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**Date:** October 15, 2021

**To:** The Honorable Michael Nelson, Chair, House State Government Finance Division  
The Honorable Mary Kiffmeyer, Chair, Senate State Government Finance and Policy and  
Elections Committee  
The Honorable Jim Nash, Ranking Minority Member, House State Government Finance  
Division  
The Honorable Jim Carlson, Ranking Minority Member, Senate State Government Finance and  
Policy and Elections Committee

**From:** Alice Roberts-Davis, Commissioner 

## **RE: Interagency Agreements and Intra-Agency Transfers**

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In accordance with Minnesota Statutes 15.0395, attached is the specified list of FY2021 interagency and intra-agency transfers, and copies of the required agreements. The cost to prepare the report was \$1,398.

Please do not hesitate to contact me if you have additional questions.

Attachments

cc: Legislative Reference Library  
Lenora Madigan, Department of Administration

Minnesota Department of Administration (Admin)

FY 2021 Transfers

October 15, 2021

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		
1 Admin	General Fund	G027106	Funding for SHPO - no rider	(527,000)	Admin	General Fund	G021146	St Historic Preservation Ofc	527,000	Approp included in Strat Mgmt Svcs, but rider was in Gov't/Cit Svcs	M.S. 16A.285
2 Admin	General Fund	G021137	Accommodation Reimb Account	(117,000)	Admin	General Fund	G021153	FY21 Operating Holdback AccomR	117,000	FY 2021 administrative operating holdback	M.S. 16A.055
3 Admin	General Fund	G021103	Data Practices Office	(25,000)	Admin	General Fund	G021154	FY21 Operating Holdback DPO	25,000	FY 2021 administrative operating holdback	M.S. 16A.055
4 Admin	General Fund	G021105	Office of State Procurement	(8,214)	Admin	General Fund	G021155	FY21 Operating Holdback OSP	8,214	FY 2021 administrative operating holdback	M.S. 16A.055
5 Admin	General Fund	G021105	Office of State Procurement	(505)	Admin	General Fund	G021155	FY21 Operating Holdback OSP	505	FY 2021 administrative operating holdback	M.S. 16A.055
6 Admin	General Fund	G021106	Office Of Grants Management	(18,285)	Admin	General Fund	G021156	FY21 Operating Holdback OGM	18,285	FY 2021 administrative operating holdback	M.S. 16A.055
7 Admin	General Fund	G021108	Facilities Management	(13,365)	Admin	General Fund	G021157	FY21 Operating Holdback FMD	13,365	FY 2021 administrative operating holdback	M.S. 16A.055
8 Admin	General Fund	G021109	Real Estate and Construct Serv	(110,000)	Admin	General Fund	G021158	FY21 Operating Holdback RECS	110,000	FY 2021 administrative operating holdback	M.S. 16A.055
9 Admin	General Fund	G021119	Continuous Improvement	(11)	Admin	General Fund	G021159	FY21 Operating Holdback CI	11	FY 2021 administrative operating holdback	M.S. 16A.055
10 Admin	General Fund	G021146	St Historic Preservation Ofc	(7,620)	Admin	General Fund	G021160	FY21 Operating Holdback SHPO	7,620	FY 2021 administrative operating holdback	M.S. 16A.055
11 Admin	Plant Management	G021801	Facilities Management	(2,266,796)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,266,796	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
12 Admin	Plant Management	G021801	Facilities Management	(21,858)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	21,858	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
13 Admin	Plant Management	G021801	Facilities Management	(2,266,796)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,266,796	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
14 Admin	Plant Management	G021801	Facilities Management	(21,858)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	21,858	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
15 Admin	Plant Management	G021801	Facilities Management	(21,858)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	21,858	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
16 Admin	Plant Management	G021801	Facilities Management	(2,266,796)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,266,796	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
17 Admin	Plant Management	G021801	Facilities Management	(2,266,796)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	2,266,796	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
18 Admin	Plant Management	G021801	Facilities Management	(21,858)	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	21,858	Building Depreciation and Bond Interest	MS 16B, Sec 24, Subd 5D
19 Admin	Restrict Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd 5
20 Admin	Restrict Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd 5
21 Admin	Restrict Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd 5
22 Admin	Restrict Misc Special Revenue	G021203	Parking	(150,000)	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	150,000	Andersen Ramp Debt Service	MS 16B, Sec 58, Subd 5
23 Admin	Plant Management	G021801	Facilities Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
24 Admin	Plant Management	G021801	Facilities Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
25 Admin	Plant Management	G021801	Facilities Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
26 Admin	Plant Management	G021801	Facilities Management	(83,889)	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	83,889	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
27 Admin	Plant Management	G021801	Facilities Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
28 Admin	Plant Management	G021801	Facilities Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
29 Admin	Plant Management	G021801	Facilities Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
30 Admin	Plant Management	G021801	Facilities Management	(65,375)	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	65,375	Andersen/Freeman Building Replacement Funds	MS 16B, Sec 24, Subd 5E
31 Admin	Plant Management	G021801	Facilities Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Bldg Replacement Fund	Law 2013 143 12 021
32 Admin	Plant Management	G021801	Facilities Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Bldg Replacement Fund	Law 2013 143 12 021
33 Admin	Plant Management	G021801	Facilities Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Bldg Replacement Fund	Law 2013 143 12 021
34 Admin	Plant Management	G021801	Facilities Management	(35,274)	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	35,274	MN Senate Bldg Replacement Fund	Law 2013 143 12 021
35 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(972,864)	Admin	Other Misc Special Revenue	G021221	WC Administration	972,864	In house legal fees and administrative fees	MS. 176.603
36 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(7,191)	Admin	Other Misc Special Revenue	G021221	WC Administration	7,191	In house legal fees and administrative fees	MS. 176.603
37 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(6,893)	Admin	Other Misc Special Revenue	G021221	WC Administration	6,893	In house legal fees and administrative fees	MS. 176.603
38 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(11,782)	Admin	Other Misc Special Revenue	G021221	WC Administration	11,782	In house legal fees and administrative fees	MS. 176.603
39 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(17,601)	Admin	Other Misc Special Revenue	G021221	WC Administration	17,601	In house legal fees and administrative fees	MS. 176.603
40 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(10,928)	Admin	Other Misc Special Revenue	G021221	WC Administration	10,928	In house legal fees and administrative fees	MS. 176.603
41 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(9,316)	Admin	Other Misc Special Revenue	G021221	WC Administration	9,316	In house legal fees and administrative fees	MS. 176.603
42 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(9,015)	Admin	Other Misc Special Revenue	G021221	WC Administration	9,015	In house legal fees and administrative fees	MS. 176.603
43 Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(14,503)	Admin	Other Misc Special Revenue	G021221	WC Administration	14,503	In house legal fees and administrative fees	MS. 176.603
44 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(745,545)	Admin	Other Misc Special Revenue	G021221	WC Administration	745,545	In house legal fees and administrative fees	MS. 176.603
45 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(248,554)	Admin	Other Misc Special Revenue	G021221	WC Administration	248,554	In house legal fees and administrative fees	MS. 176.603
46 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(250,150)	Admin	Other Misc Special Revenue	G021221	WC Administration	250,150	In house legal fees and administrative fees	MS. 176.603
47 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(245,393)	Admin	Other Misc Special Revenue	G021221	WC Administration	245,393	In house legal fees and administrative fees	MS. 176.603
48 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(489,577)	Admin	Other Misc Special Revenue	G021221	WC Administration	489,577	In house legal fees and administrative fees	MS. 176.603
49 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(251,989)	Admin	Other Misc Special Revenue	G021221	WC Administration	251,989	In house legal fees and administrative fees	MS. 176.603
50 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(471,957)	Admin	Other Misc Special Revenue	G021221	WC Administration	471,957	In house legal fees and administrative fees	MS. 176.603
51 Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(267,895)	Admin	Other Misc Special Revenue	G021221	WC Administration	267,895	In house legal fees and administrative fees	MS. 176.603
52 Admin	General Fund	G021137	Accommodation Reimb Account	(200,000)	Admin	Other Misc Special Revenue	G021240	Accommodation Reimb Account	200,000	From general fund to special revenue fund	M.S.16B.4805 Subd. 3
53 Admin	General Fund	G021137	Accommodation Reimb Account	117,000	Admin	Other Misc Special Revenue	G021240	Accommodation Reimb Account	(117,000)	To return funds from special revenue to general fund for operating holdback	M.S. 16A.055
54 Admin	Arts & Cultural Heritage Fund	G029289	MN Public Radio FY21	(53,250)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	53,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
55 Admin	Arts & Cultural Heritage Fund	G029290	Assoc MN Public Ed Radio FY21	(51,000)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	51,000	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
56 Admin	Arts & Cultural Heritage Fund	G029291	Public TV Prod/Acq Grants FY21	(120,750)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	120,750	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
57 Admin	Arts & Cultural Heritage Fund	G029292	Wilderness Inquiry FY21	(11,250)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	11,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
58 Admin	Arts & Cultural Heritage Fund	G029293	Como Park Zoo FY21	(40,500)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	40,500	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
59 Admin	Arts & Cultural Heritage Fund	G029294	Science Museum of MN FY21	(19,500)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	19,500	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
60 Admin	Arts & Cultural Heritage Fund	G029295	Great Lakes Aquarium FY21	(2,250)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	2,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
61 Admin	Arts & Cultural Heritage Fund	G029296	Lake Superior Zoo FY21	(2,250)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	2,250	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
62 Admin	Arts & Cultural Heritage Fund	G029297	Midwest Outdoors Unlimit FY21	(750)	Admin	Arts & Cultural Heritage Fund	G021265	ACHF Grants Admin FY21	750	Transfer Portion of Legacy approp to be used for grants administration	Laws - 2019, 1st Special Session, Ch 2, Art 4, Sec 2, Subd 6a
63 Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	(42,628)	Admin	Other Misc Special Revenue	G021275	Enterprise Sustainability Ofc	42,628	To align with Gov't and Citizen Services program	M.S. 16A.285

