



October 15, 2019

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

The Honorable Michael Nelson, Chair  
House State Government Finance Committee  
585 State Office Building  
St. Paul, MN 55155

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

The Honorable Tony Albright  
Ranking Minority Member  
House State Government Finance Committee  
259 State Office Building  
St. Paul, MN 55155

Dear Senators and Representatives:

In accordance with Minnesota Statutes Section 15.0395, I am submitting this interagency agreement and transfer report to the chairs and ranking minority members of the legislative committees with jurisdiction over state government finance. The report details the interagency agreements, service-level agreements, and appropriation transfers subject to this report.

All interagency agreements, except for the MN.IT Services service-level agreement, are attached. MN.IT Services will provide the service-level agreement with their report, along with a summary of fiscal year 2019 costs for all agencies.

If you have questions, please contact John Pollard, Director of Legislative and Intergovernmental Affairs, at [john.pollard@state.mn.us](mailto:john.pollard@state.mn.us) or 651-201-8039.

Sincerely,

Myron Frans  
Commissioner

Cc: Eric Nauman, Lead Fiscal Analyst, Senate Counsel, Research and Fiscal Analysis Office  
Bill Marx, Chief Fiscal Analyst, House Fiscal Analysis Department  
Andrew Erickson, Fiscal Analyst, Senate Counsel, Research and Fiscal Analysis Office  
Helen Roberts, Fiscal Analyst, House Fiscal Analysis Department

Minnesota Management and Budget (MMB)

Fiscal Year 2019 Transfers  
October 15, 2019

| TRANSFER FROM       |                           |                       |   |                  | TRANSFER TO        |                               |                      |   |                    | Purpose of Transfer   | Legal Authority for Transfer |
|---------------------|---------------------------|-----------------------|---|------------------|--------------------|-------------------------------|----------------------|---|--------------------|---|------------------------------|
| 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 |   |                              |
| DOR Non-Operating   | General                   | G901022               | County Program Aid                            | (207,000)        | MMB                | General                       | G100010              | Local Impact Notes  | 207,000            | Transfer for costs of local government activities   | MS 477A.03 2B                |
| MMB                 | General                   | G100001               | Accounting Services                           | (281,000)        | MMB                | General                       | G100009              | Management Services   | 281,000            | Transfer to fund staff salaries and technology to meet statutory obligations              | 171 004 01 040 000           |
| MMB                 | General                   | G100002               | Budget Services                               | (205,000)        | MMB                | General                       | G100009              | Management Services   | 205,000            | Transfer to fund staff salaries and technology to meet statutory obligations              | 171 004 01 040 000           |
| MMB                 | General                   | G100008               | Labor Relations                               | (269,000)        | MMB                | General                       | G100009              | Management Services   | 269,000            | Transfer to fund staff salaries and technology to meet statutory obligations              | 171 004 01 040 000           |
| MMB                 | General                   | G100008               | Labor Relations                               | (123,000)        | MMB                | General                       | G100002              | Budget Services   | 123,000            | Transfer to fund staff salaries and technology to meet statutory obligations              | 171 004 01 040 000           |
| MMB                 | General                   | G100008               | Labor Relations                               | (215,000)        | MMB                | General                       | G100009              | Management Services   | 215,000            | Transfer to fund staff salaries and technology to meet statutory obligations              | 171 004 01 040 000           |
| MMB                 | General                   | G100009               | Management Services                           | (500,000)        | MN.IT Services     | Special Revenue               | G466128              | ITA Enterprise Systems                                      | 500,000            | Transfer to Information and Telecommunications Account for Enterprise Systems project     | MS 16A.21                    |
| MMB                 | General                   | G100032               | Enterprise Communications and Planning        | (118,000)        | MMB                | General                       | G100009              | Management Services   | 118,000            | Transfer to fund staff salaries and technology to meet statutory obligations              | 171 004 01 040 000           |
| MMB                 | State Employees Insurance | G100047               | Medical Insurance - Health Partners           | (297,000)        | MMB                | State Employees Insurance     | G100053              | Risk Management Unit  | 297,000            | Transfer of medical insurance assessments to fund Risk Management Unit                    | MS 43A.30                    |
| MMB                 | State Employees Insurance | G100048               | Medical Insurance - Blue Cross Blue Shield    | (477,000)        | MMB                | State Employees Insurance     | G100053              | Risk Management Unit  | 477,000            | Transfer of medical insurance assessments to fund Risk Management Unit                    | MS 43A.30                    |
| MMB                 | State Employees Insurance | G100051               | Medical Insurance - Preferred One             | (126,000)        | MMB                | State Employees Insurance     | G100053              | Risk Management Unit  | 126,000            | Transfer of medical insurance assessments to fund Risk Management Unit                    | MS 43A.30                    |
| MMB                 | General                   | G100091               | MAPS Replacement Project Debt Service Account | (213,216)        | MMB Debt Service   | Technology Lease Debt Service | G9Q8001              | Technology Certificates of Participation (COP) Debt Service | 213,216            | Transfer required to make statutory debt service payments on COPs for SWIFT system build. | MS 16A.81; MS 16A.82         |
| MMB                 | General                   | G100091               | MAPS Replacement Project Debt Service Account | (8,753,489)      | MMB Debt Service   | Technology Lease Debt Service | G9Q8001              | Technology Certificates of Participation (COP) Debt Service | 8,753,489          | Transfer required to make statutory debt service payments for SWIFT system build.         | MS 16A.81; MS 16A.82         |
| MMB                 | General                   | G100114               | Operating Adjustment                          | (154,000)        | MMB                | General                       | G100007              | Enterprise Human Resources                                  | 154,000            | Transfer of operating adjustment appropriation  | 171 004 01 013 09A           |
| MMB                 | General                   | G100114               | Operating Adjustment                          | (922,300)        | MMB                | General                       | G100009              | Management Services   | 922,300            | Transfer of operating adjustment appropriation  | 171 004 01 013 09A           |
| MMB Non-Operating   | General                   | G9R0007               | General Fund Contingent Account               | (162,000)        | MMB                | General                       | G100088              | Governor-Elect Transition Expenses                          | 162,000            | Transfer to fund Governor-elect expenses  | MS 4.51                      |
| TOTAL               |                           |                       |   | (13,023,005)     |                    |                               |                      |   | 13,023,005         |   |                              |

**Minnesota Management and Budget**  
Fiscal Year 2019 Interagency Agreements and Service-Level Agreements  
October 15, 2019

| Agency                              | Amount               | Legal Authority      | Purpose  | Effective Date | Duration   |
|-------------------------------------|----------------------|----------------------|--|----------------|------------|
| Administration                      | \$ 300,763           | MS 471.59            | Human Resources services   | 3/17/2016      | Continuous |
| Administration                      | \$ 500,000           | MS 471.59            | Procurement support services   | 7/1/2017       | 6/30/2019  |
| Commerce                            | \$ 246,080           | MS 471.59            | Services from Management Analysis and Development  | 11/5/2018      | 6/30/2019  |
| Corrections                         | \$ 148,922           | MS 471.59; MS 43A.21 | Training and development programs for agency employees through Enterprise Talent Development | 7/20/2019      | 6/30/2019  |
| Education                           | \$ 729,641           | MS 471.59            | Services from Management Analysis and Development  | 1/10/2017      | 6/30/2021  |
| Education                           | \$ 120,580           | MS 471.59            | Staffing and support for Children's Cabinet (MS 4.045)                                       | 7/1/2018       | 6/30/2019  |
| Employment and Economic Development | \$ 122,200           | MS 471.59            | Services from Management Analysis and Development  | 7/16/2018      | 6/30/2019  |
| Employment and Economic Development | \$ 106,596           | MS 471.59            | Services from Management Analysis and Development  | 11/20/2018     | 3/31/2019  |
| Employment and Economic Development | \$ 433,640           | MS 471.59            | Services from Management Analysis and Development  | 11/29/2018     | 6/30/2020  |
| Health                              | \$ 443,000           | MS 471.59            | Services from Management Analysis and Development  | 1/5/2018       | 6/30/2019  |
| Health                              | \$ 146,000           | MS 471.59            | Services from Management Analysis and Development  | 7/3/2018       | 6/30/2019  |
| Health                              | \$ 120,580           | MS 471.59            | Staffing and support for Children's Cabinet (MS 4.045)                                       | 9/14/2018      | 6/30/2019  |
| Health                              | \$ 105,464           | MS 471.59            | Services from Management Analysis and Development  | 10/17/2018     | 6/30/2019  |
| Human Services                      | \$ 776,530           | MS 471.59            | Services from Management Analysis and Development  | 7/5/2016       | 6/30/2019  |
| Human Services                      | \$ 412,526           | MS 471.59            | Services from Management Analysis and Development  | 11/3/2017      | 10/31/2019 |
| Human Services                      | \$ 425,000           | MS 471.59            | Services from Management Analysis and Development  | 11/6/2017      | 6/30/2019  |
| Human Services                      | \$ 366,645           | MS 471.59            | Services from Management Analysis and Development  | 4/9/2018       | 12/31/2018 |
| Human Services                      | \$ 235,892           | MS 471.59; MS 43A.21 | Training and development programs for agency employees through Enterprise Talent Development | 7/20/2019      | 6/30/2019  |
| Human Services                      | \$ 221,620           | MS 471.59            | Services from Management Analysis and Development  | 9/13/2018      | 6/30/2020  |
| Human Services                      | \$ 120,580           | MS 471.59            | Staffing and support for Children's Cabinet (MS 4.045)                                       | 7/1/2018       | 6/30/2019  |
| Human Services                      | \$ 245,500           | MS 471.59            | Services from Management Analysis and Development  | 1/25/2019      | 6/30/2019  |
| Human Services                      | \$ 239,338           | MS 471.59            | Services from Management Analysis and Development  | 2/15/2019      | 12/31/2019 |
| Labor and Industry                  | \$ 108,000           | MS 471.59            | Services from Management Analysis and Development  | 4/8/2019       | 6/30/2019  |
| Minnesota Housing                   | \$ 587,535           | MS 471.59            | Services from Management Analysis and Development  | 5/17/2018      | 6/30/2019  |
| MN.IT Services                      | \$ 1,711,000         | MS 16E.21            | Information and Telecommunications Account - Statewide Budget System                         | 6/30/2015      | 6/30/2021  |
| MN.IT Services                      | \$ 3,135,000         | MS 16E.21            | Information and Telecommunications Account - Statewide Systems                               | 6/30/2015      | 6/30/2019  |
| MN.IT Services                      | \$ 600,000           | MS 16E.21            | Information and Telecommunications Account - Statewide Systems                               | 7/28/2017      | 6/30/2019  |
| MN.IT Services                      | \$ 21,819,424        | MS 16E.016           | Enterprise IT services for Minnesota Management and Budget (SLA provided by MN.IT)           | 7/1/2018       | 6/30/2019  |
| Revenue                             | \$ 305,280           | MS 471.59            | Services from Management Analysis and Development  | 3/11/2019      | 12/31/2019 |
| Revenue                             | \$ 169,000           | MS 471.59            | Services from Management Analysis and Development  | 4/29/2019      | 6/30/2019  |
| Revenue                             | \$ 261,000           | MS 471.59            | Services from Management Analysis and Development  | 4/30/2019      | 6/28/2019  |
| Transportation                      | \$ 182,215           | MS 471.59            | Services from Management Analysis and Development  | 7/2/2018       | 10/31/2019 |
| Transportation                      | \$ 168,451           | MS 471.59; MS 43A.21 | Training and development programs for agency employees through Enterprise Talent Development | 7/20/2019      | 6/30/2019  |
| Transportation                      | \$ 591,400           | MS 471.59            | Services from Management Analysis and Development  | 9/4/2018       | 12/31/2020 |
| Transportation                      | \$ 1,000,000         | MS 471.59            | Support for enterprise systems, software, and security                                       | 5/20/2019      | 6/30/2019  |
| <b>Total</b>                        | <b>\$ 37,205,401</b> |                      |  |                |            |

**STATE OF MINNESOTA  
INTERAGENCY  
AGREEMENT**

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

**1. Term of Agreement**

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

**2. Scope of Work**

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

**3. Goals of this Agreement**

The goals of this agreement are to:

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

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

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

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

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

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

**4. Consideration and Payment**

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



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

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

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

#### 5. Conditions of Payment

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

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

#### 6. Authorized Representative

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

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

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

#### 7. Supervision

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

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

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

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

#### 8. Amendments

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

#### 9. Liability

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

#### 10. Data

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

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

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

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

#### 1. Department of Administration

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

Date: 3.17.16

#### 2. Minnesota Management and Budget

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

Date: 3/17/2016

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Agreement

#### 1 Term of Agreement

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

#### 2 Scope of Work

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

#### 3 Consideration and Payment

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

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

#### 4 Authorized Representatives

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

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

#### 5 Amendments

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

**6 Liability**

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

**7 Termination**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_ N/A \_\_\_\_\_

Date: \_\_\_\_\_ N/A \_\_\_\_\_

**2. Minnesota Department of Administration**

By: Elizabeth Hauge  
(with delegated authority)

Title: CPO

Date: 6/30/17

**3. Minnesota Management and Budget**

By: Cindy Tarnell  
(with delegated authority)

Title: Assistant Commissioner

Date: 6/20/17



**MAD Project Number: 2019-093**  
**INTERAGENCY AGREEMENT**  
**for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Commerce

MAD Contact: Renda Rappa

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

|   |                        |   |
|---|------------------------|---|
| Agency: <u>B1301 Commerce</u>             | Fiscal Year: <u>19</u> | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$246,080.00 |                        | Amount of Contract First FY:                  |
| Category Code:<br>80101500                | Category Code:         | Category Code:                                |
| Account: <u>411903</u>                    | Account:               | Account:                                      |
| Amount: <u>\$246,080</u>                  | Amount:                | Amount:                                       |

| Accounting Distribution 1:   | Accounting Distribution 2: | Accounting Distribution 3: |
|------------------------------|----------------------------|----------------------------|
| Fund: <u>3000</u>            | Fund:                      | Fund:                      |
| Appr: <u>B132109</u>         | Appr:                      | Appr:                      |
| Fin Dept ID: <u>B1331561</u> | Fin Dept ID:               | Fin Dept ID:               |
| Rept Catg:                   | Rept Catg:                 | Rept Catg:                 |
| Amount: <u>\$246,080</u>     | Amount:                    | Amount:                    |

Processing Information: (Some entries may not apply.)

Begin Date: 11/5/18

End Date: 6/30/19

Contract: 149899/11/5/18/CC  
Number/Date/Entry Initials

Order: 3000011538/11/5/18/Carla Collins  
Number/Date/Signatures

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Advanced Strategies, Inc. it will sub-contract with Advanced Strategies, Inc. to provide the services identified in Exhibit A, which is attached and incorporated into this agreement.

**2. Contacts:**

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

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

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

Up to 1,315 hours based on the hours and costs identified in Exhibit A for services provided by Advanced Strategies, Inc. and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$246,080.00.

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 by the Division in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

**4. Condition of Payment:**

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

**5. Effective Dates:**

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

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

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

**8. Interagency Agreement Authorization:**

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

**9. Amendments:**

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

**10. State Audit:**

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

**11. Liability:**

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

**Approved:**

| 1. Requesting Agency              | 2. Management Analysis and Development |
|-----------------------------------|--|
| By: <i>Auneo Connor</i>           | By: <i>Renda E Rappa</i>               |
| Title: <i>Deputy Commissioner</i> | Title: <i>Business Manager</i>         |
| Date: <i>11.5.18</i>              | Date: <i>NOV 2, 2018</i>               |



**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**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 CORR: Ron Solheid, Deputy Commissioner, or his successor, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108. Ron Solheid.

**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 19= \$148,922**

You will receive a quarterly invoice from MMB for 25% of this amount, beginning August 2018. Each quarterly invoice shall be paid within 30 days of receipt.

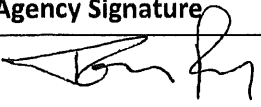
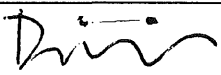
**3. Term of Agreement:**

This agreement is effective July 20, 2018, and shall remain in effect until June 30, 2019.

**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: Commissioner   | Title: CFO   |
| Date: 7-31-18   | Date: 8-3-18   |

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

**Project Identification:** Minnesota Positive Behavioral Interventions and Supports (PBIS) Evaluation Work Plan  
MAD Project #2017-076

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

### Agreement

#### 1 Term of Agreement; Incorporation of Exhibits

- 1.1 **Effective Date:** Upon execution, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration Date:** This Agreement will expire on **June 30, 2017**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits: Exhibit A** – MAD agrees that through its Master Contract with Amherst H. Wilder Foundation MAD will sub-contract with Amherst H. Wilder Foundation to provide services to MDE as identified in Exhibit A, PBIS Evaluation Work Plan, in accordance with the Budget identified in Exhibit A, which is attached and incorporated into this Agreement.

