

Minnesota Department of Administration (Admin)

FY 2020 Transfers
October 15, 2020

	TRANSFER FROM					TRANSFER TO						
	Transfer Out Agency	Transfer Out Fund Name	Transfer Out AppropID	Transfer Out AppropID Name	Transfer Out Amt	Transfer In Agency	Transfer In Fund Name	Transfer In AppropID	Transfer In AppropID Name	Transfer In Amount	Purpose of Transfer	Legal Authority for Transfer
1	Admin	Arts & Cultural Heritage Fund	G029275	MN Public Radio FY20	(51,000)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	51,000	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
2	Admin	Arts & Cultural Heritage Fund	G029276	Assoc MN Public Ed Radio FY20	(51,000)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	51,000	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
3	Admin	Arts & Cultural Heritage Fund	G029277	Veterans' Voices FY20	(2,250)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	2,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
4	Admin	Arts & Cultural Heritage Fund	G029278	Public TV Prod/Acq Grants FY20	(118,350)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	118,350	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
5	Admin	Arts & Cultural Heritage Fund	G029279	TCPT MN Journeys FY20	(28,500)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	28,500	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
6	Admin	Arts & Cultural Heritage Fund	G029280	Wilderness Inquiry FY20	(11,250)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	11,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
7	Admin	Arts & Cultural Heritage Fund	G029281	Como Park Zoo FY20	(40,500)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	40,500	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
8	Admin	Arts & Cultural Heritage Fund	G029282	Science Museum of MN FY20	(19,500)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	19,500	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
9	Admin	Arts & Cultural Heritage Fund	G029283	Great Lakes Aquarium FY20	(2,250)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	2,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
10	Admin	Arts & Cultural Heritage Fund	G029284	Lake Superior Zoo FY20	(2,250)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	2,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
11	Admin	Arts & Cultural Heritage Fund	G029285	Phalen Park China Garden FY20	(12,000)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	12,000	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
12	Admin	Arts & Cultural Heritage Fund	G029286	Green Giant Museum FY20	(4,230)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	4,230	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
13	Admin	Arts & Cultural Heritage Fund	G029288	Midwest Outdoors Unlimit FY20	(750)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	750	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
14	Admin	Arts & Cultural Heritage Fund	G029287	Martin Cty Vets Memorial FY20	(3,000)	Admin	Arts & Cultural Heritage Fund	G021264	ACHF Grants Admin FY20	3,000	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, CH2, Art 4, Sec 2, Subd 6a
15	Admin	Coop Purchasing	G021901	MMCAP	(1,274)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,274	Transfer funds per Intra-agency Agreement	M.S. 16B.04
16	Admin	Coop Purchasing	G021900	Cooperative Purchasing	(1,176)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,176	Transfer funds per Intra-agency Agreement	M.S. 16B.04
17	Admin	Fleet Services	G021903	Fleet Services	(264,493)	MMB Non-Operating	Master Lease	G9R0113	MasterLease 15 Prin & Int	264,493	Fleet - Master Lease 15 Program 12.1.19 Billing	M.S. 16A.85
18	Admin	Fleet Services	G021903	Fleet Services	(3,474)	MMB Non-Operating	Master Lease	G9R0113	MasterLease 15 Prin & Int	3,474	Fleet - Master Lease 15 Program 12.1.19 Billing	M.S. 16A.85
19	Admin	Fleet Services	G021903	Fleet Services	(83,191)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	83,191	Fleet - Master Lease 16 Program 12.1.19 Billing	M.S. 16A.85
20	Admin	Fleet Services	G021903	Fleet Services	(2,111,701)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	2,111,701	Fleet - Master Lease 16 Program 12.1.19 Billing	M.S. 16A.85
21	Admin	Fleet Services	G021903	Fleet Services	(37,590)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	37,590	Fleet - Master Lease 16 Program 12.1.19 Billing	M.S. 16A.85
22	Admin	Fleet Services	G021903	Fleet Services	(223,498)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	223,498	Fleet - Master Lease 17 Program 12.1.19 Billing	M.S. 16A.85
23	Admin	Fleet Services	G021903	Fleet Services	(2,543,109)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	2,543,109	Fleet - Master Lease 17 Program 12.1.19 Billing	M.S. 16A.85
24	Admin	Fleet Services	G021903	Fleet Services	(21,122)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	21,122	Fleet - Master Lease 17 Program 12.1.19 Billing	M.S. 16A.85
25	Admin	Fleet Services	G021903	Fleet Services	(11,972)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	11,972	Fleet - Master Lease 18 Program Issuance Cost Payment	M.S. 16A.85
26	Admin	Fleet Services	G021903	Fleet Services	(2,614)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	2,614	Transfer funds per Intra-agency Agreement	M.S. 16B.04
27	Admin	Fleet Services	G021903	Fleet Services	(112,617)	MMB Non-Operating	Master Lease	G9R0113	MasterLease 15 Prin & Int	112,617	Fleet - Master Lease 15 Program 6.1.20 Billing	M.S. 16A.85
28	Admin	Fleet Services	G021903	Fleet Services	(1,413)	MMB Non-Operating	Master Lease	G9R0113	MasterLease 15 Prin & Int	1,413	Fleet - Master Lease 15 Program 6.1.20 Billing	M.S. 16A.85
29	Admin	Fleet Services	G021903	Fleet Services	(65,952)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	65,952	Fleet - Master Lease 16 Program 6.1.20 Billing	M.S. 16A.85
30	Admin	Fleet Services	G021903	Fleet Services	(2,092,983)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	2,092,983	Fleet - Master Lease 16 Program 6.1.20 Billing	M.S. 16A.85
31	Admin	Fleet Services	G021903	Fleet Services	(56,042)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	56,042	Fleet - Master Lease 16 Program 6.1.20 Billing	M.S. 16A.85
32	Admin	Fleet Services	G021903	Fleet Services	(3,155,529)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	3,155,529	Fleet - Master Lease 17 Program 6.1.20 Billing	M.S. 16A.85
33	Admin	Fleet Services	G021903	Fleet Services	(247,532)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	247,532	Fleet - Master Lease 17 Program 6.1.20 Billing	M.S. 16A.85
34	Admin	Fleet Services	G021903	Fleet Services	(30,986)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	30,986	Fleet - Master Lease 17 Program 6.1.20 Billing	M.S. 16A.85
35	Admin	Fleet Services	G021903	Fleet Services	(65,334)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	65,334	Fleet - Master Lease 18 Program 6.1.20 Billing	M.S. 16A.85
36	Admin	Fleet Services	G021903	Fleet Services	(6,291)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	6,291	Fleet - Master Lease 18 Program 6.1.20 Billing	M.S. 16A.85
37	Admin	Fleet Services	G021903	Fleet Services	(5,978)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	5,978	FY20 Issuance costs associated with the establishment of Master Lease 18	M.S. 16A.85
38	Admin	General Fund	G029116	MN Film & TV Board	(162,000)	DEED	General Fund	B221401	MN Film and TV Board	162,000	Transfer funds per Interagency Agreement	M.S. 16B.04
39	Admin	General Fund	G027106	Funding for SHPO - no rider	(527,000)	Admin	General Fund	G021146	St Historic Preservation Ofc	527,000	Approp included in Strat Mgmt Svcs, but rider was in Gov't/Cit Svcs	M.S. 16A.285
40	Admin	General Fund	G021137	Accommodation Reimb Account	(200,000)	Admin	Other Misc Special Revenue	G021240	Accommodation Reimb Account	200,000	From general fund to special revenue fund	M.S. 16B.4805
41	Admin	General Fund	G021103	Data Practices Office	(1,340)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,340	Transfer funds per Interagency Agreement	M.S. 16B.04
42	Admin	General Fund	G021109	Real Estate and Construct Serv	(5,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	5,330	Transfer funds per Interagency Agreement	M.S. 16B.04
43	Admin	General Fund	G021107	State Archaeologist	(1,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,330	Transfer funds per Interagency Agreement	M.S. 16B.04
44	Admin	General Fund	G021106	Office Of Grants Management	(1,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,330	Transfer funds per Interagency Agreement	M.S. 16B.04
45	Admin	General Fund	G021111	State Demographer	(1,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,330	Transfer funds per Interagency Agreement	M.S. 16B.04
46	Admin	General Fund	G027100	Executive Support	(5,350)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	5,350	Transfer funds per Interagency Agreement	M.S. 16B.04
47	Admin	General Fund	G021105	Office of State Procurement	(5,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	5,330	Transfer funds per Interagency Agreement	M.S. 16B.04
48	Admin	General Fund	G021105	Office of State Procurement	(817)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	817	Transfer funds per Intra-agency Agreement	M.S. 16B.04
49	Admin	Gift	G029602	MLK Day Celebration Gifts	(7,391)	Human Rights	Gift	G171600	MLK Celebration	7,391	MLK gift balance from Admin to Human Rights	Executive order 19-21
50	Admin	Master Lease	G021005	FMD Lease Master Lease 17	(0)	Admin	Plant Management	G021801	Plant Management	0	FMD Master Lease Fund FY20 remaining Bal \$0.01	M.S. 16A.85
51	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(842,055)	Admin	Other Misc Special Revenue	G021221	WC Administration	842,055	In house legal fees and administrative fees	MS. 196.603
52	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(247,686)	Admin	Other Misc Special Revenue	G021221	WC Administration	247,686	In house legal fees and administrative fees	MS. 196.603
53	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(62,298)	Admin	Other Misc Special Revenue	G021221	WC Administration	62,298	In house legal fees and administrative fees	MS. 196.603
54	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,146,945)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	1,146,945	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
55	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(6,763)	Admin	Other Misc Special Revenue	G021221	WC Administration	6,763	In house legal fees and administrative fees	MS. 196.603
56	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(244,318)	Admin	Other Misc Special Revenue	G021221	WC Administration	244,318	In house legal fees and administrative fees	MS. 196.603
57	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(246,499)	Admin	Other Misc Special Revenue	G021221	WC Administration	246,499	In house legal fees and administrative fees	MS. 196.603
58	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(8,795)	Admin	Other Misc Special Revenue	G021221	WC Administration	8,795	In house legal fees and administrative fees	MS. 196.603
59	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(255,352)	Admin	Other Misc Special Revenue	G021221	WC Administration	255,352	In house legal fees and administrative fees	MS. 196.603
60	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(9,739)	Admin	Other Misc Special Revenue	G021221	WC Administration	9,739	In house legal fees and administrative fees	MS. 196.603
61	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,146,945)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	1,146,945	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
62	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(9,217)	Admin	Other Misc Special Revenue	G021221	WC Administration	9,217	In house legal fees and administrative fees	MS. 196.603
63	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(236,632)	Admin	Other Misc Special Revenue	G021221	WC Administration	236,632	In house legal fees and administrative fees	MS. 196.603

64	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(5,904)	Admin	Other Misc Special Revenue	G021221	WC Administration	5,904	In house legal fees and administrative fees	MS. 196.603
65	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(243,196)	Admin	Other Misc Special Revenue	G021221	WC Administration	243,196	In house legal fees and administrative fees	MS. 196.603
66	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(248,149)	Admin	Other Misc Special Revenue	G021221	WC Administration	248,149	In house legal fees and administrative fees	MS. 196.603
67	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(10,971)	Admin	Other Misc Special Revenue	G021221	WC Administration	10,971	In house legal fees and administrative fees	MS. 196.603
68	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(246,684)	Admin	Other Misc Special Revenue	G021221	WC Administration	246,684	In house legal fees and administrative fees	MS. 196.603
69	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(10,015)	Admin	Other Misc Special Revenue	G021221	WC Administration	10,015	In house legal fees and administrative fees	MS. 196.603
70	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,146,945)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	1,146,945	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
71	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(249,342)	Admin	Other Misc Special Revenue	G021221	WC Administration	249,342	In house legal fees and administrative fees	MS. 196.603
72	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(8,894)	Admin	Other Misc Special Revenue	G021221	Master Administration	8,894	In house legal fees and administrative fees	MS. 196.603
73	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(10,250)	Admin	Other Misc Special Revenue	G021221	WC Administration	10,250	In house legal fees and administrative fees	MS. 196.603
74	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(246,391)	Admin	Other Misc Special Revenue	G021221	WC Administration	246,391	In house legal fees and administrative fees	MS. 196.603
75	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(9,680)	Admin	Other Misc Special Revenue	G021221	WC Administration	9,680	In house legal fees and administrative fees	MS. 196.603
76	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(250,383)	Admin	Other Misc Special Revenue	G021221	WC Administration	250,383	In house legal fees and administrative fees	MS. 196.603
77	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(3,262)	Admin	Other Misc Special Revenue	G021221	WC Administration	3,262	In house legal fees and administrative fees	MS. 196.603
78	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,146,945)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	1,146,945	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
79	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(8,521)	Admin	Other Misc Special Revenue	G021221	WC Administration	8,521	In house legal fees and administrative fees	MS. 196.603
80	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(252,795)	Admin	Other Misc Special Revenue	G021221	WC Administration	252,795	In house legal fees and administrative fees	MS. 196.603
81	Admin	Other Misc Special Revenue	G021216	ALP Training	(612)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	612	ALP Training Roll Forward	M.S. 16A.721
82	Admin	Plant Management	G021801	Plant Management	(5,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	5,330	Transfer funds per Interagency Agreement	M.S. 16B.04
83	Admin	Plant Management	G021801	Plant Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen Building Replacement Funds	MS 16B, Sec 24, Subd 5E
84	Admin	Plant Management	G021801	Plant Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
85	Admin	Plant Management	G021801	Plant Management	(2,267,456)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,267,456	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
86	Admin	Plant Management	G021801	Plant Management	(26,434)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	26,434	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
87	Admin	Plant Management	G021801	Plant Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Building Replacement Fund	Law 2013 143 12 021
88	Admin	Plant Management	G021801	Plant Management	(326,464)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	326,464	To DOT Fund 2700 Trunk Hwy	MS 16B, Sec 24, Subd 5D
89	Admin	Plant Management	G021801	Plant Management	(142,551)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
90	Admin	Plant Management	G021801	Plant Management	(579,105)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
91	Admin	Plant Management	G021801	Plant Management	(1,495,500)	MMB Debt Service	Leg Pff Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	1,495,500	MN Senate Office Building / Parking Garage - COPs Debt Service Payment	Laws 2014, Chapt 287, Sec. 25
92	Admin	Plant Management	G021801	Plant Management	(308,125)	MMB Debt Service	Leg Pff Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	308,125	MN Senate Office Building / Parking Garage - COPs Debt Service Payment	Laws 2014, Chapt 287, Sec. 25
93	Admin	Plant Management	G021801	Plant Management	(30,567)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	30,567	Pmt for Master Leases 17 Loan	M.S. 16A.85
94	Admin	Plant Management	G021801	Plant Management	(4,092)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	4,092	Pmt for Master Leases 17 Loan	M.S. 16A.85
95	Admin	Plant Management	G021801	Plant Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen Building Replacement Funds	MS 16B, Sec 24, Subd 5E
96	Admin	Plant Management	G021801	Plant Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
97	Admin	Plant Management	G021801	Plant Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Replacement Fund	Law 2013 143 12 021
98	Admin	Plant Management	G021801	Plant Management	(26,434)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	26,434	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
99	Admin	Plant Management	G021801	Plant Management	(2,267,456)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,267,456	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
100	Admin	Plant Management	G021801	Plant Management	(579,105)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
101	Admin	Plant Management	G021801	Plant Management	(142,551)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
102	Admin	Plant Management	G021801	Plant Management	(326,464)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	326,464	To DOT Fund 2700 Trunk Hwy	MS 16B, Sec 24, Subd 5D
103	Admin	Plant Management	G021801	Plant Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen Building Replacement Funds	MS 16B, Sec 24, Subd 5E
104	Admin	Plant Management	G021801	Plant Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
105	Admin	Plant Management	G021801	Plant Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Building Replacement Fund	Law 2013 143 12 021
106	Admin	Plant Management	G021801	Plant Management	(2,267,456)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,267,456	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
107	Admin	Plant Management	G021801	Plant Management	(26,434)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	26,434	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
108	Admin	Plant Management	G021801	Plant Management	(142,551)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
109	Admin	Plant Management	G021801	Plant Management	(579,105)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
110	Admin	Plant Management	G021801	Plant Management	(326,464)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	326,464	To DOT Fund 2700 Trunk Hwy	MS 16B, Sec 24, Subd 5D
111	Admin	Plant Management	G021801	Plant Management	(3,267)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	3,267	Transfer funds per Intra-agency Agreement	M.S. 16B.04
112	Admin	Plant Management	G021801	Plant Management	(5,040)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	5,040	Pmt for Master Leases 17 Loan	M.S. 16A.85
113	Admin	Plant Management	G021801	Plant Management	(45,683)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	45,683	Pmt for Master Leases 17 Loan	M.S. 16A.85
114	Admin	Plant Management	G021801	Plant Management	(3,300,500)	MMB Debt Service	Leg Pff Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	3,300,500	MN Senate Office Building / Parking Garage - COPs Debt Service Payment	Laws 2014, Chapt 287, Sec. 25
115	Admin	Plant Management	G021801	Plant Management	(683,125)	MMB Debt Service	Leg Pff Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	683,125	MN Senate Office Building / Parking Garage - COPs Debt Service Payment	Laws 2014, Chapt 287, Sec. 25
116	Admin	Plant Management	G021801	Plant Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
117	Admin	Plant Management	G021801	Plant Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen Building Replacement Funds	MS 16B, Sec 24, Subd 5E
118	Admin	Plant Management	G021801	Plant Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Building Replacement Fund	Law 2013 143 12 021
119	Admin	Plant Management	G021801	Plant Management	(2,267,456)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,267,456	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
120	Admin	Plant Management	G021801	Plant Management	(26,434)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	26,434	To Facility Repair & Replacement for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
121	Admin	Plant Management	G021801	Plant Management	(579,105)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
122	Admin	Plant Management	G021801	Plant Management	(142,551)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
123	Admin	Plant Management	G021801	Plant Management	(326,464)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	326,464	To DOT Fund 2700 Trunk Hwy	MS 16B, Sec 24, Subd 5D
124	Admin	Restricted Misc Special Revenue	G021256	SHPO Tax Credit/Grant Fees	(5,330)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	5,330	Transfer funds per Interagency Agreement	M.S. 16B.04
125	Admin	Restricted Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd
126	Admin	Restricted Misc Special Revenue	G021203	Parking	(113,411)	MMB Debt Service	Debt Service	G9Q0001	Debt Service Clearing Account	113,411	Parking User Fee Debt Service for the cost to repair Centennial Bldg Ramp	Laws 2005, Chapt 20, Sec 13, Subd 4
127	Admin	Restricted Misc Special Revenue	G021203	Parking	(1,085,227)	MMB Debt Service	Debt Service	G9Q0001	Debt Service Clearing Account	1,085,227	Parking User Fee Debt Service Ramp F	Laws 2013, Chapt 136, Sec. 3, Subd 5
128	Admin	Restricted Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd
129	Admin	Restricted Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd
130	Admin	Restricted Misc Special Revenue	G021203	Parking	(991,250)	MMB Non-Operating	General Fund	G9R0017	Misc Revenue From Oth	991,250	Parking User Fee Debt Service - MN Senate Garage	Laws 2015, Chapt 77, Sec. 78
131	Admin	Restricted Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd
132	Admin	Surplus Property	G021904	Surplus Property Expense	(653)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	653	Transfer funds per Intra-agency Agreement	M.S. 16B.04
133	Agriculture	Other Misc Special Revenue	B049V09	Federal Indirect	(9,600)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	9,600	Transfer funds per Interagency Agreement	M.S. 16B.04
134	DNR	Other Misc Special Revenue	R298938	MR Facilities Mgmt Account	(34,060)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	34,060	Transfer funds per Interagency Agreement	M.S. 16B.04

135	DNR	Other Misc Special Revenue	R298930	MR Fleet Management Account	(18,340)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	18,340	Transfer funds per Interagency Agreement	M.S. 16B.04
136	DNR	Other Misc Special Revenue	R298938	MR Facilities Mgmt Account	(14,375)	Admin	Other Misc Special Revenue	G021213	Enterprise Real Property	14,375	Transfer funds per Interagency Agreement	M.S. 16B.242
137	DNR	Other Misc Special Revenue	R298901	DNR Professional Svs Oper Sup	(14,375)	Admin	Other Misc Special Revenue	G021213	Enterprise Real Property	14,375	Transfer funds per Interagency Agreement	M.S. 16B.242
138	DOC	General Fund	P784210	Institution Support Services	(60,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	60,000	Transfer funds per Interagency Agreement	M.S. 16B.04
139	DOH	General Fund	H12004Y	Health Operations	(30,300)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	30,300	Transfer funds per Interagency Agreement	M.S. 16B.04
140	Governor's Office	General Fund	G391000	Governor's Office	(900)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	900	Transfer funds per Interagency Agreement	M.S. 16B.04
141	Housing Finance	Housing Finance Agency	B340001	Gen Reserve Overhead Control	(5,100)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	5,100	Transfer funds per Interagency Agreement	M.S. 16B.04
142	Human Rights	General Fund	G175000	Operations	(800)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	800	Transfer funds per Interagency Agreement	M.S. 16B.04
143	Human Services	General Fund	H551052	11 GF Operations	(60,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	60,000	Transfer funds per Interagency Agreement	M.S. 16B.04
144	IRR	Iron Rabe Resources & Rehab	B43BDAS	Non Dedicated Receipt	(1,500)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,500	Transfer funds per Interagency Agreement	M.S. 16B.04
145	Labor & Industry	Worker's Compensation	B421000	General Support	(9,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	9,000	Transfer funds per Interagency Agreement	M.S. 16B.04
146	Military Affairs	General Fund	P012101	General Support	(7,500)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	7,500	Transfer funds per Interagency Agreement	M.S. 16B.04
147	MN.IT	MN.IT Services	G464602	MN.IT Services Std Services	(46,100)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	46,100	Transfer funds per Interagency Agreement	M.S. 16B.04
148	MSD	General Fund	G453000	Mediation Services	(3,500)	Admin	General Fund	G021151	Office of Collab/Dispute Resol	3,500	Transfer per Reorganization Order No 197, of OCDR operations funding	191 007 01 005 00B
149	MSD	General Fund	G45OCDR	Office Collab&Dispute Resolutn	(234,000)	Admin	General Fund	G021151	Office of Collab/Dispute Resol	234,000	Transfer per Reorganization Order No 197, of OCDR operations funding	191 007 01 005 00B
150	MSD	General Fund	G45OCDG	Office Collab&Dispute Grants	(160,000)	Admin	General Fund	G021152	OCDR 179.91 Grants	160,000	Transfer per Reorganization Order No 197, of OCDR operations funding	191 007 01 005 00B
151	MSD	General Fund	G453000	Mediation Services	(300)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	300	Transfer funds per Interagency Agreement	M.S. 16B.04
152	OHE	General Fund	E601000	Agency Administration GEN	(1,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,000	Transfer funds per Interagency Agreement	M.S. 16B.04
153	OHE	Office of Higher Education	E608000	Agency Administration GEN	(400)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	400	Transfer funds per Interagency Agreement	M.S. 16B.04
154	PCA	Environmental	R32D110	Solid Waste Admin	(17,600)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	17,600	Transfer funds per Interagency Agreement	M.S. 16B.04
155	Veterans Affairs	General Fund	H751ADM	Veterans Services Admin	(6,300)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	6,300	Transfer funds per Interagency Agreement	M.S. 16B.04
156	Veterans Affairs	General Fund	H751MHM	Medal of Honor Memorial	(150,000)	Admin	Gift	G021612	Medal of Honor Memorial	150,000	Medal of Honor	Laws - 2019, 1st Special Session, CH10, Art 1, Sec 37, Subd 2j
157	Veterans Affairs	Gift	H751WW2	Ww2 Mem Donation Match Acct	(69,110)	Admin	Gift	G021612	Medal of Honor Memorial	69,110	Transfer funds per Interagency Agreement	Laws - 2019, 1st Special Session, CH10, Art 6, Sec 7
158	Veterans Affairs	Other Misc Special Revenue	H752A30	Homes Central Services	(18,900)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	18,900	Transfer funds per Interagency Agreement	M.S. 16B.04
TOTAL					(44,729,788)					44,729,788		

Minnesota Department of Administration

FY 2020 Interagency Agreements and Service Level Agreements

October 15, 2020

Agency	Amount	Legal Authority	Purpose	Effective Date	Duration
Commerce	\$ 7,100	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
Commerce	\$ 1,150	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	4/27/2020	6/30/2022
Commerce	\$ 1,448,000	M.S. 471.59 M.S. 16B.241 subd 1(f)	Provide and implement sustainable building design guidelines and energy bechmarking legislation	7/1/2018	6/30/2021
Corrections	\$ 18,400	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	5/6/2020	6/30/2022
Corrections	\$ 60,000	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
Corrections	\$ 250,000	M.S. 16B.04 M.S. 471.59	Provide Professional Services for Project P78SC0063	7/1/2018	12/31/2020
DEED	\$ 162,000	M.S. 471.59	For the Minnesota Film and TV Board	7/16/2019	6/30/2021
DEED	\$ 28,100	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/16/2019	6/30/2021
DEED	\$ 23,000	M.S. 16B.04 M.S. 471.59	Provide Professional Services	8/30/2019	12/31/2020
DEED	\$ 1,150	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/16/2020	6/30/2022
DHS	\$ 20,700	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/22/2020	6/30/2022
DHS	\$ 60,000	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
DHS	\$ 2,000,000	M.S. 16B.04 M.S. 471.59	Provide Professional Services for project: Forensics - St. Peter - Phasell	11/7/2017	12/1/2020
DHS	\$ 15,073,000	M.S. 471.59	To Design, construct, furnish and equip a 67,000 square foot regional medical examiner's facility	7/30/2018	5/31/2023
EMSRB	\$ 88,000	M.S. 16B.371	Admin provides financial management resources	9/19/2019	6/30/2021
EMSRB	\$ 76,000	M.S. 16B.371	Admin provides human resource resources	9/19/2019	6/30/2021
HLB/ASU	\$ 530,227	M.S. 16B.371	Admin provides financial management resources	9/19/2019	6/30/2021
HLB/ASU	\$ 377,881	M.S. 16B.371	Admin provides human resource resources	9/19/2019	6/30/2021
DNR	\$ 28,750	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/15/2020	6/30/2022
DNR	\$ 52,400	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/16/2019	6/30/2021
MDE,DNR	\$ 63,606	M.S. 127A.353, M.S. 471.59	To provide support of the School Trust Lands Director	9/21/2015	12/31/2020
MDE	\$ 7,700	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/16/2019	6/30/2021
MDHR	\$ 800	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
MDHR	\$ 100,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
MDHR	\$ 114,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
MDVA	\$ 5,700	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	5/6/2020	6/30/2022
MDVA	\$ 25,200	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
MDVA	\$ 50,000	M.S. 168.1255 M.S. 471.59	Medal of Honor Memorial Project	7/1/2018	12/31/2020
MDVA	\$ 69,110	M.S. 168.1255 M.S. 471.59	Medal of Honor Memorial Project	8/26/2019	8/25/2021
MMB	\$ 5,000	M.S. 4.045 M.S. 471.59	MMB provides staffing & support for Children's Cabinet	7/1/2019	6/30/2020
MMB	\$ 4,900	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/9/2019	6/30/2021
MMB	\$ 418,382	M.S. 471.59	To govern the sharing of human resources services	12/18/2018	continuous

MMB	\$ 80,080	M.S. 16A.055 M.S. 43A.55 M.S. 471.59	Management Analysis and Development Services	5/16/2019	3/31/2020
MMB	\$ 9,219	M.S. 43A.21 M.S. 471.59	To provide expertise and guidance in filling higher level positions	7/2/2019	6/30/2020
MMB	\$ 17,185	M.S. 43A.21 M.S. 471.59	To design and implement training & development programs	7/19/2019	6/30/2020
MMB	\$ 5,298	M.S. 16A.055, M.S. 43A.01 M.S. 43A.04 M.S. 471.59	Chief inclusion officer to support the State's diversity and inclusion strategic plan	7/19/2019	6/30/2020
MN.IT Services	\$ 6,879,881	M.S. 16E.016	MN.IT provides enterprise IT services to Admin	7/1/2019	6/30/2020
MN.IT Services	\$ 205,000	M.S. 16B.04 M.S. 471.59	Modernize the State's eProcurement functionality	7/1/2019	6/30/2023
MN.IT Services	\$ 87,000	M.S. 16B.04 M.S. 471.59	Support of MMB's critical enterprise systems	7/1/2019	6/30/2023
MN.IT/MnGeo	\$ 227,829	M.S. 16A.124	SHPO Cultural Resources Web Portal	1/2/2019	9/30/2019
MN.IT Services	\$ 46,100	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
MnDOT/MnGeo	\$ 9,996	M.S. 16B.04 M.S. 471.59	Cultural Resources Management portal applications	6/10/2020	12/31/2020
MN.IT Services	\$ 21,340	M.S. 16B.04 M.S. 471.59	Construction Project Management Application Customization	6/30/2015	6/30/2021
MN.IT Services	\$ 345,178	M.S. 16B.04 M.S. 471.59	Document Management System	6/30/2015	6/30/2021
MN.IT Services	\$ 50,000	M.S. 16B.04 M.S. 471.59	Website redesign/Tridion Updrade	6/17/2013	6/30/2021
MN.IT Services	\$ 54,400	M.S. 16B.04 M.S. 471.59	Small Agencies IT Benchmarking Project	6/17/2013	6/30/2021
MN.IT Services	\$ 50,000	M.S. 16B.04 M.S. 471.59	HR Grievance Tracking System Implementation Project	6/17/2013	6/30/2021
MnDot	\$ 125,000	M.S. 138.40 Subd. 3 M.S. 307.08, Subd. 10	For an OSA employee to work on MnDOT State Projects	12/11/2018	6/30/2021
MnDot	\$ 600,000	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/26/2019	6/30/2021
MnDot	\$ 60,000	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/9/2019	6/30/2021
MnDOT	\$ 8,546	M.S. 16B.04 M.S. 471.59	For a MnDOT employee to work on SHPO projects	4/1/2020	6/30/2020
MnDot	\$ 400,000	M.S. 16B.242 M.S. 471.59	Site Condition Assessment Process Development Project	9/12/2018	6/30/2020
MRC	\$ 96,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
MRC	\$ 54,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
Office of the Governor	\$ 32,000	M.S. 16B.371	To provide administrative and personnel oversight	7/1/2019	6/30/2020
Office of the Governor	\$ 86,820	M.S. 471.59	Groundskeeping for the Governor's Residence	7/1/2019	6/30/2021
Office of the Governor	\$ 900	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
Office of the Governor	\$ 3,440	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
PELSB	\$ 106,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
PELSB	\$ 118,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
SOS	\$ 120,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
State Arts Board	\$ 142,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
Total	\$ 30,831,468				

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the Department of Commerce (COMM)

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

COMM: Katherine Blauvelt, Assistant Commissioner, 85 7th Place East, Suite 280, Saint Paul, MN 55101 (651) 539-1827

3. Consideration and terms of Payment

In consideration for sustainability services provided, COMM agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009.
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: **\$7,100** FY 2021: **\$7,100** Total for the biennium: **\$14,200**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Commerce

By: <u>Erin Campbell</u>	By: <u>Katherine Blauvelt</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Deputy</u>
Date: <u>6.26.19</u>	Date: <u>6.26.19</u>

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the **Minnesota Department of Commerce**.