64	Admin	Other Misc Special Revenue	G021221	WC Administration	(100,000)	Admin	Restrict Misc Special Revenue	G021276	WC Administration	100,000	To correct fund code	Correction per GASB
65	Admin	Other Misc Special Revenue	G021221	WC Administration	(500,000)	Admin	Restrict Misc Special Revenue	G021276	WC Administration	500,000	To correct fund code	Correction per GASB
66	Admin	Other Misc Special Revenue	G021221	WC Administration	(974,454)	Admin	Restrict Misc Special Revenue	G021276	WC Administration	974,454	To correct fund code	Correction per GASB
67	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(3,000,000)	Admin	Restrict Misc Special Revenue	G021277	WC Premium Pool	3,000,000	To correct fund code	Correction per GASB
68	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(500,000)	Admin	Restrict Misc Special Revenue	G021277	WC Premium Pool	500,000	To correct fund code	Correction per GASB
69	Admin	Other Misc Special Revenue	G021222	WC Premium Pool	(354,201)	Admin	Restrict Misc Special Revenue	G021277	WC Premium Pool	354,201	To correct fund code	Correction per GASB
70	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(2,000,000)	Admin	Restrict Misc Special Revenue	G021278	WC State Employees (PAYG)	2,000,000	To correct fund code	Correction per GASB
71	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(2,000,000)	Admin	Restrict Misc Special Revenue	G021278	WC State Employees (PAYG)	2,000,000	To correct fund code	Correction per GASB
72	Admin	Other Misc Special Revenue	G021223	WC State Employees (PAYG)	(1,592,990)	Admin	Restrict Misc Special Revenue	G021278	WC State Employees (PAYG)	1,592,990	To correct fund code	Correction per GASB
73	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(13,000,000)	Admin	Restrict Misc Special Revenue	G021279	Facility Repair Replacement	13,000,000	To correct fund code	Correction per GASB
74	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,713,508)	Admin	Restrict Misc Special Revenue	G021279	Facility Repair Replacement	1,713,508	To correct fund code	Correction per GASB
75	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	(100,000)	Admin	Restrict Misc Special Revenue	G021280	Anderson Ramp Debt Service Fnd	100,000	To correct fund code	Correction per GASB
76	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	(1,628,467)	Admin	Restrict Misc Special Revenue	G021280	Anderson Ramp Debt Service Fnd	1,628,467	To correct fund code	Correction per GASB
77	Admin	Other Misc Special Revenue	G021206	Andersen Ramp Debt Service Fnd	(136)	Admin	Restrict Misc Special Revenue	G021280	Anderson Ramp Debt Service Fnd	136	To correct fund code	Correction per GASB
78	Admin	Other Misc Special Revenue	G021207	Andersen Bldg Replacement Fund	(4,679,106)	Admin	Restrict Misc Special Revenue	G021281	Anderson Bldg Replacement Fund	4,679,106	To correct fund code	Correction per GASB
79	Admin	Other Misc Special Revenue	G021208	Freeman Bldg Replacement Fund	(4,070,005)	Admin	Restrict Misc Special Revenue	G021282	Freeman Bldg Replacement Fund	4,070,005	To correct fund code	Correction per GASB
80	Admin	Other Misc Special Revenue	G021218	MN Senate Bldg Replacement	(775,593)	Admin	Restrict Misc Special Revenue	G021283	MN Senate Bldg Replacement	775,593	To correct fund code	Correction per GASB
81	Admin	Other Misc Special Revenue	G021216	ALP Training	(6,000)	Admin	Restrict Misc Special Revenue	G021288	ALP Training	6,000	To correct fund code	Correction per GASB
82	Admin	Other Misc Special Revenue	G021216	ALP Training	(4,309)	Admin	Restrict Misc Special Revenue	G021288	ALP Training	4,309	To correct fund code	Correction per GASB
83	Admin	Other Misc Special Revenue	G021240	Accommodation Reimb Account	(37,813)	Admin	Restrict Misc Special Revenue	G021289	Accommodation Reimb Account	37,813	To correct fund code	Correction per GASB
84	Admin	Surplus Propert	G021904	Surplus Property Expense	(1,500,000)	Admin	Fleet Service	G021903	Fleet Services	1,500,000	A loan to Fleet for cash flow assistance	M.S. 16B.485
85	Admin	General Fund	G021105	Office of State Procurement	(817)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	817	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
86	Admin	Plant Management	G021801	Facilities Management	(3,267)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	3,267	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
87	Admin	Coop Purchasing	G021900	Cooperative Purchasing	(1,176)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,176	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
88	Admin	Coop Purchasing	G021901	MMCAP	(1,274)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,274	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
89	Admin	Fleet Service	G021903	Fleet Services	(2,613)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	2,613	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
90	Admin	Surplus Propert	G021904	Surplus Property Expense	(653)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	653	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
91	Admin	General Fund	G029116	MN Film & TV Board	(162,000)	DEED	General Fund	B221401	MN Film and TV Board	162,000	Transfer funds per Interagency Agreement	M.S. 16B.04
92	Admin	Gift	G029602	MLK Day Celebration Gifts	(5)	Human Rights	Gift	G171600	MLK Celebration	5	MLK Gifts balance to Human Rights	Executive Order 19-21
93	Admin	General Fund	G021103	Data Practices Office	(1,667)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,667	Transfer funds per Interagency Agreement	M.S. 471.59
94	Admin	General Fund	G021105	Office of State Procurement	(6,667)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	6,667	Transfer funds per Interagency Agreement	M.S. 471.59
95	Admin	General Fund	G021106	Office Of Grants Management	(1,667)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,667	Transfer funds per Interagency Agreement	M.S. 471.59
96	Admin	General Fund	G021107	State Archaeologist	(1,666)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,666	Transfer funds per Interagency Agreement	M.S. 471.59
97	Admin	General Fund	G021109	Real Estate and Construct Serv	(6,667)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	6,667	Transfer funds per Interagency Agreement	M.S. 471.59
98	Admin	General Fund	G021111	State Demographer	(1,666)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	1,666	Transfer funds per Interagency Agreement	M.S. 471.59
99	Admin	General Fund	G021119	Continuous Improvement	(6,666)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	6,666	Transfer funds per Interagency Agreement	M.S. 471.59
100	Admin	Plant Management	G021801	Facilities Management	(6,667)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	6,667	Transfer funds per Interagency Agreement	M.S. 471.59
101	Admin	General Fund	G027100	Executive Support	(6,667)	Governor's Office	Other Misc Special Revenue	G391300	Governor's Spec Revenue Fund	6,667	Transfer funds per Interagency Agreement	M.S. 471.59
102	Admin	General Fund	G027102	Human Resources	(4,400)	MN.IT	Other Misc Special Revenue	G467101	ITA22.001 G02 HR Hiring Automa	4,400	FY21 Odyssey Agreement Transfer	M.S. 16E.21
103	Admin	General Fund	G021109	Real Estate and Construct Serv	(130,125)	MN.IT	Other Misc Special Revenue	G467102	ITA22.002 G02 RECS Lease-Const	130,125	FY21 Odyssey Agreement Transfer	M.S. 16E.21
104	Admin	General Fund	G027100	Executive Support	(124,438)	MN.IT	Other Misc Special Revenue	G467103	ITA22.003 G02 PATS Improvement	124,438	FY21 Odyssey Agreement Transfer	M.S. 16E.21
105	Admin	General Fund	G027101	Financial Mgmt & Reporting	(100,758)	MN.IT	Other Misc Special Revenue	G467103	ITA22.003 G02 PATS Improvement	100,758	FY21 Odyssey Agreement Transfer	M.S. 16E.21
106	Admin	General Fund	G027102	Human Resources	(24,804)	MN.IT	Other Misc Special Revenue	G467103	ITA22.003 G02 PATS Improvement	24,804	FY21 Odyssey Agreement Transfer	M.S. 16E.21
107	Admin	General Fund	G021111	State Demographer	(10,000)	MN.IT	Other Misc Special Revenue	G467104	ITA22.004 G02 OSA LicenseTrack	10,000	FY21 Odyssey Agreement Transfer	M.S. 16E.21
108	Admin	General Fund	G021109	Real Estate and Construct Serv	(15,000)	MN.IT	Other Misc Special Revenue	G467105	ITA22.005 G02 RECS PWA Enhance	15,000	FY21 Odyssey Agreement Transfer	M.S. 16E.21
109	Admin	General Fund	G021103	Data Practices Office	(10,000)	MN.IT	Other Misc Special Revenue	G467106	ITA22.006 G02 Advisory Opinion	10,000	FY21 Odyssey Agreement Transfer	M.S. 16E.21
110	Admin	General Fund	G021103	Data Practices Office	(46,565)	MN.IT	Other Misc Special Revenue	G467107	ITA22.007 G02 SHPO Program Ana	46,565	FY21 Odyssey Agreement Transfer	M.S. 16E.21
111	Admin	General Fund	G021146	St Historic Preservation Ofc	(90,712)	MN.IT	Other Misc Special Revenue	G467107	ITA22.007 G02 SHPO Program Ana	90,712	FY21 Odyssey Agreement Transfer	M.S. 16E.21
112	Admin	General Fund	G021103	Data Practices Office	(30,467)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	30,467	FY21 Odyssey Agreement Transfer	M.S. 16E.21
113	Admin	General Fund	G021103	Data Practices Office	0	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	(0)	FY21 Odyssey Agreement Transfer	M.S. 16E.21
114	Admin	General Fund	G021105	Office of State Procurement	(80,393)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	80,393	FY21 Odyssey Agreement Transfer	M.S. 16E.21
115	Admin	General Fund	G021106	Office Of Grants Management	(14,184)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	14,184	FY21 Odyssey Agreement Transfer	M.S. 16E.21
116	Admin	General Fund	G021108	Facilities Management	(9,181)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	9,181	FY21 Odyssey Agreement Transfer	M.S. 16E.21
117	Admin	General Fund	G021109	Real Estate and Construct Serv	(324,935)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	324,935	FY21 Odyssey Agreement Transfer	M.S. 16E.21
118	Admin	General Fund	G021110	Small Agency Resource Team	(46,060)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	46,060	FY21 Odyssey Agreement Transfer	M.S. 16E.21
119	Admin	General Fund	G021111	State Demographer	(75,385)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	75,385	FY21 Odyssey Agreement Transfer	M.S. 16E.21
120	Admin	General Fund	G021119	Continuous Improvement	(87,269)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	87,269	FY21 Odyssey Agreement Transfer	M.S. 16E.21
121	Admin	General Fund	G021139	Office Equity in Procurement	(8,211)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	8,211	FY21 Odyssey Agreement Transfer	M.S. 16E.21
122	Admin	General Fund	G021144	Enterprise Real Property	(42,900)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	42,900	FY21 Odyssey Agreement Transfer	M.S. 16E.21
123	Admin	General Fund	G021145	2020 Census	(103,295)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	103,295	FY21 Odyssey Agreement Transfer	M.S. 16E.21
124	Admin	General Fund	G027102	Human Resources	(7,718)	MN.IT	Other Misc Special Revenue	G467108	ITA22.008 G02 Hybrid Work Envl	7,718	FY21 Odyssey Agreement Transfer	M.S. 16E.21
125	Admin	Restrict Misc Special Revenue	G021203	Parking	(108,964)	MMB Debt Service	Debt Service	G9Q0001	Debt Service Clearing Account	108,964	Parking User Fee Debt Service for repairs Centennial Bldg Parking Ramp	Laws 2005, Chapt 20, Sec 13, Subd 4
126	Admin	Restrict Misc Special Revenue	G021203	Parking	(1,085,227)	MMB Debt Service	Debt Service	G9Q0001	Debt Service Clearing Account	1,085,227	Parking User Fee Debt Service Ramp F	Laws 2013, Chapt 136, Sec. 3, Subd 5
127	Admin	Plant Management	G021801	Facilities Management	(298,750)	MMB Debt Service	Leg Off Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	298,750	MSB Debt Service - Bldg & Parking Garage	Laws 2015, Chapt 77, Article 2, Sec 78
128	Admin	Plant Management	G021801	Facilities Management	(1,450,375)	MMB Debt Service	Leg Off Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	1,450,375	MSB Debt Service - Bldg & Parking Garage	Laws 2015, Chapt 77, Article 2, Sec 78
129	Admin	Plant Management	G021801	Facilities Management	(3,345,375)	MMB Debt Service	Leg Off Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	3,345,375	MSB Debt Service - Bldg & Parking Garage	Laws 2015, Chapt 77, Article 2, Sec 78
130	Admin	Plant Management	G021801	Facilities Management	(693,750)	MMB Debt Service	Leg Off Fac COP Debt Service	G9Q8002	COP LEG BLDG 08/14	693,750	MSB Debt Service - Bldg & Parking Garage	Laws 2015, Chapt 77, Article 2, Sec 78
131	Admin	Restrict Misc Special Revenue	G021203	Parking	(992,500)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	992,500	To MMB Fund 1000 for Building Depreciation and Bond Interest	Laws of 2015, Ch 77, Art 2, Sec 78
132	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,144,327)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	1,144,327	To MMB Fund 1000 for Building Depreciation and Bond Interest	M.S. 16B.24
133	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,144,327)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	1,144,327	To MMB Fund 1000 for Building Depreciation and Bond Interest	M.S. 16B.24
134	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,144,327)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	1,144,327	To MMB Fund 1000 for Building Depreciation and Bond Interest	M.S. 16B.24

135	Admin	Other Misc Special Revenue	G021205	Facility Repair Replacement	(1,144,327)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	1,144,327	To MMB Fund 1000 for Building Depreciation and Bond Interest	M.S. 16B.24
136	Admin	Restrict Misc Special Revenue	G021259	SHPO Preservation Conference	(722)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	722	Transfer of unexpended seminar appropriation roll forward	M.S. 16A.721
137	Admin	Plant Management	G021801	Facilities Management	(579,105)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
138	Admin	Plant Management	G021801	Facilities Management	(142,551)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
139	Admin	Plant Management	G021801	Facilities Management	(579,105)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
140	Admin	Plant Management	G021801	Facilities Management	(142,551)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
141	Admin	Plant Management	G021801	Facilities Management	(579,105)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
142	Admin	Plant Management	G021801	Facilities Management	(142,551)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
143	Admin	Plant Management	G021801	Facilities Management	(142,551)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	142,551	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
144	Admin	Plant Management	G021801	Facilities Management	(579,105)	MMB Non-Operating	General	G9R0017	Misc Revenue From Oth	579,105	To MMB General Fund for Building Depreciation and Bond Interest	M.S. 16B.24
145	Admin	Fleet Service	G021903	Fleet Services	(479)	MMB Non-Operating	Master Lease	G9R0113	MasterLease 15 Prin & Int	479	Fleet - Master Lease 15 Program 12/1/2020	M.S. 16A.85
146	Admin	Fleet Service	G021903	Fleet Services	(59,329)	MMB Non-Operating	Master Lease	G9R0113	MasterLease 15 Prin & Int	59,329	Fleet - Master Lease 15 Program 12/1/2020	M.S. 16A.85
147	Admin	Fleet Service	G021903	Fleet Services	(48,579)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	48,579	Fleet - Master Lease 16 Program 12.1.2020 Billing	M.S. 16A.85
148	Admin	Fleet Service	G021903	Fleet Services	(1,770,892)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	1,770,892	Fleet - Master Lease 16 Program 12.1.2020 Billing	M.S. 16A.85
149	Admin	Fleet Service	G021903	Fleet Services	(46,532)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	46,532	Fleet - Master Lease 16 Program 12.1.2020 Billing	M.S. 16A.85
150	Admin	Fleet Service	G021903	Fleet Services	(1,607,458)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	1,607,458	Fleet - Master Lease 16 Program 6.1.2021 Billing	M.S. 16A.85
151	Admin	Fleet Service	G021903	Fleet Services	(33,544)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	33,544	Fleet - Master Lease 16 Program 6.1.2021 Billing	M.S. 16A.85
152	Admin	Fleet Service	G021903	Fleet Services	(5,384)	MMB Non-Operating	Master Lease	G9R0165	MasterLease 16 Prin & Int	5,384	Fleet - Master Lease 16 Program 6.1.2021 Billing	M.S. 16A.85
153	Admin	Plant Management	G021801	Facilities Management	(46,244)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	46,244	FMD - Master Lease 17 Program 12.1.2020 Billing	M.S. 16A.85
154	Admin	Plant Management	G021801	Facilities Management	(4,478)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	4,478	FMD - Master Lease 17 Program 12.1.2020 Billing	M.S. 16A.85
155	Admin	Plant Management	G021801	Facilities Management	(46,816)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	46,816	FMD - Master Lease 17 Program 6.1.2021 Billing	M.S. 16A.85
156	Admin	Plant Management	G021801	Facilities Management	(3,907)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	3,907	FMD - Master Lease 17 Program 6.1.2021 Billing	M.S. 16A.85
157	Admin	Fleet Service	G021903	Fleet Services	(212,610)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	212,610	Fleet - Master Lease 17 Program 12.1.20 Billing	M.S. 16A.85
158	Admin	Fleet Service	G021903	Fleet Services	(3,184,552)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	3,184,552	Fleet - Master Lease 17 Program 12.1.20 Billing	M.S. 16A.85
159	Admin	Fleet Service	G021903	Fleet Services	(66,871)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	66,871	Fleet - Master Lease 17 Program 12.1.20 Billing	M.S. 16A.85
160	Admin	Fleet Service	G021903	Fleet Services	(176,308)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	176,308	Fleet - Master Lease 17 Program 6.1.21 Billing	M.S. 16A.85
161	Admin	Fleet Service	G021903	Fleet Services	(3,195,359)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	3,195,359	Fleet - Master Lease 17 Program 6.1.21 Billing	M.S. 16A.85
162	Admin	Fleet Service	G021903	Fleet Services	(12,283)	MMB Non-Operating	Master Lease	G9R0188	MasterLease 17 Prin & Int	12,283	Fleet - Master Lease 17 Program 6.1.21 Billing	M.S. 16A.85
163	Admin	Master Lease	G021006	Fleet Services Master Lease 18	(8,258)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	8,258	Fleet - Master Lease 18 Program 12.1.20 Billing	M.S. 16A.85
164	Admin	Fleet Service	G021903	Fleet Services	(28,358)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	28,358	Fleet - Master Lease 18 Program 12.1.20 Billing	M.S. 16A.85
165	Admin	Fleet Service	G021903	Fleet Services	(726,208)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	726,208	Fleet - Master Lease 18 Program 12.1.20 Billing	M.S. 16A.85
167	Admin	Fleet Service	G021903	Fleet Services	(1,315,146)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	1,315,146	Fleet - Master Lease 18 Program 6.1.21 Billing	M.S. 16A.85
168	Admin	Fleet Service	G021903	Fleet Services	(43,332)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	43,332	Fleet - Master Lease 18 Program 6.1.21 Billing	M.S. 16A.85
169	Admin	Fleet Service	G021903	Fleet Services	(24,884)	MMB Non-Operating	Master Lease	G9R0219	MasterLease 18 Princ & Int	24,884	Fleet - Master Lease 18 Program 6.1.21 Billing	M.S. 16A.85
170	Admin	Plant Management	G021801	Facilities Management	(324,755)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	324,755	To DOT Fund 2700 Trunk HWY	M.S. 16B.24
171	Admin	Plant Management	G021801	Facilities Management	(324,755)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	324,755	To DOT Fund 2700 Trunk HWY	M.S. 16B.24
172	Admin	Plant Management	G021801	Facilities Management	(324,755)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	324,755	To DOT Fund 2700 Trunk HWY	M.S. 16B.24
173	Admin	Plant Management	G021801	Facilities Management	(324,755)	DOT	Trunk Highway	T790281	Transp Bldg - Rent Refund	324,755	To DOT Fund 2700 Trunk HWY	M.S. 16B.24
174	Mediation Svcs	General Fund	G453000	Mediation Services	(3,500)	Admin	General Fund	G021151	Office of Collab/Dispute Resol	3,500	Transfer per Reorganization Order No 197, of OCDR operations funding	191 007 01 005 008
175	Mediation Svcs	General Fund	G450CDR	Office Collab&Dispute Resolutn	(234,000)	Admin	General Fund	G021151	Office of Collab/Dispute Resol	234,000	Transfer per Reorganization Order No 197, of OCDR operations funding	191 007 01 005 008
176	Mediation Svcs	General Fund	G450CDG	Office Collab&Dispute Grants	(160,000)	Admin	General Fund	G021152	OCDR 179.91 Grants	160,000	Transfer per Reorganization Order No 197, of OCDR operations funding	191 007 01 005 008
177	Agriculture	General Fund	G9R0226	Capital Imprvmnt-MDA/MDH Lab	(779,000)	Admin	General Projects	G021161	Agriculture Ag/Hlth Relocation	779,000	Relocation Expenses for Dept Agr/Dept Health Laboratory Bldg	Legal Cite: 205 003 01 010
178	EMSRB	General Fund	H751111	EMSRB Operations	(25,000)	Admin	Other Misc Special Revenue	G021273	EMSRB Interagency Agreement	25,000	Transfer funds per Interagency Agreement	M.S. 16B.371
179	Agriculture	Other Misc Special Revenue	B049V09	Federal Indirect	(9,600)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	9,600	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
180	Housing Finance	Housing Finance Agency	B340001	Gen Reserve Overhead Control	(5,100)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	5,100	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
181	Labor & Industry	Workers Compensation	B421000	General Support	(9,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	9,000	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
182	OHE	General Fund	E601000	Agency Administration GEN	(1,400)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	1,400	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
183	MMB	General Fund	G100009	Management Services	(4,900)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	4,900	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
184	Human Right's	General Fund	G175000	Operations	(800)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	800	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
185	Governor's Office	General Fund	G391000	Governor's Office	(900)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	900	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
186	Mediation Svcs	General Fund	G453000	Mediation Services	(300)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	300	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
187	Mediation Svcs	General Fund	G453000	Mediation Services	300	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	(300)	Return funds already paid for Interagency Agreement	M.S. 16B.04 and M.S. 471.59
188	MN.IT	MN.IT Services	G464602	MN.IT Services Std Services	(46,100)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	46,100	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
189	DOH	General Fund	H12004Y	Health Operations	(30,300)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	30,300	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
190	Human Services	General Fund	H551052	11 GF Operations	(60,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	60,000	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
191	Veterans Affairs	General Fund	H751VET	Veterans Services Direct Ap	(6,300)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	6,300	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
192	Veterans Affairs	General Fund	H752A01	Veterans Homes Direct Ap	(18,900)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	18,900	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
193	Military Affairs	General Fund	P012101	General Support	(7,500)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	7,500	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
194	DOC	General Fund	P784210	Institution Support Services	(60,000)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	60,000	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
195	DNR	Other Misc Special Revenue	R298930	MR Fleet Management Account	(18,340)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	18,340	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
196	DNR	Other Misc Special Revenue	R298938	MR Facilities Mgmt Account	(34,060)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	34,060	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
197	PCA	Solid Waste Admin	R32D110	Environmental	(17,600)	Admin	Other Misc Special Revenue	G027203	Enterprise Sustainability Ofc	17,600	Transfer funds to Office of Enterprise Sustainability	M.S. 16B.04 and M.S. 471.59
					(86,851,971)					86,851,971		

