REQUEST FOR PROPOSALS FOR CAPTIONING SERVICES OF TELECAST AND WEBCAST PROGRAMMING

MINNESOTA STATE LEGISLATURE

For Calendar Years 2027-2028

REQUEST FOR PROPOSALS

PROVIDING CAPTIONING SERVICES OF TELECAST AND WEB-CAST PROGRAMMING FOR THE MINNESOTA LEGISLATURE

Solicitor:	Minnesota Legislative Coordinating Commission (LCC) on behalf of the Minnesota Legislature.
Deadline for Receipt of Proposals	Proposals must be received by the LCC by **4:00 p.m. (CT) on Monday, December 7, 2026**. Late applications may not be accepted.
Proposal method:	Proposals may be submitted in writing, by fax or electronically by email. Email submissions are preferred.
Deliver Proposals to:	Attn: RFP for Captioning Services Minnesota Legislative Coordinating Commission 1st Floor North, Centennial Office Building 658 Cedar St Saint Paul, Minnesota 55155 diane.henry@lcc.mn.gov Emailed proposals are encouraged.
Contact Person:	Diane Henry-Wangensteen Minnesota Legislative Coordinating Commission Centennial Office Building Saint Paul, Minnesota 55155 Phone 651-296-1121 (voice); diane.henry@lcc.mn.gov
Content of this Packet:	Cover Page (this page) Section 1: Summary and Background, Pages 3-4 Section 2: Summary of Scope and Objectives, Pages 4-6 Section 3: Contents of Proposal, Pages 6-7 Section 4: Eligibility, Evaluation Procedure and Timeline, Page 7 Section 5: Proposal Instructions and Due Date, Page 7-8 Section 6: General Terms and Conditions, Pages 9-11

SECTION 1: Summary and Background

The Legislative Coordinating Commission on behalf of the Minnesota Legislature is requesting proposals to contract for captioning services for programming that are telecast and/or webcast during the 2027 and 2028 legislative sessions. Agreements may be extended by mutual agreement of the contracting parties. The Minnesota Legislature consists of the Minnesota House of Representatives, the Minnesota Senate, and the Legislative Coordinating Commission ("LCC").

It is anticipated that the Minnesota Legislature will meet in session from January 12, 2027, through approximately May 17, 2027, and will reconvene late January/early February 2028 through approximately May 22, 2028. The majority of the telecast and webcast programming will occur during legislative sessions; however, it may be that services are needed during interim periods for a limited number of other legislative programming events. Programming is produced by Senate Media Services ("Senate") and House Public Information Services ("House"). The LCC serves as the fiscal agent.

Typically, there are approximately 1,600 total hours that are telecasted over a two-year biennium/contract period. In past years, the telecast programming primarily occurred on weekdays between the hours of 8:00 a.m. and 6:00 p.m. (CT) with additional programming occurring during evenings and/or weekends as deemed necessary and scheduled by the Senate and/or House. Additionally, special sessions may be called during interims between regular sessions. Special sessions may vary greatly but typically are only held for one to two days once an interim.

Webcast caption services would be primarily provided for Senate webcast programming. Approximately 1,500 webcast hours of primarily Senate programming were captioned over the last two-year period. In past years and similar to telecast programming, webcast programming primarily occurred on weekdays between the hours of 8:00 a.m. and 6:00 p.m. (CT) with additional programming occurring during evenings and/or weekends as deemed necessary and scheduled. However, unlike the telecast programming, which continues without a break throughout the day, webcast programming starts and stops throughout the day, the exception being extended floor sessions or extended committee hearings that may have durations of multiple hours.

Upon receipt and evaluation of qualified proposals, the LCC will negotiate the specific terms of the contract including the estimated number of hours of captioning that the agreement terms are intended to cover. The services are to be performed in accordance with the enclosed specifications and general conditions.

Proposals are due by 4:00 p.m. (CT) Monday, December 7, 2026. Each response must contain the following, as further detailed in Section [3]: Contents of Proposal.