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will maintain and execute modifications to the Enterprise Real Property Program processes, standards, and system (ARCHIBUS) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Commerce: Greg VanderPlaats, Facility Manager, or his successor.

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Minnesota Department of Commerce agrees to contribute to this effort as follows:

TOTAL COST = \$1,150.00

Please enter an appropriation transfer in SWIFT to accounting string:

Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213

Alternatively, at the request of the contributing agency, the Department of Administration will invoice the Department of Commerce for payment of the amount to be contributed.

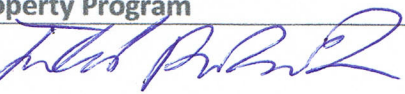
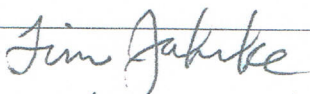
3. Term of Agreement:

This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2022.

4. 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.

Approved:

1. Department of Administration, Enterprise Real Property Program	2. Department of Commerce
By: 	By: 
Title: ERP PROGRAM MANAGER	Title: CFO / Admin Services Director
Date: 4/27/2020	Date: 4/24/20
	SC# 175712 / FY20 PO# 3000013191

STATE OF MINNESOTA

Amendment No. 1

IA Contract: 143850

Agreement Start Date:	<u>07/01/2018</u>	Total Agreement Amount:	<u>\$948,000.00</u>
Original Expiration Date:	<u>06/30/2019</u>	Original Agreement:	<u>\$448,000.00</u>
Current Expiration Date:	<u>06/30/2019</u>	Previous Amendment(s) Total:	<u>n/a</u>
Requested Expiration Date:	<u>06/30/2020</u>	This Amendment:	<u>\$500,000.00</u>

This amendment is by and between the State of Minnesota's **Departments of Commerce ("Commerce")** and Administration's - Real Estate & Construction Services, 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155-1402 ("Administration").

Recitals

1. Commerce has an agreement with Administration identified as Interagency Agreement 143850 ("Original Agreement") to provide and implement sustainable building design guidelines and energy benchmarking legislation.
2. This interagency agreement is being amended to extend the expiration date, add fiscal year 2020 funding, and update Commerce's Authorized Representatives.
3. Commerce and Administration are willing to amend the Original Agreement as stated below.

Amendment(s)

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:

- 1.1 **Effective date:** 07/01/2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** ~~06/30/2019~~ 06/30/2020, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 3. "**Consideration and Payment**" is amended as follows:

The total obligation will not exceed ~~Four Hundred Forty Eight Thousand~~ Nine Hundred Forty Eight Thousand dollars (~~\$448,000.00~~ 948,000.00) for all compensation and reimbursements to Administration under this agreement. Any unspent funds from the previous fiscal year will be available the following fiscal year. This agreement will be amended each future fiscal year to provide terms for payment to cover costs incurred by Administration's Real Estate & Construction Services.

REVISION 3. Clause 5. "**Authorized Representative**" is amended as follows:

Commerce's Authorized Representative is ~~Jessica Burdette~~ Michelle Gransee, SEO Manager, ~~Energy Efficiency, Assurance & Operations~~ Clean Energy & Programs, ~~651-539-1871~~ 651-539-1855, or their successor.

Commerce's Project Manager is Lindsay Anderson, State Program Administrator, 651-539-1771, or their successor.

Administration's Authorized Representative is **Wayne Waslaski**, Senior Director, Real Estate & Construction Services, 651-201-2548, or their successor.

(Continued on next page)

STATE OF MINNESOTA
Amendment No. 1
IA Contract: 143850

Except as amended herein, the terms and conditions of the Original Agreement are incorporated by reference and remain in full force and effect.

1. STATE ENCUMBRANCE VERIFICATION

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

Signature: Carla Collins
Print Name: Carla Collins
Title: Buyer
Date: 6/7/19
IA / PO: 143850 / FX 19 PO#3-11143

3. MN DEPARTMENT OF COMMERCE

(with delegated authority)

Signature: Anne O'Connor
Print Name: Anne O'Connor
Title: Deputy
Date: 6.12.19

2. MN DEPT OF ADMINISTRATION - REAL
ESTATE & CONSTRUCTION SERVICES

(with delegated authority)

Signature: Wayne Wasthinkel
Print Name: Wayne Wasthinkel
Title: Senior Director
Date: 6-10-19

Distribution:

MN Department of Commerce, Accounting Dept.
MN Department of Administration - RECS
Commerce Authorized Representative (copy)

STATE OF MINNESOTA**Amendment No. 2****IA Contract: 143850**

Agreement Start Date:	<u>07/01/2018</u>	Total Agreement Amount:	<u>\$1,448,000.00</u>
Original Expiration Date:	<u>06/30/2019</u>	Original Agreement:	<u>\$448,000.00</u>
Current Expiration Date:	<u>06/30/2020</u>	Previous Amendment(s) Total:	<u>\$500,000.00</u>
Requested Expiration Date:	<u>06/30/2021</u>	This Amendment:	<u>\$500,000.00</u>

This amendment is by and between the State of Minnesota's **Departments of Commerce ("Commerce")** and Administration's - Real Estate & Construction Services, 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155-1402 ("Administration").

Recitals

- Commerce has an agreement with Administration identified as Interagency Agreement 143850 ("Original Agreement") to provide and implement sustainable building design guidelines and energy benchmarking legislation.
- This interagency agreement is being amended to extend the expiration date and add fiscal year 2021 funding.
- Commerce and Administration are willing to amend the Original Agreement as stated below.

Amendment(s)

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:

- Effective date:** 07/01/2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- Expiration date:** ~~06/30/2020~~ 06/30/2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 3. "**Consideration and Payment**" is amended as follows:

The total obligation will not exceed ~~Nine Hundred Forty Eight Thousand~~ One Million Four Hundred Forty Eight Thousand dollars (~~\$948,000.00~~ 1,448,000.00) for all compensation and reimbursements to Administration under this agreement. Any unspent funds from the previous fiscal year will be available the following fiscal year. This agreement will be amended each future fiscal year to provide terms for payment to cover costs incurred by Administration's Real Estate & Construction Services.

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STATE OF MINNESOTA

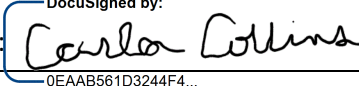
Amendment No. 2

IA Contract: 143850

Except as amended herein, the terms and conditions of the Original Agreement are incorporated by reference and remain in full force and effect.

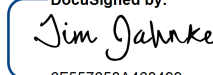
1. STATE ENCUMBRANCE VERIFICATION

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

DocuSigned by:
Signature: 
0EAAB561D3244F4...
Print Name: CARLA COLLINS
Title: Buyer
Date: 6/19/2020
IA / PO: 143850 / FY20 PO# 3-12308 / FY21 PO# 3-13515

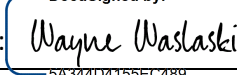
3. MN DEPARTMENT OF COMMERCE

(with delegated authority)

DocuSigned by:
Signature: 
6E557658A468499...
Print Name: Tim Jahnke
Title: Admin Services Director/CFO
Date: 6/22/2020

2. MN DEPT OF ADMINISTRATION - REAL ESTATE & CONSTRUCTION SERVICES

(with delegated authority)

DocuSigned by:
Signature: 
5A344D4155EC489...
Print Name: Wayne Waslaski
Title: Senior Director
Date: 6/19/2020

Distribution:

MN Department of Commerce, Accounting Dept.
MN Department of Administration – RECS
Commerce Authorized Representative (copy)

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the **Department of Corrections.**

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will maintain and execute modifications to the Enterprise Real Property Program processes, standards, and system (ARCHIBUS) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Corrections: David Wisnewski, Institutional Services Director, or his successor.

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Department of Corrections agrees to contribute to this effort as follows:

TOTAL COST = \$18,400.00

Upon Execution of this agreement please enter an appropriation transfer in SWIFT to accounting string: Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213

Alternatively, at the request of the contributing agency, the Department of Administration will invoice the requesting agency for payment of the amount to be contributed.

3. Term of Agreement:

This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2022.

4. 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.

Approved:

1. Department of Administration, Enterprise Real Property Program	2. Department of Corrections
<p>By: Jedd Prokash Title: ERP Program Director</p> <p>Sign: <i>Jedd Prokash</i></p> <p>Date: Signed: 05/04/2020</p>	<p>By: Michelle Smith Title: Deputy Commissioners</p> <p>Sign: <i>MS</i></p> <p>Date: 5/6/20</p>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the **Department of Corrections (DOC)**

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

DOC: Sarah Walker, Deputy Commissioner, 1450 Energy Park Drive, Ste 200, Saint Paul, MN 55108

3. Consideration and terms of Payment

In consideration for sustainability services provided, DOC agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009.
- Please submit the following amounts not later than July 22nd of each fiscal year:

FY 2020: **\$60,000** FY2021: **\$60,000** Total for the biennium: **\$120,000**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Corrections

By: <u>Erin Campbell</u>	By: <u>[Signature]</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Deputy Commissioner</u>
Date: <u>6-18-19</u>	Date: <u>June 18, 2019</u>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This agreement is between the MINNESOTA DEPARTMENT OF ADMINISTRATION and the MINNESOTA DEPARTMENT OF CORRECTIONS – MINNESOTA CORRECTIONAL FACILITY/ ST. CLOUD.

RECITALS

IN CONSIDERATION of the FF&E purchasing for Project P78SC0063 Intake and Loading Dock Phase 2 and other provisions in this Agreement, the parties to this Agreement agree as follows.

Agreement

1 Term of Agreement

- 1.1 *Effective date: July 1, 2018* or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date: December 31, 2020*, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

The Minnesota Department of Administration, Real Estate and Construction Services will:

- Designate a project manager to coordinate and approve the purchasing of FF&E
Gary Krocak
gary.krocak@state.mn.us
(651)201-2381
- Direct design consultant, if applicable, to assist Agency client in development of furniture, fixture and equipment (FF&E) plans for Project P78SC0063 Intake and Loading Dock Phase 2.
- Upon receipt of purchase request(s) with approval documentation, RECS purchasing will review and determine if purchase request(s) comply with requirements for use of bond proceeds and the authorizing appropriation
- Immediately notify the client agency if any planned or identified expenditures does not meet the state criteria for allowable expenditures for bond proceeds, the authorizing legislation or other applicable state law, rules, policies or procedures
- Encumber funds and issue payment for all approved invoices, subject to availability of funds for this purpose
- Determine if items are available on State Contract for purchasing.
- If not on State contract and item cost is within RECS purchasing authority, request client agency to provide additional quotes from vendors as required
- If cost is greater than purchasing authority, request agency or consultant to provide specifications and submit to the Materials Management Division to proceed with the acquisition utilizing an Open Market Requisition
- Provide client agency with a PDF copy of all purchase orders via e-mail.
- Upon receipt of invoice, provide client agency a PDF copy via e-mail and request a reply with approval for payment.
- Track all purchase orders and payments made with project funds administered by RECS

The Client Agency will;

- Designate an agency representative (Authorized Agency Representative) to oversee and manage FF&E plans related to Project
Kathy Ludwig
Kathy.ludwig@state.mn.us
(320)240-3072
- Provide RECS purchasing the name, e-mail and phone # of the person who will be receiving the goods
Kathy Ludwig
Kathy.ludwig@state.mn.us
(320)240-3072
- With assistance from Design Consultant, if applicable, develop a detailed FF&E plan to meet program requirements in accordance with requirements for use of bond proceeds, the authorizing appropriation and other applicable laws, rules, policies and procedures
- FF&E plan must be reviewed and approved by Client Agency Program Director, Authorized Agency Representative and Agency Head or designee
- Upon completed, submit approved FF&E plan to RECS Project Manager and RECS purchasing
- Variances with FF&E plan must be reviewed and approved by Client Agency Program Director, Project Manager and Agency Head or designee
- In accordance with approved FF&E plan, submit purchase requests to RECS purchasing with approval documentation
- Upon receipt of goods, provide RECS Accounting Officer a copy of the signed and dated receiving slip or other documentation of receipt.
- Review and approve all invoices for purchased FF&E via e-mail
- Maintain a fixed asset inventory of all purchased FF&E in accordance with state policies and procedures

3 Authorized Representatives

Minnesota Department of Administration's Authorized Representative is **Wayne J. Waslaski**, ADMIN, RECS, 309 Administration Building, 50 Sherburne Avenue, Saint Paul, Minnesota 55155 (651) 201-2548, or his successor.

Department of Corrections authorized representative is;

Kathy Ludwig
Minnesota Correctional Facility – St. Cloud
2305 Minnesota Boulevard
St. Cloud, MN 56304

4 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.

5 Liability

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

6 Termination

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

the other party.

1. MINNESOTA DEPARTMENT OF ADMINISTRATION

By: [Signature]
(With delegated authority)
Title: Senior Director
Date: 6/28/18

2. CLIENT AGENCY

By: [Signature]
(With delegated authority)
Title: Associate Warden
Date: 6/27/18

INTERAGENCY AGREEMENT BETWEEN DEED AND ADMIN FOR TRANSFER OF FUNDS RELATING TO THE MINNESOTA FILM AND TV BOARD

THIS INTERAGENCY FUNDS TRANSFER AGREEMENT ("Agreement") is between the Minnesota Department of Administration ("Admin") and the Minnesota Department of Employment and Economic Development ("DEED").

RECITALS

1. This Agreement sets forth the terms and conditions in which Admin will transfer funds to DEED that were appropriated to Admin for a transfer to the Minnesota Film and TV Board.
2. Laws of Minnesota 2019, 1st Spec. Sess., Chapter 7, Article 1, Section 2, Subdivision 2, paragraph (t), appropriates \$163,000 in each year of the 2020-2021 biennium to DEED for the Minnesota Film and TV Board.
3. Laws of Minnesota 2019, 1st Spec. Sess., Chapter 7, Article 1, Section 2, Subdivision 2, paragraph (v), appropriates \$500,000 in each year of the 2020-2021 biennium to the DEED for a grant to the Minnesota Film and TV Board for the film production jobs program under Minnesota Statutes, section 116U.26. The appropriation is available until June 30, 2023.
4. Laws of Minnesota 2019, 1st Spec. Sess. Chapter 10, Article 1, Section 11, Subdivision 4, paragraph (g), appropriates \$162,000 in each year of the 2020-2021 biennium to Admin for a transfer to the Minnesota Film and TV Board.
5. In order to most effectively administer the funds described in Recitals 2, 3, and 4, Admin and DEED have determined that a single agency should administer all three appropriations to the Minnesota Film and TV Board. In light of that determination, Admin will transfer the funds described in Recital 4 to DEED and DEED will provide the administration needed for the appropriations to the Minnesota Film and TV Board.

AGREEMENT

DEED and Admin agree as follows:

1. As soon as practicable after July 1 each year of the 20-2021 biennium, Admin will transfer \$162,000 to DEED for the purposes as described in Laws of Minnesota 2019, 1st Spec. Sess. Chapter 10, Article 1, Section 11, Subdivision 4, paragraph (g).
2. The Administrative and Financial Services Division of DEED will provide Admin with all necessary information in order to effectively process the transfer of funds. Admin shall transfer their appropriations into Fund: 1000 Appropriation: B221401 Financial Dept: B2210000 in both FY20 and FY21.
3. DEED will administer the funds consistent with all applicable statutes, laws, regulations, and policies including Office of Grants Management policies authorized under MN Stat. 16B.97.

4. Authorized Representative
5. Admin's Authorized Representative is Laurie Beyer-Kropuenske, General Counsel, Director of Community Services, 200 Admin Bldg, 50 Sherburne Avenue, St. Paul, MN 55155, 651-201-2501, or her successor.

DEED's Authorized Representative is Julie Freeman, Chief Financial Officer, 332 Minnesota Street, St. Paul MN 55101, 651/259-7085 or her successor.

6. 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.
- 7 Liability. Each party will be 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.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. DEED:

By: _____

Printed Name: Julie Freeman

Title: Chief Financial Officer

Date: _____

2. Admin:

By: _____

Name: Laurie Beyer-Kropuenske

Title: General Counsel, Director of Community Services

Date: _____

STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Departments of Administration (ADMIN) and the Department of
Employment and Economic Development (DEED)

Agreement

1 Term of Agreement

- 1.1 **Effective date:** July 1, 2019, 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, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

3 Consideration and Payment

In consideration for sustainability services provided, DEED agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009.
- Please submit the following amounts not later than July 22nd of each fiscal year:

FY 2020: \$28,100

FY 2021: \$28,100

Total for the biennium: \$56,200

The total obligation of DEED for all compensation and reimbursements to ADMIN under this agreement will not exceed \$56,200.

4 Conditions of Payment

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

5 Authorized Representative

DEED's Authorized Representative is Blake Chaffe, Deputy Commissioner, 332 Minnesota St., #E200, 1st National Bank Building, Saint Paul, MN 55101 (651) 259-7161, or his/her successor.

6 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.

7 Liability

Each party will be 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 ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: 6/27/19

SWIFT Contract: 160697, PO: 3000375421 PR: 48403

3. Department of Employment and Economic Development

By: Julie Freeman
(with delegated authority)

Title: CFO

Date: 7/15/19

2. Department of Administration

By: Erin Campbell
(With delegated authority)

Title: Assistant Commissioner

Date: 7.16.19

STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Departments of Employment and Economic Development and Department of Administration, Office of Collaboration and Dispute Resolution.

Agreement

1 Term of Agreement

- 1.1 *Effective date:* August 15, 2019 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* December 31, 2020 or until all obligations have been satisfactory fulfilled, whichever occurs first.

2 Scope of Work

- A. Work as an agent of Vocational Rehabilitation Services and State Services for the Blind (VRS/SSB) for the purposes of Federal Regulation Title 34, CFR 361.57 (d).
- B. Maintain experienced mediators.
- C. Develop a procedure for assigning mediators in accordance with CFR 361.57 (d)(2)(iii)
- D. Training:
 - a. All new mediators will receive basic training about the VRS/SSB mediation programs, including relevant law, agency policies and disability awareness. VRS and SSB will provide training for their respective program.
 - b. Train VRS/SSB staff about the basic concepts of mediation and process.
- E. Case Development:
 - a. Talk with both parties to explain mediation and determine issues.
 - b. Assign cases to qualified neutrals and provide necessary background information.
 - c. Debrief with mediators.
- F. Administer Program:
 - a. Maintain phone access during normal business hours.
 - b. Disseminate information materials to all parties prior to mediation using material prepared by VRS and/or SSB.
 - c. Schedule mediation and arrange meeting room location convenient to parties.
 - d. Pay mediators for time spent on mediations at hourly rate of \$100 per hour and expenses at the standard rate paid per State's Commissioner Plan.
- G. Evaluation
 - a. Collect and analyze past mediation evaluations from consumers, agency staff and mediators at hourly rate of \$75 per hour and expenses.
 - b. Complete an annual evaluation of the program by December 1st.

3 Consideration and Payment

Payment will be made accordingly:

Supplies/Printing/Communications:	\$ 3,000.00
Mediators Compensation	\$15,000.00
Mediators Travel Expenses	\$ 5,000.00
Total	\$23,000.00

The total obligation for all compensation and reimbursements to Office of Collaboration and Dispute Resolution under this agreement will not exceed \$23,000.00. VRS and SSB will pay their own mediations and any expenses necessary to conduct mediation or training.

4 Conditions of Payment

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the **Department of Employment & Economic Development**.

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will maintain and execute modifications to the Enterprise Real Property Program processes, standards, and system (ARCHIBUS) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Employment & Economic Development: Julie Freeman, Chief Financial Officer or her successor.

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Department of Employment & Economic Development agrees to contribute to this effort as follows:

TOTAL COST = \$1,150.00

Upon Execution of this agreement please enter an appropriation transfer in SWIFT to accounting string: Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213

Alternatively, at the request of the contributing agency, the Department of Administration will invoice the requesting agency for payment of the amount to be contributed.


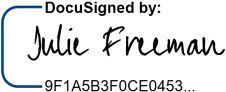
3. Term of Agreement:

This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2022.

4. 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.

**Approved:**

1. Department of Administration, Enterprise Real Property Program	2. Department of Employment & Economic Development
<p>By: </p> <p>Title: ERP Program Manager</p> <p>Date: 6/16/2020</p>	<p>By: </p> <p>Title: Chief Financial Officer</p> <p>Date: 6/16/2020</p>

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the **Minnesota Department of Human Services**.

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will maintain and execute modifications to the Enterprise Real Property Program processes, standards, and system (ARCHIBUS) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Human Services: Nancy Freeman, Institutional Services Director or her successor.

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Minnesota Department of Human Services agrees to contribute to this effort as follows:

TOTAL COST = \$20,700.00

Upon Execution of this agreement please enter an appropriation transfer in SWIFT to accounting string: Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213

Alternatively, at the request of the contributing agency, the Department of Administration will invoice the requesting agency for payment of the amount to be contributed.

3. Term of Agreement:

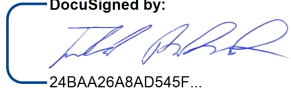
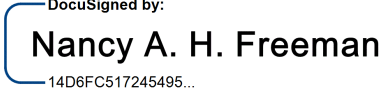
This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2022.

4. 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.



Approved:

1. Department of Administration, Enterprise Real Property Program	2. Minnesota Department of Human Services
<p>By: </p> <p>Title: ERP Program Manager</p> <p>Date: 6/22/2020</p>	<p>By: </p> <p>Title: DCT Facility Director</p> <p>Date: 6/22/2020</p>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the **Department of Human Services (DHS)**

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

DHS: Chuck Johnson, Deputy Commissioner, 540 Cedar St., Saint Paul, MN 55155 (651) 431-5672

3. Consideration and terms of Payment

In consideration for sustainability services provided, DHS agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: **\$60,000** FY 2021: **\$60,000** Total for the biennium: **\$120,000**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Human Services

By: <u>[Signature]</u>	By: <u>[Signature]</u>
Title: <u>Deputy Commissioner</u>	Title: <u>Assistant Commissioner</u>
Date: <u>7/1/19</u>	Date: <u>7.1.19</u>

should be swapped!

**STATE OF MINNESOTA
FF&E INTERAGENCY AGREEMENT**

This agreement is between the **MINNESOTA DEPARTMENT OF ADMINISTRATION** and the **DEPARTMENT OF HUMAN SERVICES – ST. PETER TREATMENT CENTER.**

RECITALS

IN CONSIDERATION of the FF&E purchasing for Project: **Forensics – St. Peter – Phase II** and other provisions in this Agreement, the parties to this Agreement agree as follows.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** *November 7, 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:** **December 1, 2020**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

The Minnesota Department of Administration, Real Estate and Construction Services will:

- Designate a project manager to coordinate and approve the purchasing of FF&E
 - **Gary A. Krocak/ gary.krocak@state.mn.us / 651-201-2381**
 - **Jeremy D. Bork/ Jeremy.bork@state.mn.us / 651-201-2394**
- Direct design consultant (BWBR), if applicable, to assist Agency client in development of furniture, fixture and equipment (FF&E) plans for Project
- Upon receipt of purchase request(s) with approval documentation, RECS purchasing will review and determine if purchase request(s) comply with requirements for use of bond proceeds and the authorizing appropriation
- Immediately notify the client agency if any planned or identified expenditures does not meet the state criteria for allowable expenditures for bond proceeds, the authorizing legislation or other applicable state law, rules, policies or procedures
- Encumber funds and issue payment for all approved invoices, subject to availability of funds for this purpose
- Determine if items are available on State Contract for purchasing.
- If not on State contract and item cost is within RECS purchasing authority, request client agency to provide additional quotes from vendors as required
- If cost is greater than purchasing authority, request agency or consultant to provide specifications and submit to the Materials Management Division to proceed with the acquisition utilizing an Open Market Requisition
- Provide client agency with a PDF copy of all purchase orders via e-mail.
- Upon receipt of invoice, provide client agency a PDF copy via e-mail and request a reply with approval for payment.
- Track all purchase orders and payments made with project funds administered by RECS

The Client Agency will:

- Designate an agency representative: **Kim Langer/ kim.langer@state.mn.us /507-985-2341 or Thomas Kolstad/ Thomas.r.kolstad@state.mn.us /507-985-2152** to oversee and manage FF&E plans related to Project: **Forensics – St. Peter – Phase II.**
- Provide RECS purchasing the name, e-mail and phone # of the person who will be receiving the goods: **Kim Langer/ kim.langer@state.mn.us / 507-985-2341.**
- With assistance from Design Consultant, if applicable, develop a detailed FF&E plan to meet program requirements in accordance with requirements for use of bond proceeds, the authorizing appropriation and other applicable laws, rules, policies and procedures
- FF&E plan must be reviewed and approved by Client Agency Program Director, Authorized Agency Representative and Agency Head or designee
- Upon completed, submit approved FF&E plan to RECS Project Manager and RECS purchasing
- Variances with FF&E plan must be reviewed and approved by Client Agency Program Director, Project Manager and Agency Head or designee
- In accordance with approved FF&E plan, submit purchase requests to RECS purchasing with approval documentation
- Upon receipt of goods, provide RECS Accounting Officer a copy of the signed and dated receiving slip or other documentation of receipt.
- Review and approve all invoices for purchased FF&E via e-mail
- Maintain a fixed asset inventory of all purchased FF&E in accordance with state policies and procedures

3 Authorized Representatives

Minnesota Department of Administration's Authorized Representative is **Wayne J. Waslaski**, ADMIN, RECS, 309 Administration Building, 50 Sherburne Avenue, Saint Paul, Minnesota 55155 (651) 201-2548, or his successor.

DHS – SPTC

Attn: Forensics – St. Peter – Phase II
100 Freeman Drive
St. Peter, MN 56082

4 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.

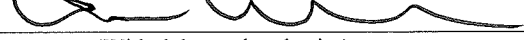
5 Liability

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

6 Termination

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

1. MINNESOTA DEPARTMENT OF ADMINISTRATION

By: 
 (With delegated authority)
 Title: Senior Director
 Date: 11/18/17

2. CLIENT AGENCY

By: Carl Olson
(With delegated authority)

Title: Executive Director

Date: 11-7-17

STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Departments of Administration and the Minnesota Department of Human Services.

Recitals

- A. 2018 Laws of Minnesota, Ch. 214, Article I, Section 18, Subdivision 9, as amended (“Authorizing Legislation”), appropriated \$15,073,000 of state general obligation bond proceeds to the Commissioner of Administration for a grant to Hennepin County to design, construct, furnish, and equip a 67,000 square foot regional, state-of-the-art medical examiner's facility.
- B. 2017 Laws of Minnesota, 1st Special Session, Ch. 8, Article I, Section 17, Subd. 5 appropriated \$2,680,000 of state general obligation bond proceeds to the Commissioner of Human Services for a grant to Hennepin County to design a state-of-the-art medical examiner's facility. .
- C. The Department of Human Services and Hennepin County have entered into a grant agreement for the 2017 appropriation.
- D. For continuity purposes, and in accordance with M.S. 471.59, the parties agree it is in the best interest to maintain the existing relationships already established with the 2017 appropriation.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** Upon the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2 **Expiration date:** May 31, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

In accordance with the Authorizing Legislation, the Department of Human Services will enter into a grant agreement with Hennepin County for the design, construction, furnishing, and equipping of a 67,000 sq.ft. regional, state-of-the-art medical examiner's facility. The facility shall: (1) provide forensic death investigation and autopsy services for Dakota, Hennepin, and Scott Counties with the flexibility to accommodate future partner counties and agencies; (2) serve as a teaching facility for the state, on the science of forensic pathology; and (3) be located in southern Hennepin County at a site that best supports access needs for the three founding counties and reasonable scene response times for the geographic service area.

