

State of Minnesota
Minnesota Department of Corrections
Office of the Commissioner

October 28, 2002

David Fisher, Commissioner
Department of Administration
200 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155

Dear Commissioner Fisher:

In compliance with Minn. Stat. §43A.047 as amended by Laws 1999, Chapter 250, Section 71, the Department of Corrections' report on contracted services is:

- For fiscal year 2002, the amount spent on professional and technical services contracts (including annual plans) was \$23,050,210.
- For fiscal year 2002, the agency complied with the requirements of Minn. Stat. §43A.047 (a) and (b).

The agency contact person for professional and technical services contracts is Daniel Storkamp, Acting Assistant Commissioner, Management Services Division, at 651/642-0566, should you have questions regarding this report.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sheryl".

Sheryl Ramstad Hvass
Commissioner

SRH:sr

cc: Daniel Storkamp
Legislative Reference Library (six copies)
Secretary of the Senate
Chief Clerk of the House



State of Minnesota
Minnesota Department of Corrections
Office of the Commissioner

October 22, 2001

David Fisher, Commissioner
Department of Administration
200 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155

Dear Commissioner Fisher:

In compliance with Minn. Stat. §43A.047, the Department of Corrections' report on contracted services is:

- For Fiscal year 2001, the amount spent on professional and technical services contracts (including annual plans) was \$23,383,606.
- For fiscal year 2001, the agency complied with the requirements of Minn. Stat. §43A.047 (a) and (b).

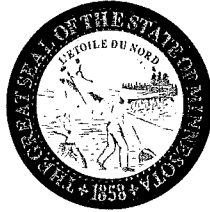
The agency contact person for professional and technical services contracts is Jeff Shorba, Assistant Commissioner, Management Services Division.

Sincerely,


Sheryl Ramstad Hvass
Commissioner

SRH:sb

Cc: Jeff Shorba
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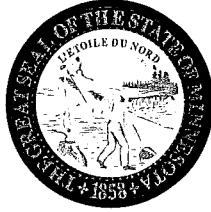
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Sincerely,


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October 22, 2001

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Department of Administration
200 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155

Dear Commissioner Fisher:

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- For Fiscal year 2001, the amount spent on professional and technical services contracts (including annual plans) was \$23,383,606.
- For fiscal year 2001, the agency complied with the requirements of Minn. Stat. §43A.047 (a) and (b).

The agency contact person for professional and technical services contracts is Jeff Shorba, Assistant Commissioner, Management Services Division.

Sincerely,


Sheryl Ramstad Hvass
Commissioner

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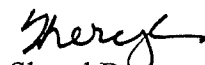
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State of Minnesota
Minnesota Department of Corrections
Office of the Commissioner

October 27, 2000

David Fisher, Commissioner
Department of Administration
200 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155


Dear Commissioner Fisher:

In compliance with Minn. Stat. §43A.047 as amended by the Laws 1999, Chapter 250, Section 71, the Department of Corrections' report on contracted services is as follows:

- For Fiscal year 2000, the amount spent on professional and technical services contracts (including annual plans) was \$19,053,732.69.
- For fiscal year 2000, the agency complied with the requirements of Minn. Stat. §43A.047 (a) and (b).

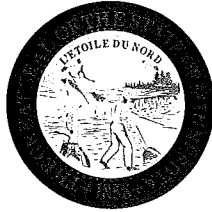
The agency contact person for professional and technical services contracts is Jeff Shorba, Policy and Legal Services Director.

Sincerely,


Sheryl Ramstad Hvass
Commissioner

SRH:sb

Cc: Jeff Shorba
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State of Minnesota
Minnesota Department of Corrections
Office of the Commissioner

November 12, 1999

David F. Fisher, Commissioner
Department of Administration
Administration Building
St. Paul, Minnesota 55155

Dear Commissioner Fisher:

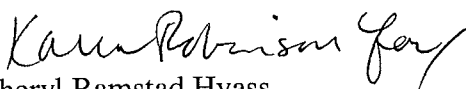
Thank you for your memo regarding the amendment to Minn. Stat. §43A.047. We were unaware of the reporting requirement change, and had submitted the information in July to the chairs of the State Government Finance Committee and the House Ways and Means Committee, as required by the statute prior to amendment. I apologize for the delay in responding.