1. Transmittal Cover Letter

a. Indication of intent to respond to this RFP and acknowledgement of all terms, conditions, and specifications.
b. Summary of the prospective bidder's understanding of the project and its ability to perform the requested services.
c. Contact information.
d. Signature and date

2. Proposal (detailed description of the proposer's plan to implement the services requested as identified in the RFP)
3. Past Project Experience and Relevant References
4. Background and Qualifications
5. Accessibility Standards
6. Other Services, if applicable
7. Cost Estimates in the form of hourly rate and/or daily rate

SECTION 2: SUMMARY OF SCOPE AND OBJECTIVES

The LCC is seeking to contract with an individual(s) or organization(s) to provide real-time captioning services for programming of the Minnesota Legislature, including floor sessions, committee hearings and press conferences.

1. The contract for services will be effective January 1, 2027, through December 31, 2028, with a possible extension through December 31, 2030.

2. Dates and times of the programming will be determined by the Senate and the House. Legislative staff will provide a schedule of when programming will be provided, or, if there is no legislative activity during a particular time or on a particular day, when programming will not be offered. The general programming schedule will be arranged prior to the beginning of each session by the Senate and the House. The contractor will be advised of the details (e.g., telecast channel, webcast channel) to allow for monitoring of the proceedings (via TV, or over the Internet) and to provide captioning services. The Senate and the House will provide the audio and data phone lines, encoders and audio hybrid box required for captioning.

3. The contractor will provide all necessary hardware and software required to connect to the encoder and audio hybrid box unless stated otherwise in the contractor proposal and negotiated by agreement. Captioning services may be provided from remote locations, but the contractor must provide the necessary hardware to perform the captioning services and pay any long-distance phone charges from locations outside the Minnesota State Capitol complex.

4. Any captioning services needed beyond the anticipated session beginning and ending dates (i.e., special session or interim proceedings) will be captioned by the contractor and subject to the per hour fee as set by agreement.

The contractor agrees to provide real-time captions that comply with applicable Federal Communications Commission requirements, the Americans with Disabilities Act, Section 508, and the State of Minnesota Digital Accessibility Standard.

The contractor must have the means and ability to provide captioning services on a per hour rate basis for the programming produced by the Senate and the House during the contract period.

5. The contractor must have the means and ability to monitor captioning services to ensure accurate captioning and to take corrective action when necessary. Additionally, the LCC may periodically evaluate the quality of the captioning services provided throughout the contract. If evaluation is done, the LCC may share the results of that evaluation with the contractor. The contractor must agree to promptly take steps to modify the captioning services if it is determined that the quality of the captioning services is not acceptable to the LCC.

6. Unless otherwise negotiated, contractor is responsible for staffing and administrative oversight, including but not limited to, hiring, training, supervision, and scheduling of the caption providers in order to ensure satisfactory service and coverage of service is provided. The contractor must ensure to the LCC that individuals hired have the skills necessary to perform captioning to acceptable standards.

7. The contractor will be paid an hourly rate when captioning is provided. The contractor may include standby rates in the submitted proposal.

8. The payments to the contractor are the sole compensation for services. Payment of federal income tax, FICA payments, and state income tax for any of the contractor's employees is the responsibility of the contractor.

9. The contractor must provide unedited transcripts for any or all proceedings captioned upon request by the Senate, House or the LCC.

10. The contractor will invoice for services provided at periodic intervals and in an agreed format as negotiated.

11. The contractor agrees to issue a written report to the LCC within four weeks after adjournment of the 2028 legislative session and the end date of the contract that describes any problems that occurred during the contract period and any recommendations that the contractor may have regarding captioning of the programming of the Minnesota Legislature.

12. The LCC may contract with more than one captioning provider.

13. Project deliverable, including written reports, must be in compliance with the State of

Minnesota Accessibility Standards.