#### 2 Scope of Work

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

#### 3 Consideration and Payment

- 3.1 Amherst H. Wilder Foundation will be paid in accordance with the Budget identified in Exhibit A, for a total amount up to **\$241,826.00** which includes up to \$1,500 in travel and business expenses. Upon receipt of invoice from Wilder, MAD will invoice MDE. MAD will also invoice MDE up to **\$8,000.00** in contract management fees.
  - (a) All travel expenses for an amount not to exceed \$1,500.00 must follow the rates set in the current "Commissioner's Plan" established by the Commissioner of Minnesota Management and Budget which is incorporated into this Agreement by reference.
- 3.2 MAD must submit invoices electronically for payment.
- 3.3 The total obligation of MDE for all compensation and reimbursements to MAD under this Agreement will not exceed **\$249,826.00**.

#### 4 Conditions of Payment

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

invoice.

- 4.3 MAD will submit **monthly invoices** based on actual hours of service performed by MAD in the previous month and a final invoice upon completion of the above services, which is due no later than July 31, 2017, to Accounts Payable. Invoice must include the following information: MDE's Authorized Representative's name, the Purchase Order (PO) and Contract number, dates of service, itemized expenses with original receipts (if applicable), and corresponding amounts. The subject line of the email with the invoice attached must contain the MDE's Authorized Representative's name, Purchase Order (PO) and Contract number. The preferred method of obtaining an invoice from a vendor is by email.

**Submit invoices via email to Accounts Payable:**

MN Department of Education  
Accounts Payable Department  
[MDE.AccountPayable@state.mn.us](mailto:MDE.AccountPayable@state.mn.us)

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

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

**5 Agreement Personnel**

**5.1 MDE's Contract Administrator will be:**

Jennifer Bury (or his/her successor)  
1500 Highway 36 West, Roseville, MN 55113  
651-582-8482  
[Jennifer.Bury@state.mn.us](mailto:Jennifer.Bury@state.mn.us)

**5.2 MDE's Authorized Representative will be:**

Eric Kloos (or his/her successor)  
1500 Highway 36 West, Roseville, MN 55113  
651-582-8268  
[Eric.Kloos@state.mn.us](mailto:Eric.Kloos@state.mn.us)

**5.3 MAD's Authorized Representative will be:**

Renda Rappa, Business Manager  
203 Administration Building, 50 Sherburne Ave, St Paul, MN 55155  
651-259-3803  
[Renda.Rappa@state.mn.us](mailto:Renda.Rappa@state.mn.us)

**6 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.

**7 Liability**

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

**8 Termination**

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

**9 Plain Language; Accessibility Standards**

- 9.1 **Plain Language.** MAD 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, MAD 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** Amherst H. Wilder Foundation agrees to comply with the Minnesota Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at: <http://mn.gov/mninit/programs/accessibility/>

9.2.1 Contact the MDE Communication Office at [mde.contactus@state.mn.us](mailto:mde.contactus@state.mn.us) for specific guidance on creating content that meets our accessibility requirements.

## 10 Other Provisions

10.1 The following criteria are to be used for all publications or other content created for the Minnesota Department of Education intended for dissemination:

- Use only print-quality department logo. Request a copy from the MDE Communication Office at [mde.contactus@state.mn.us](mailto:mde.contactus@state.mn.us).
- Copy must follow latest edition of the AP (Associated Press) Stylebook.
- Copy must be free of typographical and grammatical errors.
- Video content must be open or close captioned.
- Font size will be, minimally, 12 pt. Times Roman, 11 pt. Arial, or comparable size.
- Manuals should be created in PDF with bookmarks (preferred) or include a linked Table of Contents if created in Word.
- Presentations must be narrated, part of a recorded presentation, or include notes pages, not be standalone slideshows.

Please direct your questions to the authorized representative for this agreement.

### MDE ENCUMBRANCE VERIFICATION

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

Signed: Genay A. Bury

Date: Dec. 22, 2016

SWIFT Contract (SC) ID No. 119055

Purchase Order (PO) ID No. 3000014534

MDE

By: [Signature]  
(with delegated authority)

Title: Genay Bury

Date: 12/22/16

### Management Analysis & Development (MAD)

\*Please attach the applicable Delegation of Authority, if necessary

By: Randa S. Rapp

Title: Business Manager

Date: Dec 22, 2016

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

**Instructions:**

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

|   |  |
|---|--|
| <b>Agency:</b><br>MN Dept. of Education (MDE)     | <b>Name of Contractor:</b><br>MMB-MAD  |
| <b>Current contract term:</b><br>12/22/16-6/30/17 | <b>Project Identification:</b><br>Positive Behavioral Interventions and Supports (PBIS) evaluation project, SWIFT contract #119055 |

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

Complete Appropriate Box(es) for the amendment submitted.

|   |
|---|
| <b>1. <input checked="" type="checkbox"/> Amendment to the end date of the contract</b>   |
| <b>Proposed New End Date:</b> 6/30/18   |
| <b>Why is it necessary to amend the end date?</b><br>MDE is requesting the end date to be extended so MAD can continue to work with Amherst Wilder through MAD's master contract to continue to evaluate PBIS work. |

|   |
|---|
| <b>2. <input checked="" type="checkbox"/> Amend Duties and Cost</b> <input type="checkbox"/> Amend Duties Only  |
| <b>2a. If cost is amended, insert amount of original contract AND amount of each amendment below:</b><br>\$249,826.00 (original amount)<br>\$119,933.00 (amendment #1 increase)<br>\$369,759.00 (new Grand Total) |
| <b>2b. Describe the amendment:</b><br>Amendment #1 is being done to add an additional \$119,933.00 to this project so the vendor can continue to work on the PBIS evaluation for the next year.                   |

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

|                                     |                      |                              |                     |
|-------------------------------------|----------------------|------------------------------|---------------------|
| Contract Start Date:                | <u>Dec. 22, 2016</u> | Total Contract Amount:       | <u>\$369,759.00</u> |
| Original Contract Expiration Date:  | <u>June 30, 2017</u> | Original Contract:           | <u>\$249,826.00</u> |
| Current Contract Expiration Date:   | <u>June 30, 2017</u> | Previous Amendment(s) Total: | <u>\$0.00</u>       |
| Requested Contract Expiration Date: | <u>June 30, 2018</u> | This Amendment:              | <u>\$119,933.00</u> |

This amendment #1 is by and between the State of Minnesota, through its Commissioners of MN Department of Education ("State" or "MDE") and MN Management & Budget, Management Analysis & Development ("State" or "MAD").

#### Recitals

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

#### Interagency Agreement Amendment #1

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

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

#### 1 Term of Agreement; Incorporation of Exhibits

- 1.1 **Effective Date:** Upon execution, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration Date:** This Agreement will expire on ~~June 30, 2017~~ June 30, 2018, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits:** Exhibit A-1 – MAD agrees that through its Master Contract with Amherst H. Wilder Foundation MAD will sub-contract with Amherst H. Wilder Foundation to provide services to MDE as identified in Exhibit A-1, PBIS Evaluation Work Plan, in accordance with the Budget identified in Exhibit A-1, which is attached and incorporated into this Agreement. Exhibit B Change Order template is being added to amendment #1.

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

#### 2 Scope of Work

- 2.1 The Amherst H. Wilder Foundation, who is not a State employee, will:  
Perform the duties listed in Exhibit A-1, PBIS evaluation work plan, which is attached and incorporated into this Agreement.
  - (a) Amherst H. Wilder Foundation must follow and meet all Accessibility Standards that can be accessed using the website link in clause 9.2 for all end products.
  - (b) Amherst H. Wilder Foundation must submit drafts of all non-interactive end products to the MN Department of Education (MDE) Communication Accessibility Liaison to review and approve before MDE can accept final end products. If edits are needed Contractor will have 2 weeks to edit document(s) and resubmit to the MDE Communication Accessibility Liaison for further accessibility testing.

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

#### 3 Consideration and Payment

- 3.1 Amherst H. Wilder Foundation will be paid in accordance with the Budget identified in Exhibit A-1, for a total amount up to ~~\$241,826.00~~ \$361,759.00 which includes up to ~~\$1,500.00~~ \$4,500.00 in travel and business expenses. Upon receipt of invoice from Wilder, MAD will invoice MDE. MAD will also invoice MDE up to ~~\$8,000.00~~ in contract management fees.
  - (a) All travel expenses for an amount not to exceed ~~\$1,500.00~~ \$4,500.00 must follow the rates set in the current "Commissioner's Plan" established by the Commissioner of Minnesota Management and Budget which is incorporated into this Agreement by reference.
- 3.2 MAD must submit invoices electronically for payment.
- 3.3 The total obligation of MDE for all compensation and reimbursements to MAD under this Agreement will not

exceed ~~\$249,826.00~~ \$369,759.00.

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

**4 Conditions of Payment**

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

**Submit invoices via email to Accounts Payable:**

MN Department of Education  
Accounts Payable Department  
[MDE.AccountPayable@state.mn.us](mailto:MDE.AccountPayable@state.mn.us)

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

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

REVISION 5. The following clause 11 "Authority to Adjust; Change Order" is amended as follows:

**11 Authority to Adjust; Change Order**

- 11.1 **Authority to Adjust.** The State's Authorized Representative and/or State's Project Manager may update and adjust project schedules and Measured Deliverables within the terms of the Interagency Agreement when deemed necessary, and upon reasonable notice to MAD and upon mutual written agreement of the parties.
- 11.2 **Change Orders.** If the State's Project Manager or MAD's Authorized Representative identifies a minor change needed in Exhibit A-1, either party may initiate a Change Order using the Change Order Form provided by MDE. An example is provided as Exhibit B--Change Order Form, which is attached and incorporated into this Interagency Agreement. Minor changes are defined as reallocating less than ten percent (10%) or \$50,000, whichever is less, of the overall contract, cumulatively, between tasks or objectives. Change Orders may not delay or jeopardize the success of the project, alter the overall scope of the project, increase or decrease the overall amount of the Interagency Agreement, or cause an extension of the term of this Interagency Agreement. Major changes or reallocations (over 10% or \$50,000) require an Amendment rather than a Change Order. MDE and MAD shall sign the Change Order Form in advance of doing the work, which will then become an integral and enforceable part of the Interagency Agreement.

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



1. MDE ENCUMBRANCE VERIFICATION

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

Signed: Jennifer A. Bury

Date: June 28, 2017

SWIFT Contract No. 119055 tied to PO #3000014534

3. MDE

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

By: [Signature]

Title: CPB (with delegated authority)

Date: 6/27/17

2. Management Analysis & Development (MAD)

\*Please attach the applicable Delegation of Authority, if necessary

By: [Signature]

Title: Acting Director

Date: 6/28/17

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

**Instructions:**

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

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

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

Complete Appropriate Box(es) for the amendment submitted,

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

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

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

|                                     |                      |                              |                     |
|-------------------------------------|----------------------|------------------------------|---------------------|
| Contract Start Date:                | <u>Dec. 22, 2016</u> | Total Contract Amount:       | <u>\$489,649.00</u> |
| Original Contract Expiration Date:  | <u>June 30, 2017</u> | Original Contract:           | <u>\$249,826.00</u> |
| Current Contract Expiration Date:   | <u>June 30, 2018</u> | Previous Amendment(s) Total: | <u>\$119,933.00</u> |
| Requested Contract Expiration Date: | <u>June 30, 2019</u> | This Amendment:              | <u>\$119,890.00</u> |

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

#### Recitals

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

#### Interagency Agreement Amendment #2

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

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

#### 1 Term of Agreement; Incorporation of Exhibits

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

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

#### 2 Scope of Work

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

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

#### 3 Consideration and Payment

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

total amount up to ~~\$361,759.00~~ **\$481,649.00** which includes up to ~~\$4,500.00~~ **\$6,000.00** in travel and business expenses. Upon receipt of invoice from Wilder, MAD will invoice MDE. MAD will also invoice MDE up to **\$8,000.00** in contract management fees.

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

3.2 MAD must submit invoices electronically for payment.

3.3 The total obligation of MDE for all compensation and reimbursements to MAD under this Agreement will not exceed ~~\$369,759.00~~ **\$489,649.00**.

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

**4 Conditions of Payment**

4.1 All services provided by MAD under this Agreement must be performed to MDE's satisfaction, as determined at the sole and reasonable discretion of MDE's Authorized Representative.

4.2 MDE will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. MDE will make undisputed payments no later than 30 days after receiving MAD invoices for services performed. If an invoice is incorrect, defective or otherwise improper, MDE will notify MAD within 10 days of discovering the error. After MDE receives the corrected invoice, MDE will pay MAD within 30 days of receipt of such invoice.

4.3 MAD will submit **monthly invoices** based on actual hours of service performed by MAD in the previous month and a final invoice upon completion of the above services, which is due no later than July 31, ~~2018~~ **2019**, to Accounts Payable. Work done through June 30, 2017 must be submitted as a separate invoice from work done past June 30, 2017. Work done through June 30, 2018 must be submitted as a separate invoice from work done past June 30, 2018. Any unspent funds from year 1 cannot be moved to year 2 because of an MDE funding change starting July 1, 2017. Invoice ~~must~~ should include the following information: MDE's Authorized Representative's name, the Purchase Order (PO) and Contract number, dates of service, itemized expenses with original receipts (if applicable), and corresponding amounts. The subject line of the email with the invoice attached ~~must~~ should contain the MDE's Authorized Representative's name, Purchase Order (PO) and Contract number. The preferred method of obtaining an invoice from a vendor is by email.

**Submit invoices via email to Accounts Payable:**

MN Department of Education  
Accounts Payable Department  
[MDE.AccountsPayable@state.mn.us](mailto:MDE.AccountsPayable@state.mn.us)

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

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

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

1. MDE ENCUMBRANCE VERIFICATION

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

Signed: Jennifer A. Fleckner

Date: June 21, 2018

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

2. Management Analysis & Development (MAD)

\*Please attach the applicable Delegation of Authority, if necessary

By: Beth Ray

Title: Asst. Director

Date: 6/21/18

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

3. MDE

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

By: [Signature]

Title: (with delegated authority)  
Agency Finance Director

Date: 6/25/18

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

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

**Instructions:**

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

|   |   |
|---|---|
| <b>Agency:</b><br>MN Dept. of Education (MDE)     | <b>Name of Contractor:</b><br>MMB-MAD   |
| <b>Current contract term:</b><br>12/22/16-6/30/19 | <b>Project Identification:</b><br>Positive Behavioral Interventions and Supports<br>(PBIS) evaluation project, SWIFT contract #119055 |

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

Complete Appropriate Box(es) for the amendment submitted.

|  |
|--|
| <b>1. <input checked="" type="checkbox"/> Amendment to the end date of the contract</b>  |
| <b>Proposed New End Date:</b> 6/30/21  |
| <b>Why is it necessary to amend the end date?</b><br>MDE is requesting the end date to be extended for two more years so MDE can continue to work with Amherst Wilder through MAD's master contract to continue to evaluate PBIS work. |

|  |
|--|
| <b>2. <input checked="" type="checkbox"/> Amend Duties and Cost</b> <input type="checkbox"/> Amend Duties Only   |
| <b>2a. If cost is amended, insert amount of original contract AND amount of each amendment below:</b><br>\$249,826.00 (original amount)<br>\$119,933.00 (amendment #1 increase)<br>\$119,890.00 (amendment #2 increase)<br><u>\$239,992.00 (amendment #3 increase)</u><br>\$729,641.00 (new grand total) |
| <b>2b. Describe the amendment:</b><br>Amendment #3 is being done to add an additional \$239,992.00 to this project so Amherst Wilder through MAD's master contract can continue to work on the PBIS evaluation for the next two state fiscal years.  |

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

|                                     |                      |                              |                     |
|-------------------------------------|----------------------|------------------------------|---------------------|
| Contract Start Date:                | <u>Dec. 22, 2016</u> | Total Contract Amount:       | <u>\$729,641.00</u> |
| Original Contract Expiration Date:  | <u>June 30, 2017</u> | Original Contract:           | <u>\$249,826.00</u> |
| Current Contract Expiration Date:   | <u>June 30, 2019</u> | Previous Amendment(s) Total: | <u>\$239,823.00</u> |
| Requested Contract Expiration Date: | <u>June 30, 2021</u> | This Amendment:              | <u>\$239,992.00</u> |

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

#### Recitals

1. MDE has an Interagency agreement with MAD identified as SWIFT Contract Number 119055 ("Original Interagency Agreement") to provide evaluation services on the MN Positive Behavioral Interventions and Support (PBIS) project.
2. Amendment #3 is being done to add two additional state fiscal years so MAD can continue to provide PBIS evaluation services with Amherst H. Wilder Foundation through MAD's Master Contract #80334 during 12/22/16 to 6/30/19 and #159698 (during 7/1/19 to 6/30/21).
3. MDE and MAD are willing to amend the Original Interagency Agreement as stated below.