**Minnesota Department of Administration**
**FY 2021 Interagency Agreements and Service Level Agreements**

October 15, 2021

	Agency	Amount	Legal Authority	Purpose	Effective Date	Duration
1	Commerce	\$ 14,200	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
2	Commerce	\$ 1,150	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	4/27/2020	6/30/2022
3	Commerce	\$ 1,948,000	M.S. 471.59 M.S. 216B.241 subd 1(f)	Provide and implement sustainable building design guidelines and energy bechmarking legislation	7/1/2018	6/30/2022
4	Corrections	\$ 18,400	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	5/6/2020	6/30/2022
5	Corrections	\$ 120,000	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
6	Corrections	\$ -	M.S. 16B.04 M.S. 471.59	Provide Professional Services for Project P78SC0063	7/1/2018	12/31/2020
7	DEED	\$ 324,000	M.S. 471.59	For the Minnesota Film and TV Board	7/16/2019	6/30/2021
8	DEED	\$ 56,200	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/16/2019	6/30/2021
9	DEED	\$ 23,000	M.S. 16B.04 M.S. 471.59	Provide professional mediation services	1/6/2021	12/31/2021
10	DEED	\$ 1,150	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/16/2020	6/30/2022
11	DHS	\$ 20,700	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/22/2020	6/30/2022
12	DHS	\$ 120,000	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
13	DHS	\$ -	M.S. 16B.04 M.S. 471.59	Provide Professional Services for project: Forensics - St. Peter - Phase II	11/8/2017	12/1/2020
14	DHS	\$ 15,073,000	M.S. 471.59	To Design, construct, furnish and equip a 67,000 square foot regional medical examiner's facility	7/30/2018	5/31/2023
15	DNR	\$ 28,750	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/15/2020	6/30/2022
16	DNR	\$ 104,800	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
17	DPS	\$ 82,600	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
18	DPS-HSEM	\$ 1,375,647	MNState Disaster Reimbursement 4531DR-MN	Reimbursement of costs for warehouse facility for state COID-19 response	6/30/2021	6/30/2021
19	EMSRB	\$ 88,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
20	EMSRB	\$ 76,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
21	HLB/ASU	\$ 530,227	M.S. 16B.371	Admin provides financial management resources	9/19/2019	6/30/2021
22	HLB/ASU	\$ 377,881	M.S. 16B.371	Admin provides human resource resources	9/19/2019	6/30/2021
23	MDE,DNR	\$ 478,184	M.S. 127A.353, M.S. 471.59	To provide support of the School Trust Lands Director	9/21/2015	12/31/2020
24	MDHR	\$ 1,600	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
25	MDHR	\$ 100,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
26	MDHR	\$ 114,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
27	MDVA	\$ 5,700	M.S. 16B.242 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	5/6/2020	6/30/2022
28	MDVA	\$ 50,400	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
29	MDVA	\$ 50,000	M.S. 168.1255 M.S. 471.59	Medal of Honor Memorial Project	1/1/2018	12/31/2020
30	MDVA	\$ 69,110	M.S. 168.1255 M.S. 471.59	Medal of Honor Memorial Project	8/26/2019	8/25/2021
31	MMB	\$ 4,000	M.S. 4.045 M.S. 471.59	MMB provides staffing & support for Children's Cabinet	7/15/2020	6/30/2021
32	MMB	\$ 9,800	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/9/2019	6/30/2021

33	MMB	\$ 471,556	M.S. 471.59	To govern the sharing of human resources services	12/18/2018	continuous
34	MMB	\$ 8,297	M.S. 43A.09 M.S. 471.59	To provide expertise and guidance in filling higher level positions	7/30/2020	6/30/2021
35	MMB	\$ 13,881	M.S. 43A.21 M.S. 471.59	Enterprise Talent Development	8/12/2020	6/30/2021
36	MMB	\$ 4,239	M.S. 16A.055, M.S. 43A.01 M.S. 43A.04 M.S. 471.59	Chief inclusion officer to support the State's diversity and inclusion strategic plan	7/23/2020	6/30/2021
37	MMB	\$ 11,013	M.S. 16B.04 M.S. 471.59	Employee Erik Anderson	7/31/2020	10/27/2020
38	MN.IT Services	\$ 6,208,862	M.S. 16E.016	MN.IT provides enterprise IT services to Admin	7/1/2019	ongoing
39	MN.IT Services	\$ 205,000	M.S. 16E.21 M.S. 471.59	Modernize the State's eProcurement functionality	7/29/2019	6/30/2023
40	MN.IT Services	\$ 87,000	M.S. 16E.21 M.S. 471.59	Support of MMB's critical enterprise systems	7/1/2019	6/30/2023
41	MN.IT Services	\$ 195,000	M.S. 16E.21 M.S. 471.59	SHPO Cultural Resources Web Portal	7/1/2019	6/30/2023
42	MN.IT Services	\$ 92,200	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/11/2019	6/30/2021
43	MN.IT Services	\$ 21,340	M.S. 16E.21 M.S. 471.59	Construction Project Management Application Customization	6/30/2015	6/30/2021
44	MN.IT Services	\$ 345,178	M.S. 16E.21 M.S. 471.59	Document Management System	6/30/2015	6/30/2021
45	MN.IT Services	\$ 50,000	M.S. 16E.21 M.S. 471.59	Website redesign/Tridion Updrade	6/17/2013	6/30/2021
46	MN.IT Services	\$ 54,400	M.S. 16E.21 M.S. 471.59	Small Agencies IT Benchmarking Project	6/17/2013	6/30/2021
47	MN.IT Services	\$ 50,000	M.S. 16E.21 M.S. 471.59	HR Grievance Tracking System Implementation Project	6/17/2013	6/30/2021
48	MnDOT/MnGeo	\$ 9,996	M.S. 16B.04 M.S. 471.59	Cultural Resources Management portal applications	8/15/2019	6/30/2021
49	MnDot	\$ 333,000	M.S. 138.40 Subd. 3 M.S. 307.08, Subd. 10 M.S. 16B.242 M.S. 471.59	For an OSA employee to work on MnDOT State Projects	12/11/2018	6/30/2021
50	MnDot	\$ 600,000	M.S. 16B.04 M.S. 471.59	Maintain and execute modifications to ARCHIBUS	6/26/2019	6/30/2021
51	MnDot	\$ 50,201	M.S. 16B.04 M.S. 471.59	Providing assistance to the Small Business Resource Center	1/22/2021	6/30/2021
52	MnDot	\$ 120,000	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
53	MnDOT	\$ 375,000	M.S. 16B.04 M.S. 471.59	Review & Consultation under Sec 106 of National Historic Preservation Act	11/4/2020	6/20/2023
54	MnDOT	\$ 3,694	M.S. 16B.04 M.S. 471.59	For a MNDOT employee to provide assistance to Tax Credit Projects	1/1/2021	4/1/2021
56	MRC	\$ 96,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
57	MRC	\$ 54,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
58	Office of the Governor	\$ 40,000	M.S. 471.59	To provide administrative and personnel oversight	7/1/2020	6/30/2021
59	Office of the Governor	\$ 95,065	M.S. 471.59	Groundskeeping for the Governor's Residence	7/1/2019	6/30/2021
60	Office of the Governor	\$ 1,800	M.S. 16B.04 M.S. 471.59	Sustainability Services	7/1/2019	6/30/2021
61	Office of the Governor	\$ 6,258	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
62	PELSB	\$ 106,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
63	PELSB	\$ 118,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
64	SOS	\$ 120,000	M.S. 16B.371	Admin provides human resource resources	7/1/2019	6/30/2021
	MMB	\$ 25,000	M.S. 16B.371	MMB provides professional services	1/25/2021	4/24/2021
	EMSRB	\$ 25,000	M.S. 16B.371	Admin provides specific administrative support services	1/22/2021	4/21/2021
	Arts Board	\$ 142,000	M.S. 16B.371	Admin provides financial management resources	7/1/2019	6/30/2021
<b>Total</b>		<b>\$ 31,405,478</b>				

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Commerce

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

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

**1. Services to be Performed:**

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

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

**Authorized Agents:**

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

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

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

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

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

**TOTAL COST = \$1,150.00**

**Please enter an appropriation transfer in SWIFT to accounting string:**

**Fund – 2001, FinDeptID – G021GCSV, ApprID – G021213**

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

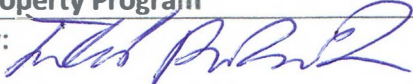

**3. Term of Agreement:**

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

**4. Amendments:**

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

Approved:

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

**STATE OF MINNESOTA****Amendment No. 3****IA Contract: 143850**

Agreement Start Date:	<u>07/01/2018</u>	Total Agreement Amount:	<u>\$1,948,000.00</u>
Original Expiration Date:	<u>06/30/2019</u>	Original Agreement:	<u>\$448,000.00</u>
Current Expiration Date:	<u>06/30/2021</u>	Previous Amendment(s) Total:	<u>\$1,000,000.00</u>
Requested Expiration Date:	<u>06/30/2022</u>	This Amendment:	<u>\$500,000.00</u>

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

**Recitals**

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

**Amendment(s)**

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

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

- Effective date:** 07/01/2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- Expiration date:** ~~06/30/2021~~ 06/30/2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

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

(Continued on next page)

**STATE OF MINNESOTA**  
**Amendment No. 3**  
**IA Contract: 143850**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

DocuSigned by:

Signature:

Carla Collins

0EAAB561D3244F4...

Print Name: CARLA COLLINS

Title: Buyer

Date: 6/8/2021

IA / PO: 143850 / FY21 PO#3-13515/Future  
~~FY22 Encumbrance PO14404~~

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

*(with delegated authority)*

DocuSigned by:

Signature:

Wayne Waslaski

5A344D4155EC489...

Print Name: Wayne Waslaski

Title: Senior Director

Date: 6/8/2021

**3. MN DEPARTMENT OF COMMERCE**

*(with delegated authority)*

DocuSigned by:

Signature:

Jim Jahnke

6F557658A468499...

Print Name: Tim Jahnke

Title: Admin Services Director/CFO

Date: 6/10/2021

Distribution:

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Departments of Commerce (“Commerce”) and MN Dept of Admin - Real Estate & Construction Services, 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155-1402 (“Administration”).

**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**

- 2.1. The Department of Administration’s Real Estate & Construction Services will implement, maintain and update sustainable building design guidelines and energy benchmarking pursuant to Minnesota Laws 2001, Chapter 212, Article 1, Sections 2 and 3, and Minnesota Statutes 2006, Section 216B.241 as amended by Minnesota Laws 2007 Chapter 136, Article 2, Section 5; and in accordance with Minnesota Laws 2008 Chapter 278, Section 1, will review, the guidelines periodically and as soon as practicable revise the guidelines to incorporate performance standards developed under Minnesota Statute 216B.241, subdivision 9, as amended by Minnesota Laws 2008, Chapter 278, Section 3. This scope of work will be implemented or completed by Administration’s Real Estate & Construction Services staff or through a contract or contracts with an organization or organizations and/or a qualified contractors or contractors.
- 2.2. The Department of Commerce will assess energy utilities pursuant to Minnesota Statutes 216B.241, subd 1(f), and transfer funds collected to Administration on a schedule to be agreed upon by both parties. Administration may use funds transferred for payment of contracts entered into for the puposes of this agreement, for Administration’s Real Estate & Construction Services required staff time, and other related expenses.
- 2.3. The Departments will work cooperatively to implement the duties imposed on them under Minnesota Laws 2001, Chapter 212, Article 1, Sections 2 and 3, and Minnesota Statutes 2006, Section 216B.241 as amended by Minnesota Laws 2007 Chapter 136, Article 2, Section 5; Minnesota Laws 2008 Chapter 278, Section 1, and Minnesota Statute 216B.241, subdivision 9, as amended by Minnesota Laws 2008 Chapter 278, Section 3.

**3. Consideration and Payment**

The total obligation will not exceed **Four Hundred Forty Eight Thousand dollars (\$448,000.00)** for all compensation and reimbursements to Administration under this agreement. This agreement will be amended each future fiscal year to provide terms for payment to cover costs incurred by Administration’s Real Estate & Construction Services.

**4. Conditions of Payment**

All services provided by Administration under this agreement must be performed to Commerce’s satisfaction, as determined at the sole discretion of Commerce’s Authorized Representative. Any unspent funds in the fiscal year from which it came will be returned to Commerce, or the request from Administration’s Real Estate & Construction Services for funding transfer in the following fiscal year will be reduced by the amount of the over-recovery in the prior fiscal year.

**5. Authorized Representative**

Commerce's Authorized Representative is **Jessica Burdette**, SEO Manager, Energy Efficiency, Assurance & Operations, 651-539-1871, or their successor.

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

**6. Amendments**

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

**7. Liability**

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

**8. Termination**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Carla Collins  
Date: 6/26/18  
IA / PO: SC# 143850 / FY19 PO#  
3-11143

**2. MN DEPARTMENT OF ADMINISTRATION -  
REAL ESTATE & CONSTRUCTION SERVICES**

*(with delegated authority)*

By: [Signature]  
Title: Senior Director  
Date: 6/26/18

**3. MN DEPARTMENT OF COMMERCE**

*(with delegated authority)*

By: [Signature]  
Title: Director  
Date: 6.27.18

**Distribution:**

MN Dept. of Commerce, Accounting Dept.  
MN Dept of Admin - Real Estate & Construction Services  
State's Authorized Representative (copy)

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

**1. Services to be Performed:**

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

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

**Authorized Agents:**

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

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

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

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

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

**TOTAL COST = \$18,400.00**

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

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

**3. Term of Agreement:**

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

**4. Amendments:**

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

Approved:

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

FY 2020: **\$60,000**

FY2021: **\$60,000**

Total for the biennium: **\$120,000**

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Corrections

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**RECITALS**

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

**Agreement**

**1 Term of Agreement**

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

**2 Scope of Work**

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

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

The Client Agency will;

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

### **3 Authorized Representatives**

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

Department of Corrections authorized representative is;

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

### **4 Amendments**

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

### **5 Liability**

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

### **6 Termination**

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

the other party.

**1. MINNESOTA DEPARTMENT OF ADMINISTRATION**

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

**2. CLIENT AGENCY**

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

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

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

### RECITALS

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

### AGREEMENT

DEED and Admin agree as follows:

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

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

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

6. Amendments. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
7. Liability. Each party will be responsible for its own acts and behavior and the results thereof.
8. Termination. Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

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

APPROVED:

1. DEED:

By: Julie Freeman

Printed Name: Julie Freeman

Title: Chief Financial Officer

Date: 7/16/19

2. Admin:

By: Laurie Beyer-Kropuenske

Name: Laurie Beyer-Kropuenske

Title: General Counsel, Director of Community Services

Date: 7/16/19

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Agreement

#### 1 Term of Agreement

- 1.1 **Effective date:** July 1, 2019, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Scope of Work

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

#### 3 Consideration and Payment

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

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

FY 2020: \$28,100

FY 2021: \$28,100

Total for the biennium: \$56,200

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

#### 4 Conditions of Payment

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

#### 5 Authorized Representative

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

**6 Amendments**

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

**7 Liability**

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

**8 Termination**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

Date: 6/27/19

SWIFT Contract: 160697, PO: 3000375421 PR: 48403

**3. Department of Employment and Economic Development**

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

(with delegated authority)

Title: CFO

Date: 7/15/19

**2. Department of Administration**

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

(With delegated authority)

Title: Assistant Commissioner

Date: 7.16.19

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Agreement

#### 1 Term of Agreement

- 1.1 *Effective date:* January 1, 2021 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* December 31, 2021 or until all obligations have been satisfactory fulfilled, whichever occurs first.