14. The LCC may consider other options identified by the contractor.

SECTION 3: CONTENTS OF PROPOSAL

Proposals must:

1) State if contractor is seeking to provide telecast caption services and/or webcast caption services;
2) Include a description of the contractor's experience in providing the service;
3) Include a description of the contractor's knowledge or experience with the legislative process, if any;
4) Include a description of the means by which the captioning is generated, including a service implementation plan for scheduling staffing needs;
5) Describe the contractor's hardware and methods for captioning remotely;
6) Include the contractor's hourly rates and other charges for the services to be provided. Please note the following mandatory payment terms of any contract resulting from this RFP, as further provided in Section 6: General Terms and Conditions:
   a) The payments to the contractor are the sole compensation for services. Payment of federal income tax, FICA payments, and state income tax for any of the contractor's employees is the responsibility of the contractor.
   b) The contractor will invoice for services provided at periodic intervals and in an agreed format as negotiated.
7) Include a description of the maximum captioning service capacity that the contractor could provide the Legislature (e.g., contractor can provide caption services, separately, for both telecast and webcast).
8) Include a description of how captioning services will be monitored by the contractor to ensure services are being provided (e.g. connection to encoder) and are accurate, and the general process of corrective action that will be taken when necessary;
9) Address all other matters required by the specifications to be in the proposal;
10) Include the contractor's professional credentials; and,
11) Include no less than three professional references to which the contractor has provided services. The LCC may contact the references to verify the extent and the quality of services provided.
12) Accessibility Standards
   a) If applicable, identify experience modifying technology for compliance with the State of Minnesota Accessibility Standards.
   b) The State of Minnesota requires all information and communication technology (ICT) to conform to the State of Minnesota Digital Accessibility Standard, which complies with Section 508 of the federal Rehabilitation Act of 1973 and Web Content Accessibility Guidelines 2.1. Your answers to the following questions attest to your ability to ensure that the State fulfills its legal and operational responsibilities if applicable.
      i) Describe how you ensure that your staff and contractors have the knowledge and

skills to ensure that all materials are accessible within the scope of the project.

ii) Describe your approach to ensuring accessibility (e.g., strategy, tools, design, testing, ongoing validation). Include if/how you incorporate accessibility into your development process (e.g., requirements, design, development, testing, maintenance, bug prioritization).

iii) Provide links to websites or copies of documents or access to other examples of ICT work your organization has produced that meet accessibility standards if applicable. The materials must be relevant to the services and/or technical skills called for in this solicitation.

13) Other Services, if applicable

a) Any information and services that may not have been included in the scope of work outlined in this RFP but that the prospective submitter deems of potential interest to the LCC. These services must contain a subsequent cost estimate.

SECTION 4: ELIGIBILITY, EVALUATION PROCEDURE, AND TIMELINE

Eligible Applicants

This RFP is open to all entities possessing the appropriate capabilities, qualifications, and experience. The LCC may prefer an entity that has worked with and is familiar with the Minnesota Legislature, however this is not a requirement of prospective proposal submitters.

Consideration of Proposals

The LCC reserves the right to reject any or all proposals, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals or with any other party. The LCC will not necessarily select the proposals that offer the lowest price; the LCC reserves the right to consider price, quality, experience, reliability, convenience, or any other factors deemed relevant.

Timeline

Monday, Nov 16, 2026:	RFP issued
Monday, Dec 7, 2026:	**Proposal submission deadline**
Tuesday, Dec 15, 2026:	Selected contractor award target date

SECTION 5: PROPOSAL INSTRUCTIONS AND DUE DATE

Proposals must be received by the LCC by Monday, December 7, 2026, by 4:00 p.m. (CT). Electronic submissions are encouraged and can be emailed to the address below. Proposals are

to be submitted to:

Diane Henry-Wangensteen
Deputy Director
Legislative Coordinating Commission
Centennial Office Building
658 Cedar St
St. Paul, MN 55155
651-296-1121 (voice)
diane.henry@lcc.mn.gov

Proposals must be received by the specified deadline. Late submissions may not be accepted. All expenses incurred in responding to this request shall be borne by the responder.

