SECTION 18:
EVALUATION OF PROFESSIONAL/TECHNICAL
CONTRACTS OVER $25,000

Minn. Stat. § 16C.08, subdivision 4(c) requires agencies to complete a report “within 30 days of final completion of a [professional/technical services] contract over $25,000...” (emphasis added). In addition, when the revised statute takes effect, it will also be a requirement that all of the reports must be publically available online. The MMD website currently has these reports available online in a searchable format and this website will fulfill the statutory requirement for all agencies.

In accordance with the statute, all reports must:

(1) summarize the purpose of the contract, including why it was necessary to enter into a contract;

(2) state the amount spent on the contract;

(3) if the contract was awarded without following the solicitation process in this chapter because it was determined that there was only a single source for the services, explain why the agency determined there was only a single source for the services; and

(4) include a written performance evaluation of the work done under the contract. The evaluation must include an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract. Contractors may request copies of evaluations prepared under this subdivision and may respond in writing. Contractor responses must be maintained with the contract file.

When processing the report, it is important to remember that it must be submitted within 30 days of the completion of the contract and you may submit it directly to the Professional/Technical Services section of MMD.

Evaluation of Professional/Technical Contracts Over $25,000
Preparing an evaluation can now be done online. The online form is available on the MMD website (login required). http://www.mmd.admin.state.mn.us/process/contract/ptcIndex.asp