For fiscal year 1999, the Minnesota Department of Corrections spent \$19,611,680.00 on contracts, interagency agreements and grants for professional/technical services, nearly half of which represents the cost of providing health services for inmates.

In order to comply with the provisions of Minn. Stat. §43A.047, this agency publicizes RFPs for contracts over \$25,000 to all state agencies and completes the certification forms required by the Department of Administration. Unless there is an obvious advantage to using contracted services, the department makes every effort to utilize available staff.

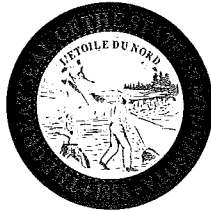
Our contact person regarding contracts is Jeffrey Shorba. He can be reached at 651/642-0297 if you have questions.

Sincerely,


Sheryl Ramstad Hvass
Commissioner

SRH:sb

Cc: Karen Robinson, Assistant Commissioner
Jeffrey Shorba, Legal Services Director



State of Minnesota
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November 12, 1999

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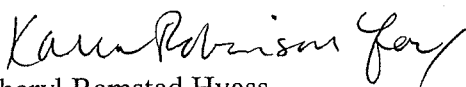
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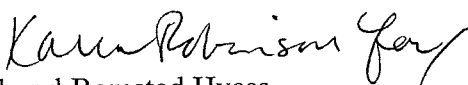
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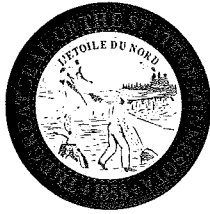
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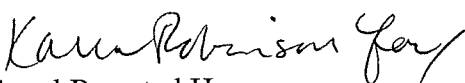
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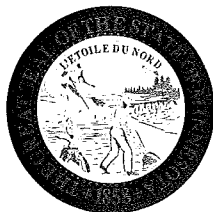
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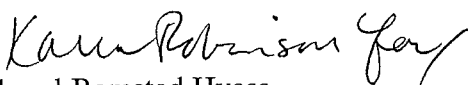
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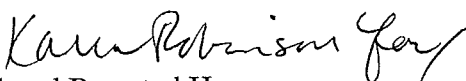
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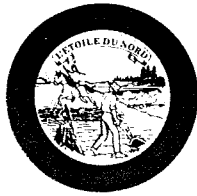
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Sheryl Ramstad Hvas
Commissioner

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Cc: Karen Robinson, Assistant Commissioner
Jeffrey Shorba, Legal Services Director



State of Minnesota
Minnesota Department of Corrections
Office of the Commissioner

27 August, 1998

Honorable Richard J. Cohen, Chair
State Government Finance Committee
317 Capitol
St. Paul MN 55155

Honorable Loren A. Solberg, Chair
House Ways and Means Committee
445 State Office Building
St. Paul MN 55155

RE: FY98 Report on Professional-Technical Services Contracts

Dear Chairs:

I am submitting this report on behalf of the Department of Corrections as required by Minn. Stat. §43A.047, which provides:

43A.047 Contracted services.

- (a) Executive agencies, including the Minnesota state colleges and universities system, must demonstrate that they cannot use available staff before hiring outside consultants or services. If use of consultants is necessary, agencies are encouraged to negotiate contracts that will involve permanent staff, so as to upgrade and maximize training of state employees.
- (b) If agencies reduce operating budgets, agencies must give priority to reducing spending on professional and technical service contracts before laying off permanent employees.
- (c) Agencies must report to the senate finance and house ways and means committees by August 1 each year on implementation of this section during the previous fiscal year. The reports must include the amounts spent on professional and technical services contracts during the previous fiscal year.

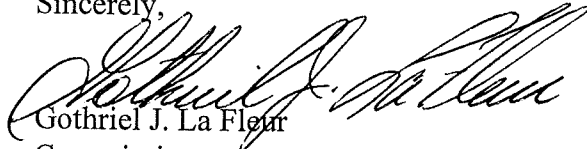
Legislative Report on FY98 Contracts
27 August, 1998
Page Two

In order to comply with the provisions of §43A.047, our agency publicizes RFPs for contracts over \$25,000 to all state agencies and completes the certification forms required by the Department of Administration. Unless there is an obvious advantage to using contracted services, the department makes every effort to utilize available staff.

