



October 15, 2018

Senator Mary Kiffmeyer, Chair
State Government Finance and Policy Committee
3103 Minnesota Senate Building
St. Paul, MN 55155

Representative Sarah Anderson, Chair
House State Government Finance Committee
583 State Office Building
St. Paul, MN 55155

Senator Jim Carlson, Ranking Minority Member
State Government Finance and Policy Committee
2207 Minnesota Senate Building
St. Paul, MN 55155

Representative Liz Olson, Ranking Minority Member
House State Government Finance Committee
221 State Office Building
St. Paul, MN 55155

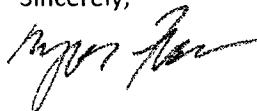
Representative Leon Lillie, Ranking Minority Member
House State Government Finance Committee
277 State Office Building
St. Paul, MN 55155

Dear Senators and Representatives:

In accordance with the Laws of 2017, 1st Special Session, Chapter 4, Article 2, Section 16, please find attached a report containing interagency agreements or service-level agreements with another agency if the cumulative value of those agreements is more than \$100,000 in the previous fiscal year and transfers of appropriations between accounts within or between agencies if the cumulative value of the transfers is more than \$100,000 in the previous year.

If you have any questions regarding this report, please contact John Pollard, Minnesota Management and Budget, at (651) 201-8039 or john.pollard@state.mn.us.

Sincerely,



Myron Frans
Commissioner

Attachments

Cc: Kevin Lundeen, Senate Fiscal Analysis
Helen Roberts, House Fiscal Analysis

Minnesota Management and Budget

FY 2018 Interagency Agreements and Service Level Agreements

October 15, 2018

Agency	Amount	Legal Authority	Purpose	Effective Date	Duration
MN.IT Services	\$ 19,622,885	M.S. 16E.016	MN.IT provides enterprise IT services to MMB (see SLA submitted by MNIT)	7/1/2017	6/30/2018
MNIT Services	\$ 600,000	M.S. 16E.21	Technology project--statewide systems updates	7/1/2017	6/30/2019
Governor's Office	\$ 160,000	M.S. 471.59	Gov's Office provides workforce career staffing reporting to MMB	1/1/2018	12/31/2018
MNIT Services	\$ 244,000	M.S. 471.59	Management Analysis and Development services	7/1/2017	6/30/2018
DNR	\$ 341,990	M.S. 471.59	Management Analysis and Development services	10/10/2016	12/31/2018
MHFA	\$ 587,535	M.S. 471.59	Management Analysis and Development services	5/14/2018	6/30/2019
Revenue	\$ 238,520	M.S. 471.59	Management Analysis and Development services	3/16/2018	6/30/2018
Health	\$ 360,535	M.S. 471.59	Management Analysis and Development services	7/1/2017	6/30/2018
Human Services	\$ 366,645	M.S. 471.59	Management Analysis and Development services	3/14/2018	12/31/2018
MnDOT	\$ 426,088	M.S. 471.59	Management Analysis and Development services	5/9/2016	2/28/2019
Education	\$ 423,835	M.S. 471.59	Management Analysis and Development services	7/15/2016	6/30/2021
Education	\$ 489,649	M.S. 471.59	Management Analysis and Development services	12/22/2016	6/30/2019
Health	\$ 443,000	M.S. 471.59	Management Analysis and Development services	1/1/2018	6/30/2019
Human Services	\$ 796,183	M.S. 471.59	Management Analysis and Development services	7/12/2017	12/31/2018
Human Services	\$ 357,306	M.S. 471.59	Management Analysis and Development services	6/10/2016	6/30/2019
Human Services	\$ 250,000	M.S. 471.59	Management Analysis and Development services	11/1/2017	12/31/2018
Human Services	\$ 776,530	M.S. 471.59	Management Analysis and Development services	7/5/2016	6/30/2019
Administration	\$ 485,000	M.S. 471.59	Procurement Support services	7/1/2017	6/30/2019
Administration	\$ 209,531	M.S. 471.59	Human Resources services	3/17/2016	Continuous
Total	\$ 27,179,232				

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This Interagency Agreement is between the Office of MN.IT Services (MN.IT) and Minnesota Management and Budget (Agency).

Statewide Systems Improvements

The Legislative Advisory Commission has approved the use of the funds transferred by this agreement for work specified in the underlying Information Technology Project Scope of Work described below.

1 Term of Agreement

1.1 **Effective date:** July 1, 2017 or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MN.IT Enterprise Project Management Office approval of the Project Summary.

1.2 **Expiration date:** June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work: This project will continue the efforts to upgrade the state's Accounting and Procurement System, SWIFT, adopt upgrades for the Payroll and Human Resource System on a more timely manner, more quickly bring statewide systems to accessibility standards and, provide improved cyber security methods to protect the state's critical financial and human resource data for all state agencies. These systems currently include:

- Accounting and Procurement System: Statewide Integrated Financial Tools (SWIFT)
- Payroll and Human Resource System: Statewide Employee Management Application for payroll, human resources, insurance, and hiring (SEMA4)
- Training System: Enterprise Learning Management (ELM)
- Operating Budget System: Budget Planning and Analysis System (BPAS)
- Fiscal Note Tracking System (FNTS)
- Capital Budget System (CBS)
- Appropriation Maintenance Application (AMA)
- Data Warehouse

3 Consideration and Payment

The AGENCY agrees to contribute \$600,000 (Six Hundred Thousand Dollars) to the Information and Telecommunications Account (ITA) for this project.

4 Conditions of Payment

4.1 MN.IT Financial Management shall provide the Agency CFO with the SWIFT appropriation transfer instructions. The AGENCY agrees to submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

4.2 MN.IT shall serve as the fiscal manager for this agreement. Funds will be deposited in the Information and Telecommunications Account as authorized in Minn. Stat. § 16E.21 and will be budgeted for the project described in Section 2 above for the term of the agreement.

4.3 The AGENCY shall not begin project activity until the MN.IT Enterprise Project Management Office

MMB

ODY No. 18.039
SWIFT No.
CPRS No.46428

approves the required project planning documentation including: 1) Project Summary, 2) Resource Plan, 3) Project Requirements, and 4) Project Quality Plan.

4.4 The AGENCY agrees that allowable direct and indirect costs associated with managing and supporting the implementation of the scope of work in Section 2 will be charged to the ITA contribution specified in section 3 above.

5. The AGENCY'S Authorized Representative is Dennis Munkwitz, Chief Financial Officer, 658 Cedar Street, St. Paul, MN 55155, or his successor.

MN.ITS' Authorized Representative is Tu Tong, Chief Financial Officer, 658 Cedar Street, St Paul, MN 55155, 651-556-8028, or via email at tu.tong@state.mn.us, or his successor.

6 Amendments

Any amendment to this agreement must be in writing, and will be effective upon approval and execution by the parties.

7 Liability

Each party is responsible for its own acts and behavior and the results thereof.

8 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. STATE TRANSFER VERIFICATION

Individual certifies that funds will be transferred to MN.IT as required by Minn. Stat. § 16E.0466.

Signed: _____

Date: _____

[Handwritten Signature]
07/27/17

3. Office of MN.IT Services

By: **Tu Tong - CFO**

Tu Tong, Chief Financial Officer

Digitally signed by Tu Tong - CFO
Date: 2017.07.28 09:43:24 -05'00'

Date: _____

2. Minnesota Management and Budget

By: _____

(With delegated authority)

Title: _____

Date: _____

[Handwritten Signature]
CFO
7-27-17



STATE OF MINNESOTA
INTERAGENCY AGREEMENT

This agreement is by and between the OFFICE OF THE GOVERNOR and the DEPARTMENT OF MINNESOTA MANAGEMENT & BUDGET (agency).

Services

The DEPARTMENT OF MINNESOTA MANAGEMENT & BUDGET agrees to pay for work related to Workforce Career Staffing. The OFFICE OF THE GOVERNOR agrees to perform work related to Workforce Career Staffing and produce reporting associated with this work.

Term of Agreement

Effective date: January 1, 2018

Expiration date: January 1st, 2019

Consideration and Payment

The total obligation for the agency is \$160,000. Payment should be received by the Governor's Office by March 30th, 2017.

Conditions of Payment

All services provided by the Office of the Governor under this agreement must be performed to the satisfaction of the agency's Commissioner.