#### Interagency Agreement Amendment #3

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

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

#### 1 Term of Agreement; Incorporation of Exhibits

- 1.1 **Effective Date:** Upon execution, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration Date:** This Agreement will expire on ~~June 30, 2019~~ June 30, 2021, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits:** Exhibit A, A-1, A-2, and A-3 – MAD agrees that through its Master Contract #80334 and #159698 with Amherst H. Wilder Foundation. MAD will sub-contract with Amherst H. Wilder Foundation to provide services to MDE as identified in Exhibit A, A-1, A-2 and A-3, PBIS Evaluation Work Plan, in accordance with the Budget identified in Exhibit A, A-1, A-2, and A-3, which is attached and incorporated into this Agreement. Exhibit B Change Order template is being added to amendment #1.

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

#### 2 Scope of Work

- 2.1 The Amherst H. Wilder Foundation, who is not a State employee, will:
  - Perform the duties listed in Exhibit A, A-1, A-2 and A-3, PBIS evaluation work plan, which are ~~is~~ attached and incorporated into this Agreement.
  - (a) Amherst H. Wilder Foundation must follow and meet all Accessibility Standards that can be accessed using the website link in clause 9.2 for all end products.
  - (b) Amherst H. Wilder Foundation must submit drafts of all non-interactive end products to the MN Department of Education (MDE) Communication Accessibility Liaison to review and approve before MDE can accept final end products. If edits are needed Contractor will have 2 weeks to edit document(s) and resubmit to the MDE Communication Accessibility Liaison for further accessibility testing.
  - (c) All clauses under the MAD Master Contract #80334 and #159698 apply to this work order.

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

#### 3 Consideration and Payment



3.1 Amherst H. Wilder Foundation will be paid in accordance with the Budget Identified in Exhibit A, A-1, A-2, and A-3 for a total amount up to ~~\$484,649.00~~ \$721,641.00 which includes up to ~~\$6,000.00~~ \$9,000.00 in travel and business expenses. Upon receipt of invoice from Wilder, MAD will invoice MDE. MAD will also invoice MDE up to ~~\$8,000.00~~ in contract management fees.

(a) All travel expenses for an amount not to exceed ~~\$6,000.00~~ \$9,000.00 must follow the rates set in the current "Commissioner's Plan" established by the Commissioner of Minnesota Management and Budget which is incorporated into this Agreement by reference.

3.2 MAD must submit invoices electronically for payment.

3.3 The total obligation of MDE for all compensation and reimbursements to MAD under this Agreement will not exceed ~~\$489,649.00~~ \$729,641.00.

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

**4 Conditions of Payment**

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

**Submit Invoices via email to Accounts Payable:**

MN Department of Education  
Accounts Payable Department  
[MDE.AccountsPayable@state.mn.us](mailto:MDE.AccountsPayable@state.mn.us)

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

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

**REVISION 5.** Clause 9.2 "Accessibility Standards" is amended as follows:

**9.2 Accessibility Standards.** Amherst H. Wilder Foundation agrees to comply with the State of Minnesota Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 ~~Supports A-D~~ which can be viewed at: <http://mn.gov/mnit/programs/accessibility/> on the Minnesota IT Services website (<https://mn.gov/mnit/about-mnit/accessibility/>).

9.2.1 Contact the MDE Communications Office [mde.contactus@state.mn.us](mailto:mde.contactus@state.mn.us)  
([ZXQualityTeam.mde@state.mn.us](mailto:ZXQualityTeam.mde@state.mn.us)) for specific guidance on creating content that meets our  
accessibility requirements.

The Original Interagency Agreement and any previous amendments are incorporated into this amendment by  
reference.

1. MDE ENCUMBRANCE VERIFICATION

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

Signed: Jennifer A. Fleckner

Date: June 24, 2019

SWIFT Contract No. 119055 tied to

PO #3000014534

2. Management Analysis & Development (MAD)

\*Please attach the applicable Delegation of Authority, if necessary

By: [Signature]

Title: Director

Date: 6-24-19

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

3. Minnesota Department of Education (MDE)

Individual certifies the applicable provisions of Minn. Stat.  
§16C.05, subdivisions 2 and 3 are reaffirmed.

By: [Signature]

Title: (with delegated authority)  
Agency Finance Director

Date: 6/25/19

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16A.055 and 127A.05, this is an agreement between Minnesota Management & Budget (MMB) and the Minnesota Department of Education (MDE).

**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: Pete Bernardy, Results Management Director, or successor

MDE: Charlene Briner, Deputy Commissioner, or successor

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

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

**Total Cost for FY19 = \$120,580.00**

MDE will receive an annual invoice from MMB by December 2018. The amount on this invoice will reflect the total cost listed above, minus the cost directly incurred by MDE on behalf of the Children's Cabinet. This invoice should be paid within 30 days of receipt.

**3. Term of Agreement:**

This agreement is effective retroactive to July 1, 2018, and shall remain in effect until June 30, 2019.

**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: <i>Brenda Canellin</i> | By: <i>Pete Bernardy</i>           |
| Title: Commissioner        | Title: Results Management Director |
| Date: September 4, 2018    | Date: September 7, 2018            |

**STATE ENCUMBRANCE VERIFICATION**

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

Signed: *[Signature]*

Date: *9/6/18*

SWIFT Contract # 147322  
PO # 3-18740



# **MAD Project Number: 2019-004** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES**

Requesting Agency: Department of Employment and Economic Development

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency: DEED                              | Fiscal Year: 2019            | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$122,200.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Account Code: 411901                      | Account Code:                | Account Code:                                 |
| Amount: \$122,200.00                      | Amount:                      | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: |
|----------------------------|----------------------------|
| Fund: 3000                 | Fund:                      |
| Appr: B223461              | Appr:                      |
| Dept ID: B2236008          | Dept ID:                   |
| Account Code: 411901       | Account Code:              |
| Amount: \$122,200.00       | Amount:                    |

Processing Information: (Some entries may not apply.)

Begin Date: 07/13/2018

End Date: ~~06/30/2019~~

Contract: 144849-7/13/18  
 Number/Date/Entry Initials

Order: 3000341779, PR 40662, 7/13/18  
 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 Employment and Economic Development (Requesting Agency) and Minnesota Management & Budget, Management Analysis & Development (Division).

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Lanterna Consulting, Inc. the Division will sub-contract with Lanterna Consulting, Inc. to provide the services and/or perform the tasks identified in Exhibit A – DEED: VRS Strategic Leadership & Advisory Services, which is attached and incorporated as part of this agreement.

**2. Contacts:**

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

**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 540 hours at a rate of \$210 per hour for services provided by Lanterna Consulting, Inc. and up to \$8,000 for contract management as documented by invoice prepared by the Division. The Division will also invoice up to \$800 for travel expenses incurred by Lanterna Consulting, Inc. The total amount the Division will invoice under this agreement shall not exceed \$122,200.00.

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

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

The Requesting Agency's authorized representative for the purposes of this agreement is Kim Peck. 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.

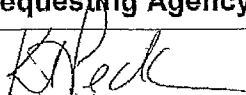
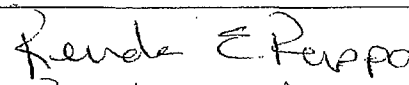
**10. State Audit:**

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. Division  |
|---|--|
| By:  | By:  |
| Title: Vocational Rehabilitation Services Director                                      | Title: Business Manager  |
| Date: 07/16/2018  | Date: July 10, 2018  |



# **MAD Project Number: 2019-087** **INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS** **AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Employment and Economic Development  
MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$106,596.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Object Code:                              | Object Code:                 | Object Code:                                  |
| Amount:                                   | Amount:                      | Amount:                                       |

| Accounting Distribution 1:       | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------------|----------------------------|----------------------------|
| Fund: 2390                       | Fund:                      | Fund:                      |
| Appr: B223300                    | Appr:                      | Appr:                      |
| Org/Sub: 213 (Origin)            | Org/Sub:                   | Org/Sub:                   |
| Rept Catg: 411901 (Account Code) | Rept Catg:                 | Rept Catg:                 |
| Amount: \$106,596.00             | Amount:                    | Amount:                    |

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

Contract: 150467 - Date: 11/20/2018  
Number/Date/Entry Initials

Digitally signed by  
Anshul Iqbal  
Date: 2018.11.20  
10:25:56 -0500

Order: 3000357182, PR 42767, Date: 11/20/2018  
Number/Date/Signatures

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

This is an agreement between the Minnesota Department of Employment and Economic Development (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 through its Master Contract with DeYoung Consulting Services, Inc., the Division will sub-contract with DeYoung Consulting Services, Inc., to provide the services identified below:

|         | Task  | Timeline                   | Who Responsible  | Deliverable   | Hours            |
|---------|---|----------------------------|--|---|------------------|
| Plan    | <ul style="list-style-type: none"> <li>Facilitate kick off meeting: <ul style="list-style-type: none"> <li>Meet with client to clarify goals and outcomes</li> <li>Identify target audiences and variations in audience knowledge/skills</li> <li>Identify content and potential ways content can be chunked</li> </ul> </li> <li>Review pertinent documents</li> </ul> | November 2018              | Consultant: <ul style="list-style-type: none"> <li>Agenda creation</li> <li>Meeting facilitation</li> </ul> Client <ul style="list-style-type: none"> <li>Meeting participation</li> <li>Provide contact information for key staff</li> <li>Provide source material</li> </ul> | <ul style="list-style-type: none"> <li>Documentation plan</li> </ul>  | 55 hours         |
| Design  | <ul style="list-style-type: none"> <li>Develop style and tone guidelines for materials</li> <li>Develop template for consistency</li> <li>Create detailed outline of deliverables</li> <li>Present to client for review; revised, as needed</li> </ul>  | January 15, 2019           | Consultant: <ul style="list-style-type: none"> <li>Draft design, template and style and tone guides</li> </ul> Client <ul style="list-style-type: none"> <li>Review deliverables</li> </ul>  | <ul style="list-style-type: none"> <li>Style and tone guidelines</li> <li>Template</li> <li>Detailed outline for each manual section</li> </ul> | 114 hours        |
| Develop | <ul style="list-style-type: none"> <li>Conduct usability test</li> <li>Develop manual, including graphics, graphical organizers, and/or tables to aid comprehension and transfer of knowledge</li> <li>Present to client, revise as needed</li> </ul>   | Jan., Feb., March 31, 2019 | Consultant <ul style="list-style-type: none"> <li>Develop materials</li> </ul> Client <ul style="list-style-type: none"> <li>Review materials</li> </ul>   | Manual – Includes approximately 110 processes   | 395 hours        |
|         | <b>Total Hours</b>  |                            |  |   | <b>564 hours</b> |

**2. Contacts:**

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

Management Analysis and Development: Renda Rappa      Requesting Agency: May Thao Schuck

**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 564 hours at a rate of \$175.00 per hour for services provided by DeYoung Consulting Services, Inc. and up to \$7,896.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$106,596.00.

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 Requesting Agency's Authorized Representative.

**5. Effective Dates:**

This agreement is effective November 13, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until March 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

The Requesting Agency's authorized representative for the purposes of this agreement is May Thao Schuck. 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: May Thao-Schuck<br>Title: Director of Employment and Training Programs<br>Date: 11/15/18 | By: Renda E. Renda<br>Title: Business Manager<br>Date: NOV 8, 2018 |



**MAD Project Number: 2019-096**  
**INTERAGENCY AGREEMENT**  
**for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Department of Employment and Economic Development MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$154,880.00 | Amount of Contract First FY: |   |
| Category Code:<br>80101500                | Category Code:               | Category Code:                                |
| Account:                                  | Account:                     | Account:                                      |
| Amount:                                   | Amount:                      | Amount:                                       |

| Accounting Distribution 1:  | Accounting Distribution 2: | Accounting Distribution 3: |
|-----------------------------|----------------------------|----------------------------|
| Fund: 2000                  | Fund:                      | Fund:                      |
| Appr: B222699               | Appr:                      | Appr:                      |
| Fin Dept ID: B223200F       | Fin Dept ID:               | Fin Dept ID:               |
| Rept Catg: 411901 (Account) | Rept Catg:                 | Rept Catg:                 |
| Amount: \$154,880.00        | Amount:                    | Amount:                    |

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

Contract: 150579, Date: 11/26/2018

Number/Date/Entry Initials

Order: 3000357397, PR 43046, Date: 11/26/2018

Number/Date/Signatures

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

Digitally signed by  
Jeff Weber  
Date: 2018.11.26  
14:47:32 -06'00'

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

## 1. Services to be Performed:

The Division agrees that through its Master Contract with KMH Consulting, Inc. the Division will sub-contract with KMH Consulting, Inc. to provide the services and/or perform the tasks identified below:

Dana Dowd will provide expertise in the areas of process evaluation and improvement, organizational change and specialized business to:

- Support the identification of business needs and help to develop the processes to ensure a focus on long term business goals
- Work with the business to create gap analysis for currently documented processes
- Develop tools and practices to promote and ensure organizational change
- Provide research and perspective to the organization on planning and system development
- Establish tracking and execution of work towards goals

Dana will also be expected to:

1. Participate in some level of UI Self Service System training to provide a foundation of knowledge around the system and the teams in UI.
2. Meet with Sara and other leadership to begin documenting a roadmap for 2019.
3. Establish a foundation of the business processes already documented and those that still work.
4. Identify and get approval of her project goals for the first 30 and 60 days.
5. Establish tracking and execution of work plan in UI Portfolio Management tool MONDAY.COM to include task tracking, status updates, decision logs, budget tracking, etc.

## 2. Contacts:

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

Management Analysis and Development: Renda Rappa

Requesting Agency: Sara Reller

## 3. Consideration and Terms of Payment:

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

Up to 1,224 hours at a rate of \$120 per hour for services provided by KMH Consulting, Inc. and up to \$8,000 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$154,880.00.

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

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

**4. Condition of Payment:**

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

**5. Effective Dates:**

This agreement is effective November 26, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 28, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

The Requesting Agency's authorized representative for the purposes of this agreement is Sara Reller. 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.

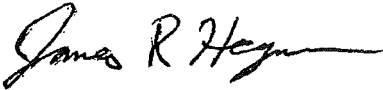
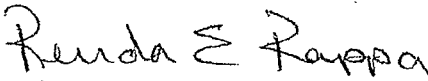
**10. State Audit:**

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:  | By:  |
| Title: DEPUTY UI DIVISION DIRECTOR  | Title: Business Manager  |
| Date: 11-29-2018  | Date: Nov 16, 2018   |



## AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-096

WHEREAS, the State of Minnesota, Department of Employment and Economic Development, has an interagency agreement identified as 2019-096 (Contract: 150579, Order: 3000357397) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

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

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

### 3. Consideration and Terms of Payment:

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



Up to 1,224 hours at a rate of \$120 per hour for services provided by KMH Consulting, Inc. and up to \$8,000 for contract management as documented by invoice prepared by the Division. In addition the Division will invoice up to \$1,000.00 for mileage and parking expenses incurred by KMH Consulting, Inc. The total amount the Division will invoice under this agreement shall not exceed ~~\$154,880.00~~ \$155,880.00.

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

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

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

### APPROVED:

| 1. REQUESTING AGENCY   | 2. DIVISION   |
|--|---|
| By: <br>Title: <u>Deputy Division Dir. UI</u><br>Date: <u>4-17-2019</u> | By: <br>Title: <u>Business Manager</u><br>Date: <u>April 12, 2019</u> |





## AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-096

WHEREAS, the State of Minnesota, Department of Employment and Economic Development, has an interagency agreement identified as 2019-096 (Contract: 150579, Order: 3000357397) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

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

WHEREAS, Paragraph(s) 1, 2, 3 and 5 of the original contract shall be amended to read:

### 1. Services to be Performed:

The Division agrees that through its Master Contract with KMH Consulting, Inc. the Division will sub-contract with KMH Consulting, Inc. to provide the services and/or perform the tasks identified below:

Dana Dowd will provide expertise in the areas of process evaluation and improvement, organizational change and specialized business to:

- Support the identification of business needs and help to develop the processes to ensure a focus on long term business goals
- Work with the business to create gap analysis for currently documented processes
- Develop tools and practices to promote and ensure organizational change
- Provide research and perspective to the organization on planning and system development
- Establish tracking and execution of work towards goals

Dana Dowd will provide expertise in the area of project oversight and business process redesign as the UI Program evaluates their business processes and supporting tools. These initiatives will include:

- Strategically focused projects which enhance the user experience with the UI program
- Projects which will fundamentally change the way the UI program currently conducts business to reengineer business processes for the future.