3 Consideration and Payment

The total obligation will be fifteen million seventy three thousand dollars (\$15,073,000) for all compensation and reimbursements to the Department of Human Services under this agreement.

On or before fifteen business days from the effective date of this Agreement, the Department of Administration shall request Minnesota Management and Budget to complete an appropriation transfer in the amount of fifteen million seventy three thousand dollars (\$15,073,000) to the Department of Human Services.

4 Conditions of Payment

All procurement, design and construction under this agreement must be performed in accordance with

M.S. 16A.695, chapters 16B and 16C, and other applicable statutes.

5 Authorized Representative

The Department of Administration's Authorized Representative is Wayne Waslaski, Director, 50 Sherburne Ave, Rm 309, St. Paul, MN 55155 (651) 201-2548, or his/her successor.

The Department of Human Service's Authorized Representative is Alexandra Kotze, Chief Financial Officer, 540 Cedar St, St. Paul, MN 55101 (651) 431-2582, or her successor.

6 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.

7 Liability

Each party will be 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.

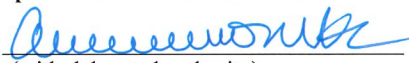
1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

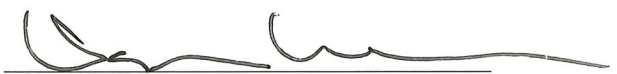
2. Department of Human Services

By: 
(with delegated authority)

Title: CFO

Date: 7-24-18

3. Department of Administration

By: 
(With delegated authority)

Title: Senior Director

Date: 7-30-18

EMSRB FMR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$88,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$44,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$44,000</u>

This amendment is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the **Emergency Medical Services Regulatory Board (Agency)**.

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$44,000 for FY20 ~~with the~~ and \$44,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed **\$88,000**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300 - 954 / 168 499 / 21 797

Date: 6/28/20

Emergency Medical Services Regulatory Board (Agency)

By: Tony Spector (with delegated authority)
Tony Spector

Title: Executive Director

Date: June 25, 2020

Department of Administration (Admin)

By: Lenora Madigan (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

EMSRB HL

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$76,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$38,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$38,000</u>

This amendment is between the Minnesota Department of Administration Human Resources (Admin) and the **Emergency Medical Services Regulatory Board** (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$38,000 for FY20 ~~with the~~ and \$38,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed **\$76,000**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300 - 953/168576/21639

Date: 6/28/20

Emergency Medical Services Regulatory Board (Agency)

By: Tony Spector (with delegated authority)
Tony Spector

Title: Executive Director

Date: June 25, 2020

Department of Administration (Admin)

By: Lenora Madigan (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

ASU FMR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$530,227</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$213,242</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s):	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$316,985</u>

This amendment is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the **Administrative Services Unit (Agency)**.

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$213,242 for FY20 ~~with the~~ and \$316,985 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed **\$530,227**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: [Signature]

Purchase Order: 300-862

Date: 6/28/20

Administrative Services Unit (Agency)

By: [Signature]

Sam Sands – ED Forum Director

(with delegated authority)

Title: Executive Director

Date: 6-24-2020

Department of Administration (Admin)

By: [Signature]

Lenora Madigan

(with delegated authority)

Title: Deputy Commissioner

Date: 6.30.20

No contract Attached - this was originally set up as a BBA (HUB set it up) - & to avoid violation, I also set it up as a BPA - emailed Tracy & Brian



DEPARTMENT OF ADMINISTRATION

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Admin's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Financial Management and Reporting per M.S.16B.371 (Admin) and the **Administrative Services Unit** per M.S.204.107 (Agency).

Agreement

1. Term of Agreement

- 1.1 **Effective date:** September 19, 2019 for assistance with purchasing and on-boarding immediately with full service beginning November 13, 2019.
- 1.2 **Expiration date:** June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide accounting transaction and other financial services to the Agency as described in Exhibits A, B and C, which are attached and incorporated into this agreement. Exhibit A describes the division of responsibilities between Admin and the Agency as it relates to this work. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibit A. The Agency retains ownership and responsibility for its spending decisions and for ongoing implementation of appropriate business processes, while Admin provides transaction and other financial services and serves in an advisory capacity.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 50 Sherburne Avenue, St Paul, MN 55155, or her successor.

The Agency's Authorized Representative is Thora Fisko, Executive Secretary, MN Board of Barbers Examiners, 2829 University Avenue SE, Suite 425, Minneapolis, MN 55414 or her successor.

In the event the Agency has a dispute involving services provided by Admin that cannot be resolved through normal interaction with Admin staff, the Agency, at its discretion, should contact Admin's Deputy Commissioner, Lenora Madigan, to seek resolution.

4. Consideration and Payment

The total cost for all services covered by this agreement is **\$213,242** for FY20. The FY21 amount will be determined in June 2020. Admin will invoice the Agency at the beginning of

each quarter, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

5. Amendments

Any amendment to this agreement, with the exception of, changes to the purchasing and payment signature authorities identified in Exhibit C's, 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. Changes to the signature authorities in Exhibit C's must be acknowledged with a revised Exhibit C signed by the Agency's Head or by other written communication (memo, email, etc.)

6. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

7. Liability

Each party will be 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 90 days' written notice to the other party.

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

Signed: 

Purchase Order: 3000000796

Date: 10/31/19

Administrative Services Unit (Agency)

By:  (with delegated authority)

Title: Executive Secretary

Date: 9-19-19

Department of Administration (Admin)

By:  (with delegated authority)

Title: Deputy Commissioner

Date: 9.19.19

ASU HR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$377,881</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$133,960</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$243,921</u>

This amendment is between the Minnesota Department of Administration Human Resources (Admin) and the Administrative Services Unit (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$133,960 for FY20 with the and \$243,921 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed \$377,881. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: [Signature]

Purchase Order: 300-8001

Date: 6/28/20

ASU - HR

Administrative Services Unit (Agency)

By: [Signature] (with delegated authority)
Sam Sands – ED Forum Director

Title: Executive Director

Date: 6-25-2020

No contract attached - This was originally set up as a BPA (HUB set it up) - to avoid violation, I also set it up as a BPA - emailed Tracey & Bruce

Department of Administration (Admin)

By: [Signature] (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



**DEPARTMENT OF
ADMINISTRATION**
HUMAN RESOURCES

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

The Department of Administration's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Human Resources (M.S.16B.372) (Admin) and **Administrative Services Unit** (M.S.204.107) (Agency).

Agreement

1. Term of Agreement

1.1 **Effective date:** September 19, 2019 for assistance with filling of ASU lead position and on-boarding, with full service with beginning, January 2, 2020.

1.2 **Expiration date:** June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide human resource services to the Agency as described in Exhibits A and B which are attached and incorporated into this agreement. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibits A and B.

The Agency retains decision-making authority and responsibility for its human resource decisions for ongoing implementation of appropriate business processes, while Admin provides transaction and other human resources services in an advisory capacity. The parties understand and agree that Admin is not and not intended to be, the employer or joint employer of the Agency's applicants, employees or former employees by reason of the work performed or services provided under the Agreement. The Agency is responsible for following all applicable employment laws, collective bargaining agreements and compensation plan requirements, state policies and procedures.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, Admin Building, 50 Sherburne Ave., St. Paul, MN, 55155 or her successor.

The Agency's Authorized Representative is Thora Fisko, Executive Secretary, MN Board of Barbers Examiners, 2829 University Ave. SE, Suite 425, Minneapolis, MN 55414 or her successor.

4. Consideration and Payment

The total cost for all services covered by this agreement is \$133,960 for FY20. That amount is for work to begin on January 2, 2020. If work begins earlier, amount will be adjusted and agreement will be amended for FY20. The FY21 amount will be determined in June 2020. Admin will invoice the Agency at the beginning of each quarter, in equal amounts, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this Agreement.

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. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

7. Liability

Each party will be 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 90 days' written notice to the other party.

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: 

Date: 10/3/19

PO 3000000799

2. Administrative Services Unit (Agency)

By:  (with delegated authority)

Title: Executive Secretary

Date: 9-19-19

3. Department of Administration (Admin)

By:  (with delegated authority)

Title: Deputy Commissioner

Date: 9.19.19

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the **Minnesota Department of Natural Resources (DNR)**.

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will maintain and execute modifications to the Enterprise Real Property Program processes, standards, and system (ARCHIBUS) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Natural Resources: Dan Parent, Buildings & Sustainability Program Manager, or his successor, (651) 259-5647.

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Minnesota Department of Natural Resources agrees to contribute to this effort as follows:

TOTAL COST = \$28,750.00

Upon Execution of this agreement please enter an appropriation transfer in SWIFT to accounting string: Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213

Alternatively, at the request of the contributing agency, the Department of Administration will invoice the requesting agency for payment of the amount to be contributed.

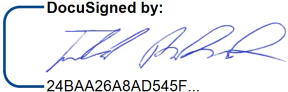

3. Term of Agreement:

This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2022.

4. 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.

**Approved:**

1. Department of Administration, Enterprise Real Property Program	2. Department of Natural Resources
<p>By: </p> <p>Title: ERP Program Manager</p> <p>Date: 6/15/2020</p>	<p>By: </p> <p>Title: Bureau Administrator</p> <p>Date: 6/15/2020</p>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the Department of Natural Resources (DNR).

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

DNR: Barb Naramore, Deputy Commissioner, 500 Lafayette Rd. N, Saint Paul, MN 55155 (651) 259-5033

3. Consideration and terms of Payment

In consideration for sustainability services provided, DNR agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: **\$52,400** FY 2021: **\$52,400** Total for the biennium: **\$104,800**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Natural Resources

By: <u>Erin Campbell</u>	By: <u>Barb Naramore</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Deputy Commissioner</u>
Date: <u>6.24.19</u>	Date: <u>6/24/19</u>

Contract #159900 KM 6/21/19 (transfer of funds)

**STATE OF MINNESOTA
MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding is between the Department of Education (MDE), Department of Natural Resources (DNR) and the Department of Administration (Admin).

1. **Whereas** Per M.S. 127A.353, the School Trust Lands Director (hereafter Director) is appointed by the Governor for a term to expire on December 31, 2020. The position serves in the unclassified service and may employ up to five employees in the unclassified service, within the limitations of the appropriated funding. The Governor may remove the Director for cause. To facilitate the daily responsibilities of the position, the Director's office will be located at the DNR headquarters.
2. **Whereas** Creation of the Director position in M.S. 127A.353 is intended to provide more transparency on management of school trust lands, to provide more visibility regarding the purpose of those lands, and to generate more revenue from these lands for the School Trust Fund.
3. **Whereas** DNR hired a School Trust Lands Administrator to oversee internal DNR school trust responsibilities. In August 2013, DNR and Admin entered into an agreement for DNR to perform the responsibilities of the Director and ensure that the intent of M.S. 127A.351 and 127A.353 were met in the absence of an appropriation.
4. **Whereas** Funding was appropriated to the Commissioner of Administration for the Director for the Fiscal Years 2016 and 2017.
5. **Whereas** The Governor appointed a Director on September 8, 2015. Support of this position will require the cooperation of the three named agencies due to the structure of the authorizing statute, appropriation, and practical working needs of the office.
6. **Whereas** M.S. 127A.353 requires the commissioner [MDE] to provide the Director with human resources, payroll, accounting, procurement, and other similar administrative services. (Delivery of these services is outlined in Sections 10-12 of this agreement.).
7. **Term of the Agreement.** This agreement is valid through December 31, 2020, or earlier if funding is not appropriated.
8. **Scope of Work.** Through this agreement, the commissioners of education, natural resources and administration intend to provide the Director the space and the administrative support functions envisioned by law, and in consultation with the Governor's Office, managerial oversight, in an efficient and cost effective manner that meets the goals of transparency, visibility and revenue growth for the School Trust Fund.
9. **Annual Work Plan.** Prior to the start of each fiscal year, the three commissioners and a representative of the Governor's Office will meet with the Director to develop and approve an annual work plan. The work plan will include priorities for funding and any necessary legislative

initiatives intended to support additional long-term revenue generation from school trust lands. The Director will convene additional meetings as needed.

10. Duties – Department of Natural Resources. DNR agrees to:

- a. Provide satisfactory office space and administrative services outlined in M.S. 127A.353, Subd. 1 to the Director and his or her staff (if any);
- b. A collaborative working relationship with the Director and his or her staff (if any) including access to the information and resources necessary to perform the duties outlined in M.S. 127A.353.
- c. Invoice Admin for supplies and expenses including space as well as administrative services outlined in M.S. 127A.353. Administrative support costs shall be billed at an equivalent rate to the department's shared services costs.

11. Agreement – Department of Education. MDE agrees to:

- a. Provide the necessary data and working relationships to ensure that the Director and staff (if any) have the understanding of education needs in relation to the trust lands.

12. Agreement – Department of Administration. Admin agrees to:

- a. Based on the confirmation of the Director regarding provision of appropriate space and support services, Admin will pay quarterly invoices provided by DNR up to the amount appropriated by the legislature for:
 - i. Reimbursement of costs associated with direct costs including office space, supplies, fleet, and other direct costs as well as administrative services outlined in M.S. 127A.353 Subd. 1.
 - ii. Projects and initiatives recommended by the Director and approved by the three commissioners and the Governor's Office intended to improve long-term revenue generation of school trust lands.
- b. Provide funding information to DNR and the Director in order for payroll costs to be charged to the School Trust Lands appropriations.
- c. Provide alternate office accommodation should the Director, with the Governor's approval, determine that such a move better ensures the independence and functionality of the position.

Department of Administration

Department of Education

Department of Natural Resources


Matthew Massman
Commissioner


Brenda Cassellius
Commissioner


Tom Langwehr
Commissioner

Date: 09/21/15

Date: 09/21/15

Date: 9/21/15

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the Department of Education (MDE).

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., St. Paul, MN 55155, (651) 201-2561

MDE: Tammy Funk, Human Resources Director, 1500 Highway 36 West, Roseville, MN 55113, (651) 582-8502

3. Consideration and terms of Payment

In consideration for sustainability services provided, MDE agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: \$7,700 FY2021: \$7,700 Total for the biennium: \$15,400

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Education

By: <u>Erin Campbell</u>	By: <u>Nichelle Stevens</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Chief of Staff</u>
Date: <u>6.26.19</u>	Date: <u>6/26/19</u>

TF

MDE State Encumbrance Verification:

By: Jennifer A. Flecker

Date: 6/25/19

SWIFT Contract #160344 tied
to PO #3000020740 (FY20)

Interagency Agreement, MDE FY20 SharePoint ID #43

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the **Department of Human Rights (MDHR)**.

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

MDHR: Irina Vaynerman, Deputy Commissioner, 625 Robert Street N, Saint Paul, MN 55155, (651) 539-1087

3. Consideration and terms of Payment

In consideration for sustainability services provided, MDHR agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: **\$800** FY2021: **\$800** Total for the biennium: **\$1,600**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Human Rights

By: <u>Erin Campbell</u>	By: <u>Irina Vaynerman</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Deputy Commissioner</u>
Date: <u>6.24.19</u>	Date: <u>6/14/2019</u>

MDHR FMR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$ 100,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$ 50,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$ 50,000</u>

This amendment is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the **MN Department of Human Rights** (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$50,000 for FY20 ~~with the~~ and \$50,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed \$**100,000**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300 -1582/168372/21777

Date: 6/28/20

MN Department of Human Rights (Agency)

By:  (with delegated authority)
Rebecca Lucero

Title: Executive Director

Date: 6/30/2020

Department of Administration (Admin)

By:  (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



STATE OF MINNESOTA INTERAGENCY AGREEMENT

Admin's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the Department of Human Rights (Agency).

Agreement

1. Term of Agreement

1.1 *Effective date:* July 1, 2019.

1.2 *Expiration date:* June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide accounting transaction and other financial services to the Agency as described in Exhibits A, B and C, which are attached and incorporated into this agreement. Exhibit A describes the division of responsibilities between Admin and the Agency as it relates to this work. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibit A. The Agency retains ownership and responsibility for its spending decisions and for ongoing implementation of appropriate business processes, while Admin provides transaction and other financial services and serves in an advisory capacity.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 50 Sherburne Avenue, St Paul, MN 55155, or her successor.

The Agency's Authorized Representative is Rebecca Lucero, Commissioner, 540 Fairview Avenue N, Suite 2001, St. Paul MN 55104 or her successor.

In the event the Agency has a dispute involving services provided by Admin that cannot be resolved through normal interaction with Admin staff, the Agency, at its discretion, should contact Admin's Deputy Commissioner, Lenora Madigan, to seek resolution.

4. Consideration and Payment

The total cost for all services covered by this agreement is \$50,000 for FY20 with the FY21 amount to be determined in June 2020. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve

invoices and make timely payment to Admin for the services outlined in this agreement.

5. Amendments

Any amendment to this agreement, with the exception of changes to the purchasing and payment signature authorities identified in Exhibit C, 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. Changes to the signature authorities in Exhibit C must be acknowledged with a revised Exhibit C signed by the Agency's Authorized Representative or by other written communication (memo, email, etc.)

6. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.


7. Liability

Each party will be 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 90 days' written notice to the other party.

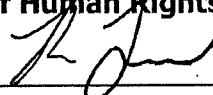
STATE ENCUMBRANCE VERIFICATION *Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: 

Purchase Order: 2177 / 168372 / 300-1506

Date: 10/23/19


Department of Human Rights (Agency)

By:  (with delegated authority)

Title: Commissioner

Date: 10/14/19

Department of Administration (Admin)

By:  (with delegated authority)

Title: Deputy Commissioner

Date: 10.31. 19

**EXHIBIT A to Interagency Agreement between the
Department of Administration Financial Management and Reporting (Admin) and
Department of Human Rights (Agency)**

The Agency (in addition to the roles and responsibilities described in Exhibit B of this agreement) is responsible for the following:

1. Access to Information
 - Ensure separation of duties or maintain compensating internal controls.
2. Budget
 - Provide financial information to support development of the Agency's biennial budget for entry into the Budget Planning and Analysis System (BPAS) or other more current system.
 - Provide biennial budget narrative information and post to SharePoint website or other more current system.
 - Analyze and provide any research necessary to respond to fiscal note requests, and provide completed fiscal note responses to Admin for entry into the Fiscal Note Tracking system (FNTS) or other more current system.
 - Determine annual budget plan once appropriated by the Legislature.
 - Manage budgets, with assistance from Admin, to ensure that funds are allocated appropriately and not overspent.
 - Determine budget plans for grant awards or other funding sources that may arise.
3. Daily Processes
 - Provide Admin with all necessary documentation for any financial transaction to enable Admin to code transactions properly in the state's accounting and/or payroll/human resources systems to the correct accounting period and the correct expense or revenue account.
 - Ensure that all receipts \$1,000 or more are deposited daily. Receipts under \$1,000 must be deposited within the month received and must be adequately safeguarded in a locked area until deposit. Agency will provide deposit information by 1 p.m. on the business day of deposit to facilitate transaction entry in the state's accounting/procurement system.
 - In accordance with State policies and procedures, record receipts received each day in a receipts log, establish appropriate separation of duties with respect to handling of receipts, and monthly reconcile receipts information in the state's accounting/procurement system to the Agency's receipts log.
 - Date-stamp all invoices and expense reports with the date received, and forward payment documents to Admin in a timely manner to enable compliance with statutory and policy prompt payment requirements.
 - Submit approved Authorization for Travel in Electronic Inter Office Requisition (EIOR) or more current system prior to any out-of-state travel to certify that sufficient budget funds are available and the anticipated expenses are consistent with state travel policy and applicable bargaining agreements or compensation plans.
 - Submit approved Special Expense forms in EIOR or more current system prior to incurring any expenses classified in applicable policies as "special expenses" to certify that the expenses meet the policy criteria.
 - Submit completed employee or board/council/commission member travel expense reports supported by appropriate receipts, Authorization for Travel, Special Expense forms, and/or any other required documentation.

- Maintain records of all capital assets and sensitive items in accordance with State policies and procedures, and work with Admin's Surplus Services division to dispose of surplus property.
 - Report to Admin any errors/discrepancies discovered relating to services performed by Admin under this agreement.
 - Monitor any changes of board/council/commission/advisory committee members or their places of employment and determine each board/council/commission/advisory committee member's eligibility for per diems and expenses. Submit to Admin only eligible per diems and expenses.
4. Procurement and Contracts
- Request appropriate assistance from Admin's Office of State Procurement (OSP) and the Attorney General's Office (AG) on the development and approval of any professional/technical contracts, grant contracts, interagency agreements, annual plans, and other similar agreements.
 - Attend training offered by OSP, as needed, on the topics of state procurement and contracting.
 - Provide copies of any 16A.15-16C.05 or Purchasing Violation forms to Admin as required by statewide purchasing and contracting policies, when applicable.
5. Reports
- Review and verify payroll reports and report any discrepancies to Admin. As part of this process, the Agency will document its review of the Payroll Posting Audit Trail as required by Admin's Verification of Payroll Posting Audit Trail Procedure.
 - Periodically review fiscal reports including the Manager's Financial Report, expenditure, encumbrance, receipts reports, and salary projection reports to ensure the integrity of the Agency's fiscal data.
6. SWIFT
- SWIFT work processes may require various Agency employees to have system access for work processes including but not limited to electronic requisitions and approvals, asset management, contract solicitations and creation, and inquiries for access to information.
7. Other
- Follow statewide and Admin financial policies and procedures. The Agency can implement more restrictive policies and procedures.
 - Follow Code of Conduct and Internal Control policies and procedures.
 - Ensure that any business cell phone use complies with applicable state, Admin, and/or Agency policies and procedures. The Agency must retain an Acknowledgement of Receipt/Mobile Device Services and Equipment form completed by each employee to whom a cell phone is assigned.
 - Assist Admin with information needed to complete fiscal year-end certifications.

Admin (in addition to the roles and responsibilities described in Exhibit B of this agreement) is responsible for:

1. Access to information
- Maintain to the best of Admin's ability staff assignments and security access into the state's accounting/procurement, payroll/human resource, and budget systems to prevent

access to functions that are considered incompatible for the maintenance of strong internal financial controls.

- Ensure separation of duties or maintain compensating internal controls.

2. Budget

- Enter biennial budget financial data into BPAS or more current system.
- Enter completed fiscal notes into the FNTS or other more current system, and provide guidance and consultation on fiscal note development and processes.
- Enter annual and revised budget data into the state's accounting/procurement system.

3. Daily Processes

- Expedite the payment process by increasing an encumbrance for an invoice approved for payment by the Agency without requiring a signature, email or other approval to process the increase *if the encumbrance balance is not sufficient to cover the payment*. The encumbrance will be increased enough to allow the payment to be processed. If an encumbrance is short by more than \$2,500, Admin will contact the Agency for approval before the increase is processed.
- Process payments in accordance with the prompt pay statutory requirement.
- Enter/process expense reports in the state's payroll system and retain original expense reports and supporting documents for audit purposes.
- Research any errors/discrepancies reported by the Agency and correct as needed.
- Assist with timely deposit of receipts, if needed, and enter deposit information into the proper account(s) in the state's accounting/procurement system.
- Maintain accurate capital asset records in SWIFT based on asset information provided by the Agency and purchasing activity conducted under this agreement.

4. Procurement and Contracts

- Enter purchase orders, professional/technical contracts, grant contracts, interagency agreements, annual plans, and other similar agreements into the state's accounting/procurement system, in order to encumber funds.
- Provide copies of any 16A.15-16C.05 or Purchasing Violation forms to OSP as required by statewide purchasing and contracting policies.

5. Reports

- Supply additional financial reports as needed.
- Advise and consult regarding financial reports available to the Agency.

6. SWIFT

- Assist the Agency with ongoing improvements/enhancements to the SWIFT system. This includes but is not limited to coordinating the completion of assignments and assisting the Agency regarding new policies and procedures implemented with SWIFT.

7. Other

- Provide assistance as needed to support the Agency's responsibility to manage and monitor its budgets, and discuss any questions or concerns with the Agency.
- Provide financial policies and procedures for use by the Agency.
- Complete and submit fiscal year-end certifications to MN Management and Budget.

**EXHIBIT B to Interagency Agreement between the
Department of Administration Financial Management and Reporting (Admin) and
Department of Human Rights (Agency)**

This agreement is between the following agencies:

Department of Administration Financial Management and Reporting (Admin)

Department of Human Rights (Agency)

Admin agrees to process the following transactions for the Agency:

Payments will be processed in accordance with prompt payment statutory requirements (i.e. within 30 days of the later of the receipt of an invoice or receipt of goods or services).

Purchase orders requiring no bid process will be created within 4 days of receipt of a properly completed/approved EIOR Purchase Request in FMR. The time required to create orders requiring bid processes is highly variable, thereby precluding one standard target period for order creation.

The following additional terms apply to this agreement and are categorized by the basic steps in the purchasing and payment process:

Purchase Request

An EIOR (or other more current system) purchase request must be completed by the Agency and submitted to Admin for all purchases. The agency is responsible for providing complete and correct specifications and related information on any purchase request forms submitted to Admin. Timely processing of orders is dependent on a correct and complete purchase request. The Agency must allow sufficient lead time when submitting a purchase request to allow for the normal purchasing process and shipment of goods or services.

As an addendum to this Interagency Agreement, the Agency will provide the names of its employees authorized to approve purchases. An updated Exhibit C or other written communication (memo, email, etc.) is required each time the list changes. An updated Exhibit C may be executed without formal amendment of the Interagency Agreement.

Purchase Order

Purchase orders that Admin creates will comply with Authority for Local Purchase (ALP) requirements and other applicable statutory and policy requirements.

Admin will advise the Agency regarding purchasing requirements (i.e. when a state contract purchase is required) as needed.

Admin will transmit purchase orders under this agreement to the Agency. The Agency will

transmit purchase orders to vendors as appropriate. The Agency will not initiate orders by phone calls to vendors or other means prior to the creation of a purchase order or other appropriate encumbering transaction in the state's accounting/procurement system by Admin unless necessary due to an emergency as defined by statute.

M.S. 16C.10 defines an emergency as a threat to public health, welfare, or safety that threatens the functioning of government, the protection of property, or the health or safety of people. The normal solicitation process is not required for emergency purchases, but the Agency must contact Admin as early as possible so that Admin can inform OSP in writing and enlist their assistance as is appropriate. If time permits, this contact should occur before making an emergency purchase, but if time does not permit, the Agency is expected to act promptly to address the emergency.

The Agency is responsible for distribution of pertinent documents to its property management coordinator or other personnel.

Contract

The Agency must not direct a contractor to begin work until Admin has encumbered funds and the contract or agreement has been executed. Prior to encumbering an Annual Plan Agreement, the Agency will provide a copy of its approved Annual Plan to Admin. The Agency will provide Admin with a fully signed copy of each contract that is executed.

Receipt of Goods or Services

Goods ordered will be shipped directly to the Agency unless the purchase request indicates otherwise.

The Agency must document the date goods or services are received. Packing slips, receiving reports, work orders or other documentation indicating receipt of goods/services must be sent to Admin to support invoices to be paid.

The Agency is responsible for notifying its property management coordinator of receipt of goods when necessary.

Invoices

Vendors will be instructed to send invoices directly to the Agency unless otherwise agreed or transmitted through the state's accounting/procurement system. After date-stamping invoices upon receipt and applying payment approval as discussed in the next section of this agreement, the Agency will promptly forward invoices to Admin to enable payment within the statutory time period established for prompt payment or any more restrictive payment terms agreed to.

Payment Authorization

The Agency must provide authorization to pay each invoice, which may be indicated on the invoice itself. Invoices for services received under a contractual agreement (i.e., professional technical, grant, and other similar contracts) must be authorized for payment by the person designated in the contract as the state's authorized representative. If the contract does not specify a state's authorized representative, an Agency staff person with delegated authority to

approve invoices will sign the invoice to approve payment.

Payment Processing

Admin will process payments in accordance with the prompt pay requirements established by M.S. 16A.124 Subd 3. Prepayments are not allowed unless permitted by state policy. The Agency and Admin are responsible for meeting the state's prompt payment goal that 98% of invoices are paid within 30 days.

Filing of Documents

All documents must be retained in accordance with applicable records retention policies.

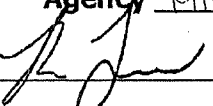
Admin will retain the original purchase request, copy of the purchase order, the original packing slip or other similar documentation, and the original invoice unless otherwise agreed.

SWIFT Implementation

As SWIFT is improved and enhanced, business processes may change. As system expertise increases and future phases are implemented, policy and process changes may continue. Examples include electronic purchase requests, asset management, approvals, signatures, sourcing, and contracts.

SWIFT implementation may affect whether documents are retained in paper or electronic form.