#### 2 Scope of Work

##### Department of Administration Shall:

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

#### 3 Consideration and Payment

Payment will be made accordingly:

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

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

Department of Administration, Office of Collaboration and Dispute Resolution shall submit invoices to DEED on a quarterly basis. The final invoice must be submitted on or before January 31, 2022.

**4 Conditions of Payment**

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

**5 Authorized Representative**

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

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

Department of Employment and Economic Development- Vocational Rehabilitation Services' Authorized Representative is Deeanna Torgerson, Director, VRS; 1<sup>st</sup> National Bank Building, 332 Minnesota St.; Suite E200; St. Paul, MN 55101-1351; telephone (763) 443-7978 or her successor.

**6 Amendments**

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

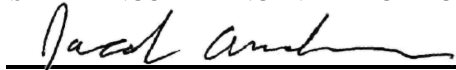
**7 Liability**

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

**8 Termination**

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

**STATE ENCUMBRANCE VERIFICATION**

  
Signed

Contract Coordinator

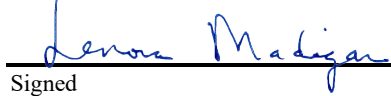
Title

1/5/2021

Date

SC 186047 PR 59119 PO 3000421271

**DEPARTMENT OF ADMINISTRATION**

  
Signed

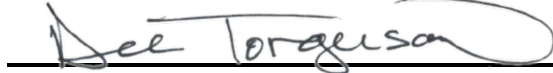
Deputy Commissioner

Title

01/05/2021

Date

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

  
Signed


Vocational Rehabilitation Services Director

Title

01/06/2021

Date

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

  
Signed

Director

Title

01.06.2021

Date

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

**1. Services to be Performed:**

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

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

**Authorized Agents:**

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

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

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

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

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

**TOTAL COST = \$1,150.00**

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

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



**3. Term of Agreement:**

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

**4. Amendments:**

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

**Approved:**

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

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

**1. Services to be Performed:**

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

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

**Authorized Agents:**

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

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

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

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

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

**TOTAL COST = \$20,700.00**

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

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

**3. Term of Agreement:**

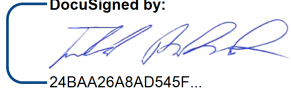
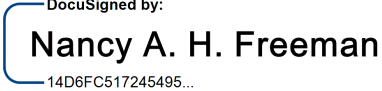
This agreement is effective on the date last signed by the parties below, and shall remain in effect until **June 30, 2022.**

**4. Amendments:**

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



**Approved:**

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Human Services

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

*should be swapped!*

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

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

**RECITALS**

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

**Agreement**

**1 Term of Agreement**

- 1.1 **Effective date:** **November 7, 2017**, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** **December 1, 2020**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**2 Scope of Work**

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

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

The Client Agency will:

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

### 3 Authorized Representatives

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

**DHS – SPTC**

**Attn: Forensics – St. Peter – Phase II**

**100 Freeman Drive**

**St. Peter, MN 56082**

### 4 Amendments

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

### 5 Liability

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

### 6 Termination

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

### 1. MINNESOTA DEPARTMENT OF ADMINISTRATION

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

(With delegated authority)

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

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

**2. CLIENT AGENCY**

By: Carl Olson

(With delegated authority)

Title: Executive Director

Date: 11-7-17

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Recitals

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

### Agreement

#### 1 Term of Agreement

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

#### 2 Scope of Work

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

#### 3 Consideration and Payment

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

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

#### 4 Conditions of Payment

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

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

**5 Authorized Representative**

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

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

**6 Amendments**

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

**7 Liability**

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

**8 Termination**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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


**2. Department of Human Services**

By:   
(with delegated authority)

Title: CFO

Date: 7-24-18

**3. Department of Administration**

By:   
(With delegated authority)

Title: Senior Director

Date: 7-30-18

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

**1. Services to be Performed:**

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

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

**Authorized Agents:**

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

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

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

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

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

**TOTAL COST = \$28,750.00**

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

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

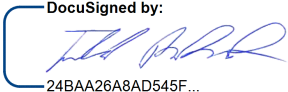

**3. Term of Agreement:**

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

**4. Amendments:**

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

**Approved:**

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Natural Resources

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

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

DPS: Cassandra O'Hern, Deputy Commissioner, 445 Minnesota St., Suite 199, Saint Paul, MN 55101 (651) 201-7133

**3. Consideration and terms of Payment**

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

- If the method of payment is an appropriation transfer, the SWIFT accounting codes are: Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If paying by invoice, the coding will be the same as above except that the FinDeptID will be G0231009
- Please submit the following amounts not later than July 22nd of each fiscal year:  
FY 2020: \$ 41,300      FY 2021: \$41,300      Total for the biennium: \$82,600

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration	Department of Public Safety
By: <u>Erin M Campbell</u>	By: <u>Cassandra O'Hern</u>
Title: <u>Assistant Commissioner</u>	Title: <u>Deputy Commissioner</u>
Date: <u>6.27.19</u>	Date: <u>6/24/19</u>

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Department of Public Safety, acting on behalf of the Homeland Security and Emergency Management division (“DPS-HSEM”), and the Minnesota Department of Administration (“ADMIN”).

### Agreement

#### 1 Term of Agreement

1.1 **Effective date:** May 10, 2021, or the date DPS-HSEM obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

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

#### 2 Scope of Work

This Agreement provides for DPS-HSEM to reimburse ADMIN under Minnesota State Disaster Reimbursement – 4531DR-MN. In response to the COVID-19 Public Health Emergency, ADMIN provided a warehouse building to the State Emergency Operations Center (SEOC), a unit of DPS-HSEM, during the incident period of 03/18/2020 through 06/06/2020, which has been deemed eligible for reimbursement.

Reimbursement by DPS-HSEM to ADMIN is identified in EXHIBIT A which is attached and incorporated into this agreement.

#### 3 Consideration and Payment

The total amount of this reimbursement will be a cost share of the remaining 25% of the total obligated expenses, which was initially covered in the CARES Act prior to 04/02/2021.

The total reimbursement by DPS-HSEM for all compensation and reimbursements to ADMIN under this agreement will not exceed **One Million Three Hundred Seventy Five Thousand Six Hundred Forty Seven and 39/100 Dollars (\$1,375,647.39).**

Upon execution of this agreement, ADMIN will invoice DPS-HSEM for the full amount of **\$1,375,647.39.**

#### 4 Authorized Representative

DPS-HSEM's Authorized Representative is Kevin Reed, Deputy Director, 445 Minnesota Street, Suite 223, St. Paul, MN 55101, 651-201-7405.

ADMIN's Authorized Representative is Lenora Madigan, Deputy Commissioner, 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

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: Maria Tracy

Date: 6/30/2021

PO Number 3000072831

### 3. DEPARTMENT OF ADMINISTRATION

By: Laura Madigan

Title: Deputy Commissioner

Date: 6/30/2021

### 2. DEPARTMENT OF PUBLIC SAFETY

#### HOMELAND SECURITY AND EMERGENCY MANAGEMENT

By: [Signature]

Title: Deputy Director, Homeland Security & Emergency Mgmt. Div.

Date: 6/30/2021

EMSRB FMR

**Amendment #1**

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

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


**Recitals**

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

**4. Consideration and Payment is amended as follows:**

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

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

Signed:   
Purchase Order: 300 - 954 / 168 499 / 21 797  
Date: 6/28/20

**Emergency Medical Services Regulatory Board (Agency)**

By: Tony Spector (with delegated authority)  
Tony Spector  
Title: Executive Director  
Date: June 25, 2020

**Department of Administration (Admin)**

By: Lenora Madigan (with delegated authority)  
Lenora Madigan  
Title: Deputy Commissioner  
Date: 6.30.20

EMSRB HE

### Amendment #1

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

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

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

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

Signed: 

Purchase Order: 300 - 953/168576/21639

Date: 6/28/20

#### Emergency Medical Services Regulatory Board (Agency)

By: Tony Spector

(with delegated authority)

Tony Spector

Title: Executive Di. recto.

Date: June 25, 2020

#### Department of Administration (Admin)

By: Lenora Madigan

(with delegated authority)

Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

ASU FMR

### Amendment #1

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

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

### Recitals

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

### 4. Consideration and Payment is amended as follows:

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

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

Signed: [Signature]

Purchase Order: 300-862

Date: 6/28/20

**Administrative Services Unit (Agency)**

By: [Signature]

Sam Sands – ED Forum Director

(with delegated authority)

Title: Executive Director

Date: 6-24-2020

**Department of Administration (Admin)**

By: [Signature]

Lenora Madigan

(with delegated authority)

Title: Deputy Commissioner

Date: 6.30.20

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

ASU HR

### Amendment #1

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

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

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

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

Signed: [Signature]

Purchase Order: 300-8001

Date: 6/28/20

ASU - HR

**Administrative Services Unit (Agency)**

By: [Signature]

Sam Sands - ED Forum Director

Title: Executive Director

Date: 6-25-2020

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

#### Department of Administration (Admin)

By: [Signature]

Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

**STATE OF MINNESOTA  
MEMORANDUM OF UNDERSTANDING**

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

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

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

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

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

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

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

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

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

Department of Administration

Department of Education

Department of Natural Resources

  
Matthew Massman  
Commissioner

  
Brenda Cassellius  
Commissioner

  
Tom Langwehr  
Commissioner

Date: 09/21/15

Date: 09/21/15

Date: 9/21/15

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Human Rights

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

MDHR FMR

### Amendment #1

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

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

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

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

Signed: 

Purchase Order: 300 -1582/168372/21777

Date: 6/28/20

#### MN Department of Human Rights (Agency)

By:  (with delegated authority)  
Rebecca Lucero

Title: Executive Director

Date: 6/30/2020

#### Department of Administration (Admin)

By:  (with delegated authority)  
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

MDHR HR

**Amendment #1**

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

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

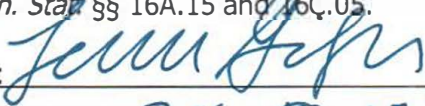
**Recitals**

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


**4. Consideration and Payment is amended as follows:**

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

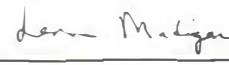
**STATE ENCUMBRANCE VERIFICATION** *Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed:   
Purchase Order: 300 - 1581/168569/21778  
Date: 6/28/20

**MN Department of Human Rights (Agency)**

By:  (with delegated authority)  
Rebecca Lucero  
Title: Executive Director  
Date: 6/30/2020

**Department of Administration (Admin)**

By:  (with delegated authority)  
Lenora Madigan  
Title: Deputy Commissioner  
Date: 6.30.20

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

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

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

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

#### **Authorized Agents:**

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

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

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

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

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

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

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

### 3. **Term of Agreement:**

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

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

### 4. **Amendments:**



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

**Approved:**

### 1. State Encumbrance Verification

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

Signed:  Stephanie Wortham

Date: 5/5/2020

K-176356 PO 3-43010

### 2. Minnesota Department of Veterans Affairs

By: 

Title: Commissioner-MDVA

Date: 5/5/2020

### 3. Department of Administration, Enterprise Real Property Program

By: 

Title: ERP Program Director

Date: 5/6/2020

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Veterans Affairs

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

MDVA Encumbrance Verification:

Signed: [Signature]

Interagency Agreement

Date: 6/19/19

K-159712

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Recitals

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

### Agreement

#### 1 Term of Agreement

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

#### 2 Scope of Work

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

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

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

#### 3 Consideration and Payment

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

**4 Conditions of Payment**

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

**5 Authorized Representative**

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

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

**5 Amendments**

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

**6 Liability**

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

**7 Termination**

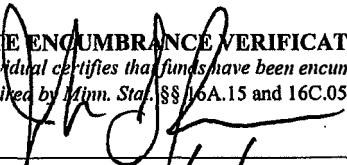
Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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

  
1/9/18

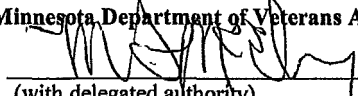
**2. Minnesota Department of Veterans Affairs**

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

(with delegated authority)

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

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

  
CHIEF OF STAFF  
1/9/18


**3. Department of Administration**

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

(With delegated authority)

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

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

  
Senior Director  
1/10/18

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Recitals

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

### Agreement

#### 1 Term of Agreement

- 1.1 *Effective date:* **August 26, 2019**, or upon the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2 *Expiration date:* **August 25, 2021**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Scope of Work

- 2.1 The MDVA will transfer \$69,110.47 of non-state sourced funds to Admin for the sole benefit of the Minnesota Medal of Honor Committee towards the commitment of funds necessary for the Medal of Honor Memorial project. This transfer requires Minnesota Management and Budget's approval in SWIFT.

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

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

**3 Consideration and Payment**

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

**4 Conditions of Payment**

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

**5 Authorized Representative**

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

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

**5 Amendments**

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

**6 Liability**

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

**7 Termination**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: [Signature]

Date: 8/20/19 K-165021

**2. Minnesota Department of Veterans Affairs**

By: [Signature]

(with delegated authority)

Chief of Staff, MDVA

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

Date: 8-20-19

**3. Department of Administration**

By: [Signature]

(With delegated authority)

Title: Senior Director

Date: 8/30/19

#180297  
300-10016

STATE OF MINNESOTA  
INTERAGENCY AGREEMENT

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

1. **Services to be Performed:**

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

**Authorized Agents:**

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

MMB: Erin Bailey, Assistant Commissioner – Children's Cabinet, or their successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, [Erin.Bailey@state.mn.us](mailto:Erin.Bailey@state.mn.us), 651-201-8044.

ADM: Lenora Madigan, Deputy Commissioner, or their successor designated by the Commissioner, 50 Sherburne Avenue #200, St. Paul, MN, 55155 [lenora.madigan@state.mn.us](mailto:lenora.madigan@state.mn.us), 651-201-2563.

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

In consideration for services to be performed, as provided in Paragraph 1, the Requesting Agency agrees to contribute to this effort as follows:

**TOTAL COST: \$4,000.00**

You will receive an annual invoice from MMB in July or August 2020. This invoice should be paid within 30 days of receipt.

3. **Term of Agreement:**

This agreement is effective July 17, 2020, or the date that all required signatures are obtained, whichever is later, and shall remain in effect until June 30, 2021.

4. **Amendments:**

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

**Approval:**

1. **STATE ENCUMBRANCE VERIFICATION**

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

Signed: *Jennifer*

Date: 7/15/20

2. **[Department of Administration]**

By: *Lenora Madigan*

(With delegated authority)

Title: Deputy Commissioner

Date: 7.15.20

3. **Minnesota Management and Budget**

By: Digitally signed by MMB 7-15-20  
(with delegated authority)

Title: Chief Financial Officer

Date: 07-15-2020

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Minnesota Management and Budget

By: Erin M Campbell

By: Eric Hallstrom

Title: Assistant Commissioner

Title: DCO

Date: 7-9-19

Date: 7-8-19



# DEPARTMENT OF ADMINISTRATION

HUMAN RESOURCES

## STATE OF MINNESOTA SHARED SERVICES AGREEMENT

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

### Agreement

#### 1. Term of Agreement

- 1.1 **Effective date:** November 1, 2018, or the date the state obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. This agreement supersedes the previous agreement that went into effective in May, 2016.
- 1.2 **Continuous effect:** This agreement will remain in effect unless amended or terminated by the parties pursuant to the terms of this agreement.
- 1.3 **Termination:** This agreement may be terminated by the authorized representative of either party by giving written notice of termination at least 90 days prior to the effective date of the termination.

#### 2. Scope of Work

This agreement enables Admin and MMB to share the services of a human resources office and coordinate human resources support for the operations of each agency by sharing its costs. The employees in this shared human resources office will be employees of the Department of Administration.

#### 3. Goals of this Agreement

- Ensure each agency's leadership teams have access to the necessary advice, support and strategic guidance to achieve its mission.
- Allow the two agencies to ensure adequate staffing capacity to meet needs.
- Coordinate efforts to provide specialized expertise and advanced strategic priorities, such as employee engagement, professional development, performance management, workforce planning, labor relations and other specialized areas.
- Promote strong working partnerships among the human resources office and each agency's divisions, by maintaining ongoing communications and close working relationships with each agency's leadership, managers and supervisors.
- Continually assess each agency's requirements for human resources support to meet business needs.
- Maintain an electronic record of the vacancy filling process
- Meet quarterly to discuss goals and performance
- Meet these performance measures:

ACTIVITY	TURNAROUND TIME*
<b>AUDITS</b>	
Establish	Within 1 – 2 weeks of receipt

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

#### 4. Consideration and Payment

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

The human resources director will establish and monitor performance to ensure that each agency is receiving support commensurate with the resources each agency is contributing to the agreement. This may include the use of time tracking to ensure the funding splits are properly allocated.

