112 Administration Building

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**ACQUISITIONS SERVICE CERTIFICATION FORM**

# Certification Requirements: Required for all services greater than $5,000 (Minn. Stat. § 16C.09).

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| **Department:** | **Division:** |
| **Estimated Cost $** | **Source of Funds:** |
| This service certification form is for one of the following: [ ] One-time service certification[ ] Blanket service certification for Fiscal Year \_This service is:[ ] Related to Contract Number , Contract Name or Description [ ] A non-contract service.*(Double click to mark check box.)* |

**Describe the services being certified:**

CERTIFICATION CLAUSES

1. I certify that there is no State employee able and available to perform the described services.
	1. Internal to the requesting State agency.
	2. External to the State agency.

# State how you reached the conclusion that no State employee is able and available to perform the described services:

1. I certify that the work to be performed under this Contract is necessary to the agency’s achievement of its statutory responsibilities and there is statutory authority to enter into the Contract.
2. I certify that the Contract will not establish an employer/employee relationship between the State or the agency and any person performing under the Contract.
3. I certify that the company and/or its agents are not State employees, as per Minn. Stat. §16C.09
4. I certify that the contracting agency has specified a satisfactory method of evaluating and using the results of the work to be performed.
5. The following person has been assigned to monitor and act as liaison for this service contract to ensure compliance with this certification:
6. A solicitation estimated over $10,000 is required to be advertised on the OSP website.

# Public notice is required for all solicitations estimated over $10,000.

[ ] I certify that that advertising of this service contract was made on and the reference number was .

1. I certify that no conflict of interest has or will occur throughout the selection and execution of this contract.

For purposes of certification clause (1), employees are available if qualified and are already doing the work in question or are on layoff status in classes that can do the work in question. An employee is not available if the employee is doing other work, is retired, or has decided not to do the work in question. If an employee responds to the solicitation and is

determined to be qualified, contact the human resources office in the employee’s department for assistance in contracting with the employee. After the solicitation has been issued, if a State employee or State agency is identified as being able and available to perform the task outlined in the solicitation, the State reserves the right to cancel the solicitation in its entirety.

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| **CERTIFICATIONS** |
| **1. Signature of Person Requesting the Service Contract (Required)** Printed Name Signature Date \_\_ \_\_  Title Phone Number E-mail Fax Number |
| **2. ALP Certified Buyer** (ALP Certified Buyers can approve only up to their delegated authority, but not to exceed$50,000. Blanket service certification requests must be sent to OSP.) Printed Name Signature Date Title Phone Number E-mail Fax Number |

# SEND TO OSP WHEN ABOVE THE AGENCY BUYER’S DELEGATED ALP AUTHORITY

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| **3. Agency Head or Agency Head Delegate Signature** (Agency Head or Agency Head Delegate must sign if the request is over $50,000. The request must then be sent to OSP.)Signature: Date: Title: E-mail: Phone Number:  |
| **4. Dept. of Admin, OSP (**ALP Certified Buyers can approve only up to their delegated authority, but not to exceed$50,000. All other requests must be sent to OSP for consideration of the appropriate OSP staff.)[ ] One-time Approval.[ ] Blanket Approval. FY 20 .[ ] Approved. Please send an Open Market Requisition (OMR) to OSP to process.[ ] Not Approved. Reason: Signature: Date: Title: E-mail: Phone Number:  |

**Instructions for using the Acquisitions Service Certification Form**

Solicitation of services must be in compliance with Minn. Stat. §16C.09.

A Service Certification Form is required for single procurements over $5,000, and for procurements for the same services that go over $5,000 cumulatively.

# Above $5,000 – Use one of the following:

1. If within the ALP Buyer’s authority, the Service Certification Form **must be completed and if approved signed by the ALP buyer**.
2. If over the ALP Buyer’s authority, the Service Certification Form must be completed and submitted to the OSP Assistant Director/Acquisitions Manager or delegate for approval.
3. Submit this form to the OSP Assistant Director/Acquisitions Manager for a blanket approval for each Fiscal Year listing service contracts that meet the requirements of the statute. When the requested list is approved, it will be returned to the agency so that agency buyers can create contracts or orders for the approved services without using this form.

# Category 1 - Agency requests a contract and issues the solicitation

* 1. The agency prepares the Service Certification Form prior to issuing the solicitation.
	2. If the agency is requesting a contract that exceeds their ALP Authority or is over $50,000, the agency submits the certification form to the OSP Assistant Director/Acquisitions Manager, along with a copy of the solicitation.
	3. The OSP Assistant Director/Acquisitions Manager or delegate either approves or disapproves the request and signs the certification form and returns it to the agency.
	4. If the agency is requesting to solicit a contract that exceeds the normal dollar or time period limits, the agency should contact the OSP Assistant Director/Acquisitions Manager for assistance.

# Category 2 - OSP issues an agency specific solicitation and contract

1. The Acquisition Management Specialist (AMS) contacts the agency to have a Service Certification Form prepared and submitted to OSP prior to issuing the solicitation. Appropriate signatures at the agency must be obtained before forwarding it to OSP.
2. The AMS signs the Service Certification Form and processes the solicitation and contract.
3. The AMS mails a copy of the signed Service Certification Form and contract to the agency.
4. The AMS keeps a copy of the signed Service Certification Form with the contract.

# Category 3 - OSP issues a multi-agency or statewide solicitation and contract

1. AMS processes the Service Certification Form and obtains OSP Assistant Director/Acquisitions Manager blanket approval (if applicable). If not applicable, agencies will be directed in the Contract Release to complete a Service Certification Form prior to ordering from the contract.
2. The AMS processes the solicitation and the contract.
3. AMS keeps a copy of the Service Certification Form with the contract documents.

# When agencies use a multi-agency or statewide contract:

* 1. For any order issued **within** their ALP purchasing authority against the contract, the agency MUST process a Service Certification Form before issuing a work order or a Contract Release Order (CRO) for the work to be performed against the contract (unless otherwise directed in the Contract Release document). OSP’s signature is not required for these orders.
	2. For any contract order **above** the buyer’s ALP purchasing authority, the agency MUST submit the Service Certification Form to the AMS in charge of the contract for signature before issuing a work order or a CRO (unless otherwise directed in the Contract Release document). For those orders over $50,000, the Agency Head or Agency Head Delegate must sign the form before submitting it to OSP. OSP’s signature approval is required on form before the agency issues orders above the ALP authority of the agency buyer. The Contract Release gives instructions on how to order services from the contract.