



**EMPLOYMENT AND  
ECONOMIC DEVELOPMENT**

Office of State Procurement

Role in Approval Process of Contracts for DEED



# Purpose of Today's Meeting

- Share general information about the kinds of Contracts DEED typically does
- Discuss the kinds of contracts you typically do and have questions about
- Share information about how Office of State Procurement (OSP) is involved in the approval of certain contracts for DEED
- Provide some additional context about where DEED-AFS should be consulted
- Answer any questions you have

# General Information

DEED manages 3 types of external-facing contracts. This is not the focus of today's conversation.

## Professional / Technical (P/T)

- Sourcing expertise and skilled services
- Examples:
  - DDS Medical Examiners
  - VRS Community Rehabilitation Program Contractors
  - SSB Master Contracts for Contractors Providing Adjustment to Blindness Training

## Grant

- Allows DEED to provide funding to recipients
- Examples:
  - WIOA grants with WDAs
  - Adult Career Partnership grants
  - STEP grants
  - Minnesota Investment Fund (MIF)
  - LaunchMN
  - MJSP grants

## Acquisitions/Procurement

- Purchase materials and goods
- Examples:
  - Supplies (paper, pens, stickies)
  - Client services
  - Printers, Cell Phones, Multi-functional devices
  - Advertising

# General Information

DEED also manages some contracts where we receive funds rather than paying them out. This is the focus of today's conversation.

## Income Contracts

- Provide a service such as research and data to another organization.
- OSP approves these

## JPA's

- Government to Government relationship where we share certain powers and there may be payment between the parties
- OSP approves these
  - They may pre-review if county processes are lengthy (e.g., SNAP, MFIP)

## Grants or Contracts to DEED

- We typically apply through a solicitation process of some kind, e.g., City of Minneapolis to provide WIOA services or One Stop Operator Services
- OSP approves contracts, not grants

- Memorandum of Understanding
  - We discourage these. They should not be used for anything where there are services being provided or money changing hands.
    - They are more about defining relationships, and not legally binding.
- Interagency Agreements
  - Agreement between two State agencies. Are not signed by OSP.
- Leases
  - Paying for space we lease from others. Handled by Real Estate and Construction Services (RECS) rather than OSP.
- Technology Contracts – need to collaborate with MN.IT

# Where DEED-AFS should be consulted beforehand

- In advance of responding to an RFP to provide services (e.g., City of Minneapolis)
  - There are certain things we need to take exception to up front
    - We are self insured
    - We cannot indemnify another party
    - We have to follow data practices, audit requirements in statute
- To review any contracts provided by others for our consideration before routing for approval through Procure-It
- In advance of posting RFPs for other parties (e.g., One Stop Operators)
- When any RFP is going out through Gov.Delivery and should be posted on DEED's open opportunity page of website
- In advance of considering any other kind of agreement with any party (e.g., MOU)
- When modifying templates provided by OSP
- When you need to setup accounting or budget infrastructure to accept funds

# Plan for Processing Time

- Plan a head
  - Months in advance
- Involve all the stakeholders early
- Allow for DEED internal and OSP processing time
  - 4-6 weeks
- State statutes and regulation
  - Deviation from the standard may impact timing

# Process for Contracts

## Competitive Solicitation PROCESS (shorthand as RFP)

- Program areas lead...
- AFS supports...