The department contracts for a variety of professional and technical services for offenders which we are required by law to provide both while they are in our facilities and while they are under supervision in the community. During FY98, the Department of Corrections spent \$16.9 million on professional-technical services contracts, over one third of which was for health services for inmates.

If you need any additional detail, please feel free to contact Jean Whitney, Director of Policy and Legal Services, at 651-642-0297.

Sincerely,



Gothriel J. La Fleur
Commissioner

GLF:jmw

cc: Jean Whitney, Policy & Legal Services
file



Minnesota Department of **Human Services**

CONTRACTED SERVICES UTILIZED BY THE
DEPARTMENT OF HUMAN SERVICES DURING FISCAL
YEAR 1998

1998 REPORT TO THE SENATE FINANCE
AND HOUSE WAYS AND MEANS
COMMITTEES

**CONTRACTED SERVICES UTILIZED BY THE DEPARTMENT OF HUMAN
SERVICES DURING FISCAL YEAR 1998**

**REPORT TO THE SENATE FINANCE AND HOUSE WAYS AND MEANS
COMMITTEES**

INTRODUCTION

Pursuant to Laws of Minnesota 1997, chapter 202, article 2, section 32, the Department of Human Services is to report to the Senate Finance Committee and to the House Ways and Means Committee by August 1 of each year on the implementation of the provisions of Minnesota Statute section 43A.047, which requires all executive agencies to:

- 1) demonstrate that they cannot use available staff before hiring outside consultants or services;
- 2) give priority to reducing spending on professional and technical services contracts before laying off permanent employees in response to reductions in operating budgets; and
- 3) report on the amounts spent on professional and technical service contracts during the previous fiscal year.

In addition, section 43A.047 provides that agencies that must use consultants are encouraged to negotiate contracts that will involve permanent staff, so as to upgrade and maximize training of state employees.

REPORT

This report shall address the requirements of Minnesota Statute section 43A.047 in the order they are set forth in the introductory paragraph above.

First, the Department is committed to utilizing available staff to the fullest extent possible. The Department would not hire any outside consultants to perform professional and technical services if any employee(s) were available to perform the work that needed to be completed. When the Department chooses to seek a contractor to perform any task, an authorized person within the Department completes a certification form issued by the Department of Administration that, among other things, requires the Department to certify that no current state employee is available to perform the task.

In fact, one of the frustrations incurred by the Department is its inability to fill a number of vacancies within the Information Technology Strategies division. We have had difficulty filling those positions principally because our current salary structure does not permit us to compete fairly with the salaries being paid by private sector contractors to computer information system

professional employees. Consequently, we must enter into professional and technical service contracts with private sector contractors to perform many information technology system design, development, implementation and maintenance tasks that we would prefer to have state employees perform.

Second, we did not have to lay off permanent employees in response to budget reductions in fiscal year 1998. Should the Department encounter budget cuts in fiscal year 1999 or beyond that could result in the laying off of permanent employees, we will examine all current professional and technical service contracts and plans for future use of professional and technical service contracts, and give priority to reducing spending on those contracts before we make any final decisions about laying off permanent employees.

Third, in accordance with the information available to us on July 21, 1998, the Department spent \$14,832,245.00 on professional and technical service contracts in fiscal year 1998. That number could increase slightly when all final invoices are submitted to and paid by the Department; however, the final dollar figure should not increase significantly, since the Department will not pay fiscal year 1998 dollars for any work performed after June 30, 1998.

Finally, the Department intends to systematically examine what efforts are being made to negotiate professional and technical service contracts that will involve permanent staff in an effort to upgrade and maximize training of state employees. In particular, we believe this should be a priority in the area of information technology procurement. One of the Department's goals will be to negotiate professional and technical service contracts with information technology contractors that will allow us to train more Department employees to perform maintenance on information systems developed for the Department by contractors, rather than relying upon contractors to perform most of the maintenance work on the information systems they develop for the Department.

INFORMATION REQUIRED:

FILE COPY

Agency: Department of Public Safety

Contact Person: Janet Weber

For FY 2000, amount spent on professional and technical services contracts (including annual plans):

\$ 4,011,985.25


For FY 2000, did your agency comply with the requirements of Minn. Stat. § 43A.047 (a) and (b):

Yes X

No _____

[Please attach an explanation.]