**EXHIBIT C to Interagency Agreement between the
Department of Administration Financial Management and Reporting (Admin) and
Department of Human Rights (Agency)**

Date October 14, 2019 Agency UN Department of Human Rights
Agency Head Signature 

Policy and Recommendations Regarding Separation of Duties

In accordance with state accounting policy, agencies shall separate the financial duties of their employees to provide appropriate control in the processing of transactions. In those instances where separation is not feasible, e.g., a small agency or board with limited employees, compensating controls such as independent review must be established.

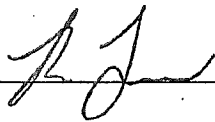
The Agency should separate duties among employees to ensure that no one person has control over the entire order and payment approval process. For optimum internal control:

- The person(s) authorized to approve purchase requests should not also be authorized to approve payments and vice versa.
- If two persons are authorized to approve both purchases and payments, neither person should perform both functions for any one purchase/payment transaction. For any one purchase/payment, one person should approve the purchase, and the other should approve the payment.
- In the event that one person approves purchase requests and payments for the same purchase/payment transaction(s), the Agency must document and implement compensating controls such as independent review of detailed expenditure reports.
- If at any time the Agency cannot maintain optimum separation of duties, the Agency should document the circumstances preventing optimum separation, and identify the compensating controls that will be implemented.

Signatures of Staff Authorized to Approve Purchase Requests

PRIMARY:

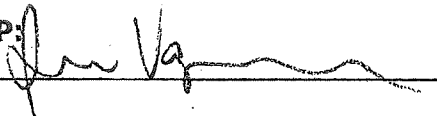
Name



Specific conditions on approval authority

BACKUP:

Name

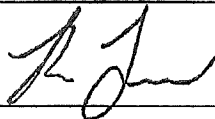


Specific conditions on approval authority

Signatures of Staff Authorized to Approve Payments

PRIMARY:

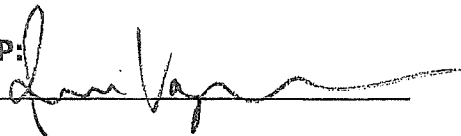
Name



Specific conditions on approval authority

BACKUP:

Name



Specific conditions on approval authority

MDHR HR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$ 114,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$ 57,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$ 57,000</u>

This amendment is between the Minnesota Department of Administration Human Resources (Admin) and the MN Department of Human Rights (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SMART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$57,000 for FY20 with the and \$57,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed \$114,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300 - 1581/168569/21778

Date: 6/28/20

MN Department of Human Rights (Agency)

By:  (with delegated authority)
Rebecca Lucero

Title: Executive Director

Date: 6/30/2020

Department of Administration (Admin)

By:  (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



**DEPARTMENT OF
ADMINISTRATION**
HUMAN RESOURCES

21778
168569
300-1509

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

The Department of Administration's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Human Resources (Admin) and Minnesota Department of Human Rights (Agency).

Agreement

1. Term of Agreement

1.1 *Effective date:* July 1, 2019.

1.2 *Expiration date:* June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide human resource services to the Agency as described in Exhibits A and B which are attached and incorporated into this agreement. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibits A and B.

Minnesota Department of Human Rights retains decision-making authority and responsibility for its human resource decisions for ongoing implementation of appropriate business processes, while Admin provides transaction and other human resources services in an advisory capacity. The parties understand and agree that Admin is not and not intended to be, the employer or joint employer of Minnesota Department of Human Rights applicants, employees or former employees by reason of the work performed or services provided under the Agreement. Minnesota Department of Human Rights is responsible for following all applicable employment laws, collective bargaining agreements and compensation plan requirements, state policies and procedures.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 3rd floor, Centennial Building, 658 Cedar Street, St. Paul, MN, or her successor.

The Agency's Authorized Representative is Rebecca Lucero, Commissioner, 540 Fairview Ave N, Suite 201, St. Paul, or her successor.

4. Consideration and Payment

The total cost for all services covered by this agreement is \$57,000 for FY20 with the FY21 amount to be determined in June 2020. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this Agreement.

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. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

7. Liability

Each party will be 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 90 days' written notice to the other party.

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Jane Hefner

21778
#168569
300-1509

Date: _____

10/28/19

2. Minnesota Department of Human Rights (Agency)

Signed: _____

Rebecca Lucero
Rebecca Lucero, Commissioner

Date: _____

10/14/19

3. Department of Administration (Admin)

Signed: _____

Lenora Madigan
Lenora Madigan, Deputy
Commissioner

Date: _____

10.31.19

**EXHIBIT A to Interagency Agreement between the Department of Administration Human Resources (Admin)
and Minnesota Department of Human Rights (Agency)**

Admin will provide the Agency the following human resource services that will help the Agency operate effectively:

Ad Hoc Reporting

- Upon request, provide ad hoc reports on employee costs; leave use; hires; separations; and other employment information contained in the state's information warehouse.

Affirmative Action Plan and Reports

- Draft Affirmative Action Plan; submit biennially to MMB for review and approval; and monitor efforts and progress.
- Complete the Monitoring the Hiring Process Quarterly Reports for the Agency.

Classification and Compensation

- Review position descriptions, determine appropriate classification, bargaining unit designation, and Fair Labor Standards Act (FLSA) status, document audit decisions, and explain the rationale for classification decisions.
- Advise on, and approve or deny compensation requests outside of Agency delegation of authority.
- The Agency must provide documentation of requests to convert unclassified position to the classified service at least one month in advance of the end of the unclassified position.

Timely review of classification and compensation requests depends on Admin receiving complete and accurate information from supervisors and managers. Admin is not responsible for processing information if it has not received a written request.

Admin has received delegated authority from Minnesota Management and Budget (MMB) to make classification and compensation decisions. Admin must abide by accepted practices and rules governing classification and compensation in order to retain this delegation. MMB periodically audits Admin's work to determine compliance with rules and laws.

Contract Administration

- Advise managers and supervisors on the application of labor contracts and plan language.
- Advise managers and supervisors on the practical application of employment laws such as FMLA, FLSA, ADA, USERRA, and all discrimination laws.

File Maintenance and Storage

- Maintain and securely store the personnel files and I-9 documents of the Agency employees, if agency requests.
- Maintain and store audit (job classification decisions) documentation and requisition (vacancy filling) files.
- Inform the Agency on the types of personnel information that should be securely maintained at Agency worksite.

General Benefits Administration

- Convey benefit updates and information from (MMB to Agency Representative for distribution to employees of the Agency).
- Benefits questions and issues will be handled directly by the State Employee Group Insurance Program (SEGIP) at MMB.

Labor Relations, Investigations and Employment Law

- Advise or respond to grievances for the Agency as appropriate.
- Advise management regarding relationship with union, including meet and confer sessions, union leave.
- Review and provide advice and guidance in responding to requests for ADA accommodation.
- Complete ADA reports for the Agency.
- Convey new laws, state rules, and issues from (MMB to Agency Representative for distribution to employees of the Agency).
- Advise supervisors and managers on other employment law issues such as discrimination, sexual harassment, etc.
- Assist in reviewing unemployment claims and at the agency's request represent management in unemployment hearings.
- When Human Resources becomes aware of a complaint, the Labor Relations Manager will review the complaint, will forward the complaint to the appropriate person at the Minnesota Department of Human Rights, will advise on potential liability issues and best practices for handling.

Under the law, employers have an obligation to conduct a prompt and thorough investigation of all discrimination or harassment complaints. Due to the increased demands on Labor Relations, we do not always have the resources to adequately fulfill that responsibility internally. While we are able to perform complaint intake and case management, we want the Agency to be prepared to retain an outside investigator should the need arise. HR SmART is able to coordinate with the Agency in contracting an outside investigator. The Agency is responsible for paying all costs associated with independent investigations.

Leave Coordination

- Process and coordinate FMLA requests.
- Guide Agency in other leave types that the State of Minnesota provides.
- Manage the transaction processes involving such leaves.
- Provide guidance to the Agency's payroll representative regarding the correct way the data needs to be entered into the timesheet system.

New Employee Orientation

- Conduct new employee orientation for all new employees to the Agency.

Payroll

- Process bi-weekly payroll within established timelines, answer questions, resolve payroll issues, and review payroll records on a regular basis following all applicable federal laws and state guidelines and processes.

Performance Management

- Coach management on performance management.
- Assist the agency in initial screening of allegations relating to employee misconduct, performance or attendance problems; and conduct; coordinate the conducting of investigations.

- Advise managers and supervisors on managing performance, attendance, conduct issues, and assist with implementing corrective action, including withholding of performance increases, issuing disciplinary action and letters of expectations.

Recruitment and Selection

- Assist managers in hiring so that the agency follows state bargaining unit contracts and plans, employment laws, and state laws governing state positions.
- Advise on minimum and preferred qualifications and recruitment options.
- Post vacancies in accordance with HR/LR Policies.
- Review position applications to determine which applicants meet the minimum qualifications and refer successful candidates to the hiring supervisor.
- Respond to appeals of applicant qualification determinations under Minn. R. 3900.4700.
- Assist managers and supervisors in developing interview questions and other selection criteria and exercises and with first round of interviews, when requested.
- Document hires for affirmative action purposes.
- Compose offer and employment confirmation letters.
- Examine I-9 documentation, after hire, for legal hiring.
- Notify all applicants of position hiring decisions.

Safety & Workers' Compensation

- File yearly OSHA lost-time reports.
- Assist with first reports of injury filings.

Admin has a Safety Administrator on staff. If the Agency needs guidance or assistance with safety issues, upon availability, the Safety Administrator can be hired as a consultant on a case-by-case basis.

Training

- Train managers and supervisors on human resources practices, employment law, bargaining unit contract language, compensation, and other topics directly related to human resources.
- Conduct training and/or track completion on topics mandated by law or policy – code of conduct, sexual harassment prevention, right-to-know, etc., based on availability.

Transactions

- Complete accurate and timely SEMA4 changes related to changes in employee information, hire, funding, promotion, separation dates, increase dates, department ID, medical leaves of absence, performance reviews, etc.
- Serve as the Security Administrator for processing any access to the State HR systems that an agency employee might need and review that access on an annual basis per state guidelines.

Timely transactions depend on Admin receiving timely information from supervisors and managers about employee status. Admin is not responsible for processing information if it has not received a written request.

**EXHIBIT B to Interagency Agreement between the Department of Administration Human Resources (Admin)
and Minnesota Department of Human Rights (Agency)**

SERVICE LEVEL AGREEMENT

Admin SmART Human Resources Responsibilities

Admin (SmART program) will provide the following level of service:

- Vacancies will be posted within three business days of receipt of a completed request to fill (if the position does not need to be allocated or the allocation changed).
- Managers and supervisors will receive a list of qualified candidates within five business days of the closing of a posting.
- Positions requiring initial allocation will be allocated within two weeks of the receipt of a complete position description, organizational chart, and request memo.
- Positions requiring reallocation will be audited within six weeks of the receipt of a complete position description, organizational chart, and request memo.
- Investigations will be conducted promptly. Timing depends on the exact circumstances and availability of union representatives.
- Transactions turned in by Thursday of the non-payroll week will take effect that payroll period.
- Employees hired during the last two days of the pay period will not be paid for those days until the next pay period.

Admin SmART will do our best to adhere to the timelines listed above based on staffing levels and volume of work.

Agency Responsibilities

Management of the Agency is responsible for the actions of the organization's employees, including unethical, violent, or harassing behavior and failure to follow state policies and procedures.

Like all other agencies, the Agency is also responsible for completing the following human resource actions:

Affirmative Action Plan

- Work jointly with the SmART Human Resources Team in the creation of biennial Affirmative Action Plan.
- Adhere to the plan and make it a living document.

Classification

- All positions have position descriptions that are updated at least every three years.
- Position descriptions must be consistent with the employees' actual job duties, include a listing of essential functions under the ADA, and clearly indicate the employee's level of decision-making authority.
- Send completed and signed position descriptions electronically to the HR office for entry in the HR system and filing in the employee personnel file.

Employee Evaluation

- New employees must receive copies of their position descriptions and onboarding to their work and their work unit.
- All new employees must receive mid-probationary and probationary reviews.

- All employees must be given feedback on their performance at least once a year with a written formal evaluation placed in their personnel file.
- Performance expectations are made clear for all employees.
- Send completed and signed employee evaluations electronically to the HR office for entry in the HR system and filing in the employee personnel file.
- Employees whose performance, attendance, or behavior is problematic will be discussed with the Admin Human Resources staff appropriate to the situation.

File Maintenance and Storage

- Maintain supervisory files in accordance with all applicable state laws and guidelines.

Hiring

- Employees may not be hired before the Admin human resource office affirms that all parts of the process are complete.

Labor Relations

- The Agency is responsible for paying all costs associated with an independent investigation.
- Timely notice will be given to the Admin HR office for Labor Relations issues.

Policies and Procedures

- Appoint an Ethics Officer and communicate that designation to employees.
- (Ensure) Formal delegations of duties are on file.
- (Ensure) Operating practices are consistent with state policies.
- Appropriate action is taken for violations of policy.
- Respond to data practices requests.

Training

- Employees receive appropriate training related to their position.
- All classified managers and supervisors attend required training(s) through Enterprise Training and Development (ETD).
- Payment of all costs associated with training provided by ETD, MN-IT or other agencies external to the State.

Worker's Compensation

- Submit the First Report of Injury within three business days of the incident/injury.

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the **Department of Administration, Enterprise Real Property Program (ERPP)** and the **Minnesota Department of Veterans Affairs.**

1. **Services to be Performed:**

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will maintain and execute modifications to the Enterprise Real Property Program processes, standards, and system (ARCHIBUS) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided by ERPP to the Minnesota Department of Veterans Affairs through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Veterans Affairs: Mike Jandro, Agency Facilities Manager or his successor, 20 West 12th Street, St. Paul, MN 55155, 612-548-5958.

2. **Consideration and Terms of Payment:**

In consideration for enterprise real property system services provided, the Minnesota Department of Veterans Affairs agrees to contribute to this effort as follows:

A lump sum amount of \$5,700.00. Payment will be made to ERPP through SWIFT accounting string: Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213
Alternatively, at the request of the contributing agency, the Department of Administration will invoice the requesting agency for payment of the amount to be contributed.

The total obligation of the Minnesota Department of Veterans Affairs for all compensation and reimbursements to ERPP under this agreement will not exceed \$5,750.00.

3. **Term of Agreement:**

Effective date: April 9, 2020 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

Expiration date: June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

4. **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.

Approved:

1. State Encumbrance Verification

Individual certifies that finds have been encumbered as required by Minn. Stat §16A.51 and 16C.05

Signed:  Stephanie Wortham

Date: 5/5/2020

K-176356 PO 3-43010

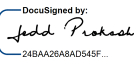
2. Minnesota Department of Veterans Affairs

By: 

Title: Commissioner-MDVA

Date: 5/5/2020

3. Department of Administration, Enterprise Real Property Program

By: 

Title: ERP Program Director

Date: 5/6/2020

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the **Minnesota Department of Veterans Affairs (MDVA)**.

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561.

MDVA: Mike McElhiney, Chief of Staff, or his successor, 20 West 12th St., Saint Paul, MN 55155 (651) 757-1530.

3. Consideration and terms of Payment

In consideration for sustainability services provided, MDVA agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: **\$25,200** FY 2021: \$25,200 Total for the biennium: \$50,400

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Veterans Affairs

By: <u>Erin Campbell</u>	By: <u>[Signature]</u>
Title: <u>Assistant Commissioner</u>	Title: <u>CHIEF OF STAFF</u>
Date: <u>6-24-19</u>	Date: <u>6-20-19</u>

MDVA Encumbrance Verification:

Signed: [Signature]

Interagency Agreement

Date: 6/19/19 K-159712

STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the **Minnesota Departments of Administration** ("Admin") and the **Minnesota Department of Veterans Affairs** ("MDVA").

Recitals

- A. Minnesota Laws 2016, Chapter 189, Article 13, Section 64 authorized the Commissioner of Administration to place a memorial on the State Capitol grounds to honor Minnesotans awarded the Medal of Honor.
- B. Minnesota Laws 2017, Chapter 91, Article 4, Section 2, Subd. 6(p), provides as follows:
"\$250,000 the first year is to complete design and construction of a memorial in the Capitol area to honor all Minnesota Medal of Honor recipients. This appropriation is not available until the commissioner determines that at least \$250,000 is committed to the project from nonstate sources, and there are sufficient resources to complete the project, as required in Minnesota Statutes, section 16A.502, and Laws 2016, chapter 189, article 13, section 64."
- C. Pursuant to M.S. 168.1255, Subd. 6, the Commissioner of the Minnesota Department of Veterans Affairs agrees to commit **\$50,000** of non-state sourced funds to the Minnesota Medal of Honor Committee to be used towards the Medal of Honor Memorial.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** **January 1, 2018**, or upon the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2 **Expiration date:** **December 31, 2020**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

2.1 The MDVA will transfer \$50,000 of non-state sourced funds to Admin for the sole benefit of the Minnesota Medal of Honor Committee towards the commitment of funds necessary for the Medal of Honor Memorial project. This transfer requires Minnesota Management and Budget's approval in SWIFT.

2.2 Upon receipt of \$250,000 by Admin for the sole benefit of the Minnesota Medal of Honor Committee to complete the Medal of Honor project, Admin will determine that sufficient funds have been committed to the project to proceed with (1) accessing the additional \$250,000 of monies specified in Minnesota Laws 2017, Chapter 91, Article 4, Section 2, Subd. 6(p), and (2) complete design and construction of the Medal of Honor Memorial.

2.3 If, at the Expiration Date identified in Clause 1.2 of this Agreement or upon termination of this agreement under Clause 7, Admin has not yet determined that sufficient funds have been committed to the Medal of Honor project, Admin will transfer \$50,000 committed by the MDVA in Clause 2.1 back to the MDVA for uses consistent with M.S. 168.1255, Subd. 6.

3 Consideration and Payment

The total obligation of MDVA will be Fifty Thousand and No/100 dollars (\$50,000) under this Agreement.

4 Conditions of Payment

All work under this agreement must be performed in accordance with applicable statutes and laws.

5 Authorized Representative

Admin's Authorized Representative is Wayne Waslaski, Director, 50 Sherburne Ave, Rm 309, St. Paul, MN 55155 (651) 201-2548, or his/her successor.

MDVA's Authorized Representative is Mike McElhiney, Chief of Staff, Minnesota Department of Veteran's Affairs, 100 Veterans Service Building, 20 West 12th Street, Saint Paul, MN 55155, or his/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

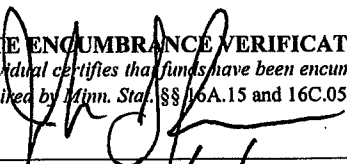
Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____


1/9/18

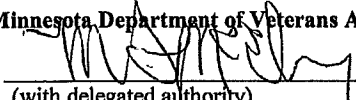
2. Minnesota Department of Veterans Affairs

By: _____

(with delegated authority)

Title: _____

Date: _____


CHIEF OF STAFF
1/9/18


3. Department of Administration

By: _____

(With delegated authority)

Title: _____

Date: _____


Senior Director
1/10/18

STATE OF MINNESOTA
INTERAGENCY AGREEMENT

This agreement is between the Minnesota Departments of Administration (“Admin”) and the Minnesota Department of Veterans Affairs (“MDVA”).

Recitals

- A. Minnesota Laws 2019, 1st Special Session, Chapter 10, Article 6, Section 7, amending the Minnesota Laws 2016, Chapter 189, Article 13, Section 64, provides as follows (in this amendment, changes to pre-existing language use strike through for deletions and underlining for insertions):
- Subd. 1. Medal of Honor Memorial on the State Capitol grounds. Subject to approval by the Capitol Area Architectural and Planning Board, the commissioner of administration shall place a memorial on the State Capitol grounds to honor Minnesotans awarded the Medal of Honor.
- Subd. 2. Gifts and grants. The commissioner of veterans affairs may solicit gifts, grants, or donations of any kind from any private or public source to carry out the purposes of this section. A Medal of Honor Memorial account is created in the special revenue fund. The account consists of money transferred by law to the account and any other money donated, gifted, granted, allotted, or otherwise provided to the account. All gifts, grants, or donations received by the commissioner shall be deposited in a Medal of Honor Memorial account in the special revenue fund. Money in the account is annually appropriated to the commissioner of administration for predesign, design, construction, and ongoing maintenance of the memorial.
- ~~Subd. 3. Restrictions. Money deposited in the Medal of Honor Memorial account is not available until the commissioner of management and budget has determined an amount sufficient to complete predesign of the memorial has been committed to the project from nonstate sources. The commissioner of administration shall not begin construction on this project until money in the account is sufficient to pay for all costs related to construction and ongoing maintenance of the memorial.~~
- B. Pursuant to M.S. 168.1255, Subd. 6, the Commissioner of the Minnesota Department of Veterans Affairs agrees to commit \$69,110.47 of non-state sourced funds to the Minnesota Medal of Honor Committee to be used towards the Medal of Honor Memorial.

Agreement

- 1 **Term of Agreement**
- 1.1 **Effective date:** **August 26, 2019**, or upon the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2 **Expiration date:** **August 25, 2021**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 2 **Scope of Work**
- 2.1 The MDVA will transfer \$69,110.47 of non-state sourced funds to Admin for the sole benefit of the Minnesota Medal of Honor Committee towards the commitment of funds necessary for the Medal of Honor Memorial project. This transfer requires Minnesota Management and Budget’s approval in SWIFT.

2.2 Upon receipt of these funds, Admin will determine that sufficient funds have been committed to the project to proceed with design and construction of the Medal of Honor Memorial.

2.3 If, at the Expiration Date identified in Clause 1.2 of this Agreement or upon termination of this agreement under Clause 7, Admin has not yet determined that sufficient funds have been committed to the Medal of Honor project, Admin will transfer \$69,110.47 committed by the MDVA in Clause 2.1 back to the MDVA for uses consistent with M.S. 168.1255, Subd. 6.

3 Consideration and Payment

The total obligation of MDVA will be Sixty-nine thousand one hundred ten dollars and 47/100 cents (\$69,110.47) under this Agreement.

4 Conditions of Payment

All work under this agreement must be performed in accordance with applicable statutes and laws.

5 Authorized Representative

Admin's Authorized Representative is Wayne Waslaski, Director, 50 Sherburne Ave, Rm 309, St. Paul, MN 55155 (651) 201-2548, or his/her successor.

MDVA's Authorized Representative is Mike McElhiney, Chief of Staff, Minnesota Department of Veteran's Affairs, 100 Veterans Service Building, 20 West 12th Street, Saint Paul, MN 55155, or his/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

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: 8/20/19 K-165021

2. Minnesota Department of Veterans Affairs

By: _____

(with delegated authority)

Chief of Staff, MDVA

Title: _____

Date: 8-20-19

3. Department of Administration

By: _____

(With delegated authority)

Title: Senior Director

Date: 8/30/19

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 4.045, 16A.055, and 471.59, this is an agreement between **Minnesota Management & Budget (MMB)** and the Department of Administration (ADM).

1. Services to be Performed:

Minnesota Management and Budget will provide staffing and support for the Children's Cabinet (Minnesota Statutes, section 4.045), including the coordination of interagency efforts seeking to ensure that all Minnesota children are healthy, safe, and prepared to achieve their full potential.

Authorized Agents:

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

MMB: Erin Bailey, Assistant Commissioner – Children's Cabinet, or his/her successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, Erin.Bailey@state.mn.us, 651-201-8044.

ADM: Lenora Madigan, Deputy, or his/her successor designated by the Commissioner, 50 Sherburne Avenue #200, St. Paul, MN, 55155 lenora.madigan@state.mn.us, 651-201-2563.

1. Consideration and Terms of Payment:

In consideration for services provided, the Requesting Agency agrees to contribute to this effort as follows:

TOTAL COST: \$5,000

You will receive an annual invoice from MMB in July 2019. This invoice should be paid within 30 days of receipt.

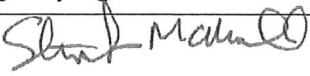

2. Term of Agreement:

This agreement is effective July 1, 2019, and shall remain in effect until June 30, 2020.

3. 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.

Approved:

1. Agency Signature	2. Minnesota Management & Budget
By: 	By: 
Title: CFO	Title: Asst Commissioner
Date: 6/16/19	Date: 06/27/19

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and Minnesota Management and Budget (MMB)

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

MMB: Eric Hallstrom, Deputy Commissioner, 658 Cedar St., Saint Paul, MN 55155 (651) 259-3601

3. Consideration and terms of Payment

In consideration for sustainability services provided, MMB agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: \$4,900 FY 2021: \$4,900 Total for the biennium: \$9,800

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Minnesota Management and Budget

By: <u>Erin M Campbell</u>	By: <u>Eric Hallstrom</u>
Title: <u>Assistant Commissioner</u>	Title: <u>DCO</u>
Date: <u>7.9.19</u>	Date: <u>7.8.19</u>



DEPARTMENT OF ADMINISTRATION

HUMAN RESOURCES

STATE OF MINNESOTA SHARED SERVICES AGREEMENT

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

Agreement

1. Term of Agreement

- 1.1 **Effective date:** November 1, 2018, or the date the state obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. This agreement supersedes the previous agreement that went into effective in May, 2016.
- 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 enables 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 its costs. The employees in this shared human resources office will be employees of the Department of Administration.

3. Goals of this Agreement

- 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 to meet business needs.
- Maintain an electronic record of the vacancy filling process
- Meet quarterly to discuss goals and performance
- Meet these performance measures:

ACTIVITY	TURNAROUND TIME*
AUDITS	
Establish	Within 1 – 2 weeks of receipt

ACTIVITY	TURNAROUND TIME*
Reallocation	Within 4 – 6 weeks of receipt
CLASSIFICATION & COMPENSATION REQUESTS	
Review of classification and compensation requests. The HR office is not responsible for processing information if it has not received a written request.	Within 5 days of receipt of complete and accurate information packet from supervisors and managers
VACANCY FILLING	
Send Supervisors Welcome/Checklist; phone contact	Within 2 days of receipt
Post Internal vacancy for bidding per contract requirements	Within 3 days of receipt
Review bids, determine eligibility, respond to bidders and inform supervisor of eligible bidders	Within 2 days of closing
Identify minimum and preferred quals	Within 2 days of receipt or closing date for bids
Announce on Careers website	Within 3 days of closing date of internal posting OR within 3 days of receipt (can be posted simultaneously with internal posting)
Review résumés to determine if minimum quals are met/other obligations (AA, WC; Vets, etc); send roster to hiring supervisor	Within 5 days of closing date on posting
Notify candidates who did not meet min quals	Within 1 week of the date the roster was issued to supervisor
Notify candidates who are no longer being considered	Within 1 week of date of interviews
Notify staff to send offer letter	Within 2 days of offer/receipt of offer notification
Send offer letter	Within 2 days of receipt

4. Consideration and Payment

In consideration for the scope of work identified in section 2 of this agreement, MMB and Admin agree to share the costs of the operation of the human resources office as identified on Attachment 1 to this agreement.

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. This may include the use of time tracking to ensure the funding splits are properly allocated.

5. Conditions of Payment

This agreement must be performed to the mutual satisfaction of both parties. Issues related to this agreement should be resolved by the authorized representatives. The human resources director, the agency chief financial officers, or the 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

Admin's authorized representative is Lenora Madigan, Deputy Commissioner, Department of Administration, 50 Sherburne, 200 Admin Building, St. Paul, MN 55155, 651-201-2563, or her successor.

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.

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 human resources director will report to Admin's authorized representative. The human resources director will meet biweekly with MMB's authorized representative to manage the delivery of human resources services to MMB. The human resources director and staff must serve the best interest 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 human resources 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.

The human resources director or their designee will provide MMB with an opportunity to give input and make recommendations on human resources staff performance reviews. Each authorized representative agrees to promptly share with each other any complaints made against human resources staff. If warranted, complaints will be investigated promptly. Admin, in consultation with the human resources director will provide notice to MMB's authorized representative of discipline of human resources 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 must comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

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 the 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, the legal counsel for MMB will notify legal counsel for Admin to request that Admin's employee be placed on a litigation hold.

1. Minnesota Management and Budget

By: 

Title: Deputy Commissioner

Date: 12/17/2018

2. Department of Administration

By: 

Title: Deputy Commissioner

Date: 12.18.18



MAD Project Number: 2019-188
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Agency: Department of Administration, State Historic Preservation Office
MAD Contact: Lisa Anderson

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: \$80,080.00	Amount of Contract First FY: \$8,260.00	
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: 5/13/19 End Date: 3/31/20

Contract: 157900/5/15/19/48
Number/Date/Entry Initials

Order: 300-8506/5/15/19/Jam Hoffer
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 Administration, State Historic Preservation Office (Requesting Agency) and Minnesota Management and Budget, Management Analysis and Development (Division).

Minnesota Management and Budget, 658 Cedar Street, Centennial Office Building, Room 300, 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 it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal, which is incorporated and made part of this agreement.

2. Contacts:

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

Management Analysis and Development: Lisa Anderson Requesting Agency: Amy Spong

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 572 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$80,080.00.

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. 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 Requesting Agency's Authorized Representative.

5. Effective Dates:

This agreement is effective May 13, 2019, 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 March 31, 2020, 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 Representatives:

The Requesting Agency's authorized representatives for the purposes of this agreement are Amy Spong. 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.