All information provided in proposal submissions must remain valid and open for acceptance in all respects for a minimum period of 30 days after the deadline for submission.

SECTION 6: GENERAL TERMS AND CONDITIONS

A. "LCC" means the Minnesota Legislative Coordinating Commission. In matters arising out of this proposal or out of any resulting contract, the authorized agent for the LCC is the Chair of the Legislative Coordinating Commission or the Executive Director of the Legislative Coordinating Commission.

B. The LCC reserves the right to reject any and all contractor proposals received as a result of this Request for Proposals, or to negotiate separately with any contractor in any manner necessary.

C. The LCC reserves the right to require a contractor to make an oral presentation of its proposal to the LCC to permit and develop the specifics of a contractor's proposal.

D. The LCC is not responsible for any cost incurred by the contractor in responding to this Request for Proposals.

E. Payment for any contract entered into as a result of the Request for Proposals will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minn. Stat. § 3.225, subd. 6(b), no more than 90 percent of the amount due under the contract may be paid until the LCC 's authorized agents have certified that the contractor has satisfactorily fulfilled the terms of the contract.

F. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances and legal requirements affecting the work in this state. The contractor must conform with and agree to the provisions of Minn. Stat. § 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

> *181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.*
>
> *Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:*
>
> *That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or Vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the*

United States or resident aliens who are qualified and available to perform the work to which the employment relates;

That no contractor, material supplier, or Contractor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;

That a violation of this section is a misdemeanor; and

That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

G. In accordance with Minn. Stat. § 176.182, the contractor must provide to the LCC acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minn. Stat. § 176.181, subd. 2.

H. If the amount of any contract entered into as a result of the Request for Proposals exceeds $100,000 and the contractor has employed more than 40 full-time employees in this state or in the state in which the contractor has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the contractor must comply with the affirmative action plan requirements of Minn. Stat. § 363A.36, as follows:

1) If the 40 full-time employees were employed in Minnesota, contractor must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the contractor an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the contractor must have the certificate of compliance.

2) If the contractor did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the contractor has its primary place of business, the contractor must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the contractor is in compliance with federal affirmative action requirements.

I. As required under Minn. Rules, part 5000.3600, subpart 9: It is hereby agreed between the parties that Minn. Stat. § 363A.36 and Minn. Rules, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minn. Stat. § 363A.36 and Minn. Rules, parts 5000.3400 to 5000.3600 are available from the LCC upon request.

J. As required under Minn. Stat. § 270C.65, subd. 3, a contractor must provide to the LCC either its federal taxpayer identification number, its Social Security number, or its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action requiring the contractor to file state tax returns and pay delinquent state tax liabilities. A contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the contractor.

K. As required under Minn. Stat. § 3.227, the contractor must certify its compliance with Minn. Stat. ch. 3, including the non-discrimination provisions of Minn. Stat. § 3.226, in the execution and performance of any contract entered into as a result of the Request for Proposals.

L. All data and information supplied to the contractor by the LCC under any contract entered into as a result of the Request for Proposals, and all work products and interim and final reports prepared by the contractor in the performance of its obligations under any contract entered into as a result of the Request for Proposals, are the property of the LCC and must be remitted to the LCC upon completion or termination of this agreement. The contractor must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the LCC.

M. Work must begin within the timeframe set in the signed contract between the LCC and the contractor which may be extended upon mutual agreement of both parties. The signed contract will terminate upon full performance by all parties of the contract agreement.

N. Any contract entered into as a result of the Request for Proposals may be terminated unilaterally by the LCC as permitted under Minn. Stat. § 3.225, subd. 6, in whole or in part, whenever the LCC determines that termination is in the interest of the LCC. The LCC will pay all reasonable costs associated with the contract that the contractor has incurred up to the termination date of the contract and all reasonable costs associated with termination of the contract.