## Evaluation & Award

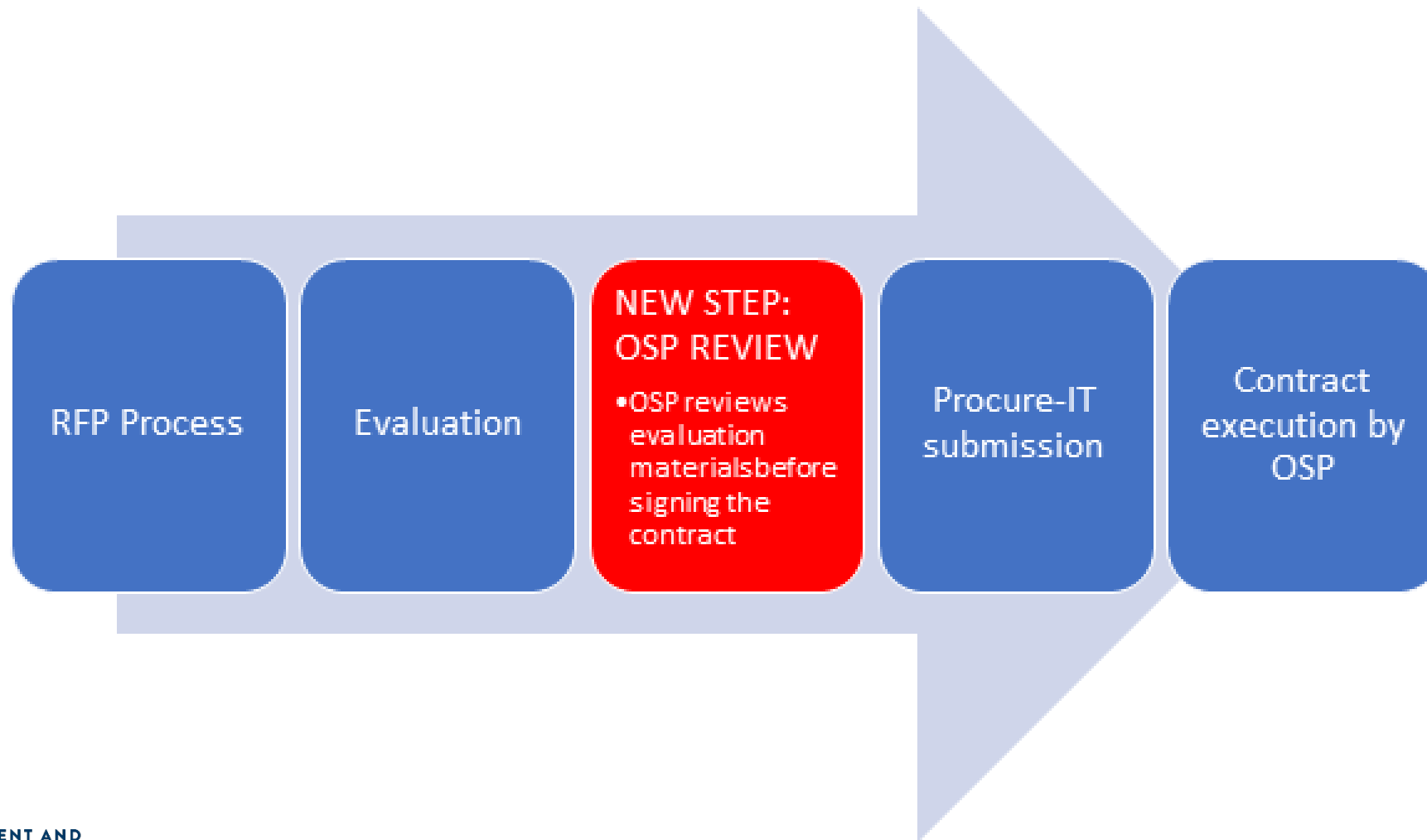
- Program areas lead

## DEED Approvals

- Done through Procure-It
- AFS reviews contract
- AFS encumbers funds (if we are paying), or sets up account to receive income (if we are receiving money)
- DEED, Contractor and OSP sign



# New Step Added to P/T Contracting Process



# What OSP Reviews before Signing Contracts

- MS16 form for any new contract – saying there is not a violation
- Coversheets – for every new contract there is a form
- Correct, most up to date template is used
  - Templates available on their website and frequently updated
- Clauses within the template where we make choices are reviewed for risk to the state
  - Special attention paid to cost, extension opportunity, duties, invoicing, intellectual property, liability, venue for disputes, data privacy, insurance

# Questions, Training, Technical Assistance

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# Your Questions