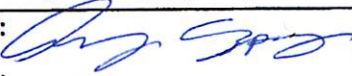

10. State Audit:

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:  Amy Spong Title: SHPO Director Date: 5/16/19	By:  Brenda E. Rappa Title: Business Manager Date: May 9, 2019

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 43A.09 and 471.59, this is an agreement between **Minnesota Management and Budget** and Department of Administration.

1. Services to be Performed:

The statewide recruiting unit will provide expertise and guidance to cabinet-level agencies in the filling of higher-level positions within the executive branch.

Authorized Agents:

The following persons will be the primary contacts and authorized agents for all matters concerning this agreement. MMB: Dennis Munkwitz, Chief Financial Officer, or his successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, (651) 201-8004. For ADM: Lenora Madigan, Deputy Commissioner, or her successor, 50 Sherburne Ave. Room 200, St. Paul, MN 55155.

2. Consideration and Terms of Payment:

In consideration for the services provided, the Requesting Agency agrees to contribute to this effort as follows:

TOTAL COST for FY 20 = \$9,219

You will receive an invoice from MMB for this amount in July 2019. This invoice shall be paid within 30 days of receipt.



3. Term of Agreement:

This agreement is effective July 1, 2019, and shall remain in effect until June 30, 2020.

4. 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.

Approved:

1. Agency Signature	2. Minnesota Management & Budget
By: 	By: 
Title: CFO	Title: CFO
Date: 7/19/19	Date: 6-26-19

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 43A.21 and 471.59, this is an agreement between **Minnesota Management and Budget** and Department of Administration.

1. Services to be Performed:

MMB will design and implement training and development programs for executive branch employees to promote individual, group, and agency efficiency and effectiveness. The programs will include but are not limited to mandatory training and development requirements.

Authorized Agents:

The following persons will be the primary contacts and authorized agents for all matters concerning this agreement. MMB: Dennis Munkwitz, Chief Financial Officer, or his successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, (651) 201-8004. For ADM: Lenora Madigan, Deputy Commissioner, or her successor, 50 Sherburne Ave. Room 200, St. Paul, MN 55155.

2. Consideration and Terms of Payment:

In consideration for the services provided, the Requesting Agency agrees to contribute to this effort as follows:

TOTAL COST for FY 20 = \$17,185

You will receive a quarterly invoice from MMB for 25% of this amount, beginning August 2019. Each quarterly invoice shall be paid within 30 days of receipt.

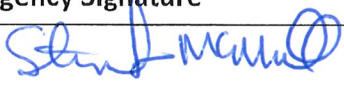
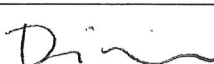
3. Term of Agreement:

This agreement is effective July 1, 2019, and shall remain in effect until June 30, 2020.

4. 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.

Approved:

1. Agency Signature	2. Minnesota Management & Budget
By: 	By: 
Title: CFO	Title: CFO
Date: 7/19/19	Date: 6-26-19

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16A.055, 43A.01, 43A.04 and 471.59, this is an agreement between **Minnesota Management and Budget** and Department of Administration.

1. Services to be Performed:

The chief inclusion officer will lead the development and implementation of proactive diversity, equity, and inclusion programs which will support the State's diversity and inclusion strategic plan. The chief inclusion officer will also provide strategic guidance and direction across the enterprise and support the Governor's Diversity, Inclusion, and Equity Council.

Authorized Agents:

The following persons will be the primary contacts and authorized agents for all matters concerning this agreement. MMB: Dennis Munkwitz, Chief Financial Officer, or his successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, (651) 201-8004. For ADM: Lenora Madigan, Deputy Commissioner, or her successor, 50 Sherburne Ave. Room 200, St. Paul, MN 55155.

2. Consideration and Terms of Payment:

In consideration for the services provided, the Requesting Agency agrees to contribute to this effort as follows:

TOTAL COST for FY 20 = \$5,298

You will receive an invoice from MMB for this amount in July 2019. This invoice shall be paid within 30 days of receipt.

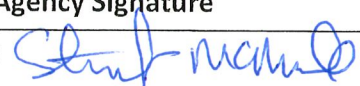

3. Term of Agreement:

This agreement is effective July 1, 2019, and shall remain in effect until June 30, 2020.

4. 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.

Approved:

1. Agency Signature	2. Minnesota Management & Budget
By: 	By: 
Title: CFO	Title: CFO
Date: 7/19/19	Date: 6-26-19

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 1 to ePRO

This is an amendment to the existing State of Minnesota Interagency Agreement between the **Office of MN.IT Services (MN.IT)** and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as ePRO, ("Original Agreement") to modernize the State's eProcurement functionality.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike-through~~ for deletions and underlining for insertions.

Amendment 1

Revision 1: Consideration and Payment


The AGENCY agrees to contribute ~~\$250,000.00~~ \$205,000.00 to the Information and Telecommunications Account (ITA) for this project.

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

Signatures:

1. Minnesota Department of Administration

(With delegated authority)

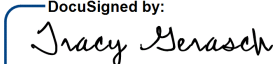
By: 
A5ECEB24C17A43E...

Title: CFO

Date: 7/29/2019

2. Office of MN.IT Services

(With delegated authority)

By: 
58BF08075AF6441...

Title: Procurement Director

Date: 7/29/2019

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This Interagency Agreement is between the Office of MN.IT Services ("MNIT") and the Minnesota Department of Administration ("AGENCY").

Recitals

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

1 Term of Agreement

1.1 Effective date: July 1, 2019, or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes § 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MNIT Enterprise Project Management Office approval of the Project Summary.

1.2 Expiration date: June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

This project is Phase I of a larger effort to modernize the State's eProcurement functionality. This project will focus on implementation of eCatalogues which will provide an environment where end-users can shop and order from existing state contracts in a web-based electronic environment that is fully integrated with the State's accounting system.

3 Consideration and Payment

The AGENCY agrees to contribute \$250,000.00 to the Information and Telecommunications Account ("ITA") for this project.

4 Conditions of Payment

4.1 MNIT Financial Management shall provide the AGENCY Chief Financial Officer with the Statewide Integrated Financial Tools ("SWIFT") system appropriation transfer instructions. As required by Minn. Stat. § 16E.0466, the AGENCY shall submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

4.2 MNIT shall serve as the fiscal manager for this agreement. Funds will be deposited in the ITA 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 MNIT Enterprise Project Management Office 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 Authorized Representatives

The AGENCY'S Authorized Representative is Stewart McMullan, Chief Financial Officer, by phone at 651-201-2536, or by email at Stewart.mcmullan@state.mn.us, or their successor.

MNIT's Authorized Representative is Tu Tong, Chief Financial Officer, by phone at 651-556-8028, or by email at tu.tong@state.mn.us, or their 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

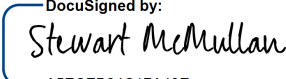
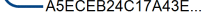
Each party is responsible for its own acts and behavior and the results thereof.

8 Termination

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

Signatures:**1. Minnesota Department of Administration**

(With delegated authority)

By: 
Title: 
CFO

Date: 6/25/2019

2. Office of MN.IT Services

(With delegated authority)

By: 
Title: 
Procurement Director

Date: 6/25/2019

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 1 to MMB Critical Enterprise Systems

This is an amendment to the existing State of Minnesota Interagency Agreement between the **Office of MN.IT Services (MN.IT)** and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as MMB Critical Enterprise Systems, ("Original Agreement") to advance the support of MMB's critical enterprise systems with resources to implement software updates that increase the level of security needed for the highly sensitive data that these enterprise systems contain.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

Amendment 1

Revision 1: Consideration and Payment

The AGENCY agrees to contribute ~~\$100,000.00~~ **\$87,000.00** to the Information and Telecommunications Account (ITA) for this project.

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

Signatures:

1. Minnesota Department of Administration
(With delegated authority)

By: 
A5ECEB24C17A43E...
Title: CFO

Date: 7/29/2019

2. Office of MN.IT Services
(With delegated authority)

By: 
58BF08075AF6441...
Title: Procurement Director

Date: 7/29/2019

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This Interagency Agreement is between the Office of MN.IT Services ("MNIT") and the Minnesota Department of Administration ("AGENCY").

Recitals

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

1 Term of Agreement

1.1 Effective date: July 1, 2019, or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes § 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MNIT Enterprise Project Management Office approval of the Project Summary.

1.2 Expiration date: June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

This request allows the AGENCY, Minnesota Management and Budget (MMB), and MNIT to advance the support of MMB's critical enterprise systems with resources to implement software updates that increase the level of security needed for the highly sensitive data that these enterprise systems contain. Hardware costs are included to partially address end-of-life and disaster recovery equipment needed to achieve a more timely recovery of our systems in the event of a disruption in service. This project is being funded by multiple agencies, the AGENCY contribution is contained in this agreement.

3 Consideration and Payment

The AGENCY agrees to contribute \$100,000.00 to the Information and Telecommunications Account (ITA) for this project.

4 Conditions of Payment

4.1 MNIT Financial Management shall provide the AGENCY Chief Financial Officer with the Statewide Integrated Financial Tools ("SWIFT") system appropriation transfer instructions. As required by Minn. Stat. § 16E.0466, the AGENCY shall submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

4.2 MNIT shall serve as the fiscal manager for this agreement. Funds will be deposited in the ITA 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 MNIT Enterprise Project Management Office 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 Authorized Representatives

The AGENCY'S Authorized Representative is Stewart McMullan, Chief Financial Officer, by phone at 651-201-2536, or by email at Stewart.mcmullan@state.mn.us, or their successor.

MNIT's Authorized Representative is Tu Tong, Chief Financial Officer, by phone at 651-556-8028, or by email at tu.tong@state.mn.us, or their 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.

Signatures:

1. Department of Administration

(With delegated authority)

By: 
A5ECEB24C17A43E...
Title: CFO

Date: 6/28/2019

2. Office of MN.IT Services

(With delegated authority)

By: 
58BF08075AF6441...
Title: Procurement Director

Date: 6/28/2019

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This Interagency Agreement is between the Office of MN.IT Services ("MNIT") and the Minnesota Department of Administration ("AGENCY").

Recitals

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

1 Term of Agreement

1.1 Effective date: July 1, 2019, or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes § 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MNIT Enterprise Project Management Office approval of the Project Summary.

1.2 Expiration date: June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

This project will be a continuation of the current State Historic Preservation Office (SHPO) Portal Application Phase 1, currently under development. Phase 1 is limited to modernization of application and data management used within the SHPO current business processes. Phase 1.2 will include further business analysis, definition, and implementation of necessary process improvements, to ensure the business processes and associated portal application and data model can be extended to external users in a way that doesn't jeopardize data integrity and security. Phase 1.2 will also allow general public access to limited National Register property information.

3 Consideration and Payment

The AGENCY agrees to contribute \$195,000.00 to the Information and Telecommunications Account (ITA) for this project.

4 Conditions of Payment

4.1 MNIT Financial Management shall provide the AGENCY Chief Financial Officer with the Statewide Integrated Financial Tools ("SWIFT") system appropriation transfer instructions. As required by Minn. Stat. § 16E.0466, the AGENCY shall submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

4.2 MNIT shall serve as the fiscal manager for this agreement. Funds will be deposited in the ITA 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 MNIT Enterprise Project Management Office 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 Authorized Representatives

The AGENCY'S Authorized Representative is Stewart McMullan, Chief Financial Officer, by phone at 651-201-2536, or by email Stewart.mcmullan@state.mn.us, or their successor.

MNIT's Authorized Representative is Tu Tong, Chief Financial Officer, by phone at 651-556-8028, or by email at tu.tong@state.mn.us, or their 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.

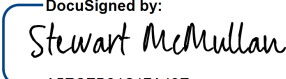
8 Termination

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

Signatures:

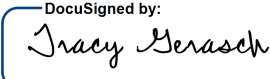
1. Minnesota Department of Administration

(With delegated authority)

By: 
Title: A5ECEB24C17A43E...
CFO
Date: 6/25/2019

2. Office of MN.IT Services

(With delegated authority)

By: 
Title: 58BF08075AF6441...
Procurement Director
Date: 6/25/2019

Central Office – 658 Cedar St, St. Paul, MN 55155

State of Minnesota - Interagency Agreement

Federal Project Number:

Project Identification:

Date:

SHPO Cultural Resources Web Portal

December 6, 2018

This agreement is between **MNIT Services (MNIT)**, **Minnesota Geospatial Information Office (MnGeo)** and the Minnesota Department of Administration – State Historic Preservation Office (SHPO).

Agreement

1. Terms of agreement; Incorporation of Exhibits

- a. Effective Date: This agreement will be effective on the date signed by all necessary state officials, as required by Minnesota Statutes § 16C.05, subdivision 2.
- b. Expiration date: This agreement will expire on **September 30, 2019**, or when all obligations have been fulfilled, whichever occurs first.
- c. Exhibits: Exhibits A and B are attached and incorporated into this Agreement.

2. Scope of work

- a. Project Statement: This effort will provide professional services to SHPO for its data processes to create a cultural resources web portal.
- b. MnGeo will perform the duties and provide the deliverables as identified in Exhibit A.

3. Consideration and payment

- a. MnGeo will be paid on a Unit Rate basis according to the costs contained in Exhibit B.
- b. The total obligation of SHPO for all compensations and reimbursements to MnGeo under this Agreement will not exceed **\$227,829.48**

4. Conditions of Payment

- a. All services provided by MnGeo under this agreement must be performed to SHPO's satisfaction, as determined at the sole and reasonable discretion of SHPO's Authorized Representative.
- b. SHPO will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes § 16A.124. SHPO will make undisputed payments no later than 30 days after receiving MNIT invoices for services performed. If an invoice is incorrect, defective or otherwise improper, SHPO will notify MNIT within 10 days of discovering the error. After SHPO receives the corrected invoice, SHPO will pay MNIT within 30 days of receipt of such invoice.
- c. MnGeo will invoice SPHO through the MNIT computing services bill.
- d. SHPO will make payment using the bilateral netting process in SWIFT.

5. Authorized Representatives

a. MNIT's Authorized Representative will be:

Name/Title: Dan Ross, Chief Geographic Information Officer (or his successor)
Address: Office of MNIT Services
Minnesota Geospatial Information Office
658 Cedar Street
St. Paul, MN 55155
Telephone: 651-201-2460
Email: dan.ross@state.mn.us

b. SHPO's Authorized Representative will be:

Name/Title: Amy Spong, Deputy State Historic Preservation Officer (or her successor)
Address: Minnesota Department of Administration
State Historic Preservation Office
50 Sherburne Ave
St. Paul, MN 55155
Telephone: 651-201-3288
Email: amy.spong@state.mn.us

6. Amendments

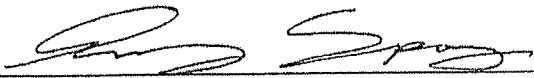
- a. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the Original Agreement, or their successors in office.

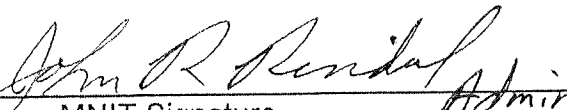
7. Liability


- a. Each party will be responsible for its own acts and omissions and the results thereof, to the extent permitted by law.

8. Termination

- a. Either party may terminate this Agreement at any time, with or without cause, upon 15 days' written notice to the other party.

			12/28/18
Authorized Agency Signature			Date
Amy Spong	SHPO Director	amy.spong@state.mn.us	651-201-3288
Print Name	Title	Email	Phone

			1/2/2019
Agency MNIT Signature			Date
JOHN R RINDAL	Admin CBTO	JOHN.RINDAL@STATE.MN.US	(651) 201-2559
Print Name	Title	Email	Phone

			12-31-2018
MNIT Authorized Signature			Date
Dan Ross	Director, MnGeo	dan.ross@state.mn.us	651-201-2460
Print Name	Title	Email	Phone

#151625
300-7854
E102 17483
Encumbered: 12/31/18
Laura Wiffen

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the Office of MN.IT Services (MNIT)

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

MNIT: Jon Eichten, Deputy Commissioner, 658 Cedar St., Saint Paul, MN 55155. (651) 556-8027

3. Consideration and terms of Payment

In consideration for sustainability services provided, MNIT agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: \$46,100 FY 2021: \$46,100 Total for the biennium: \$92,200

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Office of MN.IT Services

By: <u>Erin Campbell</u>	By: <u>[Signature]</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Deputy Commissioner</u>
Date: <u>7.11.19</u>	Date: <u>7/11/19</u>

658 Cedar Street
 St. Paul, MN 55155
 Telephone: 651-201-2460
 E-Mail: ~~dan.ross@state.mn.us~~ sandi.stroud@state.mn.us

5.4 ADMIN's Authorized Representative will be:

Name/Title: Amy Spong, Division Director and State Historic Preservation Officer
Address: Minnesota Department of Administration
200 Administration Building, 50 Sherburne Avenue
St. Paul, MN 55155
Telephone: 651-201-3288
E-Mail: amy.spong@state.mn.us

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and any previous amendment remain in full force and effect.

MnDOT ENCUMBRANCE VERIFICATION

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

Signed:

Date:

MNIT

DocuSigned by:

Tracy Gerasch

Signed:

58BF08075AF6441

Procurement Director

Title:

4/17/2020

Date:

ADMIN

Signed:

Amy Spong

Title:

Deputy SHPO

Date:

5/13/2020

DEPARTMENT OF TRANSPORTATION (with delegated authority)

Individual certifies that the applicable provisions of Minnesota Statutes §16C.08 subdivisions 2 and 3 are reaffirmed

Signed:

Title:

Date:

COMMISSIONER OF ADMINISTRATION

Signed:

Date:

Admin
 Encumbered:

Jane Gailfr

5/12/20

25069/176714/300-9730



#176714

AMENDMENT NO. 01 TO MnDOT CONTRACT NO. 1034911

Contract Start Date: August 15, 2019	Original Contract Amount:	\$ 120,000.00
Original Contract Expiration Date: July 31, 2020	Previous Amendment(s) Total:	\$ 0.00
Current Contract Expiration Date: July 31, 2020	Current Amendment Amount:	\$ 50,000.00
New Contract Expiration Date: December 31, 2020	Total Amended Contract Amount:	\$ 170,000.00

Federal Project Number: SPR CR 20(001)

Project Identification: CRM Portal Business Analyst

This agreement is between the Minnesota Department of Transportation ("MnDOT"), the Department of Administration ("ADMIN"), and **Minnesota Geospatial Information Office (MnGEO).**

RECITALS

1. State has a contract with Contractor identified as MnDOT Contract Number 1034911 ("Original Contract"). MnDOT is in need of assistance with the Cultural Resources Management (CRM) portal applications.
2. As the contract progressed it became clear that the original scope and budget were inadequate because of changes MnDOT partners would like to make in regards to the development of their applications. Due to these factors, the scope and budget are being adjusted to accommodate this need. The Department of Administration is also being added as a party to this contract.
3. State and Contractor are willing to amend the Original Contract as stated below.

CONTRACT AMENDMENT

Unless otherwise noted, in this amendment, deleted contract terms will be ~~struck out~~ and the added contract terms will be **bolded** and underlined.

REVISION 1. Subarticles 1.2-1.3 are amended as follows:

- 1.2 **Expiration Date:** This agreement will expire on ~~July 31, 2020~~ **December 31, 2020**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits:** Exhibits ~~A through C~~ **A-1, B-1, C** are attached and incorporated into this agreement.

REVISION 2. Subarticle 2.2 is amended as follows:

- 2.2 MnGEO will perform the tasks and provide the deliverables described in Exhibit ~~A~~ **A-1**.

REVISION 3. Subarticles 3.1-3.2 are amended as follows:

- 3.1 MnGEO will be paid as follows: on a Fixed Hourly Rate basis according to the breakdown of costs contained in Exhibit ~~B~~ **B-1**.
- 3.2 **MnDOT will pay 94.12% of the project costs (up to \$160,004.00). ADMIN will pay 5.88% of the project costs (up to \$9,996.00).** The total obligation of MnDOT for all compensation and reimbursements to MnGEO under this agreement will not exceed ~~\$120,000.00~~ **\$170,000.00**.

REVISION 4. Subarticle 4.3 is amended as follows:

- 4.3 MnGEO must submit the signed invoice and all required supporting documentation, for review and payment, to MnDOT's Consultant Services Section, at ptinvoices.dot@state.mn.us. **MnGEO will invoice MnDOT and ADMIN directly. Invoices will detail the total cost of the project, and also identify the 94.12% MnDOT and 5.88% ADMIN amount due.** Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by MnDOT's Consultant Services Section.

REVISION 5. Subarticles 5.3-5.4 are amended as follows:

- 5.3 MnGEO's Authorized Representative will be:

Name/Title: ~~Daniel Ross, Geographic Info Systems Director~~ **Sandi Stroud, Director**
Address: Minnesota Geospatial Information Office

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 2 to Construction Project Management Application Customization

This is an amendment to the existing State of Minnesota Interagency Agreement between the Office of MN.IT Services (MN.IT) and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as Construction Project Management Application Customization, ("Original Agreement") to customize the functionality of the Real Estate and Construction Services division's project tracking software.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike-through~~ for deletions and underlining for insertions.

Amendment 2

Revision 1: Term of Agreement

1.1 **Effective date:** June 30, 2015 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~~, June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Interagency Agreement remain in full force and effect. The Original Interagency Agreement and any previous amendments are incorporated into this amendment by reference.

Signatures:

1. Minnesota Department of Administration
 (With delegated authority)

By: 
DocuSigned by:
A5ECEB24C17A43E...
 Title: CFO

Date: 7/1/2019

2. Office of MN.IT Services
 (With delegated authority)

By: 
DocuSigned by:
58BF08075AF6441...
 Title: Procurement Director

Date: 7/1/2019

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 3 to Document Management System

This is an amendment to the existing State of Minnesota Interagency Agreement between the Office of MN.IT Services (MN.IT) and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as Document Management System Project, ("Original Agreement") to upgrade the Agency's document management system.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike-through~~ for deletions and underlining for insertions.

Amendment 3

Revision 1: Term of Agreement

- 1.1 **Effective date:** June 30, 2015 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~~, June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Interagency Agreement remain in full force and effect. The Original Interagency Agreement and any previous amendments are incorporated into this amendment by reference.

Signatures:

1. Minnesota Department of Administration

(With delegated authority)

By: 
DocuSigned by:
A5ECEB24C17A43E...

Title: CFO

Date: 7/1/2019

2. Office of MN.IT Services

(With delegated authority)

By: 
DocuSigned by:
58BF08075AF6441...

Title: Procurement Director

Date: 7/1/2019

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 3 to Website redesign/Tridion Upgrade

This is an amendment to the existing State of Minnesota Interagency Agreement between the Office of MN.IT Services (MN.IT) and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as Website redesign/Tridion Upgrade, ("Original Agreement") to provide for the completion of the website redesign and migration to the State's enterprise web platform, Tridion.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike-through~~ for deletions and underlining for insertions.

Amendment 3

Revision 1: Term of Agreement

1.1 **Effective date:** June 17, 2013 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~~, June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Interagency Agreement remain in full force and effect. The Original Interagency Agreement and any previous amendments are incorporated into this amendment by reference.

Signatures:

1. Minnesota Department of Administration
 (With delegated authority)

By: 
DocuSigned by:
A5ECEB24C17A43E...
 Title: CFO

Date: 7/1/2019

2. Office of MN.IT Services
 (With delegated authority)

By: 
DocuSigned by:
58BF08075AF6441...
 Title: Procurement Director

Date: 7/1/2019

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 3 to Small Agencies IT Benchmarking Project

This is an amendment to the existing State of Minnesota Interagency Agreement between the Office of MN.IT Services (MN.IT) and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as Small Agencies IT Benchmarking Project, ("Original Agreement") to build on the FY13 benchmarking study to improve technology standards compliance, improved agency efficiency, IT systems modernization, better citizen service, long-term cost avoidance, business process improvement and cross-agency collaboration.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

Amendment 3

Revision 1: Term of Agreement

- 1.1 **Effective date:** June 17, 2013 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~~, June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Interagency Agreement remain in full force and effect. The Original Interagency Agreement and any previous amendments are incorporated into this amendment by reference.

Signatures:

1. Minnesota Department of Administration

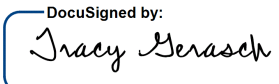
(With delegated authority)

By: 
DocuSigned by:
A5ECEB24C17A43E...
Title: CFO

Date: 7/1/2019

2. Office of MN.IT Services

(With delegated authority)

By: 
DocuSigned by:
58BF08075AF6441...
Title: Procurement Director

Date: 7/1/2019

STATE OF MINNESOTA
INTERAGENCY AGREEMENT AMENDMENT
Amendment 3 to HR Grievance Tracking System Implementation Project

This is an amendment to the existing State of Minnesota Interagency Agreement between the Office of MN.IT Services (MN.IT) and the Minnesota Department of Administration (Agency).

Recitals

1. The parties agreed to an Interagency Agreement initially identified as HR Grievance Tracking System Implementation Project, ("Original Agreement") to implement a Human Resources grievance tracking system to track, document, report, manage labor relations activities and aid in implementation of HR best practices and provide for improved reporting.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
3. In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

Amendment 3

Revision 1: Term of Agreement

1.1 ***Effective date:*** **June 17, 2013** 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~~, **June 30, 2021** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Interagency Agreement remain in full force and effect. The Original Interagency Agreement and any previous amendments are incorporated into this amendment by reference.

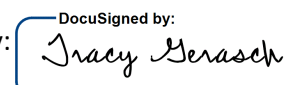
Signatures:

1. Minnesota Department of Administration
 (With delegated authority)

By: 
DocuSigned by:
A5ECEB24C17A43E...
 Title: CFO

Date: 7/1/2019

2. Office of MN.IT Services
 (With delegated authority)

By: 
DocuSigned by:
58BF08075AF6441...
 Title: Procurement Director

Date: 7/1/2019

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Department of Transportation ("MnDOT") and the Minnesota Department of Administration, Office of State Archaeologist ("OSA").

Agreement**Term of Agreement; Incorporation of Exhibits**

- 1.1 **Effective Date:** This agreement will be effective on the date signed by all necessary state officials, as required by Minnesota Statutes §16C.05, subdivision 2.
- 1.2 **Expiration Date:** This agreement will expire on June 30, 2021, unless terminated earlier pursuant to Article 8.
- 1.3 **Exhibits:** Exhibits A through C are attached and incorporated into this agreement.

Scope of Work

- 2.1 MnDOT shall provide funding for services as described in this agreement. MnDOT will provide costs for the equivalent of 1 full-time employee (salary, fringe, additive, and overhead expenses equivalent to that needed specifically for 1 full-time employee) and travel to OSA for an OSA employee or employees and/or consultant to work on MnDOT State Projects (i.e., projects located on MnDOT Trunk Highway right-of-way with an assigned State Project number) related to Minn. Stat. § 138.40, Subd. 3 and Minn. Stat. § 307.08, Subd. 10, as described in this agreement. OSA may utilize a consultant to do all or part of this work. OSA will be reimbursed for any employee travel under this agreement in the amount provided for by the employee's bargaining unit. OSA will be reimbursed for any consultant travel under this agreement as described in Exhibit A.
- 2.2 MnDOT shall reimburse OSA for salary/fringe costs and travel expenses incurred by OSA related to the Mission Creek project beginning July 1, 2018. OSA will provide MnDOT with an invoice and supporting documentation to request reimbursement for these expenses.
- 2.3 OSA shall be solely responsible for all human resources and labor relation matters between the OSA employee(s) and/or consultant and the State of Minnesota, including, but not limited to, compensation, benefits, taxes, labor disputes, and training and development.
- 2.4 The OSA employee(s) and/or consultant will be responsible for making recommendations for the preservation of archaeological or historic sites which may be endangered by construction or development activities as described in Minn. Stat. § 138.40, Subd. 3. The OSA employee(s) or consultant will also be responsible for submitting plans to the Minnesota Indian Affairs Council for review and recommended action when the archaeological sites are related to Indian history or religion as described in Minn. Stat. § 138.40, Subd. 3.
- 2.5 The OSA employee(s) or consultant will be responsible for making recommendations for the preservation in place of human burials or remains which may be endangered by construction or development activities as described in Minn. Stat. § 307.08, Subd. 10.
- 2.6 Throughout the term of this agreement, MnDOT's State Authorized Representative, or her designee, and a designated OSA employee or consultant will meet biweekly to set project priorities. Project priorities may be changed at MnDOT's discretion at any time. Following each bi-weekly meeting to set project priorities, the designated OSA employee or consultant will e-mail State's Authorized Representative a written list of the project priorities identified in the biweekly meeting. The designated OSA employee or consultant will copy any MnDOT representative who was present at the biweekly meeting on this e-mail.
- 2.7 OSA will utilize the OSA employee(s) or consultant to reduce the response time from 30 days as described in Minn. Stat. § 138.40, Subd. 3 and Minn. Stat. § 307.08, Subd. 10, to 25 days or less for work on MnDOT projects until March 1, 2019, and to 21 days or less for work on MnDOT projects for the remainder of the agreement. OSA remains solely responsible for its statutory obligations under the Minnesota Field Archaeology Act of 1963 (Minn. Stat. §§138.31-138.42) and the Private Cemeteries Act (Minn. Stat. Ch. 307).