Dana will also be expected to:

1. Participate in some level of UI Self Service System training to provide a foundation of knowledge around the system and the teams in UI.
2. Meet with Sara and other leadership to begin documenting a roadmap for 2019.
3. Establish a foundation of the business processes already documented and those that still work.

4. Identify and get approval of her project goals for the first 30 and 60 days.
5. Establish tracking and execution of work plan in UI Portfolio Management tool MONDAY.COM to include task tracking, status updates, decision logs, budget tracking, etc.
6. Institute Project Oversight Methodologies for large strategic projects.
7. Provide an approach for business process redesign adoption.

## 2. Contacts:

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

## 3. Consideration and Terms of Payment:

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

Up to 1,224 hours at a rate of \$120 per hour, and up to 1,984 hours at a rate of \$140 per hour beginning July 1, 2019, for services provided by KMH Consulting, Inc. and up to \$8,000 for contract management as documented by invoice prepared by the Division. In addition the Division will invoice up to \$1,000.00 for mileage and parking expenses incurred by KMH Consulting, Inc. The total amount the Division will invoice under this agreement shall not exceed \$155,880.00 \$433,640.00.

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

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

## 5. Effective Dates:

This agreement is effective November 26, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 28, 2019 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

## APPROVED:

| 1. REQUESTING AGENCY                      | 2. DIVISION                    |
|---|--------------------------------|
| By: <u>John R. Hoyer</u>                  | By: <u>Renda E Rappa</u>       |
| Title: <u>DEPUTY UI DIVISION DIRECTOR</u> | Title: <u>Business Manager</u> |
| Date: <u>6-25-2019</u>                    | Date: <u>June 21, 2019</u>     |



# **MAD Project Number: 2018-090** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Health

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$153,000.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Object Code:                              | Object Code:                 | Object Code:                                  |
| Amount:                                   | Amount:                      | Amount:                                       |

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

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

Contract: 136391/1-5-18/len  
 Number/Date/Entry Initials

Order: 54477/1-5-18/Renda Rappa  
 Number/Date/Signatures

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Trissential it will sub-contract with Trissential to provide consulting services as identified in Exhibit A, which is attached and incorporated as part of this contract.

**2. Contacts:**

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

Management Analysis and Development: Renda Rappa Requesting Agency: Alyssa Haugen

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

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

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

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

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

**4. Effective Dates:**

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

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency                   | 2. Management Analysis and Development |
|--|--|
| By: <i>Dawn Udell</i>                  | By: <i>Renda E Rappa</i>               |
| Title: Accounting Supervisor Principal | Title: Business Manager                |
| Date: <i>1/5/18</i>                    | Date: <i>Jan 4, 2018</i>               |



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

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

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

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

### 3. Consideration and Terms of Payment:

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

Up to ~~4,000~~ 3,000 hours at a rate of \$145.00 per hour for services provided by Trissential, and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$153,000.00~~ \$443,000.00.

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

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

### 4. Effective Dates:

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

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

### APPROVED:

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



**MAD Project Number: 2019-009**  
**INTERAGENCY AGREEMENT**  
**for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Health

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$146,000.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Object Code:                              | Object Code:                 | Object Code:                                  |
| Amount:                                   | Amount:                      | Amount:                                       |

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

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

Contract: \_\_\_\_\_  
Number/Date/Entry Initials

Order: \_\_\_\_\_  
Number/Date/Signatures

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

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

IA

|   |            |   |            |                                |                |
|---|------------|---|------------|--------------------------------|----------------|
| Vendor Name:<br>MMB MAD   |            | Vendor Number:<br>G100000 -   |            | Vendor Location Code:<br>001   |                |
| Vendor Address:<br>50 Sherburne Ave., #203, St. Paul, MN                      |            | Federal Employer I.D.:  |            | MN Tax I.D. # (if applicable): |                |
| Requestor's Name/Employee ID#: (required by SWIFT)<br>Dale Dorschner 01019100 |            | Targeted TG/ED/VO Vendor?   |            | NO                             |                |
|   |            | (Circle "Y" or "N" for all agreement types except grants and grant amendments.) |            |                                |                |
| Starting State Fiscal Year:   | 2019       | Total Amount of Original Agreement:   | \$         | 146,000.00                     |                |
| Agreement Start Date:   | 07/01/2018 | Total Amount of Original, plus ALL Previous Amendments:                         | \$         | 146,000.00                     |                |
| Initial End Date:   | 06/30/2019 | Total Amount of this Amendment ONLY:  | \$         | 0.00                           |                |
| Amd Revised End Date:   | NA         | Grand Total (Original + all Amendments):  | \$         | 146,000.00                     |                |
| Please Check ONE option for Amendments:                                       |            | Time Only   | Money Only |                                | Time and Money |
|   |            |   |            |                                |                |

Special Instructions: FY19 Project MMB MAD 2019-009

Does this contract contain not public data information? (circle one): NO

If "Y" provide a description for FM entry into SWIFT: \_\_\_\_\_

## ACCOUNTING INFORMATION

| State Fiscal Year 2019 |           |         |            |             |               |                            |
|------------------------|-----------|---------|------------|-------------|---------------|----------------------------|
| Fund                   | Dept ID   | Appr ID | Project ID | Activity ID | Amount        | Project Funding Start Date |
| 3000                   | H123 1920 | H12203Y |            |             | \$ 146,000.00 |                            |
| 2000                   | H123      |         |            |             | \$            |                            |
|                        | H123      |         |            |             | \$            |                            |
| State Fiscal Year 201  |           |         |            |             |               |                            |
| Fund                   | Dept ID   | Appr ID | Project ID | Activity ID | Amount        | Project Funding Start Date |
|                        | H123      |         |            |             | \$            |                            |
|                        | H123      |         |            |             | \$            |                            |
|                        | H123      |         |            |             | \$            |                            |
| State Fiscal Year 201  |           |         |            |             |               |                            |
| Fund                   | Dept ID   | Appr ID | Project ID | Activity ID | Amount        | Project Funding Start Date |
|                        | H123      |         |            |             | \$            |                            |
|                        | H123      |         |            |             | \$            |                            |
|                        | H123      |         |            |             | \$            |                            |

## FINANCIAL MANAGEMENT USE ONLY

|                       |            |             |         |
|-----------------------|------------|-------------|---------|
| Encumbrance Signature | Dawn Udean | Date        | 7/31/18 |
| Contract Number       | 144320     | Origin Code | 654     |
| Purchase Order Number | 579102     | Source Type |         |
| Category Code         | 80101500   | Account ID  | 411903  |



**1. Services to be Performed:**

The Division agrees that through its Master Contract with Trissential it will sub-contract with Trissential to provide consulting services to the Department of Health (MDH) in cooperation with Management Analysis & Development. Specifically the Contractor, Trissential, provide the services as identified in Exhibit A, which is attached and incorporated into this agreement.

**2. Contacts:**

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

**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 920 hours at a rate of \$150.00 per hour for services provided by Pam DeGrote, Trissential, and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$146,000.00.

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

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

**4. Effective Dates:**

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

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency                   | 2. Management Analysis and Development |
|--|--|
| By: <i>Dawn McLean</i>                 | By: <i>Renda E Rappa</i>               |
| Title: Accounting Supervisor Principal | Title: Business Manager                |
| Date: <i>7/3/18</i>                    | Date: <i>June 27, 2018</i>             |

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Departments of Management & Budget (MMB) and Health (MDH).

### Agreement

#### 1 Term of Agreement

- 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, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Scope of Work

The purpose of this agreement is to provide staffing and support for The Children's Cabinet as outlined in Minnesota Statutes, section 4.045 including the development and operation of the Children's Cabinet strategic plan and resultant work plans that focus on ensuring all Minnesota Children are healthy, safe and prepared to achieve their full potential

##### 1. Services to be Performed:

Duties of Minnesota Management and Budget:

- a) Act as fiscal host for the Children's Cabinet.
- b) Participate on the Children's Cabinet and any associated workgroups.
- c) Participate in the development of the Children's cabinet strategic plan and resulting work plans including evaluation activities.
- d) Bring issues related to the children to the Children's Cabinet for discussion, cross-agency planning and implementation.

Duties of the Minnesota Department of Health:

- a) With state agency partners, provide funding to support the Children's Cabinet staff and their expenses.
- b) Participate on the Children's Cabinet, the Children's Subcabinet and any associated workgroups.
- c) Bring issues related to children to the Children's Cabinet for discussion, cross agency planning and implementation.
- d) Participate in the development of the Children's Cabinet strategic plan and resulting work plans including evaluation activities.

#### 3 Consideration and Payment

According to the breakdown of costs contained in Exhibit A, which is attached and incorporated into this agreement.

The total obligation of MDH for all compensation and reimbursements to MMB under this agreement

will not exceed \$120,580 (one hundred twenty thousand five hundred and eighty dollars).

**4 Conditions of Payment**

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

**5 Authorized Representative**

MMB's Authorized Representative is Pete Bernardy, Enterprise Director, 651-201-8027, peter.bernardy@state.mn.us, or his successor.

MDH's Authorized Representative is Janet Olstad, Assistant Division Director, 651-201-3584, janet.olsad@state.mn.us.

**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: *John Smith*

Date: 9/6/18

**3. [name of state agency]**

By: *Pete Bernardy*  
(with delegated authority)

Title: Enterprise Director

Date: 9/10/18

**2. [name of state agency]**

By: *Dawn Udean*  
(With delegated authority)

Title: Accounting Supervisor Principal

Date: 9/14/18



# **MAD Project Number: 2019-076** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Health

MAD Contact: Renda Rappa

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

|  |                              |   |
|--|------------------------------|---|
| Agency:                                  | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$67,448.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>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: 10/5/18 End Date: 1/31/19

Contract: 149213 10/17/18 SR  
 Number/Date/Entry Initials

Order: 3-61504 10/17/18 SR  
 Number/Date/Signatures

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

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

JA

|   |            |  |                                     |
|---|------------|--|-------------------------------------|
| Vendor Name: Minnesota Management and Budget                                      |            | Vendor Number: G100000000  | Vendor Location Code: 01            |
| Vendor Address: 400 CENTENNIAL OFFICE BLDG  |            | Federal Employer I.D.:   |                                     |
|   |            | MN Tax I.D. # (if applicable):   |                                     |
| Requestor's Name/Employee ID#: (required by SWIFT)<br>Hardi Wangsabesari/01192747 |            | Targeted TG/ED/VO Vendor? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N<br><small>(Circle "Y" or "N" for all agreement types except grants and grant amendments.)</small> |                                     |
| Starting State Fiscal Year:   | 2019       | Total Amount of Original Agreement:  | \$ 61,448                           |
| Agreement Start Date:   | 10/05/2018 | Total Amount of Original, plus ALL Previous Amendments:  | \$                                  |
| Initial End Date:   | 01/31/2019 | Total Amount of this Amendment ONLY:   | \$                                  |
| Amd Revised End Date:   |            | Grand Total (Original + all Amendments):   | \$ 61,448                           |
| Please Check ONE option for Amendments:   |            | <input type="checkbox"/> Time Only   | <input type="checkbox"/> Money Only |
|   |            | <input type="checkbox"/> Time and Money  |                                     |

Special Instructions: \_\_\_\_\_


Does this contract contain not public data information? (circle one):      Y    /    N

If "Y" provide a description for FM entry into SWIFT: \_\_\_\_\_

### ACCOUNTING INFORMATION

| State Fiscal Year 201 |           |         |            |             |          |                            |
|-----------------------|-----------|---------|------------|-------------|----------|----------------------------|
| Fund                  | Dept ID   | Appr ID | Project ID | Activity ID | Amount   | Project Funding Start Date |
| 1200                  | H123 3301 | H12172H |            |             | \$67,448 | 07/01/2018                 |
|                       | H123      |         |            |             | \$       |                            |
|                       | H123      |         |            |             | \$       |                            |
| State Fiscal Year 201 |           |         |            |             |          |                            |
| Fund                  | Dept ID   | Appr ID | Project ID | Activity ID | Amount   | Project Funding Start Date |
|                       | H123      |         |            |             | \$       |                            |
|                       | H123      |         |            |             | \$       |                            |
|                       | H123      |         |            |             | \$       |                            |
| State Fiscal Year 201 |           |         |            |             |          |                            |
| Fund                  | Dept ID   | Appr ID | Project ID | Activity ID | Amount   | Project Funding Start Date |
|                       | H123      |         |            |             | \$       |                            |
|                       | H123      |         |            |             | \$       |                            |
|                       | H123      |         |            |             | \$       |                            |

### FINANCIAL MANAGEMENT USE ONLY

|                       |   |             |          |
|-----------------------|---|-------------|----------|
| Encumbrance Signature |  | Date        | 10/17/18 |
| Contract Number       | 149213  | Origin Code | 867      |
| Purchase Order Number | 61504   | Source Type |          |
| Category Code         | 80101500  | Account ID  | 411903   |

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Alliant Consulting, Inc. it will sub-contract with Alliant Consulting, Inc. to provide strategic consulting identified in Exhibit A, which is attached and incorporated as part of this contract.

**2. Contacts:**

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

**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 303 hours at a rate of \$200.00 per hour for services provided by Alliant Consulting, Inc., and up to \$4,848.00 for contract management as documented by invoice prepared by the Division. The Division will also invoice up to \$2,000.00 for expenses incurred by Alliant Consulting Inc. The total amount the Division will invoice under this agreement shall not exceed \$67,448.00.

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 October 5, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until January 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

**7. Requesting Agency's Authorized Representatives:**

The Requesting Agency's authorized representative for the purposes of this agreement is Stephanie Lenaitz. 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. Management Analysis and Development | 2. Minnesota Department of Health |
|--|-----------------------------------|
| By: <i>Renda E Rapp</i>                | By: <i>[Signature]</i>            |
| Title: <i>Business Manager</i>         | Title: <i>Accounting Director</i> |
| Date: <i>Oct 4, 2018</i>               | Date: <i>10/17/18</i>             |





## AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-076

WHEREAS, the State of Minnesota, Department of Health, has an interagency agreement identified as 2019-076 (Contract: 149213, Order: 3000061504) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

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

WHEREAS, Paragraph(s) 1, 3 and 5 of the original contract shall be amended to read:

### 1. Services to be Performed:

The Division agrees that through its Master Contract with Alliant Consulting, Inc. it will sub-contract with Alliant Consulting, Inc. to provide strategic consulting identified in Exhibit A and Exhibit B, which is both Exhibits A and B are attached and incorporated as part of this contract.

### 3. Consideration and Terms of Payment:

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

Up to ~~303~~ 479 hours at a rate of \$200.00 per hour for services provided by Alliant Consulting, Inc., and up to ~~\$4,848.00~~ \$7,664.00 for contract management as documented by invoice prepared by the Division. The Division will also invoice up to \$2,000.00 for expenses incurred by Alliant Consulting Inc. The total amount the Division will invoice under this agreement shall not exceed ~~\$67,448.00~~ \$105,464.00.

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.



