Professional and Technical Service Contract Checklist

Total Contract Value of Over $25,000*

Documents listed below may be found at: http://www.mmd.admin.state.mn.us/

NOTE: The following checklist will assist you with complying with all statutory and policy steps required when you are preparing a professional/technical service contract.

* “Total contract value” means the entire cost of the work from beginning to end, including any anticipated extensions.

Pre-Contract Processes

☐ Determine the Scope of Work and Deliverables that will be used to create the Request for Proposals ("RFP")

☐ Prepare Department of Administration Certification Form

☐ Is this a Single Source request? If yes, prepare Single Source Request form, including justification memo, and attach to Certification Form

☐ Obtain required internal signatures on the Certification Form and send certification along with RFP or single source request to OSP staff

☐ Draft formal RFP

☐ Develop selection criteria

☐ Selection Criteria to include: evaluation of pricing – minimum 30% of score

☐ If contract over $50,000 and using State Register, draft State Register notice

☐ Send signed Certification Form, draft RFP, and draft State Register notice (“Certification Packet”) to your Agency Contract Coordinator for processing and Department of Administration approval. Certification Packet must be approved before any advertising or negotiation may begin

☐ *MN.IT handles the procurement for IT-related services due to the IT consolidation. MN.IT will coordinate the signature process with the Department of Administration

☐ When approved documents are returned from OSP, send signed Certification Form to your Agency Contract Coordinator for processing, notice will be placed on the OSP web page if under $25,000 or in the State Register, if over $50,000

☐ Once the notice of the contracting opportunity has been posted, the agency may also send a notice of the opportunity to vendors they believe may be interested or post the opportunity in other publications, bulletin boards, etc. Agencies are encouraged to provide notice to Targeted Group vendors. A directory of Targeted Group vendors can be found at http://www.mmd.admin.state.mn.us/process/search/index.asp (click “search” to view complete directory.)

☐ Include the Work Force Certificate Form with RFP for contracts over $100,000

☐ Include the Equal Pay Certificate Form with RFP for contracts over $500,000

☐ Develop evaluation sheets in preparation for scoring proposals. For a sample evaluation form, click here

☐ Receive written proposals from responders. Each must include separate, sealed cost proposal

Contractor Selection

☐ When proposals are received, check to see that each responder is not currently debarred or suspended from eligibility to enter into a contract with the State. See http://www.mmd.admin.state.mn.us/debarredreport.asp to view the Suspended/Debarred Vendor Report

☐ Form selection team. Each selection team member should sign an Evaluation Team Member Agreement

☐ Evaluate all responsive proposals and select contractor using Best Value (Minnesota Statutes Section 16C.02, subdivision 4)
Certified targeted vendors eligible for preference, must be given the preference as stated in the solicitation document. A directory of certified targeted group vendors can be viewed at http://www.mmd.admin.state.mn.us/process/search/index.asp (click “search” for a complete listing.)

Evaluation of pricing – minimum 30% of score unless an exception has been granted

Complete New Hire Reporting Form for independent contractors (see Minn. Stat. §256.998)

Negotiation and Contract Drafting

Negotiate – Contact Justin Kaufman at 651.201.2456 or justin.kaufman@state.mn.us or Perry Egertson at 651.201.3116 or perry.egertson@state.mn.us if you desire assistance with negotiation

Select proper contract form from OSP website: http://www.mmd.admin.state.mn.us/mn05002.htm

Obtain evidence of Workers’ Compensation coverage (not required for sole proprietorships)

Obtain Certificate of Insurance demonstrating compliance with all insurance requirements

Draft contract

Conduct all required internal reviews of draft contract. Administration’s Material Management will conduct an optional pre-review if requested.

Encumber money and fill in SWIFT block on contract form

Contract Execution

Send required number of contract copies (varies by agency) to contractor for signature

Review contractor signatures for legality, completeness, and accuracy

Tab signature pages (use flags or Post-it notes)

Attach routing slip/buck slip with name of originator and return instructions so contract can be returned directly

When submitting a contract to OSP for signature, include approved Certification Form and RFP or Single Source Request with contracts

Obtain agency signature (person must have official State delegation of authority)

Obtain Department of Administration signature (Admin keeps one copy of the Contract)

Distribute remaining copies

Original to contractor

Original to agency

Photocopy of contract to project manager

Non-standard Procedures

Process Request for Emergency Authorization to begin work prior to contract execution, when required and authorized by law

Prepare 16A.15/16C.05 Memo during Contract Execution, if violation has occurred or if the effective date listed in the contract has passed (even if no violation has occurred)

Send written authorization to contractor that work may begin.

Contract Work Completion

Submit to the Department of Administration the report required by Minn. Stat. 16C.08, subd. 4(c) for Contracts over $25,000, within 30 days of work completion

If the final product of the contract is a written report, send a copy of the report to the Legislative Reference Library

Complete the Vendor Performance Evaluation at:
**CONTRACT FILE** (Maintain the following in the contract file)

- Certification Form
- RFP
- *State Register* advertisement, if used
- Copies of any ads placed in other publications
- Single Source Request, if used
- Selection documentation (*includes all evaluation sheets and comments that support selection*)
- Proposals of all responders to the RFP
- Work Force Certificate Form for contracts over $100,000
- Equal Pay Certificate Form for contracts over $500,000
- New Hire Reporting Form for independent contractors
- Certificate of Compliance from Department of Human Rights (when required)
- Certificate of Insurance
- Approved Request for Emergency Authorization to begin work prior to contract execution, if obtained
- 16A.15/16C Memo, if a violation occurred
- Contract negotiation documentation
- Fully executed contract
- Evidence of Workers’ Compensation coverage (not for sole proprietorships)
- Federal Authorization Document (if federal money)
- Resolution or other evidence of approval required for local government units