Consideration and Payment

- 3.1 OSA must submit a monthly progress report, using the format set forth in Exhibit B, showing the progress of work in work hours according to the tasks defined through the process described in Article 2.6 of this agreement.
- 3.2 OSA must submit invoices electronically for payment using the format set forth in Exhibit C. OSA must submit invoices to MnDOT on December 1st, January 1st, April 1st, and July 1st (or the first business day following each of these dates) while this agreement is in effect.
- 3.3 OSA must submit the signed invoice, and all required supporting documentation, for review and payment to MnDOT's Consultant Services Section, at ptinvoices.dot@state.mn.us. Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by MnDOT's Consultant Services Section.
- 3.4 The total obligation of MnDOT for all compensation and reimbursements to OSA under this agreement will not exceed \$125,000 per fiscal year and will not exceed \$333,000 for the total term of this agreement.

Conditions of Payment

- 4.1 All services provided by OSA under this agreement must be performed to MnDOT's satisfaction, as determined at the sole and reasonable discretion of MnDOT's Authorized Representative.
- 4.2 MnDOT will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. MnDOT will make undisputed payments no later than 30 days after receiving OSA invoice for services performed. If an invoice is incorrect, defective or otherwise improper, MnDOT will notify OSA within 10 days of discovering the error. After MnDOT receives the corrected invoice, MnDOT will pay OSA within 30 days of receipt of such invoice.

Agreement Personnel

- 5.1 MnDOT's Authorized Representative will be:

Name/Title: Kristen Zschomler, Cultural Resources Unit Supervisor, or her successor
Address: 395 John Ireland Boulevard, St. Paul, MN 55155
Telephone: (651) 336-3633
E-Mail: kristen.zschomler@state.mn.us

- 5.2 OSA's Authorized Representative will be:

Name/Title: Laurie Beyer-Kropuenske, Acting Assistant Commissioner, or her successor
Address: 50 Sherburne Avenue, Suite 201
Telephone: (651) 201-2501
E-Mail: laurie.beyer-kropuenske@state.mn.us

Amendments

- 6.1 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

- 7.1 Each party will be responsible for its own acts and omissions and the results thereof, to the extent permitted by law.

Termination

- 8.1 Either party may terminate this agreement at any time, with or without cause, upon 15 days' written notice to the other party. In the event this agreement is terminated, OSA will be paid, as described in Articles 3 and 4 of this agreement, for services performed through the date of termination.

Plain Language; Accessibility Standards

- 9.1 **Plain Language.** Except for designs, plans, layouts, maps and similar documents, OSA must provide all deliverables in "Plain Language." Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, OSA will take the following steps in the deliverables:

- Use language commonly understood by the public;
- Write in short and complete sentences;
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

9.2 **Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, OSA agrees to comply with the State of Minnesota's Accessibility Standard (http://mn.gov/oet/images/Std_State_Accessibility.pdf) for all deliverables under this agreement. The State of Minnesota's Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. OSA's compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:

- All videos must include closed captions, audio descriptions and a link to a complete transcript;
- All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, OSA will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
- All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

MnDOT ENUMBRANCE VERIFICATION

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

Signed: Sue Buhl Digitally signed by Sue Buhl
 Date: 2018.12.06 13:55:07
 Date: 12/6/18

VIFT Contract ID No. 150911

VIFT Purchase Order ID No. 3000449345

MnDOT

(with delegated authority)

Signed: Nancy Daubenberg
 Title: Engineering Services Division Director
 Date: 12/10/2018

Minnesota Department of Administration, State Archaeologist

Signed: [Signature]
 Title: Asst. Commissioner
 Date: 12/5/18

MnDOT CONTRACT MANAGEMENT

Signed: [Signature]
 Date: 12/11/18

**Minnesota Department of Transportation
Reimbursement Rates for Travel Expenses**

<u>Subject</u>	<u>Conditions/Mileage</u>	<u>Rate</u>
Personal Car	(1)	Current IRS Rate
Commercial Aircraft	(2)	Actual Cost
Personal Aircraft	(1)	Current IRS Rate
Rental Car	(2)	Actual Cost
Taxi	(3)	Actual Cost
	<u>Meals</u>	
Breakfast	(1) (5)	\$9.00/person
Lunch	(1) (5)	\$11.00/person
Dinner	(1) (5)	\$16.00/person
	<u>Lodging</u>	
Motel, Hotel, etc.	(2) (4) (6)	Actual Cost
Laundry/Dry Cleaning (After seven continuous days in Travel Status)	(1) (3)	\$16.00/week
Telephone, Personal	(1)	\$3.00/day

Travel Status

- More than 35 miles from Home Station and/or stay overnight at commercial lodging (motel, etc.).
- Leave home in travel status before 6 a.m. for breakfast expense that day.
- In travel status after 7 p.m. for supper expense that day.
- On travel status and/or more than 35 miles from Home Station for lunch expense that day.

Restrictions

- (1) A maximum rate shown or a lesser rate per actual reimbursement to an employee.
- (2) Include receipt or copy of receipt when invoicing. (Coach class for aircraft, standard car size, and standard room (not to exceed \$150.00)).
- (3) Include receipt or copy of receipt when more than \$10.00.
- (4) Reasonable for area of a stay.
- (5) The gratuity is included in maximum cost.
- (6) To be in Travel Status and at a commercial lodging.

For Invoice No.: _____

Progress Report Instructions:

- OSA must complete the progress report form, in its entirety.
- OSA must sign the progress report.
- OSA must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).

(Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)

MnDOT Contract No. 1032567

Billing Period: from _____ to _____

Contract Expiration Date: June 30, 2021

From: Minnesota Department of Administration, Office of State Archeologist

Note: If Budgeted Hours Used for task exceeds 100%, attach an explanation.

Task	Hours Accrued For Task	Total Hours Accrued To Date
TOTALS:		

certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

Contractor's Project Manager

Date

INVOICE NO. _____
Final Invoice? ☐ Yes ☐ No

Invoice Instructions:

Office of State Archaeologist ("OSA") must:

1. Complete the invoice and, if applicable, the progress report, in their entirety
2. Sign the invoice and progress report
3. Attach supporting documentation
4. Scan the entire invoice package, **in the following order:**
 - a. Completed, Signed Invoice Form
 - b. Completed, Signed Progress Report Form (if applicable)
 - c. Supporting Documentation

Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.

5. E-mail the invoice package, in .pdf, to ptinvoices.dot@state.mn.us

MnDOT Contract No. 1032567

Contract Expiration Date: June 30, 2021

Billing Period: From _____ to _____

Invoice Date: _____

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (Attach Supporting Documentation)	\$			
2. Direct Expense Costs: (Attach Supporting Documentation)	\$			
Net Earnings Totals:	\$			
Total Amount Due This Invoice:				

**Contractor: Complete this table when submitting
an invoice for payment**

Source Type	Total Billing to Date	Amount Previously Billed	Billed This Invoice
Total**			

**Must Match Net Earnings Totals Above

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

OSA: _____

Signature: _____

Print Name: _____

Title: _____

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the Minnesota Department of Transportation (MnDOT).

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will execute maintenance and modifications to the Enterprise Real Property Program processes, standards, and system (Archibus) in order to support the Enterprise Real Property Program mission.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Transportation: Michael Ligday, Building Services Section - Planning, Programming and Asset Management Unit, or his successor, 395 John Ireland Blvd, St. Paul, MN 55155

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Minnesota Department of Transportation agrees to contribute to this effort as follows:

MnDOT will, in its sole discretion, determine the amount payable based on availability of funding and Enterprise Real Property projects. MnDOT may make some or all its contributions with FY19, FY20, or FY21 funds. MnDOT may elect to make more than one payment to be deposited to accounting string: Fund – 2001, FinDeptID – G0233030, ApprID – G021213

The total obligation of State for all compensation and reimbursements to Contractor under this agreement will not exceed \$600,000.00.


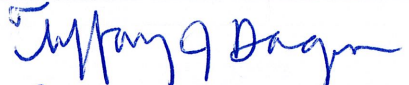





3. Term of Agreement:


This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2021.

4. 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.

Approved:

1. Department of Administration, Enterprise Real Property Program	2. Department of Transportation
By:  Title: ERD PROGRAM MANAGE Date: 6/26/19	By:  Title: Building Services Director Date: 6/25/19
3. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.	4. MnDOT Contract Management
By:  Date: 6/26/19 SWIFT Purchase Order #: 3000478643 SWIFT Contract #: Amount Encumbered: 15,135.00	By:  Title: Contract Mgmt Supr. Date: 6/26/2019
3. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05. By:  Date: 6/26/19 SWIFT Purchase Order #: 3000481550 SWIFT Contract #: Amount Encumbered: 36,325.00	3. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05. By:  Date: 6/26/19 SWIFT Purchase Order #: 3000481734 SWIFT Contract #: Amount Encumbered: 29,997.00
3. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05. By:  Date: 6/26/19 SWIFT Purchase Order #: 3000481678 SWIFT Contract #: Amount Encumbered: 15,000.00	3. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05. By: Date: SWIFT Purchase Order #: SWIFT Contract #: Amount Encumbered:

1. Department of Administration, Enterprise Real Property Program	2. Minnesota Department of Military Affairs
<p>By: </p> <p>Title: ERP PROGRAM MANAGER</p> <p>Date: 4/27/2020</p>	<p>By:</p> <p>Title: SUKUT.SOL.D UANE.114660</p> <p>Date: 5512</p> <p>Digitally signed by SUKUT.SOL.DUANE.11 46605512 Date: 2020.04.16 11:36:14 -05'00'</p>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the **Department of Transportation (MNDOT)**

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

MNDOT: Timothy Sexton, Chief Sustainability Officer, 395 John Ireland Blvd., Saint Paul, MN 55155 (651) 366-3622

3. Consideration and terms of Payment

In consideration for sustainability services provided, MNDOT agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:
FY 2020: **\$60,000** FY 2021: **\$60,000** Total for the biennium: **\$120,000**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Department of Transportation

By: *Erin M Campbell*

By: Timothy Sexton Digitally signed by Timothy Sexton
Date: 2019.07.09 08:04:56 -05'00'

Title: *Assistant Commissioner*

Title: Chief Sustainability Officer _____

Date: *7.9.19*

Date: July 9, 2019 _____



Inter-agency Request for State Employee Services

This AGREEMENT is entered into this March 27, 2020, by and between Minnesota State Historic Preservation Office (SHPO) (requesting agency) and Minnesota Department of Transportation (MnDOT) (home department). The parties hereto agree as follows:

1. MnDOT agrees that it shall provide Garneth Peterson, who is qualified to perform the tasks set out in section 2 below.
2. Description of tasks to be performed (include dates and number of hours anticipated):
Cultural Resources Professional/Historian to aid the State Historic Preservation Office in the review of Part 1 Tax Credit forms, and National Register evaluations and nominations, for up to a 3 month period anticipated to be between April 1 and June 30, 2020, and up to 20 hours weekly, though those dates and hours may shift slightly.

3. Employee Information: Garneth Peterson

Employee ID Number 01123555

SPA Coordinator

Present Job Classification (title and class code)

Appt. No.

Position #

\$45.99

Hourly Rate

4. Appointment Information (check one):

This assignment will result in appointment to the:

- ☐ Requesting agency
☐ Home agency



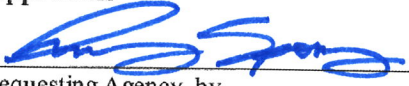
This assignment will not result in an appointment to the requesting agency, or home agency

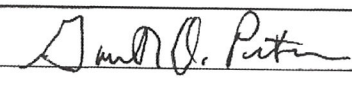
Appointment is effective April 1, 2020 through June 30, 2020; though may be terminated by agreement of both parties.

For Minnesota Management & Budget Only	Payment Information
Appropriate Class of Assignment: ____ (explain if necessary) SPA Coordinator	Payroll Expense for this assignment will be charged to the following accounting strings: 60% Fund 2000 G0237902 G021256 40% Fund 3000 G0237903 G021336 _ Statewide Cost ??
Approved by: _____ Name Date	(Check One) <input checked="" type="checkbox"/> Direct Payment at a rate of \$____ per hour plus fringe by department initiating appointment. <input type="checkbox"/> Direct Payment at \$____ per quarter credit. <input type="checkbox"/> Direct Payment at lump sum of \$____.
NOTE: Unless otherwise exempted, by all inter-agency agreements must be approved by Minnesota Management & Budget.	

In CONSIDERATION for the performance of the tasks set out above Minnesota State Historic Preservation Office (requesting agency) shall pay Garneth Peterson (employee name) an amount not to exceed the wage amount per hour + fringe.

Approvals

 3/31/2020
Requesting Agency, by Date
Kathleen Han Schuy March 27, 2020
Service Agency, by Date
PE-00268-08 (3/10)

 3/26/20
Employee Signature Date

All services provided by the Department of Administration under this agreement must be performed to Department of Employment and Economic Development's satisfaction, as determined at the sole discretion of their Authorized Representative.

5 Authorized Representative

The Department of Administration's Authorized Representative is Commissioner Alice Roberts Davis, Department of Administration, 50 Sherburne Ave #200; St. Paul, MN 55155; telephone (651) 539-1409 or her successor.

Department of Employment and Economic Development - State Service for the Blind's Authorized Representative is Jon Benson, Director, SSB; 2200 University Ave. W #240; St. Paul, MN 55114-1840; telephone (651) 539-2272 or her successor.

Department of Employment and Economic Development- Vocational Rehabilitation Services' Authorized Representative is, Larry Vrooman, Director, VRS; 1st National Bank Building, 332 Minnesota St.; Suite E200; St. Paul, MN 55101-1351; telephone (651) 259-7357 or his successor.

6 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.

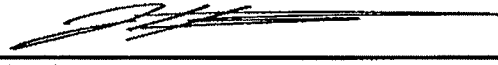
7 Liability

Each party will be 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.

STATE ENCUMBRANCE VERIFICATION


Signed

Contracts Administrator


Title

08/07/2019

Date

SWIFT Contract: 164327 PO: 3000380208 PR: 49294

DEPARTMENT OF ADMINISTRATION


Signed

Commissioner

Title

08-23-2019

Date

**DEPARTMENT OF EMPLOYMENT AND
ECONOMIC DEVELOPMENT - VRS**


Signed

Vocational Rehabilitation Services Director

Title

8/30/2019

Date

**DEPARTMENT OF EMPLOYMENT AND
ECONOMIC DEVELOPMENT - SSB**


Signed

Interim Dir

Title

8/29/19

Date

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.242 and 471.59, this is an agreement between the Department of Administration, Enterprise Real Property Program (ERPP) and the Minnesota Department of Transportation (MnDOT).

1. Services to be Performed:

The enterprise real property technology system provides the tools and information necessary for data-driven facility investment and management across the enterprise. Under this agreement and to the extent funds are contributed, Admin will execute the following maintenance modifications to the Enterprise Real Property Program processes, standards, and/or system (Archibus), but is not limited to:

- Site Condition Assessment (SCA) Process Development Project

The Minnesota Department of Transportation (MnDOT) agrees to provide lead project management resources throughout the duration of the Site Condition Assessment (SCA) Process Development Project with the emphasis of an Enterprise solution.

Regular status updates will be provided through monthly Minnesota Enterprise TIFM (Total Infrastructure Facilities Management) Team (METT) meetings, Enterprise Real Property Governance Team meetings, and project work group teams on an ad-hoc basis.

Authorized Agents:

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

Enterprise Real Property Program: Jedd Prokash, Enterprise Real Property Program Manager, or his successor, 50 Sherburne Ave., St. Paul, MN, 55155, (651) 201-2554.

Minnesota Department of Transportation: David Jones, Architectural Supervisor - Building Services Section, 395 John Ireland Blvd, St. Paul, MN 55155, (651) 366-3365.

2. Consideration and Terms of Payment:

In consideration for enterprise real property system services provided, the Minnesota Department of Transportation agrees to contribute to this effort as follows:

TOTAL COST = \$400,000.00

Upon execution of this agreement this amount will be invoiced to MnDOT to be deposited to accounting string: Fund – 2001, FinDeptID – G0233030, ApprID – G021213

3. Term of Agreement:

This agreement is effective on the date last signed by the parties below, and shall remain in effect until June 30, 2020.

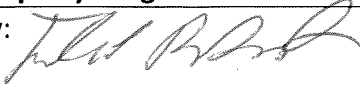



**DEPARTMENT OF
ADMINISTRATION**
ENTERPRISE REAL PROPERTY

4. 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.

Approved:

1. Department of Administration, Enterprise Real Property Program	2. Department of Transportation
By: 	By: 
Title: ERD PROGRAM MANAGER	Title: BUILDING SERVICES DIRECTOR
Date: 9/12/18	Date: 7 SEPTEMBER 2018

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$ 96,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$ 48,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$ 48,000</u>

This amendment is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the **Minnesota Racing Commission** (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

3. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$48,000 for FY20 ~~with the~~ and \$48,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed **\$96,000**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300 - 846 / 1168507 / 21757

Date: 6/28/20

Minnesota Racing Commission (Agency)

By:  (with delegated authority)
Steve May

Title: Executive Director

Date: 23 June 2020

Department of Administration (Admin)

By:  (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$ 54,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$ 27,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s):	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$ 27,000</u>

This amendment is between the Minnesota Department of Administration Human Resources (Admin) and the Minnesota Racing Commission (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SMART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$27,000 for FY20 with the and \$27,000 for FY21 amount to be determined in June 2020. The total obligation will not exceed \$54,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300-845/168510/21757

Date: 6/28/20

Minnesota Racing Commission (Agency)

By:  (with delegated authority)
Steve May

Title: Executive Director

Date: 23 June 2020

Department of Administration (Admin)

By:  (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is by and between the **OFFICE OF THE GOVERNOR** and the DEPARTMENT OF ADMINISTRATION (agency).

Services

The OFFICE OF THE GOVERNOR agrees to provide:

- Policy advisors, communications specialists, public engagement specialists, constituent services caseworkers, and legal staff to work closely with each agency head and/or designees to support the work of both the agency and the Governor's Office related to each issue area as well as Federal affairs work to represent the funding and policy interests of the various state agencies in the nation's capital.

The Governor's Office will provide administrative and personnel oversight, with agencies having access to the staff as needed to achieve its goals.

Term of Agreement

Effective date: July 01, 2019

Expiration date: June 30, 2020

Consideration and Payment

Cabinet agencies will contribute funds to be used for salaries, fringe benefits, and operating expenses to help support work related to federal affairs, legislative and cabinet affairs staff, communications, constituent services, and legal staff.

The total obligation for the agency is **\$32,000.00** for the fiscal year ending June 30, 2020. Fiscal year payment should be processed by July 15, 2019. Contributions were based on a number of factors including size of agency, time spent on agency-related issues, federal dollars received, and previous contributions.

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, Chief Operating Officer. The agency's Authorized Representative is the Commissioner.

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**Agency Signature**

By: A Roberts Davis

Title: Commissioner

Date: 06/26/19

Office of the Governor Signature

By: AG

Title: COO

Date: 6/14/19



BUDGET TRANSFER INFORMATION
STATE OF MINNESOTA
GOVERNOR'S OFFICE
SAINT PAUL, MINNESOTA 55155

INVOICE DATE: 06/17/19
INVOICE NUMBER: G39-20-01-INT

Payable To:
Governor's Office, State of Minnesota

Account of: Commissioner
Department of Administration

Send To: Governor's Office
75 Rev. Dr. Martin Luther King Blvd.
Suite 130
Saint Paul, MN 55155-1611

For information regarding this invoice, call Cherie Yates at (651) 201-3449

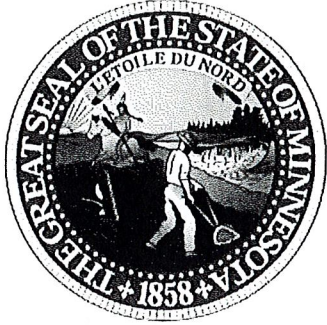
<u>Date of Expense:</u>	<u>Description:</u>	<u>Amount</u>
7/1/2019 - 6/30/2020	Policy advisors, communications specialists, public engagement specialists, constituent services caseworkers, and legal staff Federal affairs work	\$ 32,000.00

BUDGET TRANSFER OF APPROPRIATION CODING INFORMATION

Transfer in Agency Name Governor's Office
BFY 20

To Appropriation

Business Unit	<u>MN001</u>
Ledger Group	<u>KK_APPROP</u>
Fund Code	<u>2001</u>
Fin DeptID	<u>G3910000</u>
AppropID	<u>G391300</u>
Amount	<u>\$ 32,000.00</u>



STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is by and between the **OFFICE OF THE GOVERNOR** and the DEPARTMENT OF ADMINISTRATION (agency).

Services

The DEPARTMENT OF ADMINISTRATION agrees to provide direct funding to support the salary, fringe benefits, operating expenses, and back-up support related to grounds-keeping services for the Governor's Residence. The Governor's Office will provide the administrative and personnel oversight of this position as it is a position hired by and managed by the Governor's Residence Manager.

Term of Agreement

Effective date: July 1, 2019

Expiration date: June 30, 2021

Consideration and Payment

The position will be part of the Governor's Office compensation plan and payroll with the funding source coming from the Department of Administration on a per pay period basis.

Payroll Funding Information:

Dept ID G0234160, Fund 5400, App: G021801, Project: BU G0201, Project ID: G02PMB218,
Activity: 1, Source: STATE

Authorized Representative

The Office of the Governor's Authorized Representative is Amanda Simpson. The agency's Authorized Representative is the Lenora Madigan.

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.

AUTHORIZED SIGNATURES

Agency Signature

By: Lenora Madigan

Title: Deputy Comm.

Date: 7.1.19

Office of the Governor Signature

By: Aellus

Title: COO

Date: 7/1/19

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (ADMIN) and the **Governor's Office**.

1. Services to be Performed:

The Office of Enterprise Sustainability (OES) will support state agencies' efforts to fulfill the sustainability goals outlined in the Executive Order 19-27 by managing sustainability metrics and reporting (e.g. Sustainability Reporting Tool); educating on sustainability best practices; assisting with development of their sustainability plans; administering the Productivity Loan Fund; publishing an annual report; and providing other technical assistance.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

ADMIN: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., Saint Paul, MN 55155, (651) 201-2561

Governor's Office: Amanda Simpson, Director of Operations, Office of Governor Tim Walz & Lt. Governor Peggy Flanagan, 75 Rev Dr. Martin Luther King JR Blvd, STE 130, Saint Paul MN 55155 (651) 201-3416

3. Consideration and terms of Payment

In consideration for sustainability services provided, the Governor's Office agrees to contribute to this effort as follows:

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts no later than July 22nd of each fiscal year:
FY 2020: **\$900** FY 2021: **\$900** Total for the biennium: **\$1,800**

4. Terms of Agreement

This agreement is effective July 1, 2019 and shall remain in effect until June 30, 2021.

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.

Approved:

Department of Administration

Governor's Office

By: <u>Erin M Campbell</u>	By: <u>Amanda Simpson</u>
Title: <u>Assistant Commissioner</u>	Title: <u>COO</u>
Date: <u>6.17.19</u>	Date: <u>6/14/19</u>



STATE OF MINNESOTA INTERAGENCY AGREEMENT

Admin's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

SmART will assist the Governor's Office with budget set-up, close, budget management and orientation, financial reporting and financial consultation. The Governor's Office is responsible for daily transactions.

This agreement is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the **Governor's Office (Agency)**.

Agreement

1. Term of Agreement

1.1 **Effective date:** July 1, 2019.

1.2 **Expiration date:** June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide financial services to the Agency as described in Exhibit A which is attached and incorporated into this agreement. Exhibit A also describes the division of responsibilities between Admin and the Agency as it relates to this work. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibit A. The Agency retains ownership and responsibility for its spending decisions and for ongoing implementation of appropriate business processes, while Admin provides other financial services and serves in an advisory capacity.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 50 Sherburne Ave., St. Paul, or her successor.

The Agency's Authorized Representative is Amanda Simpson, Governor's Operations, 130 State Capitol, St. Paul, or her successor.

In the event the Agency has a dispute involving services provided by Admin that cannot be resolved through normal interaction with Admin staff, the Agency, at its discretion, should contact Admin's Deputy Commissioner, Lenora Madigan to seek resolution.

4. Consideration and Payment

Admin will charge actual costs incurred directly to the Agency's account(s).

5. Amendments

Any amendment to this agreement, with the exception of changes to the purchasing and payment signature authorities on the Addendum to Service Level Agreement provided in Exhibit B, 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. Changes to the signature authorities in the Service Level Agreement must be acknowledged with a revised Addendum to Service Level Agreement signed by the Authorized Representative from the Agency.

6. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.


7. Liability

Each party will be 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.

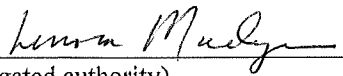
**1. Governor's Office
(Agency)**

By: 
(With delegated authority)

Title: COO

Date: 6/27/19

**2. Department of Administration
(Admin)**

By: 
(With delegated authority)

Title: Deputy Commissioner

Date: 9.1.19

PELSP FMR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$106,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$53,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$53,000</u>

This amendment is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the Professional Educator Licensing Standards Board (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$53,000 for FY20 with the and \$53,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed \$106,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300-651/167570/21635

Date: 6/28/20

Professional Educator Licensing Standards Board (Agency)

By:  (with delegated authority)
Alex Liuzzi

Title: Executive Director

Date: _____

Department of Administration (Admin)

By:  (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



21635
167570
300-497
Jana Gail
10/3/19

STATE OF MINNESOTA INTERAGENCY AGREEMENT

Admin's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the Professional Educator Licensing and Standards Board (Agency).

Agreement

1. Term of Agreement

- 1.1 **Effective date:** July 1, 2019.
- 1.2 **Expiration date:** June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide accounting transaction and other financial services to the Agency as described in Exhibits A, B and C, which are attached and incorporated into this agreement. Exhibit A describes the division of responsibilities between Admin and the Agency as it relates to this work. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibit A. The Agency retains ownership and responsibility for its spending decisions and for ongoing implementation of appropriate business processes, while Admin provides transaction and other financial services and serves in an advisory capacity.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 50 Sherburne Avenue, St Paul, MN 55155, or her successor.

The Agency's Authorized Representative is Alex Liuzzi, Executive Director, 1021 Bandana Blvd. E, Suite 222, St. Paul, MN 55105 or his successor.

In the event the Agency has a dispute involving services provided by Admin that cannot be resolved through normal interaction with Admin staff, the Agency, at its discretion, should contact Admin's Deputy Commissioner, Lenora Madigan, to seek resolution.

4. Consideration and Payment

The total cost for all services covered by this agreement is \$53,000 for FY20 with the FY21 amount to be determined in June 2020. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve

invoices and make timely payment to Admin for the services outlined in this agreement.

5. Amendments

Any amendment to this agreement, with the exception of changes to the purchasing and payment signature authorities identified in Exhibit C, 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. Changes to the signature authorities in Exhibit C must be acknowledged with a revised Exhibit C signed by the Agency's Authorized Representative or by other written communication (memo, email, etc.)

6. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

7. Liability

Each party will be 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 90 days' written notice to the other party.

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

Signed: *Janet Griffin*

Purchase Order: 300-497/167570/21635/00

Date: 10/3/19

Professional Educator Licensing and Standards Board (Agency)

By: *Let. [Signature]* (with delegated authority)

Title: Executive Director

Date: 9/25/19

Department of Administration (Admin)

By: *Lenora M. [Signature]* (with delegated authority)

Title: Deputy Commissioner

Date: 9.30.19

**EXHIBIT A to Interagency Agreement between the
Department of Administration Financial Management and Reporting (Admin) and
Professional Educator Licensing and Standards Board (Agency)**

The Agency (in addition to the roles and responsibilities described in Exhibit B of this agreement) is responsible for the following:

1. Access to Information
 - Ensure separation of duties or maintain compensating internal controls.
2. Budget
 - Provide financial information to support development of the Agency's biennial budget for entry into the Budget Planning and Analysis System (BPAS) or other more current system.
 - Provide biennial budget narrative information and post to SharePoint website or other more current system.
 - Analyze and provide any research necessary to respond to fiscal note requests, and provide completed fiscal note responses to Admin for entry into the Fiscal Note Tracking system (FNTS) or other more current system.
 - Determine annual budget plan once appropriated by the Legislature.
 - Manage budgets, with assistance from Admin, to ensure that funds are allocated appropriately and not overspent.
 - Determine budget plans for grant awards or other funding sources that may arise.
3. Daily Processes
 - Provide Admin with all necessary documentation for any financial transaction to enable Admin to code transactions properly in the state's accounting and/or payroll/human resources systems to the correct accounting period and the correct expense or revenue account.
 - Ensure that all receipts \$1,000 or more are deposited daily. Receipts under \$1,000 must be deposited within the month received and must be adequately safeguarded in a locked area until deposit. Agency will provide deposit information by 1 p.m. on the business day of deposit to facilitate transaction entry in the state's accounting/procurement system.
 - In accordance with State policies and procedures, record receipts received each day in a receipts log, establish appropriate separation of duties with respect to handling of receipts, and monthly reconcile receipts information in the state's accounting/procurement system to the Agency's receipts log.
 - Date-stamp all invoices and expense reports with the date received, and forward payment documents to Admin in a timely manner to enable compliance with statutory and policy prompt payment requirements.
 - Submit approved Authorization for Travel in Electronic Inter Office Requisition (EIOR) or more current system prior to any out-of-state travel to certify that sufficient budget funds are available and the anticipated expenses are consistent with state travel policy and applicable bargaining agreements or compensation plans.
 - Submit approved Special Expense forms in EIOR or more current system prior to incurring any expenses classified in applicable policies as "special expenses" to certify that the expenses meet the policy criteria.
 - Submit completed employee or board/council/commission member travel expense reports supported by appropriate receipts, Authorization for Travel, Special Expense forms, and/or any other required documentation.