Agency Head Signature:

160


ASSISTANT COMMISSIONER

Date: 10/19/00

This is an ongoing statutory requirement; we will be sending out a similar reminder annually. You may want to take action internally to have the information easily available.

We have attached a report from MAPS on the FY 2000 expenditures for Object Code 2D0 (professional/technical services with an outside vendor). This represents unedited data directly out of the system, so you may want to have it reviewed before you return it to us.

If you have questions, please contact Paul Stembler, Assistant Director, Materials Management Division, at 651.296.0498 (Fax: 651.296.0498 or e-mail: paul.stembler@state.mn.us). Responses should also be sent direct to Paul via fax or e-mail.

Thank you for your cooperation.



Admin
MINNESOTA

Department of Administration

DATE: October 2, 2000
TO: Executive Branch Agency Heads
Chancellor, Minnesota State Colleges and Universities
FROM: David F. Fisher
Commissioner
SUBJECT: Report Required by Minn. Stat. § 43A.047

INFORMATIONAL BULLETIN
ADMIN 00.11

The 1999 Legislature amended Minn. Stat. § 43A.047 (Laws of Minnesota 1999, Chapter 250, sec. 71) to read (emphasis provided):

- 43A.047 [CONTRACTED SERVICES.]
- (a) Executive agencies, including the Minnesota state colleges and universities system, must demonstrate that they cannot use available staff before hiring outside consultants or services. If use of consultants is necessary, agencies are encouraged to negotiate contracts that will involve permanent staff, so as to upgrade and maximize training of state employees.
 - (b) If agencies reduce operating budgets, agencies must give priority to reducing spending on professional and technical service contracts before laying off permanent employees.
 - (c) **Agencies must report to the ~~senate finance and house ways and means committees~~ commissioner of administration by August November 1 each year on implementation of this section during the previous fiscal year. The reports must include amounts spent on professional and technical service contracts during the previous fiscal year. The commissioner [of administration] shall compile the reports into a uniform format and forward them to the chairs of the senate finance and house ways and means committees by November 15.**

In order to comply with this statutory requirement, all executive agencies and MnSCU must provide Admin the following information by November 1, 2000, so that the information can be compiled and forwarded as required by statute. On Wednesday, November 15, Admin will forward to the required committees, and the Legislative Reference Library, the compiled information for those agencies that have responded. Note will be made of any information missing.