Authorized Representative

The Office of the Governor's Authorized Representative is Amanda Simpson, Director of Operations. The agency's Authorized Representative is Dennis Munkwitz, Chief Financial Officer of Department of Minnesota Management and Budget.

Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

Liability

Each party will be responsible for its own acts and behavior and the results thereof.

Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

AUTHORIZED SIGNATURES

Minnesota Management and Budget Signature

By: *D. Munkwitz*

Title: *CFO*

Date: *3/23/18*

Office of the Governor Signature

By: *A. Simpson*

Title: *Dir of Operations*

Date: *3/22/18*



MAD Project Number: 2018-014
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Agency: MN.IT Services
 CPRS 46691-DNR

MAD Contact: Renda Rappa

Accounting Information: Business Unit – G1001, Financial Dept ID – G1031500, APPRID – G100085, Fund – 5200, Accounts - 670011.

Agency:	Fiscal Year:	Vendor Number: ID G100000000, Location 001
Total Amount of Contract: \$244,000.00		Amount of Contract First FY:
Commodity Code: 80101500	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount:	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: _____ End Date: _____

Contract: 126919 6/21/2017 DJ
 Number/Date/Entry Initials

Order: 3000020660 6/21/2017
 Number/Date/Signatures

Deb Johnson Digitally signed by Deb Johnson
Date: 2017.06.21 13:54:59 -0500

*[Individual signing certifies that funds
 have been encumbered as required by
 Minn. Stat. §§16A.15 and 16C.05]*

This is an agreement between the MN.IT Services (Requesting Agency) and Minnesota Management and Budget, Management Analysis and Development (Division).

1. Services to be Performed:

The Division agrees that through its Master Contract with Trissential it will sub-contract with Trissential to provide consulting services as identified below:

Julie Foster, Trissential, will provide the services identified below:

MNLARS, the Minnesota Licensing and Registration System, will improve system operability, stability, record keeping, security, and customer service for the Minnesota driver's license and motor vehicle registration systems. This system will include Driver's License, Driver Compliance, Vehicle Title, Vehicle Registration, Dealer Licensing, Inventory, and Finance processes.

Julie Foster, Project Manager (PM), will play a critical role in helping the business get organized and ready for the new information system. This PM will be responsible for Deputy Registrar and Dealer Management and must be self-directed. The Deputy Registrar and Dealer PM will work with business leadership to support the strategic readiness plan and will interact with external partners. S/he will work with a diverse group of statewide external stakeholders to prepare them for process changes and be an advocate for the business when speaking with stakeholders. Excellent communication (written and oral) and organizational skills, experience in organizational readiness, and strategic planning are necessary to be successful in this position. The MNLARS project is being developed using Scaled Agile Framework (SAFe) methodologies.

The Project Manager will:

- Coordinate MNLARS communication, training, and implementation efforts for approximately 175 Deputy Registrars and 3,500 Dealerships located throughout Minnesota
- Lead the external stakeholder committee
- Prepare and coach external stakeholders during the change management process
- Coordinate User Acceptance Testing (UAT) efforts for Deputy Registrars and Dealers
- Assist with launch of motor vehicle release
- Coordinate end-to-end (E2E) pilot and ongoing system introduction
- Assist with communications with stakeholders
- Work with business in identifying and developing alternative processes, if needed

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement.

Management Analysis and Development: Renda Rappa Requesting Agency: Joyce Simon

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to 2,000 hours at a rate of \$118.00 per hour for services provided by Trissential and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$244,000.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective July 1, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

5. Cancellation:

This agreement may be canceled by the Requesting Agency or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

6. Requesting Agency's Authorized Agent:

The Requesting Agency's authorized agent for the purposes of this agreement is Joyce Simon. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

7. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

8. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

9. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Agency and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

10. Liability:

Each party will be responsible for its own acts and behavior and the results thereof.

Approved:

1. Requesting Agency		2. Management Analysis and Development	
By:	Tu Tong -	By:	Renee E Rappa
Title:	CFO	Title:	Business Manager
Date:	Digitally signed by Tu Tong - CFO Date: 2017.06.22 08:37:16 -05'00'	Date:	June 21, 2017



**AMENDMENT #4 to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES
AGREEMENT NUMBER 2017-060**

WHEREAS, the State of Minnesota, Department of Natural Resources – Parks and Trails Division, has an interagency agreement identified as 2017-060 (Contract: 116150, Order: 3-104026) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 4 of the contract shall be amended to read:

4. Effective Dates:

This agreement is effective October 10, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2018~~ December 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: <i>[Signature]</i>	By: <i>Renda E. Renner</i>
Title: <i>John M...</i>	Title: <i>Business Manager</i>
Date: <i>6/5/18</i>	Date: <i>June 1, 2018</i>

03

*CONTRACT 116150
purchase order
3-104026
encumbered
April Kame 6/1/18*



Management
Analysis
& Development

**AMENDMENT #3 to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES
AGREEMENT NUMBER 2017-060**

WHEREAS, the State of Minnesota, Department of Natural Resources – Parks and Trails Division, has an interagency agreement identified as 2017-060 (Contract: 116150, Order: 3-104026) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 3 and 4 of the contract shall be amended to read:

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to ~~4,319~~ 1,579 hours at a rate of \$210.00 per hour for services provided by Lanterna Consulting Inc. and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The Division will also charge up to ~~\$2,000.00~~ \$2,400.00 for travel and business expenses incurred by Lanterna Consulting. The total amount the Division will invoice under this agreement shall not exceed ~~\$286,990.00~~ \$341,990.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective October 10, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~December 31, 2017~~ June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: <i>[Signature]</i> Title: <i>DEPUTY DIRECTOR</i> Date: <i>12/27/2017</i>	By: <i>Renda Z Rupp</i> Title: <i>Business Manager</i> Date: <i>Dec 26, 2017</i>

Minnesota Management & Budget; 203 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155
Telephone: 651-259-3800 • Fax: 651-297-1117 • TTY: 800-627-3529 • <http://mn.gov/mmb/mad/>

Melina Lary
12.27.17 PO# 3.104026



MAD Project Number: 2018-128
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Agency: Minnesota Housing Finance Agency

MAD Contact: Renda Rappa

Accounting Information: Business Unit – G1001, Financial Dept ID – G1031500, APPRID – G100085, Fund – 5200, Accounts - 670011.

Agency:	Fiscal Year:	Vendor Number: ID G100000000, Location 001
Total Amount of Contract: \$587,535.00		Amount of Contract First FY:
Commodity Code: 80101500	Commodity Code:	Commodity Code:
Account Code:	Account Code:	Account Code:
Amount:	Amount:	Amount:

Accounting Distribution 1: FY18	Accounting Distribution 2: FY19	Accounting Distribution 3:
Fund: 8000	Fund: 8000	Fund:
Appr: B340001	Appr: B340001	Appr:
Fin Dept ID: B3430144	Fin Dept ID: B3430144	Fin Dept ID:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: \$154,310.00	Amount: \$433,225.00	Amount:

Processing Information: (Some entries may not apply.) Begin Date: _____ End Date: _____

Contract: 142013 / May 17, 2018 / SD
 Number/Date/Entry Initials

FY18 PO# 3000005403 / May 17, 2018 / Renda Rappa
 Order: _____
 Number/Date/Signatures

[Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05]

This is an agreement between the Minnesota Housing Finance Agency (Requesting Agency) and Minnesota Management and Budget, Management Analysis and Development (Division).

1. Services to be Performed:

The Division agrees that through its Master Contract with The Improve Group the Division will sub-contract with The Improve Group to provide services to the Olmstead Implementation Office as identified in Exhibit A, which is attached and incorporated into this agreement.

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement. Management Analysis and Development: Renda Rappa Requesting Agency: Darlene Zangara

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

The Division will invoice the Requesting Agency in accordance with the deliverables and costs identified in Exhibit A for services provided by The Improve Group. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice and prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$587,535.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed by the Division in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Condition of Payment:

All services provided by the Division under this agreement must be performed to the Requesting Agency's satisfaction, as determined at the sole discretion of the State's Authorized Representative.