- Maintain records of all capital assets and sensitive items in accordance with State policies and procedures, and work with Admin's Surplus Services division to dispose of surplus property.
 - Report to Admin any errors/discrepancies discovered relating to services performed by Admin under this agreement.
 - Monitor any changes of board/council/commission/advisory committee members or their places of employment and determine each board/council/commission/advisory committee member's eligibility for per diems and expenses. Submit to Admin only eligible per diems and expenses.
4. Procurement and Contracts
- Request appropriate assistance from Admin's Office of State Procurement (OSP) and the Attorney General's Office (AG) on the development and approval of any professional/technical contracts, grant contracts, interagency agreements, annual plans, and other similar agreements.
 - Attend training offered by OSP, as needed, on the topics of state procurement and contracting.
 - Provide copies of any 16A.15-16C.05 or Purchasing Violation forms to Admin as required by statewide purchasing and contracting policies, when applicable.
5. Reports
- Review and verify payroll reports and report any discrepancies to Admin. As part of this process, the Agency will document its review of the Payroll Posting Audit Trail as required by Admin's Verification of Payroll Posting Audit Trail Procedure.
 - Periodically review fiscal reports including the Manager's Financial Report, expenditure, encumbrance, receipts reports, and salary projection reports to ensure the integrity of the Agency's fiscal data.
6. SWIFT
- SWIFT work processes may require various Agency employees to have system access for work processes including but not limited to electronic requisitions and approvals, asset management, contract solicitations and creation, and inquiries for access to information.
7. Other
- Follow statewide and Admin financial policies and procedures. The Agency can implement more restrictive policies and procedures.
 - Follow Code of Conduct and Internal Control policies and procedures.
 - Ensure that any business cell phone use complies with applicable state, Admin, and/or Agency policies and procedures. The Agency must retain an Acknowledgement of Receipt/Mobile Device Services and Equipment form completed by each employee to whom a cell phone is assigned.
 - Assist Admin with information needed to complete fiscal year-end certifications.

Admin (in addition to the roles and responsibilities described in Exhibit B of this agreement) is responsible for:

1. Access to information
- Maintain to the best of Admin's ability staff assignments and security access into the state's accounting/procurement, payroll/human resource, and budget systems to prevent

access to functions that are considered incompatible for the maintenance of strong internal financial controls.

- Ensure separation of duties or maintain compensating internal controls.

2. Budget

- Enter biennial budget financial data into BPAS or more current system.
- Enter completed fiscal notes into the FNTS or other more current system, and provide guidance and consultation on fiscal note development and processes.
- Enter annual and revised budget data into the state's accounting/procurement system.

3. Daily Processes

- Expedite the payment process by increasing an encumbrance for an invoice approved for payment by the Agency without requiring a signature, email or other approval to process the increase *if the encumbrance balance is not sufficient to cover the payment*. The encumbrance will be increased enough to allow the payment to be processed. If an encumbrance is short by more than \$2,500, Admin will contact the Agency for approval before the increase is processed.
- Process payments in accordance with the prompt pay statutory requirement.
- Enter/process expense reports in the state's payroll system and retain original expense reports and supporting documents for audit purposes.
- Research any errors/discrepancies reported by the Agency and correct as needed.
- Assist with timely deposit of receipts, if needed, and enter deposit information into the proper account(s) in the state's accounting/procurement system.
- Maintain accurate capital asset records in SWIFT based on asset information provided by the Agency and purchasing activity conducted under this agreement.

4. Procurement and Contracts

- Enter purchase orders, professional/technical contracts, grant contracts, interagency agreements, annual plans, and other similar agreements into the state's accounting/procurement system, in order to encumber funds.
- Provide copies of any 16A.15-16C.05 or Purchasing Violation forms to OSP as required by statewide purchasing and contracting policies.

5. Reports

- Supply additional financial reports as needed.
- Advise and consult regarding financial reports available to the Agency.

6. SWIFT

- Assist the Agency with ongoing improvements/enhancements to the SWIFT system. This includes but is not limited to coordinating the completion of assignments and assisting the Agency regarding new policies and procedures implemented with SWIFT.

7. Other

- Provide assistance as needed to support the Agency's responsibility to manage and monitor its budgets, and discuss any questions or concerns with the Agency.
- Provide financial policies and procedures for use by the Agency.
- Complete and submit fiscal year-end certifications to MN Management and Budget.

**EXHIBIT B to Interagency Agreement between the
Department of Administration Financial Management and Reporting (Admin) and
Professional Educator Licensing and Standards Board (Agency)**

This agreement is between the following agencies:

Department of Administration Financial Management and Reporting (Admin)

Professional Educator Licensing and Standards Board (Agency)

Admin agrees to process the following transactions for the Agency:

Payments will be processed in accordance with prompt payment statutory requirements (i.e. within 30 days of the later of the receipt of an invoice or receipt of goods or services).

Purchase orders requiring no bid process will be created within 4 days of receipt of a properly completed/approved EIOR Purchase Request in FMR. The time required to create orders requiring bid processes is highly variable, thereby precluding one standard target period for order creation.

The following additional terms apply to this agreement and are categorized by the basic steps in the purchasing and payment process:

Purchase Request

An EIOR (or other more current system) purchase request must be completed by the Agency and submitted to Admin for all purchases. The agency is responsible for providing complete and correct specifications and related information on any purchase request forms submitted to Admin. Timely processing of orders is dependent on a correct and complete purchase request. The Agency must allow sufficient lead time when submitting a purchase request to allow for the normal purchasing process and shipment of goods or services.

As an addendum to this Interagency Agreement, the Agency will provide the names of its employees authorized to approve purchases. An updated Exhibit C or other written communication (memo, email, etc.) is required each time the list changes. An updated Exhibit C may be executed without formal amendment of the Interagency Agreement.

Purchase Order

Purchase orders that Admin creates will comply with Authority for Local Purchase (ALP) requirements and other applicable statutory and policy requirements.

Admin will advise the Agency regarding purchasing requirements (i.e. when a state contract purchase is required) as needed.

Admin will transmit purchase orders under this agreement to the Agency. The Agency will

transmit purchase orders to vendors as appropriate. The Agency will not initiate orders by phone calls to vendors or other means prior to the creation of a purchase order or other appropriate encumbering transaction in the state's accounting/procurement system by Admin unless necessary due to an emergency as defined by statute.

M.S. 16C.10 defines an emergency as a threat to public health, welfare, or safety that threatens the functioning of government, the protection of property, or the health or safety of people. The normal solicitation process is not required for emergency purchases, but the Agency must contact Admin as early as possible so that Admin can inform OSP in writing and enlist their assistance as is appropriate. If time permits, this contact should occur before making an emergency purchase, but if time does not permit, the Agency is expected to act promptly to address the emergency.

The Agency is responsible for distribution of pertinent documents to its property management coordinator or other personnel.

Contract

The Agency must not direct a contractor to begin work until Admin has encumbered funds and the contract or agreement has been executed. Prior to encumbering an Annual Plan Agreement, the Agency will provide a copy of its approved Annual Plan to Admin. The Agency will provide Admin with a fully signed copy of each contract that is executed.

Receipt of Goods or Services

Goods ordered will be shipped directly to the Agency unless the purchase request indicates otherwise.

The Agency must document the date goods or services are received. Packing slips, receiving reports, work orders or other documentation indicating receipt of goods/services must be sent to Admin to support invoices to be paid.

The Agency is responsible for notifying its property management coordinator of receipt of goods when necessary.

Invoices

Vendors will be instructed to send invoices directly to the Agency unless otherwise agreed or transmitted through the state's accounting/procurement system. After date-stamping invoices upon receipt and applying payment approval as discussed in the next section of this agreement, the Agency will promptly forward invoices to Admin to enable payment within the statutory time period established for prompt payment or any more restrictive payment terms agreed to.

Payment Authorization

The Agency must provide authorization to pay each invoice, which may be indicated on the invoice itself. Invoices for services received under a contractual agreement (i.e., professional technical, grant, and other similar contracts) must be authorized for payment by the person designated in the contract as the state's authorized representative. If the contract does not specify a state's authorized representative, an Agency staff person with delegated authority to

approve invoices will sign the invoice to approve payment.

Payment Processing

Admin will process payments in accordance with the prompt pay requirements established by M.S. 16A.124 Subd 3. Prepayments are not allowed unless permitted by state policy. The Agency and Admin are responsible for meeting the state's prompt payment goal that 98% of invoices are paid within 30 days.

Filing of Documents

All documents must be retained in accordance with applicable records retention policies.


Admin will retain the original purchase request, copy of the purchase order, the original packing slip or other similar documentation, and the original invoice unless otherwise agreed.

SWIFT Implementation

As SWIFT is improved and enhanced, business processes may change. As system expertise increases and future phases are implemented, policy and process changes may continue. Examples include electronic purchase requests, asset management, approvals, signatures, sourcing, and contracts.

SWIFT implementation may affect whether documents are retained in paper or electronic form.

**EXHIBIT C to Interagency Agreement between the
Department of Administration Financial Management and Reporting (Admin) and
Professional Educator Licensing and Standards Board (Agency)**

Date 10/1/19 Agency Professional Educator Licensing & Standards Board
Agency Head Signature 

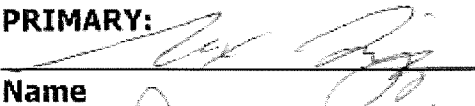
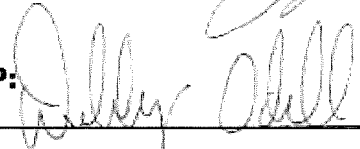
Policy and Recommendations Regarding Separation of Duties

In accordance with state accounting policy, agencies shall separate the financial duties of their employees to provide appropriate control in the processing of transactions. In those instances where separation is not feasible, e.g., a small agency or board with limited employees, compensating controls such as independent review must be established.

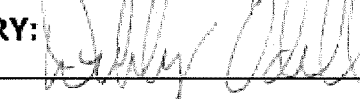
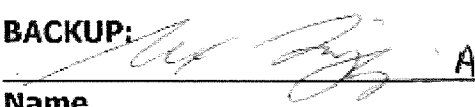
The Agency should separate duties among employees to ensure that no one person has control over the entire order and payment approval process. For optimum internal control:

- The person(s) authorized to approve purchase requests should not also be authorized to approve payments and vice versa.
- If two persons are authorized to approve both purchases and payments, neither person should perform both functions for any one purchase/payment transaction. For any one purchase/payment, one person should approve the purchase, and the other should approve the payment.
- In the event that one person approves purchase requests and payments for the same purchase/payment transaction(s), the Agency must document and implement compensating controls such as independent review of detailed expenditure reports.
- If at any time the Agency cannot maintain optimum separation of duties, the Agency should document the circumstances preventing optimum separation, and identify the compensating controls that will be implemented.

Signatures of Staff Authorized to Approve Purchase Requests

PRIMARY:  Alex Luzzi
Name _____ Specific conditions on approval authority _____
BACKUP:  Debby Odell
Name _____ Specific conditions on approval authority _____

Signatures of Staff Authorized to Approve Payments

PRIMARY:  Debby Odell
Name _____ Specific conditions on approval authority _____
BACKUP:  Alex Luzzi
Name _____ Specific conditions on approval authority _____

Authority to approve refunds:


PECSB HR

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$118,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$59,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$59,000</u>

This amendment is between the Minnesota Department of Administration Human Resources (Admin) and the Professional Educator Licensing Standards Board (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SMART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$59,000 for FY20 ~~with the~~ and \$59,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed \$118,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: *[Signature]*

Purchase Order: 300-650/167565/21634

Date: 6/28/20

Professional Educator Licensing Standards Board (Agency)

By: *[Signature]* (with delegated authority)
Alex Liuzzi

Title: Executive Director

Date: _____

Department of Administration (Admin)

By: *[Signature]* (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



STATE OF MINNESOTA INTERAGENCY AGREEMENT

The Department of Administration's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Human Resources (Admin) and Professional Educator Licensing and Standards Board (Agency).

Agreement

1. Term of Agreement

1.1 **Effective date:** July 1, 2019.

1.2 **Expiration date:** June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide human resource services to the Agency as described in Exhibits A and B which are attached and incorporated into this agreement. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibits A and B.

Professional Educator Licensing and Standards Board retains decision-making authority and responsibility for its human resource decisions for ongoing implementation of appropriate business processes, while Admin provides transaction and other human resources services in an advisory capacity. The parties understand and agree that Admin is not and not intended to be, the employer or joint employer of Professional Educators Licensing and Standards Board applicants, employees or former employees by reason of the work performed or services provided under the Agreement. Professional Educator Licensing and Standards Board is responsible for following all applicable employment laws, collective bargaining agreements and compensation plan requirements, state policies and procedures.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 3rd floor, Centennial Building, 658 Cedar Street, St. Paul, MN, or her successor.

The Agency's Authorized Representative is Alex Liuzzi, Executive Director, 1021 Bandana Blvd. E., Suite 222 Saint Paul, MN 55108, or their successor.

4. Consideration and Payment

The total cost for all services covered by this agreement is \$59,000 for FY20 with the FY21 amount to be determined in June 2020. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this Agreement.

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. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

7. Liability

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

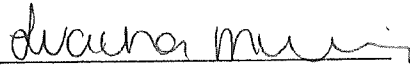
8. Termination

Either party may terminate this agreement at any time, with or without cause, upon 90 days' written notice to the other party.

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

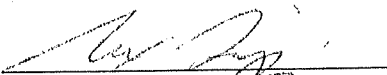
1. STATE ENCUMBRANCE VERIFICATION

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

Signed: 

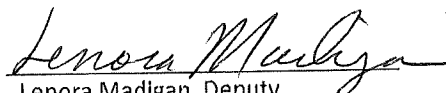
Date: 10/3/19

21634/167565/300-495
2. Professional Educator Licensing and Standards Board (Agency)

Signed: 
Alex Liuzzi, Executive Director

Date: 9/25/19

3. Department of Administration (Admin)

Signed: 
Lenora Madigan, Deputy
Commissioner

Date: 9.30.19

**EXHIBIT A to Interagency Agreement between the Department of Administration Human Resources (Admin)
and Professional Educator Licensing and Standards Board (Agency)**

Admin will provide the Agency the following human resource services that will help the Agency operate effectively:

Ad Hoc Reporting

- Upon request, provide ad hoc reports on employee costs; leave use; hires; separations; and other employment information contained in the state's information warehouse.

Affirmative Action Plan and Reports

- Draft Affirmative Action Plan; submit biennially to MMB for review and approval; and monitor efforts and progress.
- Complete the Monitoring the Hiring Process Quarterly Reports for the Agency.

Classification and Compensation

- Review position descriptions, determine appropriate classification, bargaining unit designation, and Fair Labor Standards Act (FLSA) status, document audit decisions, and explain the rationale for classification decisions.
- Advise on, and approve or deny compensation requests outside of Agency delegation of authority.
- The Agency must provide documentation of requests to convert unclassified position to the classified service at least one month in advance of the end of the unclassified position.

Timely review of classification and compensation requests depends on Admin receiving complete and accurate information from supervisors and managers. Admin is not responsible for processing information if it has not received a written request.

Admin has received delegated authority from Minnesota Management and Budget (MMB) to make classification and compensation decisions. Admin must abide by accepted practices and rules governing classification and compensation in order to retain this delegation. MMB periodically audits Admin's work to determine compliance with rules and laws.

Contract Administration

- Advise managers and supervisors on the application of labor contracts and plan language.
- Advise managers and supervisors on the practical application of employment laws such as FMLA, FLSA, ADA, USERRA, and all discrimination laws.

File Maintenance and Storage

- Maintain and securely store the personnel files and I-9 documents of the Agency employees, if agency requests.
- Maintain and store audit (job classification decisions) documentation and requisition (vacancy filling) files.
- Inform the Agency on the types of personnel information that should be securely maintained at Agency worksite.

Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$ 120,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$ 60,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$ 60,000</u>

This amendment is between the Minnesota Department of Administration Human Resources (Admin) and the Secretary of State (Agency).

Recitals

Admin currently has an inter-agency contract with the Agency for FY20-21 SmART services. This Contract Amendment is to establish the FY21 amount.

4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$60,000 for FY20 with the and \$60,000 for FY21 amount to be determined in June 2020. The total obligation will not exceed \$120,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: Jennil Kury

Purchase Order: 3110, Contract 170861

Date: 6/26/2020

Secretary of State (Agency)

By: Steve Simon (with delegated authority)
Steve Simon

Title: Secretary of State

Date: 6/25/20

Department of Administration (Admin)

By: Lenora Madigan (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



STATE OF MINNESOTA INTERAGENCY AGREEMENT

Admin's Small Agency Resource Team (SmART) seeks to improve the efficiency and effectiveness of financial and human resources services for small agencies, boards, and councils. SmART enables administrative efficiency by sharing the specialized resources and expertise of a larger administrative organization. SmART's services enable customer agencies to better focus on their core business.

This agreement is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the State Arts Board (Agency).

Agreement

1. Term of Agreement

- 1.1 **Effective date:** July 1, 2019.
- 1.2 **Expiration date:** June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever comes first.

2. Scope of Work

Admin will provide accounting transaction and other financial services to the Agency as described in Exhibits A, B and C, which are attached and incorporated into this agreement. Exhibit A describes the division of responsibilities between Admin and the Agency as it relates to this work. The success of the work that takes place under this agreement is dependent on both Admin and the Agency understanding and upholding their respective roles and responsibilities as delineated in Exhibit A. The Agency retains ownership and responsibility for its spending decisions and for ongoing implementation of appropriate business processes, while Admin provides transaction and other financial services and serves in an advisory capacity.

3. Authorized Representative

Admin's Authorized Representative is Lenora Madigan, Deputy Commissioner, 50 Sherburne Avenue, St Paul, MN 55155, or her successor.

The Agency's Authorized Representative is Sue Gens, Executive Director, ~~Park Square Court, Suite 200, 400 Sibley Street, St. Paul, MN 55101~~ or her successor. *as of July 1, 2020, 546 Fairview Ave N, Suite 304, St Paul, MN 55104*

In the event the Agency has a dispute involving services provided by Admin that cannot be resolved through normal interaction with Admin staff, the Agency, at its discretion, should contact Admin's Deputy Commissioner, Lenora Madigan, to seek resolution.

4. Consideration and Payment

The total cost for all services covered by this agreement is \$71,000 for FY20 and \$71,000 for FY21. The total obligation will not exceed **\$142,000**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

5. Amendments

Any amendment to this agreement, with the exception of changes to the purchasing and payment signature authorities identified in Exhibit C, 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. Changes to the signature authorities in Exhibit C must be

acknowledged with a revised Exhibit C signed by the Agency's Authorized Representative or by other written communication (memo, email, etc.).

6. Government Data Practices

Admin and the Agency must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data exchanged under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by either party to this agreement. The civil remedies of Minnesota Statutes Chapter 13.08 apply to the release of the data referred to in this clause by either party.

7. Liability

Each party will be 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 90 days' written notice to the other party.

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

Signed: 

Purchase Order: 179448 / 300-6809

Date: 06/30/2020


State Arts Board (Agency)

By:  (with delegated authority)
Sue Gens

Title: Executive Director

Date: 2020-06-30

Department of Administration (Admin)

By:  (with delegated authority)
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



Comprehensive IT Service Level Agreement

in direct support of

Department of Administration

Business Operations

October 1, 2018

Updated for newly appointed Commissioner Signatures

April 26, 2019

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Service Agreement – General Terms

Introduction

Revision 9/17/2018 v2.

The purpose of this Service Level Agreement (SLA) is to provide a basis for close cooperation between Minnesota IT Services (MNIT) and agencies, boards, and councils (Agency) and for support services to be provided by MNIT to the Agency, thereby ensuring that IT services are timely, cost effective, and efficient for the Agency.

The complete agreement consists of three parts:

1. Service Agreement: General Terms
2. Service Agreement: Projects and Services
3. Service Agreement: Performance Metrics

The primary objective of this SLA is to define the service delivery items that will govern the relationship between MNIT and the Agency. This SLA documents the required business-facing information technology (IT) services that support the existing Agency business processes at the existing service levels.

This SLA, and all supporting documents which are incorporated herein by reference, supersedes in its entirety any previous service level agreements between MNIT and the Agency, or any other similar agreements relating to Laws of Minnesota 2011, First Special Session chapter 10, article 4 (the IT Consolidation Act). This SLA is authorized by and implements the requirements set forth in the IT Consolidation Act.

For purposes of this SLA, "information technology" (IT) is defined as the acquisition, storage, communication, and processing of information by computers, telecommunications, applications and other software. This includes, but is not limited to: business data, voice, images, and video. IT provides an agency with business process automation, productivity tools and information delivery services to help execute the business strategy. Specific components of IT include, but are not limited to, enterprise-wide and agency-specific applications (business application software and related technical support services), system software, networks, databases, telecommunications, data centers, mainframes, servers, desktops, laptops/mobile computing devices, output devices such as printers, electronic mail,

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office systems, reporting, and other standard software tools, help desk, upgrades, security and IT service continuity, and maintenance and support of these systems.

The success of this SLA and the cooperative relationship created is dependent on each party understanding and fulfilling their responsibilities and generating an environment conducive to the achievement and maintenance of targeted service levels.

Objectives

- To create an environment that is conducive to a cooperative relationship between MNIT and the Agency to ensure the effective support of the Agency as it conducts its business.
- To document the roles and responsibilities of all parties taking part in the SLA.
- To ensure that the Agency receives the provision of agreed upon service levels with the support of MNIT.
- To define the services to be delivered by MNIT and the level of expected service and anticipated costs that can be expected by the Agency, thereby reducing the possibility for misunderstandings.
- To provide a common understanding of service requirements or capabilities and service levels and objectives.
- To provide a single, easily referenced document that addresses the objectives as listed above.

Review Process

This SLA will be reviewed by MNIT and the Agency no less frequently than every two years. MNIT and the Agency will maintain regular dialog and use the SLA as a basis for cooperation between the two entities in order to ensure that the Agency is receiving the services it needs.

Common Partnership

MNIT and the Agency will work collaboratively to meet the State's strategic direction and business needs and will establish a cooperative relationship to achieve efficiencies and improve the delivery of technology services.

MNIT and the Agency agree to all terms in this Agreement, including as follows:

- In conjunction with state agencies and other stakeholders, MNIT will establish and maintain a formal governance process that includes agency business participation and incorporates agency business requirements into overall IT strategy and direction.

- MNIT's oversight authority includes, but is not limited to, IT planning activities, IT budget management, IT purchasing, IT policy development and implementation, and direction of MNIT employees. MNIT's oversight authority does not extend to the non-IT portions of the Agency's business operations, plans or needs.
- MNIT provides enterprise IT services to all state agencies, boards, and councils as defined in Minnesota Statutes, section 16E. MNIT assigns a Chief Business Technology Officer (CBTO) to work with agencies, boards, and councils to deliver and sustain agency-specific solutions to meet their unique mission system and application requirements.

MNIT Roles and Responsibilities

MNIT will work with the Agency to ensure the best interest of the state and the Agency it supports.

MNIT has the responsibility to:

- Coordinate, develop, communicate, and manage all IT strategic planning and establish the state's IT direction in the form of policies, standards, guidelines and directives.
- Collaborate with agencies to develop and determine delivery strategies for all executive branch state agency IT activity and services consistent with the IT Governance Framework.
- Manage IT resource deployment at the executive branch level based on strategic planning, service delivery strategies, Agency and executive branch business needs, and legal requirements pertaining to IT resources and IT resource funding.
- Manage all IT employees. All IT employees are MNIT employees and report up through the MNIT Commissioner.
- Perform human resources services for MNIT employees. MNIT Human Resources (HR) has authority with regard to IT-related employment including, but not limited to, transactions, classification, compensation, staffing (including hiring and termination), labor relations, unemployment, workforce planning, recruitment, training, safety and investigations.
- Work with agencies to support development of legislative initiatives related to IT.
- Determine responsibility, role and compensation for the Agency-based CBTO. Create a position description, complete performance appraisals of the Agency-based CBTO, and implement performance-related measures, including performance management.
- Implement and maintain appropriate IT internal controls for all IT-related business needs. Additionally, set information security policies and standards, and oversee the

security of the state's executive branch information and telecommunications technology systems and services. MNIT will proactively identify and communicate to the Agency any system risks, vulnerabilities, weaknesses, threats or gaps that put the Agency at risk and identify options for change to address the risk, within the parameters and limits of the resources available to MNIT. MNIT is not responsible for maintaining internal controls for Agency non-IT related business.

- Develop and maintain plans and procedures for the recovery of the state's executive branch critical information and telecommunications technology systems and services in case of system or service interruption or failure. MNIT will collaborate with executive branch state agencies to develop recovery strategies consistent with business priorities and timelines. MNIT will coordinate and communicate response and recovery activities and timelines with executive branch state agencies during a continuity incident, emergency or disaster. MNIT will also collaborate with executive branch state agencies on training, testing and exercise activities to determine and improve the effectiveness of IT continuity plans and procedures.
- MNIT will collaborate with the Agency to comply with all applicable state and federal laws, rules and regulations that affect all consolidated agencies, boards, and councils. MNIT will work with the Agency to comply with the additional agency-specific legal and/or regulatory, safety and security requirements, and state standards. If the Agency is not currently in compliance, additional resources may be required to bring the Agency into compliance.
- Provide timely, accurate invoices to the Agency at a level of detail necessary for the Agency to identify the appropriate funding source from which to make payment, and respond to agency billing questions.
- Provide regular rate and cost information to the Agency sufficient for the Agency to plan, manage, and commit funding for Agency IT services, fiscal operations, and functions related to the CBTO and MNIT employees.

The Agency Roles and Responsibilities

The Agency has the responsibility to:

- Ensure the CBTO is in a role within the Agency that directly communicates with the Commissioner, Deputy Commissioner, or equivalent.
- Include the CBTO as a regular attendee of Agency leadership team meetings to provide IT-related reports and work in partnership to ensure that the MNIT IT strategy supports the business needs of the Agency.

-
- Provide feedback to MNIT's Commissioner regarding the performance of the Agency's CBTO as the Agency deems appropriate.
 - Work with MNIT to perform a portion of the other administrative services and partner with MNIT on legislative functions, as needed and agreed upon by the parties to this SLA. (Specific services will be added to the local services section of this document.)
 - Collaborate with MNIT to identify and ensure Agency compliance with all applicable state and federal laws, rules, standards and regulations. If the Agency is not currently in compliance, additional resources may be required to bring the Agency into compliance.
 - Process and pay all invoices to MNIT in a timely manner. The Agency may request a credit or an amendment to a bill if there is an error.
 - Work collaboratively with MNIT and the CBTO to adhere to the policies, processes and procedures for requesting and maintaining IT services and tools, and participate in IT project management methodologies.
 - Collaborate with MNIT on MNIT's Asset Management and Inventory to ensure proper accounting for IT assets at the Agency, in compliance with federal and state statutory and regulatory requirements and policies.
 - Determine and communicate new service requirements to the CBTO based on program needs including, but not limited to, changes in service volumes and IT projects, identifying funds for new services and investments, and initiating a change to this SLA and/or the IT Budget, as prescribed by the SLA and this Section.
 - Unless otherwise approved by MNIT's Commissioner, provide at least 30 days' notice to MNIT of cancellation of projects and termination of services. This is required because MNIT is obligated under labor agreements to provide staff with a 21-day notice of layoffs.
 - Work with its CBTO to provide necessary financial accounting services and purchasing of IT goods and services for the Agency. Provide regular financial reporting sufficient to plan, manage and commit funding for Agency IT services, fiscal operations and functions related to the CBTO and MNIT employees.
 - Develop and maintain a continuity of operations plan and procedures that include the Agency's business priorities, timelines and critical information needs. Collaborate with MNIT to develop recovery strategies for the critical telecommunications and technology systems and services needed to support business services. Coordinate and communicate response and recovery activities with MNIT during a continuity incident, emergency or disaster. Work jointly with MNIT on training, testing and exercise activities to determine and improve the effectiveness of continuity plans and procedures.

- Provide oversight, leadership, and direction for Agency IT investments and services.

The Chief Business Technology Officer Roles and Responsibilities

The CBTO represents MNIT at the Agency, oversees all Agency-based MNIT resources and employees, and reports to MNIT. The CBTO is responsible for maintaining a strong and collaborative partnership with the Agency. The CBTO has the authority and responsibility to:

- Hire and manage MNIT employees in coordination with MNIT Human Resources.
- Represent MNIT in communications with Agency leadership regarding the Agency's needs for IT services to support the Agency's unique business operations and priorities.
- Ensure that the Agency is made aware of and implements all MNIT IT policies, standards, guidelines, direction, strategies, procedures and decisions. Where the Agency does not implement the aforementioned, the CBTO will inform the Agency where and how the Agency is assuming risk. The CBTO will work with the Agency to identify and avoid risks that the Agency cannot assume because they would impair other agencies, boards, or councils.
- Report directly to, and be held accountable by MNIT for IT operational direction including, but not limited to, IT-related planning activities, purchasing, security, policy implementation and management of MNIT employees.
- Maintain regular dialog with the Agency's senior leadership to ensure that the SLA performance expectations reflect the current Agency needs and that the Agency is receiving the services it needs.
- Manage within the Agency-approved IT Budget, including determining service delivery strategies in consultation with the Agency. Work with Agency to ensure shared understanding of MNIT financial accounting and IT management and purchasing for the Agency. Provide regular financial reporting sufficient for the Agency to plan, manage, and commit funding for IT services and other IT operations.

