (<https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp>), under “Request for Proposals and Required Documents.”