5. Effective Dates:

This agreement is effective May 14, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

6. Termination:

This agreement may be terminated by the Requesting Agency or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

7. Requesting Agency's Authorized Representative:

The Requesting Agency's authorized representative for the purposes of this agreement is Darlene Zangara. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

8. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

9. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

10. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Agency and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

11. Liability:

Each party will be responsible for its own acts and behavior and the results thereof.

Approved:

1. Requesting Agency	2. Management Analysis and Development
By: <i>Barbara Spolein</i>	By: <i>Reuda E. Rayner</i>
Title: <i>Deputy Commr</i>	Title: <i>Business Manager</i>
Date: <i>5/17/18</i>	Date: <i>May 10, 2018</i>



MAD Project Number: 2018-114
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Agency: Minnesota Department of Revenue

MAD Contact: Renda Rappa

Accounting Information: Business Unit – G1001, Financial Dept ID – G1031500, APPRID – G100085, Fund – 5200, Accounts - 670011.

Agency:	Fiscal Year:	Vendor Number: ID G100000000, Location 001
Total Amount of Contract: \$238,520.00	Amount of Contract First FY:	
Commodity Code: 80101500	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 2001	Fund:	Fund:
Appr: G466000	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: 238,520.00	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: _____ End Date: _____

Contract: 139586/03/26/2018/DAJ
 Number/Date/Entry Initials

Order: 3000023732 **Deb**
 Number/Date/Signatures **Johnson**
 Digitally signed by
 Deb Johnson
 Date: 2018.03.26
 07:12:00 -05'00'

*[Individual signing certifies that funds
 have been encumbered as required by
 Minn. Stat. §§16A.15 and 16C.05]*

This is an agreement between the Minnesota Department of Revenue (Requesting Agency) and Minnesota Management and Budget, Management Analysis and Development (Division).

1. Services to be Performed:

The Division agrees that through its Master Contract with Trissential it will sub-contract with Trissential to provide consulting services to the Requesting Agency as identified in Exhibit A, Statement of Work: MN DOR Quality Management Transformation for GenTax, which is attached and incorporated as part of this agreement

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement.
Management Analysis and Development: Renda Rappa Requesting Agency: Ted Trenzeluk

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to 2,060 hours for services provided by Trissential in accordance to the hours and rates identified in Exhibit A, Resource & Cost. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$238,520.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective March 16, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

5. Cancellation:

This agreement may be canceled by the Requesting Agency or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

6. Requesting Agency's Authorized Agent:

The Requesting Agency's authorized agent for the purposes of this agreement is Ted Trenzeluk, IT Director. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

7. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

8. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

9. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Agency and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

10. Liability:

Each party will be responsible for its own acts and behavior and the results thereof.

Approved:

1. Requesting Agency	2. Management Analysis and Development
By: Tu Tong- Title: CFO Date: Digitally signed by Tu Tong-CFO Date: 2018.03.26 08:47:53 -05'00'	By: <i>Renee E. Pappas</i> Title: <i>Business Manager</i> Date: <i>March 15, 2018</i>



AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2018-011

WHEREAS, the State of Minnesota, Minnesota Department of Health, has an interagency agreement identified as 2018-011 (Contract: 128568, Order: 49474) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 1 & 3 of the original contract shall be amended to read:

1. Services to be Performed:

The Division agrees that through its Master Contract with Trissential it will sub-contract with Trissential to provide consulting services as identified below:

Janice Alexander & Pam DeGrote, Trissential

Janice Alexander will provide project coordination and leadership to a suite of agency-wide operations initiatives as directed by MDH Deputy Chief Operating Officer. This includes maintaining a project schedule, checking in with key project leaders and team members and actively engaging Deputy Chief Operating Officer and other Operations leaders to minimize risk and deliver results on time and maximizes customer engagement.

Janice Alexander also brings understanding of MDH culture and provides organizational development and change management leadership services through multiple projects to solicit MDH input, organize options and facilitates groups and leaders through the process of evaluating, piloting and implementing options for new services, changes to existing operations services and changes to agency culture, such as supporting a transition to increased telework.

Janice Alexander will lead a series of customer feedback sessions for each project and work with Operations leaders to create a series of projects, trainings, tools and other improvements that will enhance finance and/or facilities management services as directed by Deputy Chief Operating Officer. These projects and suggested improvement ideas will identify short-term improvement options as well as longer-term project engagements, similar to work completed with MDH Human Resources, and Janice will support Operations managers and staff to increase understanding of their role and the customer experience.

In addition, Janice Alexander will provide periodic support to MDH Human Resources by facilitating follow-up sessions of PARTNERS project teams, periodically reviewing metrics with HR leadership and suggesting additional improvement projects, metrics or risks to Deputy Chief Operating Officer to ensure successful implementation and sustainment of PARTNERS recommendations.

Janice Alexander will meet weekly with Deputy Chief Operating Officer and provide monthly written status updates to Deputy Chief Operating Officer and Assistant Commissioner for Health Operations. In addition, bi-weekly project updates will be sent to all Operations managers actively engaged in a project as identified by Janice and Deputy Chief Operating Officer.

Pam DeGrote will assist to carry out projects and governance related to the BlueWorks Live implementation project. In addition, Pam will provide an evaluation of current off-site storage facilities support services for MDH and impact analysis and high level feasibility study of transferring those services to new locations or ending certain services within six months.

In addition to the services provided by the consultants, Trisential Consulting will provide Janice Alexander with Blueworks licensing free of charge while working with MDH. Trisential will also provide MDH the ability to utilize Blueworks for up to 10 editor licenses (which gives MDH the ability to edit process models) and up to 10 contributor licenses (which enables MDH to view the business process models) free of charge for a 60 day proof of concept. The number of licenses and types of licenses would need to be agreed upon for the 60 day proof of concept. Trisential would also include 1-2 hours of free training. If MDH determines they would like to continue utilizing the Blueworks licensing an amendment would be processed to include that expense based on a per license fee.

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to ~~2,080~~ 2,051.5 hours at a rate of \$160.00 per hour for services provided by Janice Alexander and up to ~~425~~ 155 hours at a rate of \$150 per hour for services provided by Pam DeGrote and up to 5.5 hours at a rate of \$190 per hour for services provided by Bill McGarry, Trisential. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$360,535.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: <i>Red B. B.</i>	By: <i>Dawn Ullman</i>
Title: <i>Acting Director</i>	Title: <i>Accounting Supervisor Principal</i>
Date: <i>11/28/17</i>	Date: <i>12/1/17</i>



AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2018-011

WHEREAS, the State of Minnesota, Minnesota Department of Health, has an interagency agreement identified as 2018-011 (Contract: 128568, Order: 42474) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 1 & 3 of the original contract shall be amended to read:

1. Services to be Performed:

The Division agrees that through its Master Contract with Trissential it will sub-contract with Trissential to provide consulting services as identified below:

Janice Alexander & Pam DeGrote, Trissential

Janice Alexander will provide project coordination and leadership to a suite of agency-wide operations initiatives as directed by MDH Deputy Chief Operating Officer. This includes maintaining a project schedule, checking-in with key project leaders and team members and actively engaging Deputy Chief Operating Officer and other Operations leaders to minimize risk and deliver results on time and maximizes customer engagement.

Janice Alexander also brings understanding of MDH culture and provides organizational development and change management leadership services through multiple projects to solicit MDH input, organize options and facilitates groups and leaders through the process of evaluating, piloting and implementing options for new services, changes to existing operations services and changes to agency culture, such as supporting a transition to increased telework.

Janice Alexander will lead a series of customer feedback sessions for each project and work with Operations leaders to create a series of projects, trainings, tools and other improvements that will enhance finance and/or facilities management services as directed by Deputy Chief Operating Officer. These projects and suggested improvement ideas will identify short-term improvement options as well as longer-term project engagements, similar to work completed with MDH Human Resources, and Janice will support Operations managers and staff to increase understanding of their role and the customer experience.

In addition, Janice Alexander will provide periodic support to MDH Human Resources by facilitating follow-up sessions of PARTNERS project teams, periodically reviewing metrics with HR leadership and suggesting additional improvement projects, metrics or risks to Deputy Chief Operating Officer to ensure successful implementation and sustanment of PARTNERS recommendations.

Janice Alexander will meet weekly with Deputy Chief Operating Officer and provide monthly written status updates to Deputy Chief Operating Officer and Assistant Commissioner for Health Operations. In addition, bi-weekly project updates will be sent to all Operations managers actively engaged in a project as identified by Janice and Deputy Chief Operating Officer.