DEPARTMENT  
OF HEALTH

Encumbrance Worksheet

October 17, 2018

PA And Hl T+M

|   |            |  |            |                           |  |
|---|------------|--|------------|---------------------------|--|
| Vendor Name: Minnesota Management and Budget                                      |            | Vendor Number: G100000000  |            | Vendor Location Code: 001 |  |
| Vendor Address: 400 CENTENNIAL OFFICE BLDG  |            | Federal Employer I.D.:   |            |                           |  |
|   |            | MN Tax I.D. # (if applicable):   |            |                           |  |
| Requestor's Name/Employee ID#: (required by SWIFT)<br>Hardi Wangsabesari/01192747 |            | Targeted TG/ED/VO Vendor?<br>(Circle "Y" or "N" for all agreement types except grants and grant amendments.) |            | Y / N                     |  |
| Starting State Fiscal Year:   | 2019       | Total Amount of Original Agreement:  | \$         | 67,448                    |  |
| Agreement Start Date:   | 10/05/2018 | Total Amount of Original, plus ALL Previous Amendments:  | \$         | 67,448                    |  |
| Initial End Date:   | 01/31/2019 | Total Amount of this Amendment ONLY:   | \$         | 38,016                    |  |
| Amd Revised End Date:   | 06/30/2019 | Grand Total (Original + all Amendments):   | \$         | 105,464                   |  |
| Please Check ONE option for Amendments:   |            | Time Only  | Money Only | Time and Money            |  |
|   |            |  |            | X                         |  |

Special Instructions: \_\_\_\_\_

Does this contract contain not public data Information? (circle one): Y / N

If "Y" provide a description for FM entry into SWIFT: \_\_\_\_\_

ACCOUNTING INFORMATION

| State Fiscal Year 2019 |           |         |            |             |          |                            |
|------------------------|-----------|---------|------------|-------------|----------|----------------------------|
| Fund                   | Dept ID   | Appr ID | Project ID | Activity ID | Amount   | Project Funding Start Date |
| 1200                   | H123 3301 | H12172H |            |             | \$67,448 | 07/01/2018                 |
| 1000                   | H123 3305 | H12002H |            |             | \$38,016 | 07/01/2018                 |
|                        | H123      |         |            |             | \$       |                            |
| State Fiscal Year 2019 |           |         |            |             |          |                            |
| Fund                   | Dept ID   | Appr ID | Project ID | Activity ID | Amount   | Project Funding Start Date |
|                        | H123      |         |            |             | \$       |                            |
|                        | H123      |         |            |             | \$       |                            |
|                        | H123      |         |            |             | \$       |                            |
| State Fiscal Year 2019 |           |         |            |             |          |                            |
| Fund                   | Dept ID   | Appr ID | Project ID | Activity ID | Amount   | Project Funding Start Date |
|                        | H123      |         |            |             | \$       |                            |
|                        | H123      |         |            |             | \$       |                            |
|                        | H123      |         |            |             | \$       |                            |

THIS PORTION AND HL

FINANCIAL MANAGEMENT USE ONLY

|                       |               |             |        |
|-----------------------|---------------|-------------|--------|
| Encumbrance Signature | <i>Seth M</i> | Date        | 2/7/19 |
| Contract Number       | 149213        | Origin Code | 667    |
| Purchase Order Number | 61504         | Source Type |        |
| Category Code         | 80101500      | Account ID  | 411903 |

**5. Effective Dates:**

This agreement is effective October 5, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~January 31~~, June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

Approved:

| 1. Management Analysis and Development | 2. Minnesota Department of Health             |
|--|---|
| By: <i>Randa E. Kupper</i>             | By: <i>Dawn Udean</i>                         |
| Title: <i>Business Manager</i>         | Title: <i>Accounting Supervisor Principal</i> |
| Date: <i>Feb 7, 2019</i>               | Date: <i>2/15/19</i>                          |



Management  
Analysis  
& Development

**MAD Project Number: 2017-007**  
**INTERAGENCY AGREEMENT**  
**for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES**

Requesting Agency: Department of Human Services

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$164,000.00 | Amount of Contract First FY: |   |
| Category Code:<br>80101500                | Category Code:               | Category Code:                                |
| Account Code:                             | Account Code:                | Account Code:                                 |
| Amount:                                   | Amount:                      | Amount:                                       |

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

Processing Information: (Some entries may not apply.) Begin Date: 7/5/2016 End Date: 6/30/2017

Contract: IAK%111246  
Number/Date/Entry Initials

Order: 3000045964 A. Big Bear  
Number/Date/Signatures 6-23-16

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Project Consulting Group the Division will sub-contract with Project Consulting Group to provide the services identified in Exhibit A, which is attached and incorporated into this agreement

**2. Contacts:**

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

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

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

Up to 1,200 hours at a rate of \$130.00 per hour for services provided by Ben Ayvaz (Project Consulting Group). The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed \$164,000.00.

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

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

**4. Effective Dates:**

This agreement is effective July 5, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2017, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency                        | 2. Management Analysis & Development |
|---|--------------------------------------|
| By: <i>Giz Vitru</i>                        | By: <i>Renda E Rappa</i>             |
| Title: <i>Deputy Assistant Commissioner</i> | Title: <i>Business Manager</i>       |
| Date: <i>6/25/2014</i>                      | Date: <i>June 16, 2016</i>           |



Management  
Analysis  
& Development

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

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

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

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

### 1. Services to be Performed:

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

### 3. Consideration and Terms of Payment:

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

Up to ~~1,200~~ 2,350 hours at a rate of \$130.00 per hour for services provided by Ben Ayvaz (Project Consulting Group). The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed ~~\$164,000.00~~ \$313,500.00.

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

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

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

### APPROVED:

| 1. REQUESTING AGENCY                        | 2. DIVISION                    |
|---|--------------------------------|
| By: <i>Gina Vitale</i>                      | By: <i>Reenda E Rappa</i>      |
| Title: <i>Deputy Assistant Commissioner</i> | Title: <i>Business Manager</i> |
| Date: <i>1.31.2017</i>                      | Date: <i>Jan 12, 2017</i>      |



Management  
Analysis  
& Development

## AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2017-007

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

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

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

### 1. Services to be Performed:

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

### 3. Consideration and Terms of Payment:

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

Up to ~~2,350~~ 4,190 hours at a rate of \$130.00 per hour for services provided by Ben Ayvaz (Project Consulting Group). The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed ~~\$313,500.00~~ \$552,700.00.

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

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

### 4. Effective Dates:

This agreement is effective July 5, 2016, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, ~~2017~~ 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

### APPROVED:

| 1. REQUESTING AGENCY   | 2. DIVISION  |
|--|--|
| By: <i>Lia Vitali</i><br>Title: <i>Deputy Assistant Commissioner</i><br>Date: <i>7.11.2017</i> | By: <i>Randa E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>June 30, 2017</i> |





Management  
Analysis  
& Development

## AMENDMENT #3 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2017-007

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

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

WHEREAS, Paragraph(s) 3 of the second amendment shall be amended to read:

### 3. Consideration and Terms of Payment:

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

Up to ~~4,190~~ 4,319 hours at a rate of \$130.00 per hour for services provided by Ben Ayvaz (Project Consulting Group). The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed ~~\$552,700.00~~ \$569,470.00.

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

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

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

APPROVED: *Debra Sullivan*

| 1. REQUESTING AGENCY | 2. DIVISION                    |
|----------------------|--------------------------------|
| By: <i>Ann</i>       | By: <i>Renda E Pappa</i>       |
| Title: <i>Adm</i>    | Title: <i>Business Manager</i> |
| Date: <i>6-1-11</i>  | Date: <i>May 18, 2018</i>      |



Management  
Analysis  
& Development

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

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

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

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

### **1. Services to be Performed:**

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

### **3. Consideration and Terms of Payment:**

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

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

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

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

### **4. Effective Dates:**

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

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

APPROVED: Diana L. Luman 3-62675

| 1. REQUESTING AGENCY   | 2. DIVISION   |
|--|---|
| <p>By: <u>Chair</u></p> <p>Title: <u>Asstt Commisr</u></p> <p>Date: <u>6.22.18</u></p> | <p>By: <u>Fenda E Rappa</u></p> <p>Title: <u>Business Manager</u></p> <p>Date: <u>June 13, 2018</u></p> |



# **MAD Project Number: 2018-061** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES**

Requesting Agency: Department of Human Services

MAD Contact: Renda Rappa

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

|   |  |   |
|---|--|---|
| Agency:                                   | Fiscal Year:<br><u>2018 &amp; 2019</u>                                       | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$388,400.00 | Amount of Contract First FY:<br><u>FY18: \$341,811</u> <u>FY19: \$46,589</u> |   |
| Category Code:<br>80101500                | Category Code:   | Category Code:                                |
| Account Code:                             | Account Code:  | Account Code:                                 |
| Amount:                                   | Amount:  | Amount:                                       |

| Accounting Distribution 1:    | Accounting Distribution 2: | Accounting Distribution 3: |
|-------------------------------|----------------------------|----------------------------|
| Fund: <u>2001</u>             | Fund:                      | Fund:                      |
| Appr: <u>H551334</u>          | Appr:                      | Appr:                      |
| Dept ID: <u>H5531483</u>      | Dept ID:                   | Dept ID:                   |
| Account Code: <u>EB 31483</u> | Account Code:              | Account Code:              |
| Amount: <u>\$388,400.00</u>   | Amount:                    | Amount:                    |

Processing Information: (Some entries may not apply.)

Begin Date: 10/23/17 End Date: 12/31/18

Contract: 134133 10/30/17  
 Number/Date/Entry Initials

Order: 3000057725 10/30/17  
 Number/Date/Signatures

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Amherst H. Wilder Foundation the Division will sub-contract with Amherst H. Wilder Foundation to provide services to the Requesting Agency as identified in Exhibit A, 2017 Survey on Gambling Among Minnesota Adults, which is attached and incorporated as part of this contract.

**2. Contacts:**

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

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

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

The Requesting Agency will be invoiced up to \$380,400.00 for consulting services and expenses based on the deliverables identified in Exhibit A. The Division will also invoice up to \$8,000.00 for project management. The total amount the Division will invoice under this agreement shall not exceed \$388,400.00.

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 and deliverables performed, with cumulative payments not to exceed the total agreed amount listed above.

**4. Effective Dates:**

This agreement is effective October 23, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until December 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**Approved:**

| 1. Requesting Agency          | 2. Management Analysis & Development |
|-------------------------------|--------------------------------------|
| By: <i>Brian Zirbes</i>       | By: <i>Randa E. Rappa</i>            |
| Title: <i>Deputy Director</i> | Title: <i>Business Manager</i>       |
| Date: <i>11/3/17</i>          | Date: <i>Oct 18, 2017</i>            |



## **AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2018-061**

**WHEREAS**, the State of Minnesota, Department of Human Services, has an interagency agreement identified as 2018-061 (IAK% 134133, Order: 3000057725) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

### **1. Services to be Performed:**

The Division agrees that through its Master Contract with Amherst H. Wilder Foundation the Division will sub-contract with Amherst H. Wilder Foundation to provide services to the Requesting Agency as identified in Exhibit A, 2017 Survey on Gambling Among Minnesota Adults and Exhibit B, DHS Gambling Survey, Revised deliverable billing schedule which ~~is~~ are both attached and incorporated as part of this contract.

### **3. Consideration and Terms of Payment:**

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

The Requesting Agency will be invoiced up to ~~\$380,400.00~~ \$404,526.00 for consulting services and expenses based on the deliverables identified in Exhibit A and Exhibit B in accordance to the revised deliverable schedule. The Division will also invoice up to \$8,000.00 for project management. The total amount the Division will invoice under this agreement shall not exceed ~~\$388,400.00~~ \$412,526.00.

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

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

**4. Effective Dates:**

This agreement is effective October 23, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~December 31, 2018~~ June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

| 1. REQUESTING AGENCY  | 2. DIVISION   |
|---|---|
| By: <i>Maisha Giles</i><br>Title: <i>Director</i><br>Date: <i>12/4/18</i> | By: <i>Renda E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>Nov 16, 2018</i> |



Am d 2



## **AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2018-061**

**WHEREAS**, the State of Minnesota, Department of Human Services, has an interagency agreement identified as 2018-061 (IAK% 134133, Order: 3000057725) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

### **1. Services to be Performed:**

The Division agrees that through its Master Contract with Amherst H. Wilder Foundation the Division will sub-contract with Amherst H. Wilder Foundation to provide services to the Requesting Agency as identified in Exhibit A, 2017 Survey on Gambling Among Minnesota Adults and Exhibit B-1, DHS Gambling Survey, Revised deliverable billing schedule, dated May 2019 which are both attached and incorporated as part of this contract.

### **3. Consideration and Terms of Payment:**

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

The Requesting Agency will be invoiced up to \$404,526.00 for consulting services and expenses based on the deliverables identified in Exhibit A and Exhibit B-1 in accordance to the revised deliverable schedule. The Division will also invoice up to \$8,000.00 for project management. The total amount the Division will invoice under this agreement shall not exceed \$412,526.00.

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

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

**4. Effective Dates:**

This agreement is effective October 23, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2019~~ October 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

| 1. REQUESTING AGENCY    | 2. DIVISION                    |
|-------------------------|--------------------------------|
| By: <i>Maisha Giles</i> | By: <i>Renda E. Perppu</i>     |
| Title: <i>Director</i>  | Title: <i>Business Manager</i> |
| Date: <i>6/28/19</i>    | Date: <i>June 20, 2019</i>     |



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

Requesting Agency: Department of Human Services – Disability Services Division

MAD Contact: Renda Rappa

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

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

|                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>Accounting Distribution 1:</b> | <b>Accounting Distribution 2:</b> | <b>Accounting Distribution 3:</b> |
| Fund:                             | Fund:                             | Fund:                             |
| Appr:                             | Appr:                             | Appr:                             |
| Org/Sub:                          | Org/Sub:                          | Org/Sub:                          |
| Rept Catg:                        | Rept Catg:                        | Rept Catg:                        |
| Amount:                           | Amount:                           | Amount:                           |

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

Contract: IAK134405  
 Number/Date/Entry Initials

Order: 3-57863/11-3-17/DB  
 Number/Date/Signatures

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

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

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

**1. Services to be Performed:**

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

**2. Contacts:**

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

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

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

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

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

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

**4. Effective Dates:**

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

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

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



## AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2018-068

WHEREAS, the State of Minnesota, Department of Human Services – Disability Services Division, has an interagency agreement identified as 2018-068 (IAK% 134405, Order: 3000057863) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

### 1. Services to be Performed:

The Division agrees that through its Master Contract with Alliant Consulting, Inc. the Division will sub-contract with Alliant Consulting, Inc. to provide the services identified below in accordance with the Proposal and Budget identified in Exhibit A, MnCHOICES 2 – Design and Change Management Support, ~~which is and~~ Exhibit B, MnCHOICES 2.0 – Design and Change Management Extension, both are attached and incorporated as part of this contract.

### 3. Consideration and Terms of Payment:

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

Up to ~~1,210~~ 2,085 hours at a rate of \$200 per hour for services provided by Alliant Consulting, Inc. as identified in the attached Proposal and Budget. The Division will also invoice up to \$8,000 for project management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$250,000~~ \$425,000.

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


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

**4. Effective Dates:**

This agreement is effective November 1, 2017, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~December 31, 2018~~ June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

| 1. REQUESTING AGENCY   | 2. DIVISION   |
|--|---|
| By: <br>Title: <u>Asst. Commr</u><br>Date: <u>11.7.18</u> | By: <u>Renda E Rappa</u><br>Title: <u>Business Manager</u><br>Date: <u>Oct 30, 2018</u> |



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

Requesting Agency: Department of Human Services

MAD Contact: Renda Rappa

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

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

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

Processing Information: (Some entries may not apply.)

Begin Date: 3/14/18

End Date: 7/31/18

Contract: 139304 3/16/18 DAG  
 Number/Date/Entry Initials

Order: 3-59683 3/16/18 DAG  
 Number/Date/Signatures

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

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



**1. Services to be Performed:**

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

**2. Contacts:**

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

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

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

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

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

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

**4. Effective Dates:**

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

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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


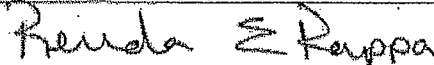
**8. Amendments:**

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

**9. State Audit:**

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

**Approved:**

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



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

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

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

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

#### 4. Effective Dates:

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

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

#### APPROVED:

| 1. REQUESTING AGENCY  | 2. DIVISION  |
|---|--|
| By: <i>Alexandra Bartle</i><br>Title: <i>Director</i><br>Date: <i>7/18/18</i> | By: <i>Rendra E. Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>July 10, 2018</i> |

**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 Human Services.

**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 DHS: Charles E. Johnson, Deputy Commissioner, or his successor, Andersen Building, 540 Cedar Street, St. Paul, MN 55101.

**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 19= \$235,892**

You will receive a quarterly invoice from MMB for 25% of this amount, beginning August 2018. Each quarterly invoice shall be paid within 30 days of receipt.

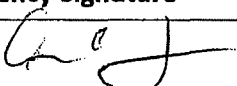
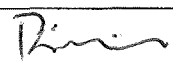
**3. Term of Agreement:**

This agreement is effective July 20, 2018, and shall remain in effect until June 30, 2019.

**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: Deputy Commissioner  | Title: CFO   |
| Date: 7/26/18   | Date: 8-14-18  |



Management  
Analysis  
& Development

## Interagency Agreement for Management Analysis & Development Services

**MAD Project Number:** 2019-047

**Requesting Agency:** Commission of Deaf, DeafBlind and Hard of Hearing Minnesotans

**MAD Contact:** Barb Deming

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

**Agency:** Commission of Deaf, DeafBlind and Hard of Hearing Minnesotans

**Fiscal Year:** 19

**Vendor Number:** ID G100000000, Location 001

**Total Amount of Contract:** \$37,240.00

**Category Code:** 80101500

**Agency:** Commission of Deaf, DeafBlind and Hard of Hearing Minnesotans

**Fiscal Year:** 20

**Vendor Number:** ID G100000000, Location 001

**Total Amount of Contract:** \$37,240.00

**Category Code:** 80101500

**Processing Information:** (Some entries may not apply.) Begin Date: September 10, 2018 End Date: June 30, 2020

**Contract:** 147 770 9/13 DAg  
Number/Date/Entry Initials

**Order:** 3-65128 9/13 DAg  
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 Commission of Deaf, DeafBlind and Hard of Hearing Minnesotans (Requesting Agency) and Minnesota Management & Budget, Management Analysis & Development (Division).

**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 & Development: Barb Deming

Requesting Agency: Mary Hartnett

**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 532 hours at a rate of \$140.00 per hour (266 hours in Fiscal Year 19 and 266 in Fiscal Year 20) as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$74,480.00.

