# PROFESSIONAL/TECHNICALQUICK CALL & EQUITY SELECT COVER SHEET

## SECTION 1 – INSTRUCTIONS

**Complete form for:**

* Quick Call for P/T services contracts ($5,000-$25,000)
* Equity Select for P/T services contracts ($5,000-$25,000)

**Submission checklist:**

[ ]  1 copy of the cover sheet for OSP’s records

[ ]  3 copies of the P/T Contract

[ ]  If applicable, 1 copy of the original Quick Call sent out to vendor or posted

[ ]  If applicable, documentation regarding deviation(s) from standard contract terms

**Submit 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 - BACKGROUND

Department: Division:

Contract Value
(original contract period):

$

Total Estimated Contract Value
(including extension options):

$

Source of Funds
(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 you are requesting that the original contract length be longer than two years, please write a justification below:

## SECTION 3 – PROCUREMENT CONFIRMATIONS

[ ]  **EQUITY SELECT**

[ ]  The selected vendor is a TG/ED/VO: (name).

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

[ ]  **QUICK CALL SOLICIT 3 VENDORS:**

[ ]  At least 3 vendors were solicited (if more than 3 solicited, add to the list)

1. , 2. , 3. ; **OR**

[ ]  One of the vendors solicited was a TG/ED/VO vendor: (name); **OR**

[ ]  Office of Equity in Procurement (OEP) confirmed no TG/ED/VO vendor was able and available to solicit to for this Quick Call. Date of OEP Confirmation .

[ ]  Proposals received were reviewed in accordance with the Quick Call’s evaluation criteria.

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

[ ]  **QUICK CALL PUBLIC POSTING:**

[ ]  Solicitation was publicized on OSP website or SWIFT on (date).

[ ]  Proposals received were reviewed in accordance with the Quick Call’s evaluation crtieria.

[x]  I have complied with all provisions of Minn. Stat. § 16C.08, subd. 2 (1)-(10), as set forth below.

## SECTION 4 – AGENCY VERIFICATIONS

I verify that the above is accurate and complete.

***Agency PT Contracts Coordinator (required)***

PT Contracts Coordinator Date

***Agency Project Manager (optional)***

Agency Project Manager Date

## Minnesota Statutes Section 16C.08, Subdivision 2(1)-(10)

**Duties of contracting agencies.** The following applies to all contracts for professional or technical services:

(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](https://www.revisor.mn.gov/statutes/?id=16C.05), 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 and shall not be used to circumvent the hiring freeze established by MMB on April 13, 2020. ;

(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.