Pam DeGrote will assist to carry out projects and governance related to the BlueWorks Live implementation project. In addition, Pam will provide an evaluation of current off-site storage facilities support services for MDH and impact analysis and high level feasibility study of transferring those services to new locations or ending certain services within six months.

In addition to the services provided by the consultants, Trisessential Consulting will provide Janice Alexander with Blueworks licensing free of charge while working with MDH. Trisessential will also provide MDH the ability to utilize Blueworks for up to 10 editor licenses (which gives MDH the ability to edit process models) and up to 10 contributor licenses (which enables MDH to view the business process models) free of charge for a 60 day proof of concept. The number of licenses and types of licenses would need to be agreed upon for the 60 day proof of concept. Trisessential would also include 1-2 hours of free training. If MDH determines they would like to continue utilizing the Blueworks licensing an amendment would be processed to include that expense based on a per license fee.

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to ~~2,080~~ 2,051.5 hours at a rate of \$160.00 per hour for services provided by Janice Alexander and up to ~~125~~ 155 hours at a rate of \$150 per hour for services provided by Pam DeGrote and up to 5.5 hours at a rate of \$190 per hour for services provided by Bill McGarry, Trisessential. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$360,535.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: <i>Bob B. Bis</i> Title: <i>Acting Director</i> Date: <i>11/28/17</i>	By: <i>Dawn Udean</i> Title: <i>Accounting Supervisor Principal</i> Date: <i>12/1/17</i>



**AMENDMENT to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES
AGREEMENT NUMBER 2018-112**

WHEREAS, the State of Minnesota, Department of Human Services, has an interagency agreement identified as 2018-112 (Contract: 139304, Order: 3000059683) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 4. of the original contract shall be amended to read:

4. Effective Dates:

This agreement is effective March 14, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~July 31~~ December 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: <i>Alexandra Bartoluc</i> Title: <i>Director</i> Date: <i>7/18/18</i>	By: <i>Rebecca E. Rappa</i> Title: <i>Business Manager</i> Date: <i>July 10, 2018</i>



MAD Project Number: 2018-112
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES

Requesting Agency: Department of Human Services

MAD Contact: Reinda Rappa

Accounting Information: Business Unit - G1001, Financial Dept ID - G1031600, APPRID - G100085, Fund - 5200, Accounts - 6700/1.

Agency:	Fiscal Year:	Vendor Number: ID G100000000, Location 001.
Total Amount of Contract: \$366,645.00		Amount of Contract First FY:
Category Code: 80101500	Category Code:	Category Code:
Account Code: <u>411325</u>	Account Code:	Account Code:
Amount: <u>225,000</u>	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Dept ID:	Dept ID:	Dept ID:
Account Code:	Account Code:	Account Code:
Amount:	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: 3/14/18 End Date: 7/31/18
 Contract: 139304 3/16/18 DAG Order: 3-59683 3/16/18 DAG
 Number/Date/Entry Initials Number/Date/Signatures

(Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05).

This is an agreement between the Department of Human Services (Requesting Agency) and Minnesota Management & Budget, Management Analysis & Development (Division).

1. Services to be Performed:

The Division agrees that through its Master Contract with Amherst H. Wilder Foundation the Division will sub-contract with Amherst H. Wilder Foundation to provide services to the Requesting Agency as identified in Exhibit A, Proposal to the Minnesota Departments of Human Services and Health, Ending HIV/AIDS, which is attached and incorporated as part of this contract.

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement. Management Analysis & Development: Renda Rappa Requesting Agency: Colleen Bjerke

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

The Requesting Agency will be invoiced up to \$358,645.00 for consulting services and expenses based on the deliverables identified in Exhibit A. The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed \$366,645.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on service and deliverables performed, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective March 14, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until July 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

5. Cancellation:

This agreement may be canceled by the Requesting Agency or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

6. Requesting Agency's Authorized Agent:

The Requesting Agency's authorized agent for the purposes of this agreement is Katherine Finlayson. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

7. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

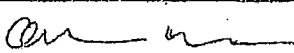
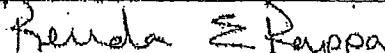
8. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

9. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Agency and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

Approved:

1. Requesting Agency	2. Management Analysis & Development
By:  Title: Assistant Commissioner Date: 4.9.18	By:  Title: Business Manager Date: March 13, 2018

**AMENDMENT #4 to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES
AGREEMENT NUMBER 2016-115**

WHEREAS, the State of Minnesota, Department of Transportation – Office of Customer Relations, has an interagency agreement identified as 2016-115 (SWIFT 109037, Order: 3000295993) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 1 of the third amendment and 3 & 4 of the second amendment of the original contract shall be amended to read:

1. Services to be Performed:

The Division agrees that it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal; in addition, MAD will be completing activities associated with District 1 and beginning work on District 6. The Division will also provide the services and/or perform the tasks outlined in the attached project proposal, dated June 27, 2017, for the Minnesota Department of Transportation – District 6 Manufacturers' Perspectives Interview Project all proposals are incorporated and made part of this agreement. For the MnDOT Metro District project on Urban Freight Perspectives, MAD will carry out initial work on business interviews, interviewer training, business surveys, and related tasks carried out to collect information from and share MnDOT information with freight-dependent businesses affected by 2018 construction projects along Interstate 94. MAD carried out Initial work for Phase I of the Urban Freight Perspectives project as agreed to in an April 2018 amendment to this interagency agreement. In addition, MAD will complete work as planned and budgeted for the Manufacturers' Perspectives project in District 6 from the proposal dated June 27, 2017. MAD will carry out the services and perform the tasks outlined in the attached project proposal dated May 11, 2018, and entitled "Minnesota Department of Transportation—Metro District Urban Freight Perspectives Interview Project, Phase I.

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to 1,114 hours at a rate of \$135 per hour and ~~1,239~~ 1,950 hours at a rate of \$140 per hour as documented by invoice prepared by the Division. The division will also invoice up to ~~\$2,600.00~~ \$2,698.00 in travel expenses incurred. The total amount the Division will invoice under this agreement shall not exceed ~~\$326,450.00~~ \$426,088.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

MnDOT Contract Number: 1003288A04

4. Effective Dates:

This agreement is effective May 9, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2018~~ February 28, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY MnDOT Contract Mgmt	2. DIVISION
By: James Cownie Digitally signed by James Cownie DN: cn=James Cownie Date: 2018.06.06 07:37:12 -05'00'	By: <i>Randa E Reppa</i> Title: <i>Business Manager</i> Date: <i>May 22, 2018</i>
3. Encumbrance Verification	4. MnDOT Contract Management (Requesting Agency)
By: Racheal M. Glancy Digitally signed by Racheal M. Glancy DN: cn=Racheal M. Glancy Date: 2018.06.01 11:55:55 -05'00'	By: Chris Roy Digitally signed by Chris Roy DN: cn=Chris Roy Date: 2018.06.03 08:38:41 -05'00'
Date: Glancy PO: 109037/3000375952	

Interagency Agreement Amendment

State of Minnesota

SWIFT Contract No.: 000000000000000000112028

Contract Start Date:	<u>July 15, 2016</u>	Total Contract Amount:	<u>\$423,835.00</u>
Original Contract Expiration Date:	<u>June 30, 2018</u>	Original Contract:	<u>\$97,200.00</u>
Current Contract Expiration Date:	<u>June 30, 2018</u>	Previous Amendment(s) Total:	<u>\$43,275.00</u>
Requested Contract Expiration Date:	<u>June 30, 2021</u>	This Amendment:	<u>\$283,360.00</u>

This amendment #3 is by and between the Minnesota Department of Education ("MDE") and Minnesota Management & Budget, Management Analysis & Development ("MAD").

Recitals

1. MDE has an Interagency Agreement with MAD identified as MDE SWIFT Contract #112028, Purchase Order (PO) #3000013543 for MAD to provide facilitation, including: planning, preparation, documentation and follow-up for special education advisory panels, task forces, committees and related work groups.
2. Amendment #3 is needed for additional time and funding to be added so the existing services can continue to be provided in each category listed below increasing the contract by \$283,360.00.00 or 2024 hours.
3. MDE and MAD are willing to amend the Interagency Agreement as stated below.