#### **5. Conditions of Payment**

This agreement must be performed to the mutual satisfaction of both parties. Issues related to this agreement should be resolved by the authorized representatives. The human resources director, the agency chief financial officers, or the authorized representatives may propose changes in the cost share agreement annually or if the work of the agencies changes as a result of reorganization, new powers and duties or other significant changes in work, so that the parties can remain confident of the appropriateness and mutual benefits of the agreement.

#### **6. Authorized Representative**

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

MMB's authorized representative is Eric Hallstrom, Deputy Commissioner, Minnesota Management and Budget, Centennial Office Building, St. Paul, MN 55155, 651-201-8010, or his successor.

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

#### **7. Supervision**

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

Any human resources director performance reviews conducted by Admin will be shared with MMB's authorized representative and Admin will provide MMB with an opportunity to give input and make recommendations. Each agency authorized representative agrees to promptly share with each other any complaints made against the human resources director. Any complaints or performance concerns regarding the human resources director will be addressed in coordination with MMB, and Admin will consider recommendations provided by MMB before corrective actions or discipline are imposed. If warranted, complaints will be investigated promptly.

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

#### **8. Amendments**

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

#### **9. Liability**

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

## 10. Data

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

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

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

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

### 1. Minnesota Management and Budget

By:   
Title: Deputy Commissioner

Date: 12 / 17 / 2018

### 2. Department of Administration

By:   
Title: Deputy Commissioner

Date: 12. 18. 18

STATE OF MINNESOTA  
INTERAGENCY AGREEMENT

#181015  
300-10105

Pursuant to Minnesota Statutes, Sections 43A.09 and 471.59, this is an agreement between **Minnesota Management and Budget (MMB)** and the Department of Administration (ADM or Requesting Agency).

**1. Services to be Performed:**

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

**Authorized Agents:**

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

MMB: Kristin Batson, Deputy Commissioner – Enterprise Human Capital, or their successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, [kristin.batson@state.mn.us](mailto:kristin.batson@state.mn.us), 651-259-3816.

ADM: Lenora Madigan, Deputy Commissioner, or their successor designated by the Commissioner, 50 Sherburne Avenue #200, St. Paul, MN, 55155 [lenora.madigan@state.mn.us](mailto:lenora.madigan@state.mn.us), 651-201-2563.

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

In consideration for services to be performed, as provided in Paragraph 1, the Requesting Agency agrees to contribute to this effort as follows:

**TOTAL COST: \$8,297.00**

You will receive an annual invoice from MMB in July or August 2020. This invoice should be paid within 30 days of receipt.

**3. Term of Agreement:**

This agreement is effective July 30, 2020, or the date that all required signatures are obtained, whichever is later, and shall remain in effect until **June 30, 2021**.

**4. Amendments:**

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

**Approval:**

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: *Jane Gelfer*

Date: 7/29/20

**2. [Department of Administration]**

By: *Lenora Madigan*

(With delegated authority)

Title: Deputy Commissioner

Date: 7.29.20

**3. Minnesota Management and Budget**

By: Digitally signed by MMB 7-30-20  
(with delegated authority)

Title: Chief Financial Officer

Date: 07-30-2020

STATE OF MINNESOTA  
INTERAGENCY AGREEMENT

# 181631  
300-10123

Pursuant to Minnesota Statutes, Sections 43A.21 and 471.59, this is an agreement between Minnesota Management and Budget (MMB) and the Department of Administration (ADM or Requesting Agency).

1. **Services to be Performed:**

MMB will provide the following services:

- Administration, maintenance and upgrades for the Enterprise Learning Management system
- Enterprise employee engagement and inclusion survey, which is conducted every two years
- Post-survey follow-up coaching and support to agencies
- Annual required training and policy acknowledgements for all employees
- Continuation of LinkedIn Learning offered to 10,000 employees
- Development of other eLearning needed by the enterprise

**Authorized Agents:**

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

MMB: Kristin Batson, Deputy Commissioner – Enterprise Human Capital, or their successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, [kristin.batson@state.mn.us](mailto:kristin.batson@state.mn.us), 651-259-3816.

ADM: Lenora Madigan, Deputy Commissioner, or their successor designated by the Commissioner, 50 Sherburne Avenue #200, St. Paul, MN, 55155 [lenora.madigan@state.mn.us](mailto:lenora.madigan@state.mn.us), 651-201-2563.

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

In consideration for services to be performed, as provided in Paragraph 1, the Requesting Agency agrees to contribute to this effort as follows:

**TOTAL COST: \$13,881.00**

You will receive a quarterly invoice from MMB for 25% of this amount, beginning August 2020. Each quarterly invoice should be paid within 30 days of receipt.

3. **Term of Agreement:**

This agreement is effective August 12, 2020, or the date that all required signatures are obtained, whichever is later, and shall remain in effect until June 30, 2021.

4. **Amendments:**

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

**Approval:**

1. **STATE ENCUMBRANCE VERIFICATION**

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

Signed: *[Signature]*

Date: 8/11/20

2. **Department of Administration**

By: *Lenora Madigan*

(With delegated authority)

Title: Deputy Comm.

Date: 8.11.20

3. **Minnesota Management and Budget**

By: Digitally signed by MMB 8-12-20  
(with delegated authority)

Title: Chief Financial Officer

Date: 08-12-2020

# 180695  
300-10084

STATE OF MINNESOTA  
INTERAGENCY AGREEMENT

Pursuant to Minnesota Statutes, Sections 16A.055, 43A.01, 43A.04, and 471.59, this is an agreement between Minnesota Management and Budget (MMB) and the Department of Administration (ADM or Requesting Agency).

1. **Services to be Performed:**

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

**Authorized Agents:**

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

MMB: Chris Taylor, Chief Inclusion Officer, or their successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, [chris.taylor@state.mn.us](mailto:chris.taylor@state.mn.us), 651-201-3453.

ADM: Lenora Madigan, Deputy Commissioner, or their successor designated by the Commissioner, 50 Sherburne Avenue #200, St. Paul, MN, 55155 [lenora.madigan@state.mn.us](mailto:lenora.madigan@state.mn.us), 651-201-2563.

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

In consideration for services to be performed, as provided in Paragraph 1, the Requesting Agency agrees to contribute to this effort as follows:

**TOTAL COST: \$4239.00**

You will receive an annual invoice from MMB in July or August 2020. This invoice should be paid within 30 days of receipt.

3. **Term of Agreement:**

This agreement is effective July 23, 2020, or the date that all required signatures are obtained, whichever is later, and shall remain in effect until **June 30, 2021.**

4. **Amendments:**

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

**Approval:**

1. **STATE ENCUMBRANCE VERIFICATION**

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

Signed: *[Signature]*

Date: 7/22/20

2. **Department of Administration**

By: *[Signature]*

(With delegated authority)

Title: Deputy Commissioner

Date: 7.22.20

3. **Minnesota Management and Budget**

By: Digitally signed by MMB 7-22-20  
(with delegated authority)

Title: Chief Financial Officer

Date: 07-22-2020



## Inter-agency Request for State Employee Services

This AGREEMENT is entered into this July day of 24, 2020, by and between Minnesota Management & Budget (requesting agency) and MN Dept of Administration (home department). The parties hereto agree as follows:

1. MN Dept of Administration (home department) agrees that it shall provide Erik Anderson (name of employee), who is qualified to perform the tasks set out in section 2 below.

2. Description of tasks to be performed (include dates and number of hours anticipated):

Direct and coordinate the legislative agenda and public policy development efforts of Minnesota Management & Budget (MMB).

3. Employee Information: Erik Anderson  
Name

01202160  
Employee ID Number

State Program Admin Principal  
Present Job Classification (title and class code)

1  
Appt. No.

01126066  
Position #

\$30.59  
Hourly Rate

4. Appointment Information (check one):

☐ This assignment will result in an appointment to the,  
requesting agency ☐  
home agency ☐

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

Appointment is effective July 24, 2020 thru (and including) approximately Sept 30, 2020.

### For Minnesota Management & Budget Only

Appropriate Class of Assignment: \_\_\_\_\_ (explain if necessary)

Approved by: \_\_\_\_\_  
Name Date

NOTE: Unless otherwise exempted, by all inter-agency agreements must be approved by Minnesota Management & Budget.

### Payment Information

Payroll Expense for this assignment will be charged to the following accounting string:

Fund \_\_\_\_\_ Financial Dept ID \_\_\_\_\_  
Appropriation ID \_\_\_\_\_ Statewide Cost

75% 1000-G1039000-G100009  
25% 5600-G1036102-G100041


(Check One)

- ☐ Direct Payment at a rate of \$\_\_\_\_\_ per hour plus fringe by department initiating appointment.
- ☐ Direct Payment at \$\_\_\_\_\_ per quarter credit.
- ☐ Direct Payment at lump sum of \$\_\_\_\_\_.

In CONSIDERATION for the performance of the tasks set out above MMB (requesting agency) shall pay Erik Anderson (employee name) an amount not to exceed \$30.59 hourly.

### Approvals

Requesting Agency, by \_\_\_\_\_ Date \_\_\_\_\_  
Lenna Madigan 7.31.20  
Service Agency, by \_\_\_\_\_ Date \_\_\_\_\_

 7-31-2020  
Employee Signature Date

**STATE OF MINNESOTA**  
**INTERAGENCY AGREEMENT AMENDMENT**  
**Amendment 1 to ePRO**

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

**Recitals**

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

**Amendment 1**

**Revision 1: Consideration and Payment**

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

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

**Signatures:**

**1. Minnesota Department of Administration**

(With delegated authority)

By:   
DocuSigned by:  
A5ECEB24C17A43E...

Title: CFO

Date: 7/29/2019

**2. Office of MN.IT Services**

(With delegated authority)

By:   
DocuSigned by:  
58BF08075AF6441...

Title: Procurement Director

Date: 7/29/2019

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**Recitals**

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

**1 Term of Agreement**

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

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

**2 Scope of Work**

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

**3 Consideration and Payment**

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

**4 Conditions of Payment**

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

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

**4.3** The AGENCY shall not begin project activity until the MNIT Enterprise Project Management Office approves the required project planning documentation including: 1) Project Summary, 2) Resource Plan, 3) Project Requirements, and 4) Project Quality Plan.

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

**5 Authorized Representatives**

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

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

**6 Amendments**

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

**7 Liability**

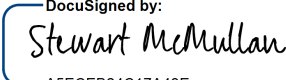
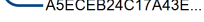
Each party is responsible for its own acts and behavior and the results thereof.

**8 Termination**

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

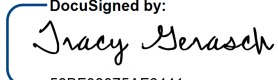
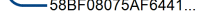
**Signatures:****1. Minnesota Department of Administration**

(With delegated authority)

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

**2. Office of MN.IT Services**

(With delegated authority)

By:   
Title:   
Procurement Director  
Date: 6/25/2019

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

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

**Recitals**

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

**Amendment 1**

**Revision 1: Consideration and Payment**

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

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

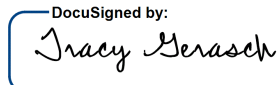
**Signatures:**

**1. Minnesota Department of Administration**  
(With delegated authority)

By:   
A5ECEB24C17A43E...  
Title: CFO

Date: 7/29/2019

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

By:   
58BF08075AF6441...  
Title: Procurement Director

Date: 7/29/2019

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**Recitals**

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

**1 Term of Agreement**

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

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

**2 Scope of Work**

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

**3 Consideration and Payment**

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

**4 Conditions of Payment**

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

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

**4.3** The AGENCY shall not begin project activity until the MNIT Enterprise Project Management Office approves the required project planning documentation including: 1) Project Summary, 2) Resource Plan, 3) Project Requirements, and 4) Project Quality Plan.

**4.4** The AGENCY agrees that allowable direct and indirect costs associated with managing and

supporting the implementation of the scope of work in Section 2 will be charged to the ITA contribution specified in section 3 above.

## 5 Authorized Representatives

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

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

## 6 Amendments

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

## 7 Liability

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


## 8 Termination

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

### Signatures:

#### 1. Department of Administration

(With delegated authority)

By:   
A5ECEB24C17A43E...  
Title: CFO

Date: 6/28/2019

#### 2. Office of MN.IT Services

(With delegated authority)

By:   
58BF08075AF6441...  
Title: Procurement Director

Date: 6/28/2019

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**Recitals**

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

**1 Term of Agreement**

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

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

**2 Scope of Work**

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

**3 Consideration and Payment**

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

**4 Conditions of Payment**

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

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

**4.3** The AGENCY shall not begin project activity until the MNIT Enterprise Project Management Office approves the required project planning documentation including: 1) Project Summary, 2) Resource Plan, 3) Project Requirements, and 4) Project Quality Plan.

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

## **5 Authorized Representatives**

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

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

## **6 Amendments**

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

## **7 Liability**

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


## **8 Termination**

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

### **Signatures:**

#### **1. Minnesota Department of Administration**

(With delegated authority)

By: A5ECEB24C17A43E...

Title: CFO

Date: 6/25/2019

#### **2. Office of MN.IT Services**

(With delegated authority)

By: 58BF08075AF6441...

Title: Procurement Director

Date: 6/25/2019

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Office of MN.IT Services

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

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

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

**Recitals**

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

**Amendment 2**

**Revision 1: Term of Agreement**

1.1 **Effective date:** **June 30, 2015** or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MN.IT Enterprise Project Management Office approval of the Project Summary.

1.2 **Expiration date:** ~~June 30, 2019~~, **June 30, 2021** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

**Signatures:**

**1. Minnesota Department of Administration**  
 (With delegated authority)

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

Date: 7/1/2019

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

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

Date: 7/1/2019

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

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

**Recitals**

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

**Amendment 3**

**Revision 1: Term of Agreement**

- 1.1 **Effective date:** **June 30, 2015** or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MN.IT Enterprise Project Management Office approval of the Project Summary.

- 1.2 **Expiration date:** ~~June 30, 2019~~, **June 30, 2021** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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


**Signatures:**

- 1. Minnesota Department of Administration**  
(With delegated authority)

By:   
Title: CFO  
A5ECEB24C17A43E...

Date: 7/1/2019

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

By:   
Title: Procurement Director  
58BF08075AF6441...

Date: 7/1/2019

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

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

**Recitals**

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

**Amendment 3**

**Revision 1: Term of Agreement**

1.1 **Effective date:** **June 17, 2013** or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MN.IT Enterprise Project Management Office approval of the Project Summary.

1.2 **Expiration date:** ~~June 30, 2019~~, **June 30, 2021** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

**Signatures:**

**1. Minnesota Department of Administration**  
 (With delegated authority)

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

Date: 7/1/2019

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

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

Date: 7/1/2019

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

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

**Recitals**

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

**Amendment 3**

**Revision 1: Term of Agreement**

- 1.1 **Effective date:** **June 17, 2013** or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MN.IT Enterprise Project Management Office approval of the Project Summary.
- 1.2 **Expiration date:** ~~June 30, 2019~~, **June 30, 2021** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

**Signatures:**

**1. Minnesota Department of Administration**


(With delegated authority)

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

Date: 7/1/2019

**2. Office of MN.IT Services**

(With delegated authority)

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

Date: 7/1/2019

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

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

**Recitals**

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

**Amendment 3**

**Revision 1: Term of Agreement**

1.1 **Effective date:** **June 17, 2013** or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MN.IT Enterprise Project Management Office approval of the Project Summary.