Fiscal Year 2000

OCT 11 2000

GENERAL MGMT & FISCAL SERVICES	2D00	(4,236.11)	
ARCHITECT AND ENGINEERING SERV	2D10	2,140.51	
ENVIRONMENTAL SERVICES	2D20	204.48	
LEGAL SERVICES (NOT ATTN Y GEN)	2D30		
COURT REPORTES AND TRANSCRIBER	2D32	159.64	
EXPERT WITNESS FEES	2D33	350.00	
EDUCATIONAL & INSTRUCTION SERV	2D40	17,297.75	
MEDICAL & DENTAL SERVICES	2D50	4,510.50	
PUBLIC SPEAKERS & ENTERTAINER	2D61	200.00	
COMPUTER SYSTEMS DEVEL	2D70	208,488.00	
EXPENSE REIMBURSEMENTS	2D80	47,504.40	
OTHER SERVICES-OUTSIDE VENDOR	2D90	1,522,158.25	
FUND TOTAL	100		1,798,777.42
EDUCATIONAL & INSTRUCTION SERV	2D40	4,000.00	
EXPENSE REIMBURSEMENTS	2D80	1,158.54	
FUND TOTAL	170		5,158.54
GENERAL MGMT & FISCAL SERVICES	2D00	4,236.11	
EXPERT WITNESS FEES	2D33	228.00	
EDUCATIONAL & INSTRUCTION SERV	2D40	73,249.97	
PUBLIC SPEAKERS & ENTERTAINER	2D61	118.91	
EXPENSE REIMB FOR SPEAK/ENTER	2D62	954.79	
COMPUTER SYSTEMS DEVEL	2D70	293,452.00	
EXPENSE REIMBURSEMENTS	2D80	75,399.60	
OTHER SERVICES-OUTSIDE VENDOR	2D90	452,089.71	
FUND TOTAL	200		899,729.09
ARCHITECT AND ENGINEERING SERV	2D10	2,871.51	
ENVIRONMENTAL SERVICES	2D20	956.38	
LEGAL SERVICES (NOT ATTN Y GEN)	2D30	552.50	
COURT REPORTES AND TRANSCRIBER	2D32	485.90	
EXPERT WITNESS FEES	2D33	2,245.60	
EDUCATIONAL & INSTRUCTION SERV	2D40	5,471.00	
MEDICAL & DENTAL SERVICES	2D50	47,734.21	
COMPUTER SYSTEMS DEVEL	2D70	70,546.00	
EXPENSE REIMBURSEMENTS	2D80	1,687.28	
OTHER SERVICES-OUTSIDE VENDOR	2D90	148,192.45	
FUND TOTAL	270		280,742.83
ARCHITECT AND ENGINEERING SERV	2D10	940.48	
EXPERT WITNESS FEES	2D33	2,125.00	
OTHER SERVICES-OUTSIDE VENDOR	2D90	522.00	
FUND TOTAL	280		3,587.48
EDUCATIONAL & INSTRUCTION SERV	2D40	69,388.50	
PUBLIC SPEAKERS & ENTERTAINER	2D61	7,434.00	
EXPENSE REIMB FOR SPEAK/ENTER	2D62	2,763.08	
COMPUTER SYSTEMS DEVEL	2D70	198,129.00	
EXPENSE REIMBURSEMENTS	2D80	235,266.88	
OTHER SERVICES-OUTSIDE VENDOR	2D90	511,008.43	

Fiscal Year 2000

	FUND TOTAL	300		1,023,989.89
	AGENCY TOTAL		P07	4,011,985.25
LEGAL SERVICES (NOT ATTN Y GEN)	2D30			75.00
EDUCATIONAL & INSTRUCTION SERV	2D40			4,328.77
COMPUTER SYSTEMS DEVEL	2D70			50,000.00
EXPENSE REIMBURSEMENTS	2D80			1,300.00
OTHER SERVICES-OUTSIDE VENDOR	2D90			19,289.40
	FUND TOTAL	100		74,993.17
LEGAL SERVICES (NOT ATTN Y GEN)	2D30			40.00
EDUCATIONAL & INSTRUCTION SERV	2D40			2,500.00
PUBLIC SPEAKERS & ENTERTAINER	2D61			4,900.00
EXPENSE REIMB FOR SPEAK/ENTER	2D62			2,027.58
COMPUTER SYSTEMS DEVEL	2D70			54,960.00
EXPENSE REIMBURSEMENTS	2D80			3,636.00
	FUND TOTAL	200		68,063.58
EDUCATIONAL & INSTRUCTION SERV	2D40			4,695.00
EXPENSE REIMBURSEMENTS	2D80			1,363.10
OTHER SERVICES-OUTSIDE VENDOR	2D90			18,103.34
	FUND TOTAL	300		24,161.44
	AGENCY TOTAL		P0C	167,218.19
EDUCATIONAL & INSTRUCTION SERV	2D40			825.00
	FUND TOTAL	100		825.00
	AGENCY TOTAL		P0V	825.00
	REPORT TOTAL			4,180,028.44

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Office of the Commissioner

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Alcohol &
Gambling
Enforcement

Bureau of
Criminal
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Capitol Security

Driver & Vehicle
Services

Emergency
Management/
Emergency
Response
Commission

State Fire
Marshal/
Aircraft Safety

State Patrol

Traffic Safety

TO : Senate Finance & House
Ways & Means Committee

DATE: September 21, 1999

FROM: Charles R. Weaver J. *Charles*
Commissioner

PHONE: (651) 296-6642

TTY: (651) 282-6555

SUBJECT: Technical Contract - Report (Minn. Stat. 43A.047)

The Department of Public Safety continues to follow all policies and procedures for professional/technical contracts as outlined by statute and by the Minnesota Department of Administration's contract manual.

Also, during state fiscal year 1999 no employees were laid off.

A total of \$2,647,249.05 was spent on professional/technical contracts during the fiscal year.