Interagency Agreement Amendment #3

In this Amendment, changes to pre-existing Interagency Agreement language will use strike-through for deletions and underlining for insertions.

REVISION 1. Clause 1. "Term of Agreement" is amended as follows:

1 Term of Agreement

- 1.1 *Effective date:* July 15, 2016, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* ~~June 30, 2018~~ June 30, 2021, with the option to renew up to three additional one year periods, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 2. "Duties of Minnesota Management and Budget/Management Analysis and Development Division" is amended as follows:

2. Duties of Minnesota Management and Budget/Management Analysis and Development Division

The services performed by MAD are determined in consultation with MDE. MAD will provide only services authorized by MDE, and only within any framework or guidance provided by MDE. For the following anticipated services, the listed hours are estimates only: The Division of Special Education will adjust hour distribution as needed. Adjustments will be designated by MDE's Authorized Representative, Thomas Delaney.

Facilitation: Facilitate, as requested, meetings of the Special Education Advisory Panel, the Minnesota State Interagency Committee, the Interagency Management Team, the division's Deaf/Hard of Hearing Advisory Committee and any other standing or ad hoc advisory committees, task forces or related work groups. The services would include planning, preparation, facilitation, documentation and follow-up. (~~244~~ 810 hours)

Moderation: Convene and moderate, as requested, public hearings or forums on topics of concern to special education professionals, students, their families or others involved in the delivery of services to children and youth with disabilities or related conditions. Services would include planning, preparation, facilitation, moderation, documentation and follow-up. (~~28~~ 70 hours)

Training: Arrange for or directly provide, as requested, customized training for members of the Special Education Division (SED) as well as for SED's identified partners and stakeholders. Services would include assessment, preparation, training delivery, evaluation and follow-up. (49 122.5 hours)

State Accountability: Assist MDE, as requested, in developing its Results-Based Accountability emphasis as part of the State of Minnesota's Better Government performance initiative. This would include both Special Education -only efforts and related inter-agency work. Services would include goal identification, results visualization, training, independent research and follow-up. (242 605 hours)

Federal Accountability: Assist MDE, as requested, in refining its data gathering and reporting as required by the U.S. Department of Education. This would include both Special Education -only requirements and related inter-division efforts within MDE. Services would include goal identification, process redesign, stakeholder interaction, training and follow-up. (124 302.5 hours)

Planning: Review and revamp existing plans and models of Special Education, identified intra- and inter-agency groups or identified stakeholders. Services would include meeting design, facilitation, guidance of workgroups or task forces, documentation and follow-up. (72 305 hours)

Coaching: Provide, as requested, coaching to individuals, small groups or units within Special Education in order to enhance their knowledge, skills and abilities, as supervisors, supervisees or collegial peers. (69 150 hours)

Communication: Project management, communications and consultation not associated with specific projects estimate (~~128~~ 370 hours)

Evaluation and Research: Develop, as requested, evaluation and research projects for the Special Education Division. Services would include evaluation plan and research analysis development, as well as methods for collecting data (surveys, interviews, focus groups). (72 305 hours)

REVISION 3. Clause 4A "Consideration" is amended as follows:

4A. Consideration: The total obligation of the Department of Education for all compensation and reimbursements under this agreement will not exceed ~~\$140,475~~ \$423,835.00 based on the following breakdown of costs:

In consideration for all services performed and materials provided, MDE agrees to pay MAD as follows:

Up to 353 hours at a rate of \$135.00 per hour and up to ~~663~~ 2687 hours at a rate of \$140.00 per hour as documented by invoice prepared by MAD. The total amount MAD will invoice under this agreement shall not exceed ~~\$140,475.00~~ \$423,835.00. If Management Analysis & Development hourly rate increases during this agreement then the agreement will need to be amended, increasing the encumbrance, to cover all hours before work is performed at the new hourly rate.

For amendment #3 an additional estimated amount of \$28,000 is available until June 30, 2018. For state fiscal year 19 an estimated amount of \$85,120.00 is available. For state fiscal year 20 an estimated amount of \$85,120.00 is available. For state fiscal year 21 an estimated amount of \$85,120.00 is available.

REVISION 4. Clause 5.3 "Conditions of Payment" is amended as follows:

5.3 MAD must submit quarterly invoices upon completion of the above services, which is due no later than the following dates to Accounts Payable:

- For services through September 30, 2016 by October 30, 2016
- For services through December 31, 2016 by January 30, 2017
- For Services through March 31, 2017, by May 1, 2017
- For Services through June 30, 2017 by July 15, 2017
- For services through September 30, 2017 by October 30, 2017
- For services through December 31, 2017 by January 30, 2018
- For Services through March 31, 2018, by May 1, 2018
- For Services through June 30, 2018 by July 15, 2018
- For the duration of this agreement the below invoice schedule should be used each calendar year:
 - Quarter 1 services July 1 through September 30 due by October 31 each calendar year
 - Quarter 2 services through December 31 due by January 31 each calendar year
 - Quarter 3 services through March 31 due by April 30 each calendar year
 - Quarter 4 services through June 30 due by July 15 each calendar year

Invoice ~~must~~ should include the following information:

MDE's Authorized Representative's name:

Purchase Order (PO):

SWIFT Agreement number:

Dates of service:

Itemized expenses with original receipts and corresponding amounts (if applicable).

The subject line of the email with the invoice attached ~~must~~ should contain the MDE's Authorized Representative's name, Purchase Order (PO) and Agreement number. The preferred method of obtaining an invoice from a State Agency is by email.

Submit invoices via email to Accounts Payable:

MN Department of Education

Accounts Payable Department

MDE.AccountPayable@state.mn.us

Should an invoice need to be submitted via U.S. Mail, please use the following address:

MN Department of Education

Attn: Accounts Payable Department

1500 Highway 36 West

Roseville, MN 55113-4266

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

Distribution:

Contractor

Agency

State's Authorized Representative

Document Signature Details -- External User

Order	Ext. User	Status	Actual Singer	Name	Title	Date/Time	Comments
1	VNG100000000_1	Signed	VNG100000000_1	RENDA RAPP	EXTERNAL	03/28/2018 at 10:01 AM	

--	--	--	--	--	--	--	--

Document Signature Details -- Internal Users

Order	Type	Role/User	Status	Actual Signer	Name	Title	Date/Time	Comments
1	Role	M_FS_WF _SC_DOC_ SIGNER_0 1	Signed	01091307	Jennifer Anne Fleckner	Encumbrance VerificationSI gner	March 28, 2018 at 10:09 AM	encumbere d 3/28/18 under contract #112028 tied to PO #30000135 43
2	Role	M_FS_WF _SC_DOC_ SIGNER_0 2	Signed	01111346	Andre E Prah	State Agency Signer	April 03, 2018 at 11:09 AM	

Contract Start Date:	<u>Dec. 22, 2016</u>	Total Contract Amount:	<u>\$489,649.00</u>
Original Contract Expiration Date:	<u>June 30, 2017</u>	Original Contract:	<u>\$249,826.00</u>
Current Contract Expiration Date:	<u>June 30, 2018</u>	Previous Amendment(s) Total:	<u>\$119,938.00</u>
Requested Contract Expiration Date:	<u>June 30, 2019</u>	This Amendment:	<u>\$119,890.00</u>

This amendment #2 is by and between the State of Minnesota, through its Commissioners of MN Department of Education ("MDE") and MN Management & Budget, Management Analysis & Development ("MAD").

Recitals

1. MDE has an interagency agreement with MAD identified as SWIFT Contract Number 119055 ("Original Interagency Agreement") to provide evaluation services on the MN Positive Behavioral Interventions and Support (PBIS) project.
2. Amendment #2 is being done to add one additional state fiscal year so MAD can continue to provide PBIS evaluation services with Amherst H. Wilder Foundation through MAD's Master Contract #80334.
3. MDE and MAD are willing to amend the Original Interagency Agreement as stated below.

Interagency Agreement Amendment #2

In this Amendment, changes to pre-existing Contract language will use ~~strike-through~~ for deletions and underlining for insertions.

