INTRODUCTION

Contracting for services has long been recognized as a very useful tool for managing resources. The state expends over $350,000,000 a year in contracts to accomplish varied tasks, services, projects, and studies. This manual is intended to assist agencies in developing contracts successfully and in the most expeditious way possible, while continuing the wise use of state resources.

Impact of this manual on state agencies

This manual reflects the policies and procedures established by the commissioner of Administration for the supervision, control, and review of all state contracts. These policies and procedures provide a framework within which agency heads can seek the statutorily required approval of the commissioner of Administration to enter into a contract and the decision as to who will be the contractor.

Some agencies have, or will develop, their own internal contract manuals, procedures, policies, and guidelines. The procedures, policies, and guidelines of this manual are the minimum requirements for state contracting and should be incorporated into agencies' efforts.

How this manual will be kept up-to-date

Initial distribution - Initial distribution of the manual will be made through each agency’s contract coordinator or through agency heads, if there is no agency contract coordinator. Copies of this manual and the most recent versions of any form can be found under the Professional/Technical Contracting tab at the Materials Management Division’s (MMD’s) website: http://www.mmd.admin.state.mn.us. The forms on the web page are approved by the Office of the Attorney General and the commissioner of Administration. If your agency chooses to modify these forms in any way, you need the approval of the Office of the Attorney General and the commissioner of Administration prior to using them.

Distribution of changes - Changes will be updated on the website and periodically distributed as needed through agency contract coordinators or through the agency head, if there is no agency contract coordinator. Initial Distribution: Each page of the manual will have the date of formal publication, the date last modified, and a section/page number, such as:

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Modifications to this manual will be made on an ongoing basis, as needed, with the date of last modification, and content modified, and will be listed in the Index and on the footer of each page. Please note that the Index and footers reflect when the content of the manual text was last modified, not when the referenced forms (available through links in the manual chapters) have been updated. Forms that can be accessed via links within this manual are updated more frequently. Users of this manual will be responsible for assuring that they are using the most current manual and thereby complying with state law and policy. MMD will make every effort, as set forth above, to notify users of any changes to this manual.