CHECKLIST FOR P/T SERVICES CONTRACTS VALUED BETWEEN $5,001 AND $25,000

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Introduction

The following checklist will assist you with complying with statutory and policy steps required when preparing a professional/technical service contract valued between $5,000 and $25,000.

“Contract value” means the entire cost of the work from beginning to end, including any anticipated amendments and extensions.

Refer to Contract Manual, Chapter 14, for more details

Step 1: Getting Started

☐ Define the needed Scope of Work, Deliverables, and Tasks that will need to be completed or addressed;
☐ At this dollar-level, you may use one of three options: 1) Equity Select, 2: Quick Call for Proposals, or 3) Single Source;
Step 2: Selecting a Procurement Method

Step 2A: Equity Select

☐ Under an Equity Select procurement, you may select a certified Targeted Group, Economically Disadvantaged, or Veteran-Owned Business (TG/ED/VO). Note, individuals that would be eligible for certification, but do not maintain a business entity, may also be used under this method;
  ○ A query can be run on SWIFT to locate potential vendors under a specific category code. Use the query name: M_CG_GBL_VND_REG_BY_UNSPSC
  ○ A directory of TG/ED/VO vendors can be found at TG/ED/VO Directory (click “search” to view complete directory.);
☐ Skip to Step 4: Negotiation and Contract Drafting.

Step 2B: Quick Call

☐ Prepare a Quick Call for Proposals draft
☐ Send Quick Call to at least 3 vendors (with at least 1 TG/ED vendor or veteran-owned business, if applicable)
  ○ A query can be run on SWIFT to locate potential vendors under a specific category code. Use the query name: M_CG_GBL_VND_REG_BY_UNSPSC
  ○ A directory of Targeted Group vendors can be found at TG/ED/VO Directory (click “search” to view complete directory.);
☐ If 3 vendors are not able and available for the required services:
  ○ Submit a written request for an exception to your Agency Contract Coordinator; OR
  ○ Publicly advertise Quick Call on the OSP website or SWIFT;
☐ Develop evaluation sheets in preparation for scoring proposals. For a sample evaluation form, click here.
☐ Receive written proposals from responders. Each should include a technical proposal and a cost proposal.
☐ Go to Step 3: Contractor Selection

STEP 2C: Single Source

☐ If you are requesting a Single Source, prepare a Single Source Request Form and a Certification Form, obtain the necessary signatures, and submit to the Department of Administration for review and approval.
☐ If approved, Skip to Step 4: Negotiation and Contract Drafting.
STEP 3: Contractor Selection

- Review proposals and ensure that responders are eligible to contract with the State. Vendors listed on the Suspended/Debarred Vendor Report are not eligible: [Suspension/Debarred Vendor Report](#).
- Establish an evaluation and selection team. Each team member should sign an Evaluation Team Member Agreement.
- Evaluate and score responsive proposals. Evaluations must be conducted in accordance with the evaluation criteria and percentages set forth in the Quick Call for Proposals.
- Subject to the Quick Call for Proposals, Certified TG/ED/VO businesses must be awarded preference points (generally 6%).
- A directory of Targeted Group vendors can be found at [TG/ED/VO Directory](#) (click “search” to view complete directory.);
- If applicable, complete the New Hire Reporting Form for independent contractors (see Minn. Stat. §256.998).

STEP 4: Negotiation and Contract Drafting

- Select the proper contract form from OSP website: [Professional/Technical Contract Forms](#).
- Draft the contract.
- Conduct all required internal reviews of draft contract. Administration’s Materials Management will conduct an optional pre-review if requested.
- Encumber money and fill in SWIFT block on contract form.
- Obtain evidence of required insurance coverage.
- For assistance with Drafting and Negotiation, contact Justin Kaufman at Justin.Kaufman@state.mn.us or (651) 201-2456 or Perry Egertson at Perry.Egertson@state.mn.us or (651) 201-3116.

STEP 5: 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 contracts to OSP for signature, include the Quick Call that was issued along with a completed Quick Call Contract Cover Sheet.
- Obtain agency signatures (person must have official State delegation of authority) for contract and cover sheet.
- Obtain Department of Administration signature (Admin keeps one copy of the Contract).
☐ Distribute remaining copies:
  o Original to contractor
  o Original to agency
  o Photocopy of contract to project manager
☐ Nonstandard Procedures
  o Process Request for Emergency Authorization to begin work prior to contract execution, when required and authorized by law
  o 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.

STEP 6: Contract Work Completion

☐ If final product of the contract is a written report, send a copy of the report to the Legislative Reference Library
☐ If desired, complete the Vendor Performance Evaluation at: P/T Evaluations (Note: evaluations are required if work exceeds $25,000)

Contract File

☐ Maintain the following in the contract file, unless otherwise instructed by your agency:
  o Quick Call for Proposals (OR formal RFP and State Register notice, if used)
  o Agency P/T Coordinator-approved exemption to Quick Call notification process, if applicable
  o Selection documentation (includes all evaluation sheets and comments that support selection)
  o Proposals of all responders
  o New Hire Reporting Form for independent contractors
  o Contract negotiation documentation
  o Fully executed contract
  o Approved Request for Emergency Authorization form, if required
  o 16A.15/16C Memo, if required
  o Federal Authorization Document (if federal money)
  o Evidence of other required insurance coverage