REVISION 1. Clause 1. "Term of Agreement; Incorporation of Exhibits" is amended as follows:

1 Term of Agreement; Incorporation of Exhibits

- 1.1 **Effective Date:** Upon execution, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration Date:** This Agreement will expire on ~~June 30, 2018~~ June 30, 2019, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits:** Exhibit A-2 – MAD agrees that through its Master Contract #80334 with Amherst H. Wilder Foundation MAD will sub-contract with Amherst H. Wilder Foundation to provide services to MDE as identified in Exhibit A-2, PBIS Evaluation Work Plan, in accordance with the Budget identified in Exhibit A-2, which is attached and incorporated into this Agreement. Exhibit B Change Order template is being added to amendment #1.

REVISION 2. Clause 2.1 "Scope of Work" is amended to as follows:

2 Scope of Work

- 2.1 The Amherst H. Wilder Foundation, who is not a State employee, will:
 - Perform the duties listed in Exhibit A-2, PBIS evaluation work plan, which is attached and incorporated into this Agreement.
 - (a) Amherst H. Wilder Foundation must follow and meet all Accessibility Standards that can be accessed using the website link in clause 9.2 for all end products.
 - (b) Amherst H. Wilder Foundation must submit drafts of all non-interactive end products to the MN Department of Education (MDE) Communication Accessibility Liaison to review and approve before MDE can accept final end products. If edits are needed Contractor will have 2 weeks to edit document(s) and resubmit to the MDE Communication Accessibility Liaison for further accessibility testing.
 - (c) All clauses under the MAD Master Contract #80334 apply to this work order.

REVISION 3. Clause 3 "Consideration and Payment" is amended as follows:

3 Consideration and Payment

- 3.1 Amherst H. Wilder Foundation will be paid in accordance with the Budget identified in Exhibit A-2, for a

**AMENDMENT COVER SHEET
STANDARD AMENDMENTS**
(Minn. Stat. §§ 16C.05, subd. 2(e), 16C.08, subd. 2 and 3)

Instructions:

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when sending to the Department of Administration for approval. Please always include copies of the original certification form, the original contract, and any previous amendments as these are used for reference.
3. Make sure that you are using the updated amendment template where the State Agency signature block reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
4. Admin will retain this cover sheet for its files.

Agency: MN Dept. of Education (MDE)	Name of Contractor: MMB-MAD
Current contract term: 12/22/16-6/30/18	Project Identification: Positive Behavioral Interventions and Supports (PBIS) evaluation project, SWIFT contract #119055

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C.03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

Complete Appropriate Box(es) for the amendment submitted.

1. <input checked="" type="checkbox"/> Amendment to the end date of the contract
Proposed New End Date: 6/30/19
Why is it necessary to amend the end date? MDE is requesting the end date to be extended so MDE can continue to work with Amherst Wilder through MAD's master contract to continue to evaluate PBIS work.

2. <input checked="" type="checkbox"/> Amend Duties and Cost <input type="checkbox"/> Amend Duties Only
2a. If cost is amended, insert amount of original contract AND amount of each amendment below: \$249,826.00 (original amount) \$119,933.00 (amendment #1 increase) \$119,890.00 (amendment #2 increase) \$489,649.00 (new Grand Total)
2b. Describe the amendment: Amendment #2 is being done to add an additional \$119,890.00 to this project so Amherst Wilder through MAD's master contract can continue to work on the PBIS evaluation for the state fiscal next year.

3. <input type="checkbox"/> Amendment to change other terms and conditions of the contract
Describe the changes that are being made:

total amount up to ~~\$364,759.00~~ \$481,649.00 which includes up to ~~\$4,500.00~~ \$6,000.00 in travel and business expenses. Upon receipt of invoice from Wilder, MAD will invoice MDE. MAD will also invoice MDE up to \$8,000.00 in contract management fees.

(a) All travel expenses for an amount not to exceed ~~\$4,500.00~~ \$6,000.00 must follow the rates set in the current "Commissioner's Plan" established by the Commissioner of Minnesota Management and Budget which is incorporated into this Agreement by reference.

3.2 MAD must submit invoices electronically for payment.

3.3 The total obligation of MDE for all compensation and reimbursements to MAD under this Agreement will not exceed ~~\$364,759.00~~ \$489,649.00.

REVISION 4. Clause 4 "Conditions of Payment" is amended as follows:

4 Conditions of Payment

- 4.1 All services provided by MAD under this Agreement must be performed to MDE's satisfaction, as determined at the sole and reasonable discretion of MDE's Authorized Representative.
- 4.2 MDE will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. MDE will make undisputed payments no later than 30 days after receiving MAD invoices for services performed. If an invoice is incorrect, defective or otherwise improper, MDE will notify MAD within 10 days of discovering the error. After MDE receives the corrected invoice, MDE will pay MAD within 30 days of receipt of such invoice.
- 4.3 MAD will submit monthly invoices based on actual hours of service performed by MAD in the previous month and a final invoice upon completion of the above services, which is due no later than July 31, ~~2018~~ 2019, to Accounts Payable. Work done through June 30, 2017 must be submitted as a separate invoice from work done past June 30, 2017. Work done through June 30, 2018 must be submitted as a separate invoice from work done past June 30, 2018. Any unspent funds from year 1 cannot be moved to year 2 because of an MDE funding change starting July 1, 2017. Invoice ~~must~~ should include the following information: MDE's Authorized Representative's name, the Purchase Order (PO) and Contract number, dates of service; itemized expenses with original receipts (if applicable), and corresponding amounts. The subject line of the email with the invoice attached ~~must~~ should contain the MDE's Authorized Representative's name, Purchase Order (PO) and Contract number. The preferred method of obtaining an invoice from a vendor is by email.

Submit invoices via email to Accounts Payable:

MN Department of Education
Accounts Payable Department
MDE.AccountsPayable@state.mn.us

Should an invoice need to be submitted via U.S. Mail, please use the following address:

MN Department of Education
Attn: Accounts Payable Department
1500 Highway 36 West
Roseville, MN 55113-4266

Except as amended herein, the terms and conditions of the Original Interagency Agreement and all previous amendments remain in full force and effect.

1. MDE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: Jennifer A. Fleckner

Date: June 21, 2018

SWIFT Contract No. 119055 tied to
PO #3000014534 (FY19)

2. Management Analysis & Development (MAD)

*Please attach the applicable Delegation of Authority, if necessary

By: Bella [Signature]

Title: Asst. Director

Date: 6/21/18

By: _____

Title: _____

Date: _____

3. MDE

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: [Signature]
(with delegated authority)

Title: Agency Finance Director

Date: 6/25/18

Distribution:
Agency
Contractor
State's Authorized Representative - Photo Copy



**AMENDMENT to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES
AGREEMENT NUMBER 2018-090**

WHEREAS, the State of Minnesota, Minnesota Department of Health, has an interagency agreement identified as 2018-090 with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 3 and 4 of the original contract shall be amended to read:

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to ~~1,000~~ 3,000 hours at a rate of \$145.00 per hour for services provided by Trisential, and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$153,000.00~~ \$443,000.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective January 1, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, ~~2018~~ 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: <i>Sherry Kromschroeder</i> Title: Financial Management Director Date: <i>6-29-18</i>	By: <i>Renda E Rappa</i> Title: <i>Business Manager</i> Date: <i>June 5, 2018</i>



AMENDMENT #3 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2018-023

WHEREAS, the State of Minnesota, Minnesota Department of Human Services, has an interagency agreement identified as 2018-023 (Contract: 128928, Order: 300055006) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 1 and 3 of the second amendment and 4 of the original contract shall be amended to read:

1. Services to be Performed:

The Division agrees that through its Master Contract with The Improve Group the Division will sub-contract with The Improve Group to provide services to the Minnesota Department of Human Services identified in Exhibit A and Exhibit A-1 and Exhibit A-2, which are attached and incorporated into this agreement. The Improve Group will complete up to 860 additional attestation reviews – both original and follow-up reviews – from attestations submitted by customized living providers. This is in addition to the 5,000 cases previously estimated, as well as the other tasks supporting the HCBS rule change and the attestation review process.

The cost per review will be \$105. Because the total number of reviews are uncertain, the best contracting vehicle will be a per-review payment with a not-to-exceed limit of \$90,300

Also, the Contractor's staff assigned to this project may not be changed or replaced by the Contractor on the project without written approval from the State's Authorized Representative of this contract.

