PROFESSIONAL/TECHNICAL
QUICK CALL & EQUITY SELECT COVER SHEET

SECTION 1 – INSTRUCTIONS

Complete form for: Quick Call or Equity Select P/T Services Contracts ($5,000 - $25,000)

Submission checklist:
☐ 1 copy of the cover over sheet for OSP’s records
☐ 3 copies of the P/T Contract
☐ If applicable, 1 copy of the original Quick Call sent out to vendors
☐ If applicable, documentation regarding deviation(s) from standard contract terms

Submit form to: Department of Administration, Office of State Procurement (OSP), Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155

SECTION 2 – PROJECT BACKGROUND

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Value (original contract period):</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
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</tbody>
</table>

| Total Estimated Contract Value (including extension options): | Source of Funds (also indicate whether State or Federal) |
| $ | |

*Original Contract Period: From: To: With option to extend ___ add’l ___ yr. periods

*Note: The combined contract and amendment cannot exceed five years, unless otherwise provided for by law (Minn. Stat. 16C.06 Subd. 3b(b)). Also, the term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If the original contract length is longer than two years, please write a justification below:

SECTION 3 – PROCUREMENT CONFIRMATIONS

☐ I have complied with all provisions of Minn. Stat. 16C.08, Subd. 2 (1)-(10), as set forth below.

☐ EQUITY SELECT: The selected vendor is a TG/ED/VO: ________________ (name).

☐ QUICK CALL:
☐ At least 3 vendors were solicited (if more than 3 solicited, add to the list)
   1. ______________________, 2. ______________________, 3. ______________________; or
☐ Exception, with prior written approval from Agency P/T Coordinator. P/T Coordinator to initial and date: ______________________;
☐ Solicitation was publicized on OSP website or SWIFT on _____________ (date).
☐ One of the vendors solicited was a TG/ED/VO Vendor: ________________ (name); or
☐ No TG/ED/VO vendor was able and available to solicit for this Quick Call.
☐ Proposals received were reviewed in accordance with the Quick Call’s evaluation criteria.

SECTION 4 – AGENCY VERIFICATIONS

I verify the above is accurate and complete.

Agency signature (required)
Agency P/T Contracts Coordinator: Date:

Agency signature (optional)
Agency Project Manager: Date:

Rev. 08/2016 OSP Cert #___________
Minnesota Statutes Section 16C.08, Subdivision 2(1)-(10)
(1) no contract shall be entered into if a current state agency employee is able and available to perform
the services called for by the contract;

(2) unless otherwise authorized by law, a competitive proposal process shall be used to acquire
professional or technical services. A competitive bidding process shall not be utilized to acquire
professional or technical services;

(3) agencies shall assign specific agency personnel to manage each contract;

(4) agencies shall not allow a contractor to begin work before the contract is fully executed unless an
exception under section 16C.05, subdivision 2a, has been granted by the commissioner and funds are
fully encumbered;

(5) a contract shall not establish an employment relationship between the state or the agency and any
persons performing under the contract;

(6) in the event the results of the contract work will be carried out or continued by state employees
upon completion of the contract, the contractor is required to include state employees in development
and training, to the extent necessary to ensure that after completion of the contract, state employees
can perform any ongoing work related to the same function;

(7) agencies shall not contract out their previously eliminated jobs for four years without first
considering the same former employees who are on the seniority unit layoff list who meet the minimum
qualifications determined by the agency;

(8) the contractor and agents must not be employees of the state;

(9) a professional or technical services contract must by its terms permit the commissioner to
unilaterally terminate the contract prior to completion, upon payment of just compensation, if the
commissioner determines that further performance under the contract would not serve agency
purposes; and

(10) the terms of a contract must provide that no more than 90 percent of the amount due under the
contract may be paid until the final product has been reviewed by the head of the agency entering into
the contract and the head of the agency has certified that the contractor has satisfactorily fulfilled the
terms of the contract, unless specifically excluded or modified in writing by the commissioner. This
clause does not apply to contracts for professional services as defined in sections 326.02 to 326.15.