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

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

If the Management Analysis and Development hourly rate increases effective July 1, 2019, this agreement will need to be amended, increasing the encumbrance, to cover all hours worked from July 1, 2019 forward.

**4. Effective Dates:**

This agreement is effective September 10, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

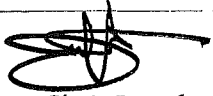
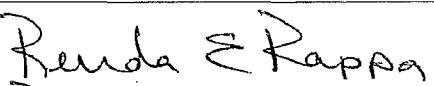
**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency  | 2. Management Analysis & Development   |
|---|--|
| By:  | By:  |
| Title: Chair Board / Executive Director   | Title: Business Manager  |
| Date: 9/6/2018  | Date: Sept 5, 2018   |



Management  
Analysis  
& Development

E102 #  
216208

## AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-047

WHEREAS, the State of Minnesota, Commission of Deaf, DeafBlind and Hard of Hearing Minnesotans, has an interagency agreement identified as 2019-047 (IAK 147770, Order: 3000065128) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

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

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

**1. Services to be Performed:**

The Division agrees that it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal. In addition, the Division will provide the services as identified in Exhibit A, which is both are incorporated and made part of this agreement.

**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 ~~322~~ 1,228 hours at a rate of \$140.00 per hour (~~266~~ 862 hours in Fiscal Year 19 and ~~266~~ 366 in Fiscal Year 20) as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$74,480.00~~ \$171,920.00.

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

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

If the Management Analysis and Development hourly rate increases effective July 1, 2019, this agreement will need to be amended, increasing the encumbrance, to cover all hours worked from July 1, 2019 forward.

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

**APPROVED:**

| 1. REQUESTING AGENCY   | 2. DIVISION  |
|--|--|
| By: <i>M. Isham</i><br>Title: Executive Director / Board Chair<br>Date: <i>1/23/19</i> | By: <i>Renda E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>Jan 9, 2019</i> |



## AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-047

**WHEREAS**, the State of Minnesota, Commission of Deaf, DeafBlind and Hard of Hearing Minnesotans, has an interagency agreement identified as 2019-047 (IAK 147770, Order: 3000065128) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

**1. Services to be Performed:**

The Division agrees that it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal. In addition, the Division will provide the services as identified in Exhibit A and Exhibit B, both all are incorporated and made part of this agreement.

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

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

Up to ~~4,228-1,583~~ hours at a rate of \$140.00 per hour (862 hours in Fiscal Year 19 and 366 721 in Fiscal Year 20) as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$171,920.00~~ \$221,620.00.

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

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

If the Management Analysis and Development hourly rate increases effective July 1, 2019, this agreement will need to be amended, increasing the encumbrance, to cover all hours worked from July 1, 2019 forward.

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

**APPROVED:**

| 1. REQUESTING AGENCY                 | 2. DIVISION                    |
|--------------------------------------|--------------------------------|
| By: <i>Michele Isham</i>             | By: <i>Renald E. Papp</i>      |
| Title: <i>Exec Dir / Board Chair</i> | Title: <i>Business Manager</i> |
| Date: <i>5/14/19 / 6/27/19</i>       | Date: <i>June 21, 2019</i>     |

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16A.055 and 256.01, this is an agreement between Minnesota Management & Budget (MMB) and the Minnesota Department of Human Services (DHS).

**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: Pete Bernardy, Results Management Director, or successor

DHS: Nikki Farago, Assistant Commissioner, or successor

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

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

**Total Cost for FY19 = \$120,580.00**

**You will receive an annual invoice from MMB in September 2018. This invoice should be paid within 30 days of receipt.**

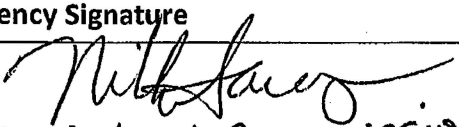
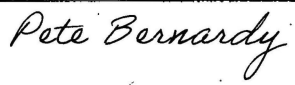
**3. Term of Agreement:**

This agreement is effective retroactive to July 1, 2018, and shall remain in effect until June 30, 2019.

**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: Assistant Commissioner   | Title: Enterprise Director, Results Management   |
| Date: 9/7/2018  | Date: 9/14/18  |

**STATE ENCUMBRANCE VERIFICATION**

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

Signed: 

Date: 9-13-18

Contract # 147802  
PO # 3-65150



# **MAD Project Number: 2019-098** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Human Services

MAD Contact: Renda Rappa

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

|  |                        |   |
|--|------------------------|---|
| Agency: <u>H55</u>                       | Fiscal Year: <u>19</u> | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$23,760.00 |                        | Amount of Contract First FY:                  |
| Commodity Code:<br>80101500              | Commodity Code:        | Commodity Code:                               |
| Object Code: <u>411942</u>               | Object Code:           | Object Code:                                  |
| Amount: <u>\$ 23,760</u>                 | Amount:                | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------|----------------------------|----------------------------|
| Fund: <u>1000</u>          | Fund:                      | Fund:                      |
| Appr: <u>H551185</u>       | Appr:                      | Appr:                      |
| Org/Sub: <u>31105</u>      | Org/Sub:                   | Org/Sub:                   |
| Rept Catg: <u>—</u>        | Rept Catg:                 | Rept Catg:                 |
| Amount: <u>\$ 23,760</u>   | Amount:                    | Amount:                    |

Processing Information: (Some entries may not apply.) Begin Date: 1/1/19 End Date: 6/30/19

Contract: 152593 1/25/19 dag Order: 3000067304 1/25/19 dag  
 Number/Date/Entry Initials Number/Date/Signatures

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with The Improve Group the Division will sub-contract with The Improve Group, to provide the services as requested by the Department of Human Services identified in Exhibit A, which is attached and incorporated into this agreement.

**2. Contacts:**

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

Management Analysis and Development: Renda Rappa

Requesting Agency: Matt Knutson

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

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

The Division will invoice two lump sums of \$11,000.00 each for services provided by The Improve Group in accordance to the deliverables identified in Exhibit A. The Division will also invoice up to \$1,760.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed \$23,760.00.

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 State's Authorized Representative.

**5. Effective Dates:**

This agreement is effective January 1, 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 June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

The Requesting Agency's authorized representative for the purposes of this agreement is Matt Knutson. 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   |
|--|--|
| <p>By: <i>Alexandra Bartol</i></p> <p>Title: <i>Director</i></p> <p>Date: <i>1/18/19</i></p> | <p>By: <i>Randa E Rappa</i></p> <p>Title: <i>Business Manager</i></p> <p>Date: <i>Nov 27, 2018</i></p> |



## **AMENDMENT #1 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-098**

**WHEREAS**, the State of Minnesota, **Department of Human Services**, has an interagency agreement identified as **2019-098 (IAK 152593, Order: 3000067304)** with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

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

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

### **1. Services to be Performed:**

The Division agrees that through its Master Contract with The Improve Group the Division will sub-contract with The Improve Group, to provide the services as requested by the Department of Human Services identified in Exhibit A, Exhibit B and Exhibit C. All Exhibits are which is attached and incorporated into this agreement.

### **3. Consideration and Terms of Payment:**

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

The Division will invoice two lump sums of \$11,000.00 each for services provided by The Improve Group in accordance to the deliverables identified in Exhibit A. In addition, the contractor will be paid \$770 per evidentiary package report based on the deliverables identified in Exhibit B, not to exceed \$115,500 (or 150 reports) and up to \$98,000 for the services provided and any printing costs incurred in accordance to the deliverables identified in Exhibit C.

The Division will also invoice up to ~~\$1,760.00~~ \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed ~~\$23,760.00~~ \$245,500.00.

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

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

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

APPROVED: *Debra Selman* 3/14/19

| 1. REQUESTING AGENCY   | 2. DIVISION  |
|--|--|
| By: <i>[Signature]</i><br>Title: <i>Dwy Connin</i><br>Date: <i>3.12.19</i> | By: <i>Ronda E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>March 7, 2019</i> |



# **MAD Project Number: 2019-129** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES**

Requesting Agency: Department of Human Services

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$179,387.50 | Amount of Contract First FY: |   |
| Commodity Code:<br>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: 2/13/19 End Date: 6/30/19

Contract: I AK - 154285  
 Number/Date/Entry Initials

Order: 3000067909  
 Number/Date/Signatures

*Renda Rappa*  
 3/12/19

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

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

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



**1. Services to be Performed:**

The Division agrees that through its Master Contract with DeYoung Consulting Services, LLC, the Division will sub-contract with DeYoung Consulting Services, LLC, to provide the services identified in Exhibit A, Department of Human Services, Minnesota Preschool Development Project, dated January 28, 2019, which is attached and incorporated as part of this contract.

**2. Contacts:**

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

**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:

DeYoung Consulting Services, LLC, will be paid in accordance to the Work Plan, Timeline and Budget identified in Exhibit A. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$179,387.50.

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

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

**4. Effective Dates:**

This agreement is effective February 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 June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency                        | 2. Management Analysis & Development |
|---|--------------------------------------|
| By: <i>Chris Yang</i>                       | By: <i>Renda E Rappa</i>             |
| Title: <i>Director, Child Care Services</i> | Title: <i>Business Manager</i>       |
| Date: <i>2/15/19</i>                        | Date: <i>Feb 12, 2019</i>            |



## AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS & DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-129

WHEREAS, the State of Minnesota, Department of Human Services, has an interagency agreement identified as 2019-129 (IAK 154285, Order: 3000067909) with Minnesota Management & Budget, Management Analysis & Development (Division), for consulting services; and

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

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

### 1. Services to be Performed:

The Division agrees that through its Master Contract with DeYoung Consulting Services, LLC, the Division will sub-contract with DeYoung Consulting Services, LLC, to provide the services identified in Exhibit A, Department of Human Services, Minnesota Preschool Development Project, dated January 28, 2019, and Exhibit A-1, Minnesota Preschool Development Grant Facilitator Work Plan through 12/31/2019, which is both are attached and incorporated as part of this contract.

### 3. Consideration and Terms of Payment:

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

DeYoung Consulting Services, LLC, will be paid in accordance to the Work Plan, Timeline and Budget identified in Exhibit A and Exhibit A-1. In addition, the Division will invoice up to \$1,000 in expenses incurred by DeYoung Consulting Services, LLC. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$179,387.50 \$239,337.50.

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

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

### 4. Effective Dates:

This agreement is effective February 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 June 30 December 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

| 1. REQUESTING AGENCY   | 2. DIVISION  |
|--|--|
| By: <i>Cindi Yang</i><br>Title: Director<br>Date: 07/30/2019 | By: <i>Renda E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>July 26, 2019</i> |



# **MAD Project Number: 2019-164** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Labor and Industry

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$108,000.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>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: 4/8/19 End Date: 6/30/19

Contract: 156092/4-12-19/MZ  
 Number/Date/Entry Initials

Order: PO 3000013960/4-12-19/MZ  
 Number/Date/Signatures

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Amherst H. Wilder Foundation it will sub-contract with Amherst H. Wilder Foundation to provide consulting services as identified in Exhibit A, which is attached and incorporated as part of this contract.

**2. Contacts:**

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

Management Analysis and Development: Renda Rappa

Requesting Agency: Annie Welch

**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 a maximum of \$100,000.00 for services provided by Amherst H. Wilder Foundation in accordance to rates identified below and deliverables identified in Exhibit A.

|                            |       |
|----------------------------|-------|
| Senior Research Manager    | \$167 |
| Research Manager           | \$139 |
| Research Scientist 1       | \$103 |
| Research Associate 2       | \$69  |
| Research Librarian         | \$67  |
| Library Assistant          | \$62  |
| Library Services Manager   | \$83  |
| Research Associate 1       | \$62  |
| Research Assistant         | \$44  |
| Data Collection Manager    | \$84  |
| Data Collection Specialist | \$48  |
| Admin Specialist           | \$48  |
| Senior Admin Specialist    | \$69  |
| Data Analyst               | \$86  |

The Division will also invoice up to \$8,000.00 for contract management. The total amount the Division will invoice under this agreement shall not exceed \$108,000.00.

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

Payment to be requested by invoice based on services 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 April 8, 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 June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

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

**8. Interagency Agreement Authorization:**

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

**9. Amendments:**

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

**10. State Audit:**

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

**11. Liability:**

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

Approved:

| 1. Requesting Agency  | 2. Management Analysis and Development  |
|---|---|
| By: <i>Kpslyn C. Robertson</i><br>Title: <i>Deputy Commissioner</i><br>Date: <i>April 8, 2019</i> | By: <i>Reinda E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>April 5, 2019</i> |





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

Requesting Agency: Minnesota Housing Finance Agency

MAD Contact: Renda Rappa

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

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

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

Processing Information: (Some entries may not apply.)

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

FY18 FO# 3000005403 / May 17, 2018 / Samantha  
 Order: \_\_\_\_\_  
 Number/Date/Signatures  
*[Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05]*

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

**1. Services to be Performed:**

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

**2. Contacts:**

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

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

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

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

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

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

**4. Condition of Payment:**

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

**5. Effective Dates:**

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

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

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

**8. Interagency Agreement Authorization:**

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

**9. Amendments:**

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

**10. State Audit:**

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

**11. Liability:**

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

**Approved:**

| 1. Requesting Agency       | 2. Management Analysis and Development |
|----------------------------|--|
| By: <i>Barbara Sporein</i> | By: <i>Renda E. Rapp</i>               |
| Title: <i>Deputy Comm</i>  | Title: <i>Business Manager</i>         |
| Date: <i>5/17/18</i>       | Date: <i>May 10, 2018</i>              |

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

**INFORMATION AND TELECOMMUNICATIONS ACCOUNT**  
*The ITA was established by Minn. Stat. 16E.21 and is known as "The Odyssey Fund".*

**Statewide Budget System ODY16.014**

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

**Agreement**

**1 Term of Agreement**

- 1.1 **Effective date:** **June 30, 2015** 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, 2017**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**2 Scope of Work**

The purpose of this project is to complete the development of the Capital Budget System, implement enhancements to the Fiscal Note Tracking System, further develop and improve the Budget Planning and Analysis System (BPAS), develop a web-based application to support the Legislative Initiative process and strategically address the technology needs necessary to support the work agencies and MMB do to support budget development and management as required by M.S.16A

**3 Consideration and Payment**

The AGENCY agrees to contribute \$1,236,551 (one million two hundred thirty six thousand five hundred fifty one dollars) to the Information and Telecommunications Account (ITA). No contribution refunds are available.

**4 Conditions of Payment**

- 4.1 Upon execution of this agreement, the AGENCY will submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

**SWIFT Appropriation Transfer Instructions:**

Execution of this agreement is tracked in the MN.IT Centralized Procurement Request System (CPRS). The CPRS # referenced below should be entered in the "Ref" field on the SWIFT appropriation transfer transaction.

| Business Unit | Budget Year | Fund | Department ID | Approp  | Ref             |
|---------------|-------------|------|---------------|---------|-----------------|
| G4601         | 2015        | 2001 | G461TECH      | G466000 | CPRS #<br>28528 |

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

4.3 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 contribution specified in this section.

**5. Authorized Representatives**

The AGENCY'S Authorized Representative is Dennis Munkwitz, Chief Financial Officer, [Dennis.Munkwitz@state.mn.us](mailto:Dennis.Munkwitz@state.mn.us) or by phone at 651-201-8004, or his successor.

MN.ITs' Authorized Representative is Tu Tong, Chief Financial Officer, 658 Cedar Street, St Paul, MN 55155, by phone 651-556-8028, or via email at [tu.tong@state.mn.us](mailto:tu.tong@state.mn.us), 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.

**1. STATE TRANSFER VERIFICATION**

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

Signed: \_\_\_\_\_

*R. W. Bg*

Date: \_\_\_\_\_

*6/30/2015*

**3. Office of MN.IT Services**

By: \_\_\_\_\_

*Ta Tong*

Ta Tong

Title: MN.IT Chief Financial Officer

Date: \_\_\_\_\_

*6/30/2015*

**2. Minnesota Management and Budget**

By: \_\_\_\_\_

*D. Munkwitz*

Dennis Munkwitz (With delegated authority)

Title: \_\_\_\_\_

Chief Financial Officer

Date: \_\_\_\_\_

*6-30-15*

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT AMENDMENT**

**INFORMATION AND TELECOMMUNICATIONS ACCOUNT**

*The ITA was established by Minn. Stat. 16E.21 and is known as "The Odyssey Fund".*

**Statewide Budget System ODY16.014**

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

**Recitals**

The Agency has an Interagency Agreement initially identified as Statewide Budget System, Odyssey16.014, CPRS 25828 to:

Complete the development of the Capital Budget System, implement enhancements to the Fiscal Note Tracking System, further develop and improve the Budget Planning and Analysis System (BPAS), develop a web-based application to support the Legislative Initiative process and strategically address the technology needs necessary to support the work agencies and MMB do to support budget development and management as required by M.S.16A

1. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below.
- 2.. In this Amendment, changes to original Interagency Agreement language will use ~~strike through~~ for deletions and underlining for insertions.