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

The Division will invoice the Requesting Agency in accordance with the deliverables and costs identified in Exhibit A, and Exhibit A-1, and Exhibit A-2 for services provided by The Improve Group. The Improve Group will complete up to 860 additional attestation reviews at a cost of \$105 per review with a not-to-exceed limit of \$90,300. The Division will also invoice up to \$8,000 for contract management as documented by invoice and prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$785,082.93~~ \$796,182.93.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:


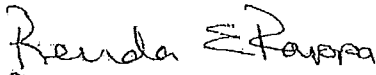
Payment to be requested by invoice based on service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective July 12, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2018~~ December 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement and all previous amendments remain in full force and effect and are incorporated into this amendment by reference.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By:  Title: <u>Arnette Cannon</u> Date: <u>Apr. 7.25.11</u>	By:  Title: <u>Business Manager</u> Date: <u>July 10, 2018</u>



AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2016-128

WHEREAS, the State of Minnesota, **Department of Human Services**, has an interagency agreement identified as **2016-128 (IAK %111404, Order: 3000046058)** with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) **1, 2, 3, 4 and 6** of the contract shall be amended to read:

1. Services to be Performed:

The Division agrees that through its Master Contract with Alliant Consulting, Inc. the Division will sub-contract with Alliant Consulting, Inc. to provide the services identified below in accordance with the Work Plan and Budget identified in Exhibit A, in addition, Alliant Consulting, Inc. will provide the services identified in Exhibit B and Exhibit C, all both are attached and incorporated as part of this contract.

Alliant Consulting will provide the services of Dan Zimmer to assist The State Quality Council, in collaboration with the Minnesota Department of Human Services, to support a system of quality assurance and the improvement of services for people with disabilities. Dan Zimmer will:

1. Coordinate development of and support ongoing relations with Regional Quality Councils

- a. Working with Regional Quality Councils and the members of the State Quality Council, coordinate the development of quality monitoring systems for Regional Quality Councils.
- b. Provide technical guidance on the execution of Regional Quality Council work plans.
- c. Receive and review Regional Quality Council data and reporting; follow up with questions if necessary to optimize performance.
- d. Develop and implement training for participation in Regional Quality Councils.

2. Coordinate and guide State Quality Council outreach and external relationships

- a. Develop a State Quality Council communications strategy to reach out to disability services policy and provider leaders across Minnesota.
- b. Represent the State Quality Council at public meetings, conferences, and other public events within the context of a larger public relations strategy.
- c. Recruit potential partners for future Regional Quality Council expansion in regions where they do not currently exist.
- d. Develop an industry awareness of the work the State Quality Council does, what quality in disability services means, and the importance of Regional Quality Councils.
- e. Write the annual State Quality Council legislative report.

3. Provide strategic guidance to the State Quality Council

- a. Work with the State Quality Council to shape and articulate its role moving forward.
- b. Coordinate strategic State Quality Council priorities and activities and implement with committee chairs.
- c. Develop a State Quality Council member recruitment, retention, and strategic engagement plan.

4. Perform the administrative support necessary for a high functioning State Quality Council

- a. Plan, coordinate, and facilitate State Quality Council meetings.
- b. Disseminate State Quality Council communications with members and other stakeholders.
- c. Ensure compliance with appropriate budget and financial management guidelines.

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement. Management Analysis & Development: Renda Rappa Requesting Agency: Sarah Thorson Jason Flint

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to ~~3,920~~ 5,840 hours in accordance to the breakdown of costs identified in Exhibit A and Exhibit B and Exhibit C as documented by invoice prepared by the Division. The Division will also invoice up to \$8,000 for project management. The total amount the Division will invoice under this agreement shall not exceed ~~\$261,546~~ \$357,306.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective June 10, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, ~~2018~~ 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

6. Requesting Agency's Authorized Agent:

The Requesting Agency's authorized agent for the purposes of this agreement is Sarah Thorson Jason Flint. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

Except as herein amended, the provisions of the original agreement remain in full force and effect.

APPROVED:

Diana Salwan 7/3/18

1. REQUESTING AGENCY	2. DIVISION
By: <i>[Signature]</i>	By: <i>Renda Rappa</i>
Title: <i>Asst Comm</i>	Title: <i>Business Manager</i>
Date: <i>6.21.18</i>	Date: <i>June 7, 2018</i>



MAD Project Number: 2018-068
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES

Requesting Agency: Department of Human Services - Disability Services Division MAD Contact: Renda Rappa

Accounting Information: Business Unit - G1001, Financial Dept ID - G1031500, APPRID - G100085, Fund - 5200, Accounts - 670011

Agency:	Fiscal Year:	Vendor Number: ID <u>G100000000</u> , Location: <u>001</u>
Total Amount of Contract: <u>\$250,000.00</u>	Amount of Contract First FY:	
Commodity Code: <u>80101500</u>	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount:	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: 11-1-17 End Date: 12-31-18

Contract: IAK134405 Order: 3-57863/11-3-17/DB
Number/Date/Entry Initials Number/Date/Signatures

[Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05]

This is an agreement between the Department of Human Services - Disability Services Division (Requesting Agency) and Minnesota Management & Budget, Management Analysis & Development (Division).

Minnesota Management & Budget, 203 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155
Telephone: 651-259-3800 • Fax: 651-797-1311 • TTY: 800-627-3529 • <http://mn.gov/mmb/mad>

1. Services to be Performed:

The Division agrees that through its Master Contract with Alliant Consulting, Inc. the Division will sub-contract with Alliant Consulting, Inc. to provide the services identified below in accordance with the Proposal and Budget identified in Exhibit A, MnCHOICES 2 – Design and Change Management Support, which is attached and incorporated as part of this contract.

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement. Management Analysis & Development: Renda Rappa Requesting Agency: Lori L. Miller

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to 1,210 hours at a rate of \$200 per hour for services provided by Alliant Consulting, Inc. as identified in the attached Proposal and Budget. The Division will also invoice up to \$8,000 for project management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$250,000.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed by the Division in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective November 1, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until December 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

5. Cancellation:

This agreement may be canceled by the Requesting Agency or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

6. Requesting Agency's Authorized Agent:

The Requesting Agency's authorized agent for the purposes of this agreement is Lori L. Miller. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

7. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

8. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

9. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Agency and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

10. Liability:

Each party will be responsible for its own acts and behavior and the results thereof.

Approved:

1. Requesting Agency	2. Management Analysis & Development
By: <i>Gia Vitali</i> Gia Vitali	By: <i>Reuda E Rappa</i>
Title: <i>Deputy Assistant Commissioner</i>	Title: <i>Business Manager</i>
Date: <i>Nov. 6, 2017</i>	Date: <i>Oct 23, 2017</i>



Management
Analysis
& Development

AMENDMENT #4 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2017-007

WHEREAS, the State of Minnesota, Department of Human Services, has an interagency agreement identified as 2017-007 (IAK% 111246, Order: 3000045964) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) 1 and 4 of the second amendment and 3 of the third amendment to the original contract shall be amended to read:

1. Services to be Performed:

The Division agrees that through its Master Contract with Project Consulting Group the Division will sub-contract with Project Consulting Group to provide the services identified in Exhibit A and Exhibit A-1 and Exhibit B, both all are attached and incorporated into this agreement. In addition, Ben Ayvaz will provide the following services for the Minnesota Centralized Eligibility (CE) Model Design and Project Development: Define role of eligibility worker and intake worker; identify minimum HRSA eligibility requirements; identify additional state requirements for CE; determine eligibility criteria; research and resolve issues; create new forms as necessary; review and modify existing applications; identify and create policies & procedures; update client level data committee, sponsors, management, project officer and NASTAD consultant; secure consensus and complete Ryan White CE design and assist in project development.

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to 4,319 hours at a rate of \$130.00 per hour and up to 1,479 hours at a rate of \$140.00 per hour for services provided by Ben Ayvaz (Project Consulting Group). The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed ~~\$569,470.00~~ \$776,530.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Effective Dates:

This agreement is effective July 5, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2018 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the original agreement remain in full force and effect. The original agreement and any previous amendments are incorporated by reference into this amendment.

APPROVED: *Debra L. Swan* 3-62675

1. REQUESTING AGENCY	2. DIVISION
By: <i>Clair W</i> Title: <i>Asst. Commr</i> Date: <i>6.22.18</i>	By: <i>Renda E Rappa</i> Title: <i>Business Manager</i> Date: <i>June 13, 2018</i>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Department of Administration (Admin) and Minnesota Management and Budget (MMB). This agreement defines the roles and responsibilities of the two agencies with respect to the SWIFT post implementation procurement support team.