1.2 **Expiration date:** ~~June 30, 2019~~, **June 30, 2021** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

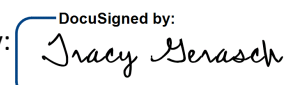
**Signatures:**

**1. Minnesota Department of Administration**  
 (With delegated authority)

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

Date: 7/1/2019

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

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

Date: 7/1/2019



25069

MnDOT Contract No. 1034911

#176714

**AMENDMENT NO. 01 TO MnDOT CONTRACT NO. 1034911**

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

**Federal Project Number:** SPR CR 20(001)**Project Identification:** CRM Portal Business Analyst

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

**RECITALS**

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

**CONTRACT AMENDMENT**

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

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

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

**REVISION 2. Subarticle 2.2** is amended as follows:

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

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

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

**REVISION 4. Subarticle 4.3** is amended as follows:

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

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

- 5.3 MnGEO's Authorized Representative will be:
- Name/Title: ~~Daniel Ross, Geographic Info Systems Director~~ **Sandi Stroud, Director**
- Address: Minnesota Geospatial Information Office

**AMENDMENT NO. 3 TO MnDOT CONTRACT NO. 1034911**

Contract Start Date: August 15, 2019	Original Contract Amount:	\$ 120,000.00
Original Contract Expiration Date: July 31, 2020	Previous Amendment(s) Total:	\$ 50,000.00
Current Contract Expiration Date: March 31, 2021	Current Amendment Amount:	\$ 0.00
New Contract Expiration Date: June 30, 2021	Total Amended Contract Amount:	\$ 170,000.00

**Federal Project Number:** SPR CR 20(001)**Project Identification:** CRM Portal Business Analyst

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

**RECITALS**

1. MnDOT has a contract with ADMIN and MnGEO identified as MnDOT Contract Number 1034911 ("Original Contract"). MnDOT is in need of assistance with the Cultural Resources Management (CRM) portal applications.
2. This amendment is being done to extend the expiration date of the Original Contract. The COVID-19 pandemic has created resource shortages for MnGEO and the project schedule and expiration date are no longer workable. More time is needed to complete the work.
3. MnDOT and MnGEO are willing to amend the Original Contract as stated below.

**CONTRACT AMENDMENT**

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

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

- 1.2 **Expiration Date:** This agreement will expire on ~~March 31, 2021~~ **June 30, 2021**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits:** Exhibits ~~A-2, B-2, C~~ **A-3, B-2, and C** are attached and incorporated into this agreement.

**REVISION 2. Subarticle 2.2** is amended as follows:

- 2.2 MnGEO will perform the tasks and provide the deliverables described in Exhibit ~~A-2~~ **A-3**.

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

**THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

**MnDOT ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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

**MnDOT (with delegated authority)**

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

Signed: Digitally signed by MNDOT 3-15-21

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

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

**MnGEO**

DocuSigned by:

*Tracy Gerasch*

Signed: \_\_\_\_\_

58BE08075AF6441

Title: Procurement Director

Date: 3/11/2021

**MnDOT CONTRACT MANAGEMENT**

Signed: Digitally signed by MNDOT 3-16-21

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

**ADMIN**

Signed: \_\_\_\_\_

*Dmy Spang*

Title: Director & Deputy State Historic Preservation Officer

Date: 3/12/2021

## SCOPE

There are a number Cultural Resource Management (CRM) portals/applications that have been built (MnDOT's Cultural Resource Information System [CRIS], the OSA Portal, Mankato State University [MSU] Minnesota Archaeological Inventory Database [MAID]), are in the process of being built (State Historic Preservation Office [SHPO] Portal), or will be developed in the near future (Minnesota Indian Affairs Council [MIAC] Portal, Cultural Resources Library [CRL]). Each of the sponsoring organizations recognizes that their portal/application have some datasets, inputs, throughputs, and workflows that are shared. In order to ensure that these can be efficiently shared among the portals/applications directed coordination is required. A Business Analyst (BA) working across these portals/applications to facilitate sharing is the best solution for this need and will have the added benefit of strengthening the functionality of each portal individually, as well as all of the applications/portals as a whole. This BA will work with the BAs already assigned to ongoing efforts (CRIS III – Rewrite, and eventually MIAC and SHPO), to minimize duplication of efforts and maximize MnGeo's understanding of the processes captured within each application/portal. In addition, this BA will help ensure the tasks and deliverables of this document will meet every partner agency's requirements.

There are several tasks, each with subsets of deliverables, outlined for this position, which are listed in order of chronological priority, though some may be worked on concurrently. The percentages provided are estimates of the BA's total time that will be required to complete the deliverables of each task.

## AMENDMENT 1

An amendment was needed to better compliment MnDOT efforts to support the development of the SHPO Historic Inventory Application, which will allow access to up-to-date, accurate, and complete records of SHPO's inventoried properties and sites. The added portions to Task 5 will leverage MnGEO's business analysis and technical expertise towards laying the foundation for this future application.

Much of what had been included in Task 4 and Task 6 has been eliminated to redirect efforts to more immediate needs. Some of the justification wording and deliverables for Tasks 1, 2, and 3 have been modified to reflect necessary changes that became evident as the project progressed.

## AMENDMENT 2

An additional amendment to extend the end date of the contract and modify the project schedule is necessary. The pandemic has created resource shortages for the contractor and the project schedule and expiration date are no longer workable. More time is needed to complete the work.

## WORK PLAN

*MnGEO will perform the following tasks:*

### Task Descriptions

#### **Task 1: Project Management and Administration**

- 1.1 Schedule monthly meetings with MnDOT, and partner agency staff, to review progress and discuss issues that have arisen, as requested by MnDOT.
- 1.2 Conduct general project administration services including contract modifications, basic project design, meetings with clients, accounting, invoicing, budget tracking, travel time, additional metadata not previously noted, and project documentation and archiving.
- 1.3 Conduct general project management services including status reports and meetings with MnDOT.

#### **Task 2: Support SHPO Portal Phase II**

- 2.1 Lay the groundwork and develop the requirements for the digitization of SHPO's architecture history inventory forms, archaeological site forms, National Register of Historic Places (NRHP) files, and geospatial records. The deliverables for this task will be utilized by consultants for the Architecture History Structures Geographic Information System (GIS) Quality Assurance (QA)/Quality Control (QC) Project, and the SHPO Portal Phase II-File Organization and

Partial Scanning Project in Fiscal Year (FY) 2020. After the Architecture History Structures GIS QA/QC Project and SHPO Portal Phase II-File Organization and Partial Scanning Project are finished, but before the SHPO Historic Inventory Application is launched, the scanned documents and geospatial data will be utilized by MnDOT and SHPO staff via hyperlinks in ArcGIS.

- 2.2 During SHPO Historic Inventory Application development, incorporate the digitized documents and geospatial data into that application.
- 2.3 Write a document organization and acquisition plan that: 1) identifies the documents at SHPO that need to be scanned; 2) documents and maps the existing inventory submission and management process; 3) outlines how to organize the paper files in preparation for scanning; 4) identifies the documents that have already been scanned or are stored electronically at SHPO.
- 2.4 Develop a scanning plan:
  - 2.4.1 Outline the appropriate technical specifications (resolution, Optical Character Recognition [OCR], file format, etc.) for digital documents.
  - 2.4.2 Determine the file management system that will organize and allow access to the documents.
  - 2.4.3 Determine how to ensure public accessibility is maintained during and after scanning.
  - 2.4.4 Determine scanning schedule, requirements, and protocols for legacy files (current paper files), in process files, and new input (including digital documents from consultants).
  - 2.4.5 Develop QA/QC protocols for scanning workflow.
- 2.5 Participate in coordination meetings with MnDOT, SHPO, and the Architecture History Structures GIS QA/QC Project consultant to ensure that the GIS deliverables identified in the Architecture History Structures GIS QA/QC Project will meet the requirements for incorporation into the SHPO Historic Inventory Application effort. The coordination meetings will inform the methods and protocols developed for the Architecture History Structures GIS QA/QC Project.

### **Task 3: MIAC Portal Structure and Business Process**

- 3.1 Define the structure and business processes that will be encapsulated within the MIAC Portal and MIAC collaboration application site. The MIAC Portal will be developed under MnDOT Agreement 1036273 with MnGeo. The MIAC collaboration application site will be developed under a non-MnDOT agreement with MNIT Services.
- 3.2 Develop a document outlining the structure and business processes for the MIAC Portal.
- 3.3 Develop an estimate of the ongoing yearly hosting cost for the MIAC Portal.
- 3.4 Develop a document outlining the structure and business processes that will be captured in the MIAC collaboration application site. Work document on the earmark for the MIAC collaboration application site development.

### **Task 4: Inter-Portal/Application Interactions**

- 4.1 Attend meetings to discuss inter-portal/application interactions.

### **Task 5: SHPO Historic Inventory Application**

- 5.1 Perform discovery and understand the entire SHPO historic inventory process, and its stakeholders, in order to identify and document the business problem and process workflow, analyze, and recommend solutions.
- 5.2 Conduct stakeholder engagement to discover, review, and agree on SHPO historic inventory problem statement to include and address the following:
  - 5.2.1 Review entire SHPO intake inventory workflow process (including form):
    - 5.2.1.1 Review current inventory intake process and reported pain points.
    - 5.2.1.2 Examine and document any external and/or internal to SHPO workflows that intersects with the end-to-end process of identifying, validating, and visualizing a historic inventory site.
    - 5.2.1.3 Identify all stakeholders to the SHPO inventory intake process. Including those that submit forms.
    - 5.2.1.4 Analyze the process.
  - 5.2.2 Review SHPO inventory legacy databases:
    - 5.2.2.1 Review and document the current workflow on the Historic Inventory, National Register, and Archaeology Database, and its pain point.
    - 5.2.2.2 Analyze and recommend sensible solution to the workflow and database problem.
    - 5.2.2.3 Identify other SHPO databases that are part of the business process (workflows not being documented).
    - 5.2.2.4 Provide technical data entry support to update inventory database.
  - 5.2.3 Review SHPO inventory spatial data viewer:

- 5.2.3.1 Review and document the need and solution design for Map Viewer, to include shapefiles, Street View, plot map, parcels, database queries, and linkage to existing scanned documents.
- 5.2.3.2 Document additional use cases for viewer tied to other SHPO business processes.
- 5.2.3.3 Identify report viewer and query needs for viewer to underlying database.

5.2.4 Conduct SHPO inventory spatial layer data discovery:

- 5.2.4.1 Discover, review, and document the need and solution design for the historic inventory spatial layer data. Include the value-added information such as: address points, historic identifier (#, date built.), and links to other relevant information.
- 5.2.4.2 Conduct technical design for integrating existing SHPO scanned documents with spatial layer.

Deliverables:

- Stakeholder matrix - a list of groups and stakeholders for each classification.
- Problem Statement Document.

5.3 Document the current workflows and validate with stakeholders:

- 5.3.1 Leverage existing discovery documentation.
- 5.3.2 Present initial workflow diagrams to each stakeholder group.
- 5.3.3 Clarify gaps identified or gaps to be closed in future work or in requirements documentation.

Deliverables:

- Workflow Diagram.
- Gap analysis document.

5.4 Produce high level solution recommendations:

- 5.4.1 Identify workflows that need updates and recommend technology solutions that won't negatively impact improved process.
- 5.4.2 Detail proposed solution options (present multiple if more than one is available with cost/benefit analysis).
- 5.4.3 Take other SHPO business processes into consideration so application recommendation is modular.

Deliverables:

- Technical recommendations will be brought to MnDOT and SHPO for discussion and final approval.
- Business case/cost-benefit analysis/feasibility - value proposition document.
- Combined stakeholder meeting to review recommendations and make decision on technology and/or workflows to be featured in requirements documentation.

5.5 Technical Scoping:

- 5.5.1 Conduct solution, workflows, and identify implementation.

Deliverables:

- Scope document (this document will show what will be in and out of scope).
- Solution design document.
- Combine all prior work products into requirements document. Include:
  - Problem Statement Document.
  - Stakeholder needs assessment and matrix.
  - Workflow diagram and gap analysis.
  - Business case/cost-benefit analysis/feasibility.
  - Solution and workflow recommendations:
    - Will identify where future SHPO work may be added.
  - Implementation scope of work:
    - Will only feature current scope tasked workflows.
  - Use Cases.
  - Cost:

- Only for current scope tasked workflows.

**Task 6: Cultural Resource Library Structure and Business Process**

6.1 Attend meetings to discuss cultural resource library structure and business process.

**PROJECT SCHEDULE**

<b>Task:</b>	<b>Date:</b>
<b>1:</b>	June 30, 2020
<b>2:</b>	January 9, 2020
<b>3:</b>	February 6, 2020
<b>4:</b>	November 5, 2019
<b>5:</b>	June 30, 2021
<b>6:</b>	December 31, 2019

***THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK***

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

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

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

**Scope of Work**

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

**Consideration and Payment**

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

#### **Conditions of Payment**

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

#### **Agreement Personnel**

- 5.1 MnDOT's Authorized Representative will be:

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

- 5.2 OSA's Authorized Representative will be:

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

#### **Amendments**

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

#### **Liability**

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

#### **Termination**

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

#### **Plain Language; Accessibility Standards**

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

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

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

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

**MnDOT ENCUMBRANCE VERIFICATION**

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

Signed: Sue Buhl Digitally signed by Sue Buhl  
Date: 2018.12.06 13:55:07  
06:00

VIFT Contract ID No. 150911

VIFT Purchase Order ID No. 3000449345

**MnDOT**

(with delegated authority)

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

Minnesota Department of Administration, State Archaeologist

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

**MnDOT CONTRACT MANAGEMENT**

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

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### 1. Services to be Performed:

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

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

#### Authorized Agents:

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

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

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

### 2. Consideration and Terms of Payment:

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

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

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


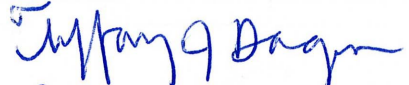

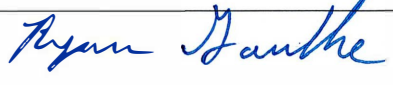



### 3. Term of Agreement:


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

### 4. Amendments:

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

Approved:

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

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

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
INTERAGENCY CONTRACT  
FOR PROFESSIONAL AND TECHNICAL SERVICES**

**Federal Project Number:** N/A

**State Project Number (SP):** N/A

**Trunk Highway Number (TH):** N/A

**Project Identification:** Providing assistance to the Small Business Resource Center

This contract is between the Minnesota Department of Transportation ("MnDOT") and the Minnesota Department of Administration ("Admin").

**Contract**

---

**1. Term of Contract; Survival of Terms; Incorporation of Exhibits:**

- 1.1. **Effective Date:** This contract will be effective on the date signed by all necessary state officials, as required by Minnesota Statutes §16C.05, subdivision 2.
- 1.2. **Expiration Date:** This contract will expire on June 30, 2021, or the date that all obligations have been fulfilled and all deliverables have been approved by State, which ever occurs first.
- 1.3. **Exhibits:** Exhibits A through D are attached and incorporated into this contract.

**2. Scope of Work**

- 2.1. This entire scope of work falls under Source Type 6221.
- 2.2. See Exhibit A for the complete scope of work and deliverables.

**3. Consideration and Payment**

- 3.1. Admin will be paid on a Unit Rate basis, according to the breakdown of costs listed in Exhibit B.
- 3.2. Allowable direct costs include project specific costs listed in Exhibit B. Any other direct costs not listed in Exhibit B must be approved, in writing, by the State's Authorized Representative prior to incurring costs.
- 3.3. Admin must submit invoices electronically for payment, using the format set forth in Exhibit C.
- 3.4. Admin must submit a monthly progress report, using the format set forth in Exhibit D showing the progress of work in work hours according to the tasks listed in Article 2 Scope of Work.
- 3.5. The total obligation of MnDOT for all compensation and reimbursements to Admin under this contract will not exceed \$50,200.50.

**4. Conditions of Payment**

- 4.1. All services provided by Admin under this contract must be performed to MnDOT's satisfaction, as determined at the sole and reasonable discretion of MnDOT's Authorized Representative.
- 4.2. MnDOT will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. MnDOT will make undisputed payments no later than 30 days after receiving Admin invoices for services performed. If an invoice is incorrect, defective or otherwise improper, MnDOT will notify Admin within 10 days of discovering the error. After MnDOT receives the corrected invoice, MnDOT will pay Admin within 30 days of receipt of such invoice.
- 4.3. Admin must submit the signed invoice and all required supporting documentation, for review and payment, to MnDOT's Consultant Services Section, at [ptinvoices.dot@state.mn.us](mailto:ptinvoices.dot@state.mn.us). Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by MnDOT's Consultant Services Section.