**Interagency Agreement Amendment 1**

**Revision 1.**

**Consideration and Payment**

The AGENCY agrees to contribute a total of \$1,711,000 (One Million Seven Hundred Eleven Thousand Dollars) in fiscal year 2015 funds \$1,236,551 (one million two hundred thirty six thousand five hundred fifty one dollars) to the Information and Telecommunications Account (ITA).

Immediately following the execution of Amendment 1, the AGENCY agrees to transfer those fiscal year 2015 funds not previously transferred to the Information and Telecommunications Account.


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

**1. STATE TRANSFER VERIFICATION (If Applicable)**  
Individual certifies that funds will be transferred to MN.IT as  
required by Minn. Stat. § 16E.0466.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Minnesota Management and Budget**

  
Eric Hallstrom, (With delegated authority)

Title: Deputy Commissioner

Date: 8/4/2015

**3. Office of MN.IT Services**

By: \_\_\_\_\_  
Tu Tong, (With delegated authority)

Title: Chief Financial Officer, MN.IT Services

Date: \_\_\_\_\_



Minnesota Management and Budget

Amendment 4

ODY16.014

CPRS No. 64533/44554/30714/30512/28528

**STATE OF MINNESOTA**  
**INTERAGENCY AGREEMENT AMENDMENT**  
**Amendment 4 to Statewide Budget System ODY16.014**

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

**Recitals**

1. The parties agreed to an Interagency Agreement initially identified as Statewide Budget System ODY16.014, ("Original Agreement") to complete the development of the Capital Budget 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 4**

**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.

**Signatures:**

**1. Minnesota Management and Budget**

(With delegated authority)

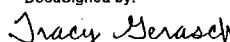
By:   
DocuSigned by:  
9F28A2D157F542A...

Title: Chief Financial Officer

Date: 6/27/2019

**2. Office of MN.IT Services**

(With delegated authority)

By:   
DocuSigned by:  
58BF08075AF6441...

Title: Procurement Director

Date: 6/27/2019

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

**INFORMATION AND TELECOMMUNICATIONS ACCOUNT**

*The ITA was established by Minn. Stat. 16E.21 and is known as "The Odyssey Fund".*

**Statewide Systems Development and Enhancement**

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

**Agreement**

**1 Term of Agreement**

1.1 **Effective date:** June 30, 2015 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, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**2 Scope of Work**

This project will upgrade the ELM and SWIFT applications, add data subjects and reporting to the data warehouse and enhance statewide system performance and functionality.

**3 Consideration and Payment**

The AGENCY agrees to contribute \$5,000,000.00 (Five Million Dollars) to the Information and Telecommunications Account (ITA). No contribution refunds are available.

**4 Conditions of Payment**

4.1 Upon execution of this agreement, the AGENCY will submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

**SWIFT Appropriation Transfer Instructions:**

Execution of this agreement is tracked in the MN.IT Centralized Procurement Request System (CPRS). The CPRS # referenced below should be entered in the "Ref" field on the SWIFT appropriation transfer transaction.

| Business Unit | Budget Year | Fund | Department ID | Approp. | Ref            |
|---------------|-------------|------|---------------|---------|----------------|
| G4601         | 2015        | 2001 | G461TECH      | G466000 | CPRS<br>#29754 |

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

4.3 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 contribution specified in this section.

**5. Authorized Representatives**

The AGENCY'S Authorized Representative is Dennis Munkwitz, Chief Financial Officer, 400 Centennial Office Building, 658 Cedar Street, Saint Paul, MN 55155, by phone at 651.201.8004 or email at [Dennis.Munkwitz@state.mn.us](mailto:Dennis.Munkwitz@state.mn.us), or successor.

MN.ITs' Authorized Representative is Tu Tong, Chief Financial Officer, 658 Cedar Street, St Paul, MN 55155, 651-556-8028, or via email at [tu.tong@state.mn.us](mailto:tu.tong@state.mn.us), 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.

**1. STATE TRANSFER VERIFICATION (If Applicable)**  
Individual certifies that funds will be transferred to MN.IT as required by Minn. Stat. § 16E.0466.

Signed: R. W. By  
Date: 6/30/2015

**2. Minnesota Management and Budget**

By: D. W.  
Dennis Munkwitz (With delegated authority)

Title: Chief Financial Officer

Date: 6-30-15

**3. Office of MN.IT Services**

By: Tu Tong  
Tu Tong, (With delegated authority)

Title: Chief Financial Officer, MN.IT Services

Date: 6/30/2015

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT AMENDMENT**

**INFORMATION AND TELECOMMUNICATIONS ACCOUNT**

*The ITA was established by Minn. Stat. 16E.21 and is known as "The Odyssey Fund".*

**Statewide Systems Development and Enhancement Amendment 1**

This is an amendment to the existing Interagency Agreement by and between the State of Minnesota, through its Commissioner of the Office of MN.IT Services (MN.IT) and Minnesota Management and Budget (Agency).

**Recitals**

1. The Agency has an Interagency Agreement initially identified as the Statewide Systems Development and Enhancement, CPRS# 29754, ("Original Agreement") to upgrade the ELM and SWIFT applications, add data subjects and reporting to the data warehouse and enhance statewide system performance and functionality.
2. MN.IT and the Agency are willing to amend the original Interagency Agreement as stated below to decrease funding for the agreement.
3. In this Amendment, changes to original Interagency Agreement language will use ~~strike through~~ for deletions and underlining for insertions.

**Interagency Agreement Amendment 1**

**Revision 1. Consideration and Payment**

The AGENCY agrees to contribute \$3,134,999.99 (Three Million One Hundred Thirty Four Thousand Nine Hundred Ninety Nine Dollars and Ninety Nine Cents) ~~\$5,000,000.00 (Five Million Dollars)~~ to the Information and Telecommunications Account (ITA). No contribution refunds are available.

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

**1. STATE TRANSFER VERIFICATION (If Applicable)**  
Individual certifies that funds will be transferred to MN.IT as required by Minn. Stat. § 16B.0466.

Signed: R. W. By

Date: 8/14/2015

**2. Minnesota Management and Budget**

By: D. Munkwitz  
Dennis Munkwitz (With delegated authority)

Title: Chief Financial Officer

Date: 8-14-15

**3. Office of MN.IT Services**

By: Tu Tong  
Tu Tong, (With delegated authority)

Title: Chief Financial Officer, MN.IT Services

Date: 8/14/2015

**STATE OF MINNESOTA**  
**INTERAGENCY AGREEMENT AMENDMENT**  
**Amendment I Statewide Systems Development and Enhancement**

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

**Recitals**

1. The parties agreed to an Interagency Agreement initially identified as Statewide Systems Development and Enhancement ("Interagency Agreement").
2. MN.IT and the Agency are willing to amend the 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: Term of Agreement**

- 1.1 **Effective date:** June 30, 2015 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, 2017~~, June 30, 2019 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

**1. STATE TRANSFER VERIFICATION**

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

Signed: Not Applicable

Date: \_\_\_\_\_

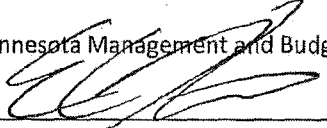
**3. Office of MN.IT Services**

By: **Tu Tong - CFO** Digitally signed by Tu Tong - CFO  
Date: 2017.04.27 14:51:57 -05'00'

Tu Tong, Chief Financial Officer,  
Office of MN.IT Services

Date: \_\_\_\_\_

**2. Minnesota Management and Budget**

By:   
(With delegated authority)

Title: Deputy Commissioner

Date: 4/27/17

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**Statewide Systems Improvements**

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

**1 Term of Agreement**

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

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

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

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

**3 Consideration and Payment**

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

**4 Conditions of Payment**

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

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

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



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

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

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

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

**6 Amendments**

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

**7 Liability**

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

**8 Termination**

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

**1. STATE TRANSFER VERIFICATION**

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

Signed: 

Date: 07/27/17

**3. Office of MN.IT Services**

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

Tu Tong, Chief Financial Officer

Date: \_\_\_\_\_

**2. Minnesota Management and Budget**

By: 

(With delegated authority)

Title: CFO

Date: 7-27-17



# **MAD Project Number: 2019-140** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Revenue

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency: <u>667</u>                        | Fiscal Year: <u>2019</u>     | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$110,400.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Object Code:                              | Object Code:                 | Object Code:                                  |
| Amount:                                   | Amount:                      | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------|----------------------------|----------------------------|
| Fund: <u>1000</u>          | Fund: <u>1000</u>          | Fund:                      |
| Appr: <u>6676600</u>       | Appr: <u>6677200</u>       | Appr:                      |
| Org/Sub: <u>66731042</u>   | Org/Sub: <u>66731042</u>   | Org/Sub:                   |
| Rept Catg:                 | Rept Catg:                 | Rept Catg:                 |
| Amount: <u>\$88,320</u>    | Amount: <u>\$22,080</u>    | Amount:                    |

Processing Information: (Some entries may not apply.) Begin Date: 3/11/19 End Date: 6/30/2019

Contract: 154204 3/6/19 cmr Order: 3-12434 3/6/19 cmr  
 Number/Date/Entry Initials Number/Date/Signatures

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

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

**1. Services to be Performed:**

The Division agrees that through its Master Contract with Project Consulting Group it will sub-contract with Project Consulting Group to provide consulting services to the Requesting Agency as identified below:

**Jan Alexander, Project Consulting Group:** will work as an **Organizational Development, Consultation and Facilitation consultant** embedded with HR Team and HR Director to facilitate changes & create improvements.

Changing Culture of HR to facilitate:

- o Strategic Business Partner to Leaders
- o Improve Employee Experience
- o Improving/Redesigning HR Structure and Roles, Responsibilities and Decision Rights within Team to Create Clarity, Backup, Streamline Process and Provide HR Team with Appropriate Levels of Accountability and Authority/Empowerment
- o Create Open Door HR Team

Leverage Voice of the Customer and Create HR work Flows that Support Business Need

Create Knowledge Management Plans

Provide Coaching and Mentoring to Various Leaders (HR, Employee Experience, Equity)

Provide Support to Assistant Commissioner

**Deliverables**

- o Creation of HR office standard operating procedures
- o Creation of HR office communications (internal and external)
- o Creation of HR office daily operations calendar
- o Periodic status reports to the Assistant Commissioner
- o Updates to Senior Management Team as requested

**2. Contacts:**

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

Management Analysis and Development: Renda Rappa Requesting Agency: Alyssa Haugen

**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 640 hours at rate of \$160/hour for services provided by Jan Alexander. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$110,400.00.

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

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

**4. Effective Dates:**

This agreement is effective March 11, 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 June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

**9. State Audit:**

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

**10. Liability:**

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

Approved:

| 1. Requesting Agency  | 2. Management Analysis and Development |
|-----------------------|--|
| By: <i>Sam Casper</i> | By: <i>Reanda E Rappa</i>              |
| Title: <i>CFO</i>     | Title: <i>Business Manager</i>         |
| Date: <i>3/8/19</i>   | Date: <i>March 7, 2019</i>             |



## AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-140

WHEREAS, the State of Minnesota, Minnesota Department of Revenue, has an interagency agreement identified as 2019-140 (Contract: 154204, Order: 3000012434) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

### 3. Consideration and Terms of Payment:

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

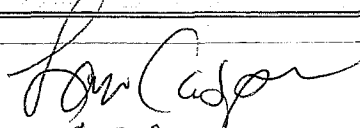
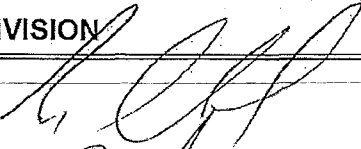
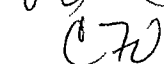
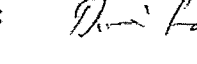
Up to 640 ~~688~~ hours at rate of \$160/hour for services provided by Jani Alexander. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$110,400.00 \$118,080.00.

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.

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

### APPROVED:

| 1. REQUESTING AGENCY   | 2. DIVISION   |
|--|---|
| By:     | By:     |
| Title:  | Title:  |
| Date: 6/25/19  | Date: 6-29-19   |



## AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-140

WHEREAS, the State of Minnesota, Minnesota Department of Revenue, has an interagency agreement identified as 2019-140 (Contract: 154204, Order: 3000012434) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

### 3. Consideration and Terms of Payment:

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

Up to ~~688,185~~ hours at rate of \$160/hour for services provided by Jan Alexander. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$18,080.00~~ \$305,280.00.

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

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

### 4. Effective Dates:

This agreement is effective March 11, 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 ~~June 30, 2019~~ December 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

### APPROVED:

| 1. REQUESTING AGENCY   | 2. DIVISION                 |
|------------------------|-----------------------------|
| By: <i>Kari Casper</i> | By: <i>Bob Blaw</i>         |
| Title: <i>CFO</i>      | Title: <i>Asst Director</i> |
| Date: <i>6/27/19</i>   | Date: <i>6/25/19</i>        |



# MAD Project Number: 2019-180

## INTERAGENCY AGREEMENT

### for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Agency: Minnesota Department of Revenue

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency:                                   | Fiscal Year:                 | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$169,000.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Object Code:                              | Object Code:                 | Object Code:                                  |
| Amount:                                   | Amount:                      | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------|----------------------------|----------------------------|
| Fund: <u>1000</u>          | Fund:                      | Fund:                      |
| Appr: <u>4676600</u>       | Appr:                      | Appr:                      |
| Org/Sub: <u>46731800</u>   | Org/Sub:                   | Org/Sub:                   |
| Rept Catg:                 | Rept Catg:                 | Rept Catg:                 |
| Amount: <u>\$169,000</u>   | Amount:                    | Amount:                    |

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

Contract: 156566  
Number/Date/Entry Initials

Order: 3000012594 4/26/19  
Number/Date/Signatures

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

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



**1. Services to be Performed:**

The Division agrees that through its Master Contract with North Highland it will sub-contract with North Highland to provide the services identified in Exhibit A, which is attached and incorporated into this agreement.

**2. Contacts:**

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

**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:

North Highland will be paid a fixed fee up to \$140,000.00 in accordance to the rates, deliverables and amounts listed below:

- Senior Resource for Specialized Organizational Development Consultation and Facilitation, or Program Manager - \$150 - \$220/hour
- Senior Project Manager/Project Manager - \$140 - \$190/hour
- Senior Business Analyst/Business Analyst - \$120 - \$160/hour

**Invoice #1**

Deliverable(s): Kickoff & Project Plan

Approx Date: 5/13/2019

Amount: \$17,500 + Expenses

**Invoice #2**

Deliverable(s): Current State Assessment & Maturity Evaluation

Approx Date: 6/10/2019

Amount: \$70,000 + Expenses

**Invoice #3**

Deliverable(s): Complete Final Report including recommended Process Improvements, Tools, Training & Roadmap

Approx Date: 6/28/2019

Amount: \$52,500 + Expenses

The Division will also invoice up to \$21,000 for any travel/business expenses incurred by North Highland and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$169,000.00.

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

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

**4. Effective Dates:**

This agreement is effective April 29, 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 June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

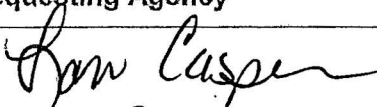
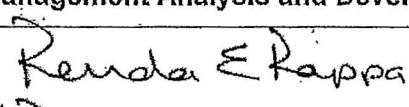
**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency  | 2. Management Analysis and Development   |
|---|--|
| By:  | By:  |
| Title: CTO  | Title: Business Manager  |
| Date: 4/25/2019   | Date: April 25, 2019   |



## MAD Project Number: 2019-166 INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Agency: Minnesota Department of Revenue

MAD Contact: Renda Rappa

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

|   |                              |   |
|---|------------------------------|---|
| Agency: <u>667</u>                        | Fiscal Year: <u>19</u>       | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$261,000.00 | Amount of Contract First FY: |   |
| Commodity Code:<br>80101500               | Commodity Code:              | Commodity Code:                               |
| Object Code:                              | Object Code:                 | Object Code:                                  |
| Amount:                                   | Amount:                      | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------|----------------------------|----------------------------|
| Fund: <u>1000</u>          | Fund:                      | Fund:                      |
| Appr: <u>6676100</u>       | Appr:                      | Appr:                      |
| Org/Sub:                   | Org/Sub:                   | Org/Sub:                   |
| Rept Catg:                 | Rept Catg:                 | Rept Catg:                 |
| Amount: <u>\$261,000</u>   | Amount:                    | Amount:                    |

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

Contract: 156982/43019/CMPV  
Number/Date/Entry Initials

Order: 3-12606/43019/empv  
Number/Date/Signatures

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

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

**1. Services to be Performed:**

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

**2. Contacts:**

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

**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:

Trissential will be paid up to \$253,000.00 in accordance to the hours and fixed fees identified in Exhibit A, Engagement Resources & Investment. The Division will also invoice up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$261,000.00.