Data Handling Roles and Responsibilities

- The Agency's electronic data that is housed on MNIT-managed technology belongs to the Agency and is subject to the Agency's direction and control. MNIT is the custodian of the Agency's electronic data. The State Chief Information Officer is not the responsible authority under Minnesota Statutes, Chapter 13 (the Data Practices Act) for the Agency's data that resides on MNIT managed technology equipment. Agencies will work collaboratively with MNIT to ensure that MNIT has the appropriate resources to adhere

to all policies and requirements provided by the Agency in order to protect the Agency's data.

- Should MNIT receive a data request for the Agency's data, MNIT will not produce the requested data. However, MNIT will assist in retrieving the data housed on MNIT-managed technology if requested by the Agency to do so.
- Should an Agency receive a request for MNIT data, the Agency will not produce the requested data.
- Should a request include Agency data and MNIT data, MNIT and the Agency will work together to appropriately respond to the request.
- Minnesota Statutes, Chapter 16E, requires the Agency to share data, including not public Agency data, with MNIT as necessary for MNIT to provide IT services and equipment to the Agency. Sharing data as required by Chapter 16E, and in the manner prescribed in the Data Practices Act, does not affect the classification of any not public data shared with MNIT and is not intended to waive any privileges afforded to not public data under applicable law.
- In accordance with the Data Practices Act, MNIT will only access and use not public agency data that it is the custodian of in relation to a work assignment or project on behalf of the Agency.
- Should MNIT or the Agency become aware of a known or suspected security incident or potential breach of an Agency's electronic data, each will promptly notify the other. MNIT will work to identify the deficiency that led to the breach and to correct, mitigate and remediate the deficiency, which may require additional Agency resources. The Agency will be responsible for complying with the notice and regulatory requirements under the Data Practices Act and other applicable state and federal laws, rules, and regulations for any breaches of Agency data.
- This SLA is not meant to supersede, waive, or violate data handling roles and responsibilities set forth in state law, federal law, or any applicable data sharing and/or business associate agreement between MNIT and Agency.

Budget Scope

Enterprise rate-based services and services provided by the CBTO will be billed directly to the Agency. The CBTO will work with the Agency's Chief Financial Officer (CFO) and other appropriate finance staff as designated by the CFO to develop budget for local services, and to ensure that all IT expenditures are accounted for, such as staffing, hardware, software, supplies, training, and administrative costs. Staffing

costs include legal and settlement costs for MNIT employees assigned to the Agency. All IT budget expenditures must be approved by the CBTO or delegate.

MNIT and the Agency will collaborate to determine appropriate accounting processes to support the Agency's payment of all MNIT bills. MNIT and the Agency will cooperatively plan and communicate regarding IT expenditures and billing.

Acceptance

In the IT Consolidation Act, the Minnesota Legislature required the Chief Information Officer to enter into a Service Level Agreement governing the provision of IT systems and services, assets, and personnel with each state agency. STATE GOVERNMENT, INNOVATIONS AND VETERANS OMNIBUS BILL, 2011 Minn. Session Law Serv. 1st Special Session, Ch. 10, Art. 4 (S.F. 12).

For the departments, agencies, offices, councils, boards, commissions and other entities in the executive branch of Minnesota State government that are subject to IT Consolidation, the use of MNIT is required by the State Legislature. MNIT recognizes that providing IT services is most successfully done in close partnership with the Agency. MNIT and the Agency representative will memorialize their formal partnership by adding their signatures to this document.

Dispute Management

The parties agree to cooperate with each other in the performance of the duties and responsibilities under this SLA. Each party to this SLA will make every effort to avoid disputes by clearly documenting communication and engaging the applicable chain of command as necessary. If the parties are unable to reach an agreement with respect to any dispute related to the services, terms, and provisions of this SLA, the Agency's Commissioner/CEO/Executive Director and MNIT's Commissioner will meet to determine further action. If no agreement can be reached, the Agency and MNIT will participate in conflict resolution proceedings managed by the Bureau of Mediation Services.

Liability

Each party shall be responsible for claims, losses, damages and expenses which are proximately caused by the acts or omissions, including lack of funding, of that party or its agents, employees or representatives acting within the scope of their duties. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have, nor shall anything herein be construed to create a basis for any claim or suit when none would otherwise exist. This provision shall survive the termination of this SLA.

Additional Provisions

The terms of this SLA are not intended to supersede or violate any applicable bargaining unit contracts, state laws, or federal laws. If any provision of this SLA is determined to be unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this SLA shall remain in full force and effect.

Law to Govern

This SLA shall be interpreted and enforced in accordance with the laws of the State of Minnesota. Any legal proceedings arising out of this SLA, or breach thereof, shall be adjudicated in the state courts of Minnesota, and venued in Ramsey County, Minnesota.

Assignment

Neither MNIT nor the Agency shall assign or transfer any rights or obligations under this SLA without the prior written consent of the other party. This provision must not be construed to limit MNIT's ability to use third party contractors or products to meet its obligations under this SLA.

Service Agreement – Projects and Services

Template version 8/31/2018 v2.

This section provides information related to the various projects and services provided to agencies. Further information on each project or service is available through the agency-based CBTO or their designee.

Projects

Definitions:

- **Project:** a temporary endeavor undertaken to create a unique product, service or result. It has a start date, specific goals and conditions, defined responsibilities, a budget, a plan, and end date. Examples include, but are not limited to, developing a new product or service, developing or acquiring a new or modified information system, upgrades, and releases.
- **IT Project:** an effort to acquire or produce information and telecommunications technology systems and services.

-
- Total expected project cost: direct staff costs, all supplemental contract staff and vendor costs, and costs of hardware and software development or purchase.

Projects can have multiple funding sources including:

- A specific legislative appropriation called a Biennial IT (BIT) project.
- A 2001 fund allocation known as an Odyssey Fund project.
- An internal agency budget allocation known as an Agency Funded project.

Each of these project types is documented in the MNIT Enterprise Project Management Office (ePMO) project and program management system. Projects documented in this fashion are incorporated by reference in this SLA. Documentation on each project is available through the agency-based CBTO or their designee.

Services

There are five types of services available:

1. Enterprise Services
2. Shared Services
3. Center of Excellence Services
4. Local Services
5. Enterprise Security Services

Enterprise Services are standard services that all executive branch agencies are required to utilize to ensure consistency and business interoperability within government. Examples include: email and calendaring, phones, networks, servers, desktop/laptop computers and related support services. These services have biennial enterprise rates approved by Minnesota Management and Budget (MMB) and are uniform across all agencies.

Shared Services are standard services that executive branch agencies may utilize to support their business operations. Alternatively, this type of service may also be provided on a single agency basis by Minnesota IT Services (MNIT) staff partnering with agencies. An example is Geospatial services. This service has biennial enterprise rates approved by MMB and are uniform across all agencies that utilize the shared service.

Center of Excellence Services are services that executive branch agencies may utilize to support their business operations. Typically these services are provided to multiple agencies by MNIT staff located at a single agency office. Examples include: FileNet Document Management, and Identity and Access Management (IAM) services are provided by MNIT staff located at the MNIT/DHS office, and are used by a number of other agencies. These services have rates set by the service provider and approved by MMB and are uniform across all agencies that utilize the service.

Local Services are services that are provided by MNIT staff located at an agency office, and are provided to serve business operations only at that agency. Examples include: Application Support and Development, Application Management, Application Operations, Project Management Office functions including Project Management, Business Analyst and Quality Assurance functions. These services are provided on a 'pass-through' basis for staff salaries and benefits, and any IT purchases not covered by an Enterprise, Shared, or Center of Excellence Service.

Enterprise Security Services are provided to all Minnesota IT Services executive branch customers at a core level. These services include: Security Operations, Threat and Vulnerability Management, Access and Identity Management, and Governance, Risk, and Compliance. Within these services, additional protective services are provided.

A detailed description of each service, pricing and delivery terms associated with that service may be found on the [MNIT public website](#).

Services documented in this fashion are incorporated by reference in this SLA.

Delivered Services

Enterprise Services Summary

Service Details	Summary Description
Service Name	Database Administration
Included	<ul style="list-style-type: none">Database operational support
NOT included	<ul style="list-style-type: none">Database logical designApplication supportDedicated host, license & maintenance costs
Delivery Method	<ul style="list-style-type: none">Fulltime support staff with access to MNIT on-premise and external cloud environments
Hours of Operation	<ul style="list-style-type: none">Production 7x24On-call off hours and weekendsNon-production: M-F; 7 a.m.-5 p.m.

Service Details	Summary Description
Service Name	Desktop Bundle
Included	<ul style="list-style-type: none">• Standard desktop, keyboard and mouse – replaced every 5 years.• Workstation management and protection package: firewalls, security patching and encryption• Workstation support, including remote desktop and deskside support.• Inventory management
NOT included	<ul style="list-style-type: none">• Performance-upgraded desktop• Monitor(s)• Memory upgrade• Headset• Cameras (required to use all of the functionality of Skype for Business)• Local printer, if applicable for your agency• Ergonomic or wireless bundle of keyboard & mouse Programmable keyboard• Shorter refresh cycle (see details below)
Delivery Method	<ul style="list-style-type: none">• Fulltime support staff for both online and deskside support
Hours of Operation	<ul style="list-style-type: none">• 24x7x365 with following hours of support:• M-F: 7 a.m.-5 p.m.

Service Details	Summary Description
Service Name	Enterprise Software Bundle
Included	<p><u>Enterprise License:</u></p> <ul style="list-style-type: none"> • Microsoft Office 365: Word, Excel, PowerPoint, Outlook, OneNote, Access • Skype for Business • Web filtering <p><u>Kiosk License:</u></p> <ul style="list-style-type: none"> • Microsoft Office 365, Kiosk User Office Online <p><u>Enterprise and Kiosk License also include:</u></p> <ul style="list-style-type: none"> • SharePoint access license • Security awareness training • Access oversight and audit • Physical access to data centers and data • Data access security monitoring
NOT included	<ul style="list-style-type: none"> • Agency-specific software packages
Delivery Method	<ul style="list-style-type: none"> • Fulltime support staff for both online and deskside support.
Hours of Operation	<ul style="list-style-type: none"> • Access to Foundational Services (Email, SharePoint and Skype) 24x7x365 from Microsoft • Following hours of Minnesota IT Services support. M-F, 7 a.m.5 p.m.

Service Details	Summary Description
Service Name	Hosting Services
Included	<ul style="list-style-type: none"> Data Center Services and Support, physical and virtual server management and support
NOT included	<ul style="list-style-type: none"> Customer application support
Delivery Method	<ul style="list-style-type: none"> Fulltime Support staff and provided server equipment and infrastructure both on premise and in the cloud
Hours of Operation	<ul style="list-style-type: none"> 24x7x365 expected infrastructure up time M-F; 6 a.m.-6 p.m. on premise support staff On-call off hours and all day Saturday and Sunday

Service Details	Summary Description
Service Name	Local Area Network (LAN)
Included	<ul style="list-style-type: none"> Wired and wireless IP network connections within a location or campus
NOT included	<ul style="list-style-type: none"> Wide area network (WAN) connections
Delivery Method	<ul style="list-style-type: none"> Minnesota IT Services owned and managed LAN devices
Hours of Operation	<ul style="list-style-type: none"> 24x7

Service Details	Summary Description
Service Name	Laptop Bundle
Included	<ul style="list-style-type: none"> • Standard laptop, replaced every 4 years • Docking station, keyboard and mouse (replaced with laptop if necessary, monitor not included) • Workstation management and protection package: firewalls, security patching and encryption • Workstation support, including remote desktop and deskside support. • Inventory management
NOT included	<ul style="list-style-type: none"> • Performance-upgraded laptop • Monitor(s) • Memory upgrade • Headset • Cameras (required to use all of the functionality of Skype for Business) • Local printer, if applicable for your agency • Ergonomic or wireless bundle for keyboard and mouse • Programmable keyboard • Shorter refresh cycle (see details below)
Delivery Method	<ul style="list-style-type: none"> • Fulltime staff for both remote and deskside support
Hours of Operation	<ul style="list-style-type: none"> • 24x7x365 with following hours of support: • M-F; 7 a.m.-5 p.m.

Service Details	Summary Description
Service Name	Mainframe Service
Included	<ul style="list-style-type: none"> Batch, Workload Scheduling, Mainframe Processing, Databases on the Mainframe, Mainframe DR services, replicated storage
NOT included	<ul style="list-style-type: none"> Other Hosting services like Server and Hosting, Databases like SQL and Oracle, customer application support
Delivery Method	<ul style="list-style-type: none"> Fulltime support staff and provided mainframe equipment and infrastructure
Hours of Operation	<ul style="list-style-type: none"> M-F; 6 a.m.-6 p.m. on premise staff support, on-call during off hours and weekends 24x7x365 expected infrastructure up time 24x7x365 on site Batch Scheduling and Operations.

Service Details	Summary Description
Service Name	Middleware
Included	<ul style="list-style-type: none"> Middleware software and support
NOT included	<ul style="list-style-type: none"> Customer application support Database charges for MQ messaging Dedicated host charges
Delivery Method	<ul style="list-style-type: none"> Fulltime support staff with access to the MNIT on premise and external cloud environments
Hours of Operation	<ul style="list-style-type: none"> Production: availability 7x24 On-call off hours and weekends Non-production: M-F; 7 a.m.-5 p.m.

Service Details	Summary Description
Service Name	Mobile Device Management
Included	<ul style="list-style-type: none">• Help with device enrollment• Working with agency partners to establish security standards, feature restrictions and application testing• Monitoring devices for compliance with agency partner rules and operating system requirements• Management of lost devices (wipe)• Establishing retirement parameters• Troubleshooting instructions and remote diagnostics
NOT included	<ul style="list-style-type: none">• Device procurement.• Initial setup is provided by agency partner or local MNIT Services Staff• End user training• Forced operating system updates.• Cell carrier management• Support for accessories
Delivery Method	<ul style="list-style-type: none">• Level 1 – Service Desk• Back office – Supported by MDM team.• Additional service provided by @agency MNIT personnel if needed.
Hours of Operation	<ul style="list-style-type: none">• M-F; 7 a.m.-5 p.m.

Service Details	Summary Description
Service Name	Telephone
Included	<ul style="list-style-type: none">• Telephone service using state IP services or contracted traditional services
NOT included	<ul style="list-style-type: none">• Cellular Phones
Delivery Method	<ul style="list-style-type: none">• Dial tone to telephone handset
Hours of Operation	<ul style="list-style-type: none">• 24 x 7

Service Details	Summary Description
Service Name	WAN
Included	<ul style="list-style-type: none">• IP Network Connection
NOT included	<ul style="list-style-type: none">• Applications running on the network
Delivery Method	<ul style="list-style-type: none">• Managed circuits and WAN devices
Hours of Operation	<ul style="list-style-type: none">• 24 x 7

Service Details	Summary Description
Service Name	Web Management
Included	<ul style="list-style-type: none">• SDL Web (Tridion), Drupal Shared Hosting, and Search• Website development, design, hosting, search, and support
NOT included	<ul style="list-style-type: none">• Customer application support• Optional: Quality Assurance website tool and Web Analytics
Delivery Method	<ul style="list-style-type: none">• Fulltime support staff with access to MNIT on-premise and external cloud environments
Hours of Operation	<ul style="list-style-type: none">• Production availability 7x24x365

Shared Services Summary

Service Details	Summary Description
Service Name	Geospatial Shared Services
Included	<ul style="list-style-type: none">• Enterprise Licensing for Geospatial Software• MN Geospatial Commons• Access and use of geospatial web services• Geospatial Managed Hosting• Access to PT Services for development and support of geospatial applications and web services
NOT included	
Delivery Method	<ul style="list-style-type: none">• Fulltime support staff with access to the MNIT On-Premise and external cloud environments
Hours of Operation	<ul style="list-style-type: none">• Production availability 7x24x365

Center of Excellence Services Summary

Service Details	Summary Description
Service Name	FileNet - Electronic Document Management System (EDMS)
Included	<p>Agency partners pair FileNet with existing or new storage to make a complete document management system. The FileNet services team will:</p> <ul style="list-style-type: none"> • Work with agency partners to develop an agency-specific solution. • Evaluate work processes to determine where FileNet automation (document import, workflow) would be beneficial • On-board new agency partners. Import existing content. • Maintain the EDMS environment, including evaluating and implementing software updates and patches as appropriate . • Coordinate and support connectivity to storage • Provide trained, expert management of the system • Provide support and training to super-users • Provide second level support and training to users.
NOT included	<ul style="list-style-type: none"> • Storage for FileNet documents • Peripheral devices including user computers, scanners, faxes/faxing services, and related LAN and WAN connectivity • Workflow or other custom development effort
Delivery Method	<ul style="list-style-type: none"> • Agency-specific web portal to access FileNet systems. • Agencies are charged a monthly rate per individual user • Agencies are charged a professional services rate for workflow and custom development.
Hours of Operation	<ul style="list-style-type: none"> • FileNet systems will be available 24 hours per day, 7 days a week. • MNIT will provide FileNet operational support during core hours of 7:00 am to 5:00 pm, Monday through Friday, except all State holidays. • Support during non-core hours will be on a best effort basis, and unplanned outages that occur during these hours will be addressed as expeditiously as possible. • MNIT FileNet will notify agency contact persons in the event of an unexpected system outage during core hours, providing expected time of system availability and hourly updates. • Operational support can be contacted by submitting a ticket to the MNIT Mall.

Local Services Summary

Service Details	Summary Description
Service Name	Application Architecture / Planning for the Department of Administration
Included	List of applications in the Department of Administration's application inventory.
NOT included	Support for standard desktop applications, e.g. Microsoft Office, Adobe Acrobat, web browsers, etc., and applications supported by MN.IT Enterprise teams, e.g. SWIFT, VPN, email, Tridion.
Delivery Method	Support will be provided by phone, remote assistance or desk-side support.
Hours of Operation	7:00 am – 4:00 pm M-F

Service Details	Summary Description
Service Name	Department of Administration – M5 Fleet Management Application System
Included	User Training System Upgrades Create Custom Reports Provide On demand reports Data Integration between application systems Data Analysis When enhancements or programming bugs occur work through issues with Assetworks
NOT included	-Limited Vehicle Data entry is allowed -Support for standard desktop applications, e.g. Microsoft Office, Adobe Acrobat, web browsers and application supported by MN.IT Enterprise teams, VPN email, etc.
Delivery Method	-2 Full time MNIT application support staff. Support will be provided by phone, remote assistance or desk-side.
Hours of Operation	Monday-Friday 8:00am – 4:30pm

Service Details	Summary Description
Service Name	Administration MMCAP Application Support
Included	Business Analyst Support Purchasing Mgt /CPRS Project Management Manage MMCAPs Website, liaison to manage success. Security compliance within agency with CBTO direction. Application backup support as needed to ensure Business Continuity
NOT included	Asset Mgt Hardware / Software / lifecycle hardware refresh Enterprise applications supported by the MN.IT helpdesk. For example: MS Office Suite, Outlook SharePoint, Lync On / Off boarding users Desktop Support
Delivery Method	On site employee full time with occasional telework.
Hours of Operation	7:00 - 3:30pm M - F

Service Details	Summary Description
Service Name	Application Support for Project Web Application (PWA)
Included	<p>Support and Manage the PWA Application for RECS Division. Liaison with Vendor which developed and Supports PWA.</p> <p>Project Manager of approved projects for the vendor to conduct. Write up scope, charter, plan and other PM documents and track Progress of PWA enhancement projects.</p> <p>Help with project to find a replacement system to support the business needs to manage vendors wanting to conduct work for the State of MN.</p>
NOT included	<p>Desktop support (Microsoft standard suit products such emails/outlook, office, word, excel and access).</p> <p>Project initiation phases between RECS Project Managers and customers.</p>
Delivery Method	Support is provided through email correspondences and desk side support and sometimes via Skype for business and direct tell phone calls.
Hours of Operation	Monday – Friday 8:00am – 4:30pm.

Service Details	Summary Description
Service Name	Enterprise Real Property Application (Archibus)
Included	Facility Management Real Estate Portfolio Capital Project Management Capital Planning (FCA) Space Planning Move Management Building Operations Environmental & Risk Management Asset Management System Admin Application Enhancement Application Support Project Management
NOT included	Infrastructure support DB admin Desktop Support
Delivery Method	Full time MN.IT Application Support
Hours of Operation	8:00 AM – 4:30PM

Service Details	Summary Description
Service Name	Capitol Complex Facilities Automation Systems Support
Included	Admin staff supervision EBI 24/7 Operations Application support
NOT included	Mechanical or electrical system design or engineering Physical security assessments Project management related to electrical system design or engineering
Delivery Method	Full time MN.IT System Supervisor Full time MNIT ITS3
Hours of Operation	24/7/365

Service Details	Summary Description
Service Name	OSP/MMCAP Custom Applications, Web Server/Website, SQL Server/Databases
Included	<p>Custom Application Support: Admin Fees, Advertise SWIFT Solicitation Events, CIS, Decision Tree, PT Contracts, Vendor Manager, VFAdmin/PDFAdmin, Addendum Notification, ALP Certification</p> <p>Monitor, Maintain and Manage OSP/MMCAP Web Server/Website</p> <p>Monitor, Maintain and Manage OSP/MMCAP SQL Servers/Databases</p> <p>Monitor, Maintain and Manage Backups and Restores of OSP/MMCAP Servers and Data.</p> <p>Staff On-boarding and Off-boarding duties related to database and web server permissions</p>
NOT included	<p>Hardware/Network/Workstation set up or Network infrastructure management</p> <p>Desktop Support</p>
Delivery Method	Full-time MN IT Services Application & Database Support position
Hours of Operation	OSP Business Hours: M-F, 7am-3:30pm

Enterprise Security Services Summary

Service Details	Summary Description
Service Name	Enterprise Vulnerability Management
Included	<ul style="list-style-type: none">• Internal Vulnerability Scanning of desktops, servers, network devices and other supported devices• External scanning of internal facing devices• Communication of prioritized vulnerabilities• Oversight of remediation efforts on vulnerabilities• Configuration compliance scanning (emerging capability)• Web application security scanning• Veracode administration for teams using Veracode• Penetration and Red Team Services (emerging capability)
NOT included	<ul style="list-style-type: none">• Devices not connected to MNIT managed networks• Devices not supported by TVMU tools
Delivery Method	<ul style="list-style-type: none">• Fulltime support Staff• Automated scanning• MNIT Mail: Threat and Vulnerability Management
Hours of Operation	<ul style="list-style-type: none">• M-F; 7 a.m.-5 p.m.• Emergency after hours support: MNIT Service Desk

Service Details	Summary Description
Service Name	Security Operations Center
Included	<ul style="list-style-type: none">• Security Incident Response• Threat Research and SOC Daily Brief• Spam/Phishing Investigation• Security Operations Coordination• Security Monitoring• Enterprise Intrusion Detection and Prevention• Enterprise Web Content Filtering• Enterprise Endpoint Protection
NOT included	<ul style="list-style-type: none">• Full service provided to MN executive branch and partner entities with core detection/alerting to other MNET customers• Monitoring is limited to network activity only for external MNET entities that do not participate in the Intrusion Detection and Prevention Service
Delivery Method	<ul style="list-style-type: none">• Fulltime support staff• Email: soc@state.mn.us• Phone: 651.201.1281• MNIT Mall: Report a Security Event
Hours of Operation	<ul style="list-style-type: none">• Daily 6 a.m. – 6 p.m.• Emergency after hours support: MNIT Service Desk 24x7

Service Details	Summary Description
Service Name	Digital Forensics
Included	<ul style="list-style-type: none">• Data Preservation• Data Recovery• Security Incident Investigations• eDiscovery
NOT included	<ul style="list-style-type: none">• Devices not owned by executive branch agencies
Delivery Method	<ul style="list-style-type: none">• Fulltime support staff• MNIT Mail: Use the Agency Data & Legal Hold Request Form• SOC Phone: 651-201-1281
Hours of Operation	<ul style="list-style-type: none">• M-F: 6 a.m. – 2:30 p.m.• Emergency service daily 6 a.m. – 6 p.m. through the Security Operations Center• Emergency after hours support: MNIT Service Desk 24x7

Service Details	Summary Description
Service Name	Enterprise Privileged Account Management Service
Included	<ul style="list-style-type: none"> • User license • Centralized, secure storage • Automatic password rotation • Automated Workflows • Security Awareness Training • Access oversight and audit
NOT included	<ul style="list-style-type: none"> • A self-service portal for password reset • Storage of personal passwords
Delivery Method	<ul style="list-style-type: none"> • Fulltime Support staff • MNIT Mall: Privileged Account Access
Hours of Operation	<ul style="list-style-type: none"> • M-F; 7 a.m.-5 p.m. • Emergency after hours support: MNIT Service Desk

Service Details	Summary Description
Service Name	Enterprise Digital Certificate and Encryption Key Management (PKI)
Included	<ul style="list-style-type: none"> • Management of external digital certificates • Management of internal digital certificates
NOT included	<ul style="list-style-type: none"> • Management of encryption keys
Delivery Method	<ul style="list-style-type: none"> • Fulltime Support staff • MNIT Mall: Security Certificates
Hours of Operation	<ul style="list-style-type: none"> • M-F; 7 a.m.-5 p.m. • Emergency after hours support: MNIT Service Desk

Service Details	Summary Description
Service Name	Enterprise Governance, Risk, and Compliance
Included	<ul style="list-style-type: none">• IT Audit Coordination across agencies (ie: IRS, FBI, SSA, PCI, etc)• Securing the Human (Annual Security Awareness Training)• CJIS training coordination• Security ScoreCard Metrics process ownership• Anti-phishing training coordination• Statewide Security Policy and Standards (creation, publishing, curation)• Security finding management (audit findings, exceptions)• Archer management and administration• Risk assessment process ownership
NOT included	
Delivery Method	<ul style="list-style-type: none">• Fulltime support staff
Hours of Operation	<ul style="list-style-type: none">• M-F, 8 a.m.-5 p.m. via GRC@state.mn.us

Service Agreement – Performance Metrics

Revision 9/14/2018 v2.

This section provides information related to the various performance metrics provided to agencies. Further information on each metric is available through the agency based CBTO or their designee.

Performance Metrics

There are multiple types of metrics available:

- Security Risk Score (contains NOT PUBLIC security information)
- Enterprise Services

CBTOs may provide other metrics, including those representing locally delivered services as needed.

*The **Security Risk Scorecard*** measures a number of key metrics and security controls for an agency yielding a numeric score on eight separate subject areas:

1. Risk Management
2. Vulnerability and Threat Management
3. Secure System Development
4. Security Configuration Management
5. Access Control
6. Monitoring and Incident Response
7. Disaster Recovery Readiness
8. Security Training and Awareness

Enterprise Services have a number of metrics available for partner agencies, including:

MN.GOV – State Web Site

1. Number of Monthly Visits
2. Average Daily Visits
3. Number of Unique Monthly Visitors
4. Number of Monthly Visitors Who Visit Once
5. Number of Monthly Visitors Who Visit More Than Once

Enterprise Applications

1. Email Activity – number of active users & volume of use
2. SharePoint file related activity – number of active users & volume of use
3. Skype for Business activity – number of active users & volume of use
4. OneDrive for Business – number of active users & file storage volume

Service Desk & Desktop Support

1. Incidents (when something isn't working) – for prior completed month
 - a. Quantity Total Tickets Opened
 - b. Quantity Total Tickets Resolved
 - c. Quantity Total Tickets Resolved Same Day
 - d. Average aging for remaining open tickets
 - e. Percent of Tickets Resolved
 - f. Average Aging for all open and resolved tickets
2. Requests (for additional functionality) – for prior completed month
 - a. Total Tickets Opened
 - b. Total Tickets Resolved
 - c. Total Tickets Resolved Same Day
 - d. Average aging for remaining open tickets
 - e. Percent of Tickets Completed
 - f. Average Aging for all open and resolved tickets

Hosting and Storage

1. Server uptime and system availability
2. Storage usage and growth

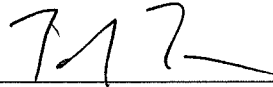
Signature Page

Under Minnesota Statutes section 16E, the Office of MN.IT Services (dba Minnesota IT Services/MNIT) provides Information Technology services to the Agency. The Agency use of these services constitutes an acceptance of this Service Level Agreement.

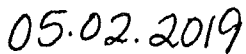
The MNIT Service Level Agreement is reviewed and recognized by:

Agency/Entity**The Office of MN.IT Services**

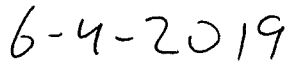
Alice Roberts-Davis
Commissioner
Department of Administration



Tarek Tames
State Chief Information Officer and
Commissioner of the Office of MN.IT Services



Date of Signature



Date of Signature