**5. Authorized Representatives**

5.1. MnDOT's Authorized Representative will be:

Name/Title: Nicole Peszynski/Contract Administrator  
Address: Minnesota Department of Transportation  
Consultant Services Unit, Mail Stop 680  
395 John Ireland Boulevard, Saint Paul, Minnesota 55155  
E-Mail: Nicole.Peszynski@state.mn.us

5.2. MnDOT's Project Manager will be:

Name/Title: Mayjoua Ly/Civil Rights Outreach Coordinator  
Address: Minnesota Department of Transportation  
Office of Civil Rights, Mail Stop 170  
395 John Ireland Boulevard, Saint Paul, Minnesota 55155  
Telephone: (651) 366-3323  
E-Mail: Mayjoua.Ly@state.mn.us

5.3. Admin Authorized Representative will be:

Name/Title: Christina Nebel-Dickerson/MN PTAC Program Director  
Address: Minnesota Department of Administration  
Procurement Technical Assistance Center  
50 Sherburne Avenue, Suite 309, Saint Paul, Minnesota 55155  
Telephone: (651) 201-2629  
E-Mail: christina.nebel-dickerson@state.mn.us

**6. Amendments**

6.1. Any amendment to this contract 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 Contract, 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 contract at any time, with or without cause, upon 15 days' written notice to the other party.

**9. Plain Language; Accessibility Standards**

9.1. Plain Language. Except for designs, plans, layouts, maps and similar documents, Admin 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, Admin will take the following steps in the deliverables:

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

9.2. Accessibility Standards. Except for designs, plans, layouts, maps and similar documents, Admin agrees to comply with the State of Minnesota's Accessibility Standard

([https://mn.gov/mnit/assets/Stnd\\_State\\_Accessibility\\_tcm38-61585.pdf](https://mn.gov/mnit/assets/Stnd_State_Accessibility_tcm38-61585.pdf)) for all deliverables under this contract. The State of Minnesota's Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. Admin's compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:

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

#### **10. Subcontractor Reporting**

- 10.1. The State of Minnesota is committed to diversity and inclusion in public procurement. If the total value of this contract may exceed \$500,000.00, including all extension options, Admin must track and report, on a quarterly basis, the amount spent with diverse small businesses. When this applies, Admin will be provided free access to a portal for this purpose, and the requirement will continue as long as the contract is in effect.

#### **11. Telecommunications Certification**

- 11.1. By signing this contract, the Admin certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Contractor does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Admin will include this certification as a flow down clause in any contract related to this contract.

#### **12. Title VI/Non-discrimination Assurances.**

- 12.1. Admin agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). Admin will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of Admin's compliance with this provision. Admin must cooperate with State throughout the review process by supplying all requested information and documentation to State, making the Admin's staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

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Original saved  
document is  
signed. Saved in  
PTAC folder.

**STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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

**Admin**

Signed: Digitally signed by Admin 1-13-21

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

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

**DEPARTMENT OF TRANSPORTATION**

(Authorized authority)

Signed: Digitally signed by MNDOT 1-22-21

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

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

**MnDOT CONTRACT MANAGEMENT**

Signed: Digitally signed by MNDOT 1-22-21

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

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Department of Transportation

By: *Erin M Campbell*  
Title: *Assistant Commissioner*  
Date: *7.9.19*

By: Timothy Sexton Digitally signed by Timothy Sexton  
Date: 2019.07.09 08:04:56 -05'00'  
Title: Chief Sustainability Office \_\_\_\_\_  
Date: July 9, 2019 \_\_\_\_\_

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Department of Transportation ("MnDOT") and the Minnesota Department of Administration, State Historic Preservation Office ("SHPO"). The agreement will mutually aid both agencies in effectively meeting their respective review and consultation requirements under Section 106 of the National Historic Preservation Act of 1966, as amended, ("Section 106") and applicable state preservation laws.

**Agreement**

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

- 1.1 Effective Date:** This agreement will be effective on the date signed by all necessary state officials, as required by Minnesota Statutes §16C.05, subdivision 2.
- 1.2 Expiration Date:** This agreement will expire on June 30, 2023, unless terminated earlier pursuant to Article 8.
- 1.3 Exhibits:** Exhibits A (Travel Regulations), B (Progress Report Form), and C (Invoice) are attached and incorporated into this agreement.

**2 Scope of Work**

- 2.1** MnDOT will provide funding for contracted services as described in section 3 of this agreement. MnDOT will provide costs for the equivalent of up to 1.5 full-time employees and travel expenses for SHPO to do the work described in this agreement.
- 2.2** SHPO may use part of the allocated funds to contract with a professional archaeologist, architectural historian, or historian to aid their permanent staff in reviewing and responding to MnDOT CRU's Section 106 determinations and findings.
- 2.1** SHPO will be solely responsible for all human resources and labor relation matters between the SHPO employee(s) and the State of Minnesota, including, but not limited to, hiring, compensation, employee benefits, taxes, labor disputes, workers compensation claims, training and professional development.
- 2.2** The SHPO employee(s) will primarily assist with carrying out SHPO's Section 106 responsibilities (as described at 54 U.S.C. § 306018; 36 C.F.R. Part 800); and other applicable laws on federally funded MnDOT undertakings, and on federally funded local undertakings when referred to SHPO by MnDOT for review. The SHPO employee(s) will also be responsible for consulting with MnDOT on MnDOT undertakings (whether state or federally funded) as required by the Minnesota Historic Sites Act and Field Archaeology Acts, described at Minnesota Statute Ch. 138. SHPO remains solely responsible for its statutory obligations under Section 106 of the National Historic Preservation Act and all other applicable laws. Finally, the SHPO employee(s) will be the SHPO Team Lead assisting with the development of the new Section 106 Programmatic Agreement (PA) between FHWA, MnDOT, and SHPO, and will aid the MnDOT CRU PA Team Lead on organizing meetings and workgroups, reviewing meeting notes, drafting of the PA document, public outreach, and identification and engagement with other consulting parties.
- 2.3** SHPO will utilize the SHPO employee(s) to reduce its allocated Section 106 review and response time (as described in this paragraph) and to provide dedicated service to MnDOT which will allow MnDOT to more efficiently advance its environmental review of undertakings.
  - 2.3.1** From the start date of the liaison hiring, for the first four (4) months, SHPO's response time to submittals

from MnDOT during this time will remain the same, thirty calendar days, as codified in state and federal laws and regulations. For MnDOT submittals to SHPO beginning four months after the effective date of this agreement and through eight months after the effective date, SHPO will reduce its response time from thirty calendar days to twenty-five calendar days; and for MnDOT submittals to SHPO beginning eight months after the effective date of this agreement through the remainder of the agreement's term, SHPO will reduce its response time from twenty-five calendar days to twenty-one calendar days for the following review categories: comments on MnDOT Cultural Resources Unit's (CRU) determination(s) of eligibility for listing in the National Register of Historic Places (NRHP) (described at 36 C.F.R. § 800.4(c)(2)); comments on MnDOT CRU's findings of "no adverse effect" and "adverse effect" (described at 36 C.F.R. § 800.5); and consultation with MnDOT under the Minnesota Historic Sites Act (Minn. Stat. § 138.665, Subd. 2) and Field Archaeology Act (Minn. Stat. § 138.40).

- 2.3.2 Extension of these response times will be requested by SHPO and considered by MnDOT on a case-by-case basis and will be granted at the sole discretion of MnDOT CRU. SHPO will be responsible for notifying MnDOT CRU in writing via email when additional time is being requested, and, if granted by MnDOT, then MnDOT CRU and SHPO will determine a mutually agreeable alternative response time.
  - 2.3.3 Shortening these response times will be requested by MnDOT, and considered by SHPO, on a case-by-case basis for MnDOT undertakings with compressed timeframes.
  - 2.3.4 If more than 50 percent of a dedicated staff liaison's time is spent on development of the new Section 106 PA or other mutually agreed upon streamlining initiatives, SHPO reserves the right to request that the reduced response times be temporarily suspended until such a time that less than 50 percent of the employee's time is spent on such efforts.
- 2.4 Throughout the term of this agreement, MnDOT's State Authorized Representative, or designee, and a designated SHPO employee will communicate as needed (at least monthly) to update each other regarding current and upcoming state and federal reviews, as well as establish or set project review priorities. MnDOT CRU shall submit projects in order of priority when able, but recognizing that project schedules and priorities can change, project priorities may be changed at MnDOT's discretion at any time. On the first business day of each month, the designated SHPO employee will e-mail State's Authorized Representative a written list of the project priorities that SHPO is working on for MnDOT.

### **3 Consideration and Payment**

- 3.1 SHPO must submit a monthly progress report, using the format set forth in Exhibit B, showing the progress of work in work hours according to the tasks defined through the process described in Article 2 of this agreement.
- 3.2 MnDOT will pay for all services performed by SHPO on an actual cost reimbursement basis for the following items:
  - 3.2.1 Actual salary costs for up to 1.5 full-time employee(s) incurred by the SHPO, at the normal rate of pay plus reasonable and customary fringe, labor additive, and overhead expenses related specifically up to 1.5 full-time employee(s); and
  - 3.2.2 Travel and subsistence expenses for up to 1.5 full-time employee(s), in the same manner and in no greater amount than provided in the current "Minnesota Department of Transportation Travel Regulations". SHPO will not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval from MnDOT for such out of state travel. State of Minnesota will be considered the home base for determining whether travel is "out of state". See Exhibit A for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.; and
  - 3.2.3 Actual and reasonable costs of consultants and contractors engaged to perform the work, as approved by MnDOT.

- 3.3 MnDOT will not pay overtime rates for any overtime worked by SHPO unless State's Authorized Representative has specifically authorized overtime in writing.
- 3.4 The total obligation of MnDOT for all compensation and reimbursements to SHPO under this agreement will not exceed \$125,000 per fiscal year and will not exceed **\$375,000** for the total term of this agreement.
- 3.5 SHPO must submit invoices electronically for payment using the format set forth in Exhibit C. SHPO must submit invoices to MnDOT on December 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup>, and July 1<sup>st</sup> (or the first business day following each of these dates) while this agreement is in effect.
- 3.6 SHPO must submit the signed invoice, and all required supporting documentation, for review and payment to MnDOT's Consultant Services Section at [t7901accountspayble.dot@state.mn.us](mailto:t7901accountspayble.dot@state.mn.us). Invoices will not be considered "received" within the meaning of Minnesota Statute § 16A.124 until the signed documents are received by MnDOT's Business Services Section.

#### **4 Conditions of Payment**

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

#### **5 Agreement Personnel**

##### **5.1 MnDOT's Authorized Representative will be:**

Name/Title: Kristen Zschomler, Cultural Resources Unit Manager, or their successor  
 Address: 395 John Ireland Boulevard, St. Paul, MN 55155  
 Telephone: (651) 366-3633  
 E-Mail: [kristen.zschomler@state.mn.us](mailto:kristen.zschomler@state.mn.us)

##### **5.2 SHPO's Authorized Representative will be:**

Name/Title: Amy Spong, Deputy SHPO, or their successor  
 Address: 50 Sherburne Avenue, Suite 203, Saint Paul, MN 55155  
 Telephone: (651) 201-3288  
 E-Mail: [amy.spong@state.mn.us](mailto:amy.spong@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 and Suspension

- 8.1 Termination.** Either party may terminate this agreement at any time, with or without cause, upon 15 days' written notice to the other party. In the event this agreement is terminated, SHPO will be paid, as described in Articles 3 and 4 of this agreement, for services performed through the date of termination.
- 8.2 Termination for Insufficient Funding.** MnDOT may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to SHPO. Written notice may be transmitted by electronic means. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, SHPO will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT must provide SHPO notice of the lack of funding within a reasonable time of State's receiving that notice.
- 8.3 Suspension.** Either party may immediately suspend this agreement in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by SHPO during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

## 9 Plain Language; Accessibility Standards

- 9.1 Plain Language.** Except for designs, plans, layouts, maps and similar documents, SHPO 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, SHPO will take the following steps in the deliverables:
- Use language commonly understood by the public;
  - Write in short and complete sentences;
  - Present information in a format that is easy-to-find and easy-to-understand; and
  - Clearly state directions and deadlines to the audience.
- 9.2 Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, SHPO agrees to comply with the State of Minnesota's Accessibility Standard ([http://mn.gov/oet/images/Stnd\\_State\\_Accessibility.pdf](http://mn.gov/oet/images/Stnd_State_Accessibility.pdf)) for all deliverables under this agreement. The State of Minnesota's Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. SHPO's compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:
- All videos must include closed captions, audio descriptions and a link to a complete transcript;
  - All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, SHPO will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
  - All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

**MnDOT ENUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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

SWIFT Contract ID No. 185098

SWIFT Purchase Order ID No. 3000561673

Minnesota Department of Administration,  
State Historic Preservation Office

Signed:  \_\_\_\_\_

Title: Director & Deputy SHPO

Date: 10/27/2020

**MnDOT COMMISSIONER**  
(with delegated authority)

Signed: Digitally signed by MNDOT 11-4-20

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

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

**MnDOT CONTRACT MANAGEMENT**

Signed: Digitally signed by MNDOT 11-4-20

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



## Inter-agency Request for State Employee Services

This AGREEMENT is entered into this January 1, 2021, by and between Minnesota State Historic Preservation Office (SHPO) (requesting agency) and Minnesota Department of Transportation (MnDOT) (home department). The parties hereto agree as follows:

1. MnDOT agrees that it shall provide Barbara Howard, who is qualified to perform the tasks set out in section 2 below.
2. Description of tasks to be performed (include dates and number of hours anticipated):  
Cultural Resources Professional/Historian to aid the State Historic Preservation Office in the review of Tax Credit Projects, for up to a 3 month period anticipated to be between January 1 through April 1, 2021, and up to 8 hours weekly, though those dates and hours may shift slightly. *QHS. KZ*

3. Employee Information: Barbara Howard

Employee ID Number 01193352

SPA Coordinator

Present Job Classification (title and class code)

Appt. No.

Position #

\$47.14

Hourly Rate

4. Appointment Information (check one):

This assignment will result in appointment to the:

- ☐ Requesting agency  
☐ Home agency

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

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

### For Minnesota Management & Budget Only

Appropriate Class of Assignment: SPA Coordinator (explain if necessary)

SPA Coordinator

Approved by: \_\_\_\_\_  
Name Date

NOTE: Unless otherwise exempted, by all inter-agency agreements must be approved by Minnesota Management & Budget.

### Payment Information

Payroll Expense for this assignment will be charged to the following accounting strings:

100% Fund 2000 G0237902 G021256

- (Check One)
- ☒ Direct Payment at a rate of \$47.14 per hour plus fringe by department initiating appointment.
- ☐ Direct Payment at \$\_\_\_ per quarter credit.
- ☐ Direct Payment at lump sum of \$\_\_\_.

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

### Approvals

Requesting Agency, by

12/28/2020  
Date

Service Agency, by  
PE-00268-08 (3/10)

12-23-2020  
Date

Employee Signature

12/28/2020  
Date

### Amendment #1

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

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

### Recitals

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

### 3. Consideration and Payment is amended as follows:

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

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

Signed: 

Purchase Order: 300 - 846 / 1168507 / 21757

Date: 6/28/20

### Minnesota Racing Commission (Agency)

By:  (with delegated authority)  
Steve May

Title: Executive Director

Date: 23 June 2020

### Department of Administration (Admin)

By:  (with delegated authority)  
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

### Amendment #1

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

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

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

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

Signed: [Signature]

Purchase Order: 300-845/168510/21757

Date: 6/28/20

#### Minnesota Racing Commission (Agency)

By: [Signature] (with delegated authority)  
Steve May

Title: Executive Director

Date: 23 June 2020

#### Department of Administration (Admin)

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

Title: Deputy Commissioner

Date: 6.30.20



## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Services

The OFFICE OF THE GOVERNOR agrees to provide:

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

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

### Term of Agreement

*Effective date:* July 01, 2020

*Expiration date:* **June 30, 2021**

### Consideration and Payment

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

The total obligation for the agency is **\$40,000.00** for the fiscal year ending June 30, 2021. Fiscal year payment should be processed by July 15, 2020. Contributions were based on a number of factors including size of agency, time spent on agency-related issues, federal dollars received, and previous contributions.