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

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

**4. Effective Dates:**

This agreement is effective April 8, 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 June 28, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**5. Cancellation:**

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

**6. Requesting Agency's Authorized Agent:**

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

**7. Interagency Agreement Authorization:**

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

**8. Amendments:**

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

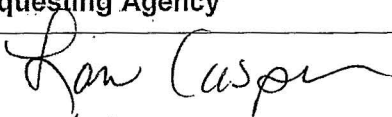
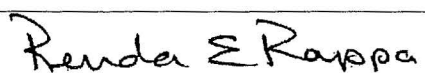

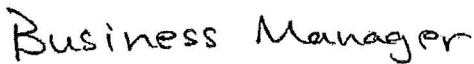
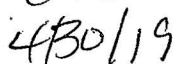

**9. State Audit:**

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

**10. Liability:**

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

**Approved:**

| 1. Requesting Agency   | 2. Management Analysis and Development  |
|--|---|
| By:     | By:     |
| Title:  | Title:  |
| Date:   | Date:   |



# **MAD Project Number: 2019-002** **INTERAGENCY AGREEMENT** **for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Transportation

MAD Contact: Ashley Johnson

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

|   |  |   |
|---|--|---|
| Agency:                                   | Fiscal Year: 2019                            | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$154,215.00 | Amount of Contract First FY:<br>\$154,215.00 |   |
| Commodity Code:<br>80101500               | Commodity Code:                              | Commodity Code:                               |
| Account Code:                             | Account Code:                                | Account Code:                                 |
| Amount:                                   | Amount:                                      | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------|----------------------------|----------------------------|
| Fund: 2700                 | Fund:                      | Fund:                      |
| Appr: T790083              | Appr:                      | Appr:                      |
| Fin Dept ID: T7946703      | Fin Dept ID:               | Fin Dept ID:               |
| Rept Catg:                 | Rept Catg:                 | Rept Catg:                 |
| Amount: \$154,215.00       | Amount:                    | Amount:                    |

SOURCE CODE: 0253 PROJECT ID: \_\_\_\_\_  
 Processing Information: (Some entries may not apply.) Begin Date: \_\_\_\_\_ End Date: 06/30/2019

Contract: 143368  
 Number/Date/Entry Initials

Order: 3000420774  
 Number/Date/Signatures

**Sue Buhl**  
Digitally signed by Sue Buhl  
 DN: cn=Sue Buhl  
 Date: 2018.06.18 11:23:59 -05'00'

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

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

**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: Ashley Johnson      Requesting Agency: Donna Koren

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

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

Up to 1,091 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division. The Division will also invoice up to \$1,475 for postage, travel, lodging, mileage and car rental costs that may be incurred. The total amount the Division will invoice under this agreement shall not exceed \$154,215.00.

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

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

**4. Condition of Payment:**

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

**5. Effective Dates:**

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

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

The Requesting Agency's authorized representative for the purposes of this agreement is Cindy Gross. 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:                  | <b>Chris</b>   | By:                                    | <i>Renda E Rappa</i>    |
| Title:               |  | Title:                                 | <i>Business Manager</i> |
| Date:                | <b>Roy</b>   | Date:                                  | <i>June 13, 2018</i>    |
|                      | Digitally signed by Chris Roy<br>DN: cn=Chris Roy<br>Date: 2018.06.18 14:35:01 -05'00' |  |                         |

**3. MnDOT CONTRACT MANAGEMENT:**

BY/DATE:

**Kyle Fisher**

Digitally signed by Kyle Fisher  
DN: cn=Kyle Fisher  
Date: 2018.06.19 10:52:12 -05'00'





## **AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-002**

**WHEREAS**, the State of Minnesota, Department of Transportation, has an interagency agreement identified as 2019-002 (SWIFT 143368, Order: 3000420774) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

**WHEREAS**, Paragraph(s) 1, 3 & 5 of the original contract shall be amended to read:

### **1. Services to be Performed:**

The Division agrees that it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal; in addition, MAD will prioritize scheduling interviews over other project activities. MAD anticipates scheduling up to 80 total interviews with businesses. The depth of analysis of interview results and the length of the final report is dependent on hours available on the contract after a satisfactory number of interviews has been scheduled. MAD's involvement in the production of materials for and attendance at any final report-out or implementation meetings is also dependent on hours available on the contract after scheduling and reporting is complete. MAD will work flexibly with the client to balance the number of interviews scheduled with the needs of the final report and report-out deliverables. In addition to scheduling, analysis, reporting, and report-out activities, MAD will continue to provide project management consultation and data cleaning services.

### **3. Consideration and Terms of Payment:**

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

Up to ~~1,091~~ 1,291 hours at a rate of \$140 per hour as documented by invoice prepared by the Division. The Division will also invoice up to \$1,475.00 for postage, travel, lodging, mileage and car rental costs that may be incurred. The total amount the Division will invoice under this agreement shall not exceed ~~\$154,215.00~~ \$182,215.00.

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

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

MnDOT Contract Number: 1031492

**5. Effective Dates:**

This agreement is effective July 2, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2019~~ August 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

|  |  |
|--|--|
| <b>1. REQUESTING AGENCY</b>  | <b>2. DIVISION</b>   |
| By: <b>Mark Gieseke</b><br>Digitally signed by Mark Gieseke<br>Date: 2019.02.07 13:10:29 -06'00' | By: <i>Renee E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>Jan 16, 2019</i>          |
| <b>3. Encumbrance Verification</b>   | <b>4. MnDOT Contract Management</b>  |
| By: <b>Sue Buhl</b><br>Digitally signed by Sue Buhl<br>Date: 2019.02.07 11:10:19 -06'00'         | By: <b>James Cownie</b><br>Digitally signed by James Cownie<br>Date: 2019.02.07 14:49:47 -06'00' |
| 143368 / 3000420774  |  |

## AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-002

WHEREAS, the State of Minnesota, Department of Transportation, has an interagency agreement identified as MAD Project Number 2019-002 (SWIFT 143368, Order: 3000420774) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

WHEREAS, Paragraph(s) 5 of the first amendment to the original contract shall be amended to read:

### 5. Effective Dates:

This agreement is effective January 14, 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 August 31 October 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

### APPROVED:

|   |  |
|---|--|
| MnDOT Contract Management<br><b>1. REQUESTING AGENCY</b>  | <b>2. DIVISION</b>   |
| By: <b>Kyle Fisher</b><br>Title: <b>Fisher</b><br>Date: <b>09:05:09 -05'00'</b><br><small>Digitally signed by Kyle Fisher<br/>Date: 2019.08.06</small>              | By: <b>Randa E. Rappa</b><br>Title: <b>Business Manager</b><br>Date: <b>Aug 2, 2019</b><br><small>Digitally signed by Randa E. Rappa<br/>Date: 2019.08.02 14:08:26 -05'00'</small> |
| <b>3. Encumbrance Verification</b>  | <b>4. MnDOT Contract Management</b>  |
| By: <b>Nicole Peszynski</b><br>Title: <b>Peszynski</b><br>Date: <b>16:16:15 -05'00'</b><br><small>Digitally signed by Nicole Peszynski<br/>Date: 2019.08.05</small> | By: <b>Nancy Daubenberger</b><br>Title: <b>Daubenberger</b><br>Date: <b>-05'00'</b><br><small>Digitally signed by Nancy Daubenberger<br/>Date: 2019.08.05 22:08:26</small>         |

**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 Transportation.

**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 DOT: Susan Mulvihill, Deputy Commissioner/Chief Engineer, or her successor, 395 John Ireland Blvd., 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 19= \$168,451**

You will receive a quarterly invoice from MMB for 25% of this amount, beginning August 2018. Each quarterly invoice shall be paid within 30 days of receipt.

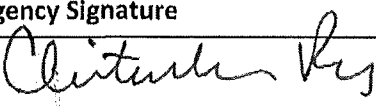
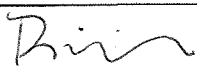
**3. Term of Agreement:**

This agreement is effective July 20, 2018, and shall remain in effect until June 30, 2019.

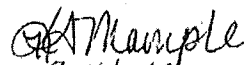
**4. Amendments:**

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.

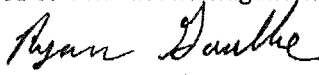
Approved:

| 1. Agency Signature   | 2. Minnesota Management & Budget   |
|---|--|
| By:  | By:  |
| Title: Assistant Division Dir - OPS   | Title: CFO   |
| Date: 8-14-18   | Date: 8-14-18  |

**3. Encumbrance Verification**

By:   
 Date: 8-14-18  
 SWIFT No./PO: 146238  
 3000432176

**4. Office of Contract Management**

By:   
 Date: 8/14/18



**MAD Project Number: 2019-040**  
**INTERAGENCY AGREEMENT**  
**for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of TransportationMAD Contact: Lisa Anderson

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

|   |  |   |
|---|--|---|
| Agency:                                   | Fiscal Year: 2019                            | Vendor Number:<br>ID G100000000, Location 001 |
| Total Amount of Contract:<br>\$299,960.00 | Amount of Contract First FY:<br>\$299,960.00 |   |
| Commodity Code:<br>80101500               | Commodity Code:                              | Commodity Code:                               |
| Account Code:                             | Account Code:                                | Account Code:                                 |
| Amount:                                   | Amount:                                      | Amount:                                       |

| Accounting Distribution 1: | Accounting Distribution 2: | Accounting Distribution 3: |
|----------------------------|----------------------------|----------------------------|
| Fund: 2700                 | Fund:                      | Fund:                      |
| Appr: T79P301              | Appr:                      | Appr:                      |
| Fin Dept ID: T7946716      | Fin Dept ID:               | Fin Dept ID:               |
| Rept Catg:                 | Rept Catg:                 | Rept Catg:                 |
| Amount: \$299,960.00       | Amount:                    | Amount:                    |

PROJECT: T9Y948 SOURCE: 6244  
 Processing Information: (Some entries may not apply.) Begin Date: \_\_\_\_\_ End Date: 6/30/2019

Contract: 147014  
 Number/Date/Entry Initials

Order: 3000434466  
 Number/Date/Signatures

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

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

**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: Kathryn Caskey

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

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

Up to 2,124 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division. The Division will also invoice up to \$2,600.00 for travel expenses incurred. The total amount the Division will invoice under this agreement shall not exceed \$299,960.00.

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

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

**4. Condition of Payment:**

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

**5. Effective Dates:**

This agreement is effective September 4, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

**7. Requesting Agency's Authorized Representative:**

The Requesting Agency's authorized representative for the purposes of this agreement is Kathryn Caskey. 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:**

|  |  |
|--|--|
| <b>1. REQUESTING AGENCY</b>  | <b>2. DIVISION</b>   |
| By: <b>Chris Roy</b><br>Title: <b>Roy</b><br>Date: <b>14:45:22 -05'00'</b><br>Digitally signed by Chris Roy<br>Date: 2018.08.28    | By: <b>Renda E Rappa</b><br>Title: <b>Business Manager</b><br>Date: <b>Aug 24, 2018</b>  |
| <b>3. Encumbrance Verification</b>   | <b>4. MnDOT Contract Management</b>  |
| By: <b>Sue Buhl</b><br>Title: <b>Sue Buhl</b><br>Date: <b>13:41:05 -05'00'</b><br>Digitally signed by Sue Buhl<br>Date: 2018.08.28 | By: <b>Kyle Fisher</b><br>Title: <b>Fisher</b><br>Date: <b>08:20:39 -05'00'</b><br>Digitally signed by Kyle Fisher<br>Date: 2018.08.29 |

## **AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-040**

**WHEREAS**, the State of Minnesota, **Minnesota Department of Transportation**, has an interagency agreement identified as **2019-040 (Contract: 147014, Order: 30000434466)** with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

**WHEREAS**, Paragraph(s) 5 of the original contract shall be amended to read:

### **5. Effective Dates:**

This agreement is effective September 4, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2019~~ June 30, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

### **APPROVED:**

|  |   |
|--|---|
| <b>1. REQUESTING AGENCY</b>  | <b>2. DIVISION</b>  |
| By: <b>Mark Gieseke</b><br>Title: <b>Gieseke</b><br>Date: <b>08:11:40 -05'00'</b><br><small>Digitally signed by Mark Gieseke<br/>Date: 2019.04.04</small>              | By: <i>Remola E. Rapp</i><br>Title: <i>Business Manager</i><br>Date: <i>April 3, 2019</i><br><small>Digitally signed by Remola E. Rapp<br/>Date: 2019.04.03</small> |
| <b>3. Encumbrance Verification</b>   | <b>4. MnDOT Contract Management</b>   |
| By: <b>Sue Buhl</b><br>Title: <b>Sue Buhl</b><br>Date: <b>147014 / 3000434466</b><br><small>Digitally signed by Sue Buhl<br/>Date: 2019.04.04 07:56:59 -05'00'</small> | By: <b>Kyle Fisher</b><br>Title: <b>Kyle Fisher</b><br>Date: <b>12:02:34 -05'00'</b><br><small>Digitally signed by Kyle Fisher<br/>Date: 2019.04.05</small>         |



## **AMENDMENT #2 to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2019-040**

**WHEREAS**, the State of Minnesota, **Minnesota Department of Transportation**, has an interagency agreement identified as **2019-040 (Contract: 147014, Order: 30000434466)** with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

**WHEREAS**, Paragraph(s) 1, 3 and 5 of the contract shall be amended to read:

### **1. Services to be Performed:**

The Division agrees that it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal, in addition the Division will provide the services as identified in Exhibit A, which is also incorporated and made part of this agreement.

### **3. Consideration and Terms of Payment:**

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

Up to ~~2,124~~ 4,195 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division. The Division will also invoice up to ~~\$2,600.00~~ \$4,100.00 for travel expenses incurred. The total amount the Division will invoice under this agreement shall not exceed ~~\$299,960.00~~ \$591,400.00.

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

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

**5. Effective Dates:**

This agreement is effective September 4, 2018, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~June 30, 2029~~ December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

|   |   |
|---|---|
| <b>1. REQUESTING AGENCY</b>   | <b>2. DIVISION</b>  |
| By: <b>Mark</b><br>Title: <b>Gieseke</b><br>Date: <b>15:50:04 -05'00'</b><br>Digitally signed by Mark Gieseke<br>Date: 2019.07.18         | By: <i>Randa E Rappa</i><br>Title: <i>Business Manager</i><br>Date: <i>July 17, 2019</i>  |
| <b>3. Encumbrance Verification</b>  | <b>4. MnDOT Contract Management</b>   |
| By: <b>Nicole</b><br>Title: <b>Peszynski</b><br>Date: <b>15:38:04 -05'00'</b><br>Digitally signed by Nicole Peszynski<br>Date: 2019.07.18 | By: <b>Kyle</b><br>Title: <b>Fisher</b><br>Date: <b>08:19:45 -05'00'</b><br>Digitally signed by Kyle Fisher<br>Date: 2019.07.19 |

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

This agreement is between the Department of Minnesota Management and Budget (MMB) and Minnesota Department of Transportation (MnDOT) pursuant to Minnesota Statutes section 471.59.

**Agreement**

**1 Term of Agreement**

- 1.1 *Effective date:* May 17, 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, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**2 Scope of Work**

The work of this Interagency agreement will allow MMB to advance the support of its critical enterprise systems by implementing software updates that increase the level of security needed for the highly sensitive data the systems contain. It also supports hardware replacement for obsolete servers and the addition of disaster recovery hardware that currently does not exist.

**3 Consideration and Payment**

MMB will submit an invoice to MnDOT no later than June 15, 2019. MnDOT will issue payment to MMB no later than June 30, 2019.

The total obligation of MnDOT for all compensation and reimbursements to MMB under this agreement will not exceed \$1 million.

**4 Authorized Representative**

MMB's Authorized Representative is Dennis Munkwitz, Chief Financial Officer, 658 Cedar Street, Suite 400, St. Paul, MN 55155, or his successor.

MnDOT's Authorized Representative is Robin Sylvester, Controller/Director, 395 John Ireland Boulevard, St. Paul, MN 55155, or her successor.

**5 Amendments**

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

**6 Liability**

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: Nicole Res

Date: 5/16/19

SC 157979 PO 3000476350

2. MnDOT

By: Krista M Samund  
(With delegated authority)

Title: CFO

Date: 5-20-19

3. Minnesota Management and Budget

By: Din  
(with delegated authority)

Title: CFO

Date: 5-20-19

4. MnDOT Contract Management

By: [Signature]

Date: 5-20-2019