Agreement

1 Term of Agreement

- 1.1 *Effective date:* July 1, 2017, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

This agreement describes the roles and responsibilities of Admin and MMB related to the support activities of the SWIFT procurement team. Specific agency staff duties and responsibilities are specified in Exhibit A, which is attached and incorporated into this agreement. Duties are limited to those listed in Exhibit A unless otherwise agreed by the parties.

3 Consideration and Payment

The total headcount planned for the Procurement System Support team at this time is eight (8) staff members. The Department of Administration will provide the required funding for three (3) of these staff members. Minnesota Management & Budget will fund five (5) positions. Details on position classifications and funding responsibility are detailed in Exhibit B.

The compensation costs will be charged to the following MMB funding string: Fund 2001, Agency G10, Org#G1031400, Appr G100017. The total obligation (which may include vacation and sick payouts for separating employees) shall not exceed \$485,000 for FY18 and \$500,000 for FY19. Admin is responsible for managing positions and vacancies within this cap.

4 Authorized Representatives

Minnesota Management and Budget's Authorized Representative is Cindy Farrell, Assistant Commissioner 400 Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155 (Phone: 651-201-8012), or her successor.

Minnesota Department of Administration's Authorized Representative is Betsy Hayes, MN Chief Procurement Officer, 50 Sherburne Avenue, St. Paul, Minnesota 55155 (Phone: 651-201-2400) or her successor.

5 Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

7 Termination

Due to the ongoing nature of the roles and work covered by this agreement, it is the intent of the parties that this agreement will continue for the full term of the agreement. Early termination of this agreement will occur only upon approval of the Statewide ERP Executive Committee.

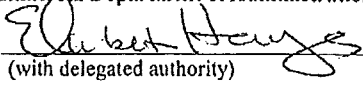
1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: N/A

Date: N/A

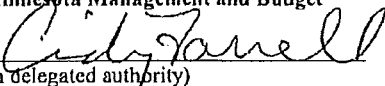
2. Minnesota Department of Administration

By: 
(with delegated authority)

Title: CPO

Date: 6/30/17

3. Minnesota Management and Budget

By: 
(with delegated authority)

Title: Assistant Commissioner

Date: 6/20/17

**STATE OF MINNESOTA
INTERAGENCY
AGREEMENT**

This agreement is between the Department of Administration (Admin) and Minnesota Management and Budget (MMB).

1. Term of Agreement

- 1.1 Effective date: This agreement will be effective on March 17, 2016 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 Continuous effect: This agreement will remain in effect unless amended or terminated by the parties pursuant to the terms of this agreement.
- 1.3 Termination: This agreement may be terminated by the Authorized Representative of either party by giving written notice of termination at least 90 days prior to the effective date of the termination.

2. Scope of Work

This agreement is to enable Admin and MMB to share the services of a human resources office and coordinate human resources support for the operations of each agency by sharing the cost of a human resources director and other costs of the human resources office. The employees in this shared human resources office will be employees of the Department of Administration. The transition of any MMB employee to Admin employees as a result of this agreement will occur sometime prior to December 31, 2016.

3. Goals of this Agreement

The goals of this agreement are to:

Provide each agency with strong human resources leadership by hiring a human resources director in a higher classification than either agency could justify on its own.

Ensure each agency's leadership teams have access to the necessary advice, support, and strategic guidance to achieve its mission.

Allow the two agencies to ensure adequate staffing capacity to meet needs.

Coordinate efforts to provide specialized expertise and advanced strategic priorities, such as employee engagement, professional development, performance management, workforce planning, labor relations and other specialized areas.

Promote strong working partnerships among the human resources office and each agency's divisions, by maintaining ongoing communications and close working relationships with each agency's leadership, managers and supervisors.

Continually assess each agency's requirements for human resources support and recommend changes in staffing levels and other support to meet business needs. If a staffing increase is authorized, the Authorized Representatives will agree on position funding.

4. Consideration and Payment

In consideration for the scope of work identified in section 2 of this agreement, MMB agrees to:

- Directly pay a portion of the payroll expenses of the human resources director position. The funding is to be based on FTE counts in the Budget Planning and Analysis System (BPAS). Each agency will fund its relative share. For fiscal year 2016 MMB will fund 35% and Admin will fund 65%.
- Directly pay a portion of payroll expenses for human resources staff based upon an assessment of the estimated time required to provide services. Attached to this agreement are the percentages that will become effective for the payroll period closest to the start of this agreement. The human resources director monitors and if needed, makes recommendations to change these percentages to the Authorized Representatives. The Authorized Representatives must approve the changes prior to implementation.

For FY16, each agency will continue to pay their current human resource operating expenses. For FY17 and beyond, the agencies' Chief Financial Officers will review and determine how to share operating expenses equitably and in a manner that is efficient.

The human resources director will establish and monitor performance to ensure that each agency is receiving support commensurate with the resources each agency is contributing to the agreement.

5. Conditions of Payment

This agreement must be performed to the mutual satisfaction of the parties. Issues and concerns related to the agreement should be put in writing to the respective Authorized Representative.

The HR director or Authorized Representatives may propose changes in the cost share agreement annually or if the work of the agencies changes as a result of reorganization, new powers and duties or other significant changes in work, so that the parties can remain confident of the appropriateness and mutual benefits of the agreement.

6. Authorized Representative

MMB's Authorized Representative is Eric Hallstrom, Deputy Commissioner, Minnesota Management and Budget, Centennial Office Building, St. Paul, MN 55155, 651.201.8010, or his successor.

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, Department of Administration, 200 Admin Building, St. Paul, MN 55155, 651.201.2563, or her successor.

The Authorized Representatives are responsible for monitoring the terms of this agreement and will meet regularly to evaluate the operation of the human resources office in light of the goals identified in section 3 of this agreement.

7. Supervision

The HR director will report to Admin's Authorized Representative. The HR director will meet regularly with MMB's Authorized Representative on an ongoing basis to manage the delivery of human resources services to MMB. The human resources director and staff must serve the best interests of each agency independently.

Any human resources director performance reviews conducted by Admin will be shared with MMB's Authorized Representative, and Admin will provide MMB with an opportunity to give input and make recommendations. Each agency Authorized Representative agrees to promptly share with each other any complaints made against the HR director. Any complaints or performance

concerns regarding the human resources director will be addressed in coordination with MMB, and Admin will consider recommendations provided by MMB before corrective actions or discipline are imposed. If warranted, complaints will be investigated promptly. Any costs related to investigations of complaints against the human resources director will be shared equally between the agencies.

The HR director will provide MMB with an opportunity to give input and make recommendations on HR staff performance reviews. Each Authorized Representative agrees to promptly share with each other any complaints made against HR staff. If warranted, complaints will be investigated promptly. Admin, in consultation with the HR director, will provide notice to MMB's Authorized Representative of discipline of HR staff that could impact MMB's operations.

8. Amendments

Any amendment to this agreement must be in writing and will not be effective until the written amendment has been executed and approved by the Authorized Representatives, or their successors in office.

9. Liability

Each party will be responsible for its own actions and the results thereof.

10. Data

Admin and MMB agree to comply with the Minnesota Government Data Practices Act ("MGDPA") as it applies to all data collected, created, received, maintained or disseminated in accordance with this agreement.

Through this agreement, the human resources director and human resources staff are permitted to access not public data needed to accomplish any work duties that are subject to the human resources functions that are provided by the human resources director and staff.

Each agency is responsible for responding to requests for data regarding the agency's own employees, including requests under the MGDPA and litigation discovery requests. Admin will have the duty to respond to requests for data on the human resources director or the human resources staff, with assistance from and in coordination with MMB as necessary.

Whenever MMB has potential litigation that impacts data held by the human resources office, its director or staff, legal counsel for MMB will notify legal counsel for Admin to request that Admin's employee be placed on a litigation hold.

1. Department of Administration

By: Lenora Madigan
Title: Deputy Commissioner
(With delegated authority)

Date: 3.17.16

2. Minnesota Management and Budget

By: [Signature]
Title: Deputy Commissioner
(With delegated authority)

Date: 3/17/2016