### Conditions of Payment

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

### Authorized Representative

The Office of the Governor's Authorized Representative is Amanda Simpson, Chief Operating Officer. The agency's Authorized Representative is the Commissioner.

**Amendments**

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

**Liability**

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

**Termination**

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

**AUTHORIZED SIGNATURES****Agency Signature**

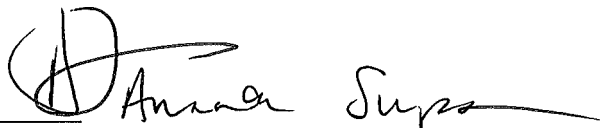
By: Laura Madigan

Title: Deputy Commissioner

Date: 6.28.20

**Office of the Governor Signature**

By: Amanda Simpson Amanda Simpson



Title: Chief Operating Officer COO

Date: 6/26/2020 7/16/20



## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

### Services

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

### Term of Agreement

*Effective date:* July 1, 2019

*Expiration date:* **June 30, 2021**

### Consideration and Payment

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

### Payroll Funding Information:

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

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### Authorized Representative

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

### Amendments

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

### AUTHORIZED SIGNATURES

#### Agency Signature

By: Lenora Madigan

Title: Deputy Comm.

Date: 7.1.19

#### Office of the Governor Signature

By: DeLina

Title: COO

Date: 7/1/19

**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

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

**1. Services to be Performed:**

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

**2. Authorized Agents:**

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

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

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

**3. Consideration and terms of Payment**

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

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

**4. Terms of Agreement**

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

**5. Amendments**

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

**Approved:**

Department of Administration

Governor's Office

By: <u>Erin M Campbell</u>	By: <u>Amanda Simpson</u>
Title: <u>Assistant Commissioner</u>	Title: <u>COO</u>
Date: <u>6.17.19</u>	Date: <u>6/17/19</u>



## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

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

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

### Agreement

#### 1. Term of Agreement

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

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

#### 2. Scope of Work

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

#### 3. Authorized Representative

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

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

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

#### 4. Consideration and Payment

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

#### 5. Amendments

Any amendment to this agreement, with the exception of changes to the purchasing and payment signature authorities on the Addendum to Service Level Agreement provided in Exhibit B, must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement or their successors in office. Changes to the signature authorities in the Service Level Agreement must be acknowledged with a revised Addendum to Service Level Agreement signed by the Authorized Representative from the Agency.

**6. Government Data Practices**

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


**7. Liability**

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

**8. Termination**

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

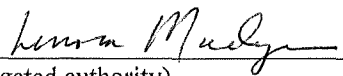
**1. Governor's Office  
(Agency)**

By:   
(With delegated authority)

Title: COO

Date: 6/27/19

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

By:   
(With delegated authority)

Title: Deputy Commissioner

Date: 7.1.19

PELSSB FMR

### Amendment #1

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

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

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

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

Signed: 

Purchase Order: 300-651 / 167570 / 21635

Date: 6/28/20

#### Professional Educator Licensing Standards Board (Agency)

By:  (with delegated authority)  
Alex Liuzzi

Title: Executive Director

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

#### Department of Administration (Admin)

By:  (with delegated authority)  
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

DECSB HR

### Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$118,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$59,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$59,000</u>

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$59,000 for FY20 ~~with the~~ and \$59,000 for FY21 ~~amount to be determined in June 2020~~. The total obligation will not exceed \$118,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 300-650/167565/21634

Date: 6/28/20

#### Professional Educator Licensing Standards Board (Agency)

By:  (with delegated authority)  
Alex Liuzzi

Title: Executive Director

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

#### Department of Administration (Admin)

By:  (with delegated authority)  
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

### Amendment #1

Contract Start Date:	<u>7/1/19</u>	Total Contract Amount:	<u>\$ 120,000</u>
Original Contract Expiration Date:	<u>6/30/21</u>	Original Contract:	<u>\$ 60,000</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s)	<u>N/A</u>
		Total:	
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$ 60,000</u>

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

### Recitals

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

#### 4. Consideration and Payment is amended as follows:

The total cost for all services covered by this agreement is \$60,000 for FY20 with the and \$60,000 for FY21 amount to be determined in June 2020. The total obligation will not exceed \$120,000. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

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

Signed: 

Purchase Order: 3110, Contract 170861

Date: 6/26/2020

#### Secretary of State (Agency)

By:  (with delegated authority)  
Steve Simon

Title: Secretary of State

Date: 6/25/20

#### Department of Administration (Admin)

By:  (with delegated authority)  
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20

STATE OF MINNESOTA  
INTERAGENCY AGREEMENT

188 508  
300-10319

This agreement is between Department of Administration (SmART) and Minnesota Emergency Medical Services Regulatory Board (EMSRB), jointly, [REQUESTING AGENCIES] and Minnesota Management & Budget [PROVIDING AGENCY].

Agreement

**1 Term of Agreement**

- 1.1 **Effective date:** January 20, 2021 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** 90 days, or when the investigation final report has been submitted to the Department of Administration (SmART) and the investigation's final itemized statement is received and paid, EXCEPT if the investigator is called upon to prepare for and testify at an Arbitration Hearing or other contractual and legal hearings about the investigation/report written about the findings of the investigation.

**2 Scope of Work**

- A. Select and hire an outside investigator to conduct a sensitive employee misconduct investigation.
- B. Pay for the investigator's services directly at the conclusion of the investigation and upon presentation of an itemized invoice.
- C. Provide a copy of the invoice to the Department of Administration (SmART) for reimbursement.

**3 Consideration and Payment**

An hourly rate of \$155.00 to \$165.00 will be assessed plus an additional \$50.00 fee for administrative purposes. In addition, the Department of Administration (SmART) will be invoiced for travel and subsistence expenses actually and necessarily incurred by the investigator as a result of this agreement in the same manner and in no greater amount than provided in the current Commissioner's Plan promulgated by the Commissioner of the PROVIDING AGENCY, which is incorporated into this agreement by reference. The Department of Administration (SmART) will be invoiced by the PROVIDING AGENCY for the investigation upon receipt of the invoice from the investigator. Reimbursement for services rendered is to be paid within 30 days.

The total obligation will not exceed \$25,000 for all compensation and reimbursements to the PROVIDING AGENCY under this agreement without the consent and approval of both agencies.

**4 Conditions of Payment**

All services provided by the PROVIDING AGENCY under this agreement must be reimbursed regardless of the outcome of the investigation and the satisfaction of the REQUESTING AGENCIES.

**5 Authorized Representative**

The REQUESTING AGENCIES' authorized representatives for the purposes of administration of this agreement are Kevin Miller, EMSRB Acting Board Chair and Lenora Madigan, Department of Administration Deputy Commissioner or their successor. The PROVIDING AGENCY'S authorized representative for the purposes of administration of this agreement is Kristin Batson, Minnesota Management and Budget Deputy Commissioner or her successor. Each representative shall have final authority for acceptance of services of the other party and shall have responsibility to insure that all payments due to the other party are made pursuant to the terms of this agreement.

**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**

Parties may terminate this agreement at any time, with or without cause, upon 30 days' written notice.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: James High

Date: 1/22/21

P.O./SWIFT #: 188568/300-10319

**2. MINNESOTA MANAGEMENT AND BUDGET**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: Chief Financial Officer

Date: 01-25-2021

**3. DEPARTMENT OF ADMINISTRATION  
(SmART)**

Lenora

Signed: Madigan

Digitally signed by Lenora  
Madigan  
Date: 2021.01.22 07:59:07  
-06'00'

(with delegated authority)

Title: Deputy Commissioner

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

**4. MINNESOTA EMERGENCY MEDICAL SERVICES  
REGULATORY BOARD**

Signed: Kevin R Miller

Title: Vice chair EMSRB

Date: 1/21/2021

## STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Emergency Medical Services Regulatory Board (EMSRB) [REQUESTING AGENCY] and Department of Administration [PROVIDING AGENCY].

### Agreement

#### 1 Term of Agreement

1.1 **Effective date:** *January 20, 2021* or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

1.2 **Expiration date:** *90 days*, or when the balance of funds has been transferred to the REQUESTING AGENCY by the PROVIDING AGENCY.

#### 2 Scope of Work

Pursuant to Minnesota Statutes, section 16B.371, PROVIDING AGENCY will provide specific administrative support services to REQUESTING AGENCY as articulated in #040 Interagency Agreement for investigative services signed by the parties.

#### 3 Consideration and Payment

Pursuant to Minnesota Statutes, section 16B.371(c), a transfer of funds in the amount of \$25,000 will be sent from the REQUESTING AGENCY to the PROVIDING AGENCY for costs directly associated with the scope of work as articulated in the Interagency Agreement for investigative services signed by the parties of the same date.

Any funds not paid for costs directly associated with the scope of work will be returned to the REQUESTING AGENCY by the PROVIDING AGENCY or the appropriate fund.

#### 4 Conditions of Payment

All services provided by the PROVIDING AGENCY under this agreement must be reimbursed regardless of the outcome of the investigation and the satisfaction of the REQUESTING AGENCY.

#### 5 Authorized Representative

The REQUESTING AGENCY'S authorized representative for the purposes of administration of this agreement is Kevin Miller, EMSRB Acting Board Chair or his successor. The PROVIDING AGENCY'S authorized representative for the purposes of administration of this agreement is Lenora Madigan, Department of Administration Deputy Commissioner or her successor. Each representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are made pursuant to the terms of this agreement.

**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.

**1. DEPARTMENT OF ADMINISTRATION (SmART)**

Signed: \_\_\_\_\_

(with delegated authority)

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

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

**2. MINNESOTA EMERGENCY MEDICAL SERVICES  
REGULATORY BOARD**

Signed: \_\_\_\_\_

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

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

*Kevin Miller*

*Vice Chair EMSRB*

*1/21/2021*



## STATE OF MINNESOTA INTERAGENCY AGREEMENT

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

This agreement is between the Minnesota Department of Administration Financial Management and Reporting (Admin) and the **State Arts Board (Agency)**.

### Agreement

#### 1. Term of Agreement

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

#### 2. Scope of Work

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

#### 3. Authorized Representative

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

The Agency's Authorized Representative is Sue Gens, Executive Director, ~~Park Square Court, Suite 200, 400 Sibley Street, St. Paul, MN 55101~~ or her successor. *as of July 1, 2020, 61495 Midway Bldg Suite 304*

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

*540 Fairview Ave N  
Saint Paul MN*

#### 4. Consideration and Payment

The total cost for all services covered by this agreement is \$71,000 for FY20 and \$71,000 for FY21. The total obligation will not exceed **\$142,000**. Admin will invoice the Agency quarterly, in an equal amount each quarter, for the services outlined in this agreement. The Agency will approve invoices and make timely payment to Admin for the services outlined in this agreement.

*55104*

#### 5. Amendments

Any amendment to this agreement, with the exception of changes to the purchasing and payment signature authorities identified in Exhibit C, must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement or their successors in office. Changes to the signature authorities in Exhibit C must be

acknowledged with a revised Exhibit C signed by the Agency's Authorized Representative or by other written communication (memo, email, etc.).

**6. Government Data Practices**

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

**7. Liability**

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

**8. Termination**

Either party may terminate this agreement at any time, with or without cause, upon 90 days' written notice to the other party.

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

Signed: 

Purchase Order: 179448 / 300-6809

Date: 06/30/2020


**State Arts Board (Agency)**

By:  (with delegated authority)  
Sue Gens

Title: Executive Director

Date: 2020-06-30

**Department of Administration (Admin)**

By:  (with delegated authority)  
Lenora Madigan

Title: Deputy Commissioner

Date: 6.30.20



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# Comprehensive IT Service Level Agreement

in direct support of

Department of Administration

Business Operations

October 1, 2018

Updated for newly appointed Commissioner Signatures

April 26, 2019

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# Service Agreement – General Terms

## Introduction

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Revision 9/17/2018 v2.

The purpose of this Service Level Agreement (SLA) is to provide a basis for close cooperation between Minnesota IT Services (MNIT) and agencies, boards, and councils (Agency) and for support services to be provided by MNIT to the Agency, thereby ensuring that IT services are timely, cost effective, and efficient for the Agency.

The complete agreement consists of three parts:

1. Service Agreement: General Terms
2. Service Agreement: Projects and Services
3. Service Agreement: Performance Metrics

The primary objective of this SLA is to define the service delivery items that will govern the relationship between MNIT and the Agency. This SLA documents the required business-facing information technology (IT) services that support the existing Agency business processes at the existing service levels.

This SLA, and all supporting documents which are incorporated herein by reference, supersedes in its entirety any previous service level agreements between MNIT and the Agency, or any other similar agreements relating to Laws of Minnesota 2011, First Special Session chapter 10, article 4 (the IT Consolidation Act). This SLA is authorized by and implements the requirements set forth in the IT Consolidation Act.

For purposes of this SLA, "information technology" (IT) is defined as the acquisition, storage, communication, and processing of information by computers, telecommunications, applications and other software. This includes, but is not limited to: business data, voice, images, and video. IT provides an agency with business process automation, productivity tools and information delivery services to help execute the business strategy. Specific components of IT include, but are not limited to, enterprise-wide and agency-specific applications (business application software and related technical support services), system software, networks, databases, telecommunications, data centers, mainframes, servers, desktops, laptops/mobile computing devices, output devices such as printers, electronic mail,

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office systems, reporting, and other standard software tools, help desk, upgrades, security and IT service continuity, and maintenance and support of these systems.

The success of this SLA and the cooperative relationship created is dependent on each party understanding and fulfilling their responsibilities and generating an environment conducive to the achievement and maintenance of targeted service levels.

## Objectives

---

- To create an environment that is conducive to a cooperative relationship between MNIT and the Agency to ensure the effective support of the Agency as it conducts its business.
- To document the roles and responsibilities of all parties taking part in the SLA.
- To ensure that the Agency receives the provision of agreed upon service levels with the support of MNIT.
- To define the services to be delivered by MNIT and the level of expected service and anticipated costs that can be expected by the Agency, thereby reducing the possibility for misunderstandings.
- To provide a common understanding of service requirements or capabilities and service levels and objectives.
- To provide a single, easily referenced document that addresses the objectives as listed above.

## Review Process

---

This SLA will be reviewed by MNIT and the Agency no less frequently than every two years. MNIT and the Agency will maintain regular dialog and use the SLA as a basis for cooperation between the two entities in order to ensure that the Agency is receiving the services it needs.

## Common Partnership

---

MNIT and the Agency will work collaboratively to meet the State's strategic direction and business needs and will establish a cooperative relationship to achieve efficiencies and improve the delivery of technology services.

MNIT and the Agency agree to all terms in this Agreement, including as follows:

- In conjunction with state agencies and other stakeholders, MNIT will establish and maintain a formal governance process that includes agency business participation and incorporates agency business requirements into overall IT strategy and direction.

- MNIT's oversight authority includes, but is not limited to, IT planning activities, IT budget management, IT purchasing, IT policy development and implementation, and direction of MNIT employees. MNIT's oversight authority does not extend to the non-IT portions of the Agency's business operations, plans or needs.
- MNIT provides enterprise IT services to all state agencies, boards, and councils as defined in Minnesota Statutes, section 16E. MNIT assigns a Chief Business Technology Officer (CBTO) to work with agencies, boards, and councils to deliver and sustain agency-specific solutions to meet their unique mission system and application requirements.

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## MNIT Roles and Responsibilities

---

MNIT will work with the Agency to ensure the best interest of the state and the Agency it supports.

MNIT has the responsibility to:

- Coordinate, develop, communicate, and manage all IT strategic planning and establish the state's IT direction in the form of policies, standards, guidelines and directives.
- Collaborate with agencies to develop and determine delivery strategies for all executive branch state agency IT activity and services consistent with the IT Governance Framework.
- Manage IT resource deployment at the executive branch level based on strategic planning, service delivery strategies, Agency and executive branch business needs, and legal requirements pertaining to IT resources and IT resource funding.
- Manage all IT employees. All IT employees are MNIT employees and report up through the MNIT Commissioner.
- Perform human resources services for MNIT employees. MNIT Human Resources (HR) has authority with regard to IT-related employment including, but not limited to, transactions, classification, compensation, staffing (including hiring and termination), labor relations, unemployment, workforce planning, recruitment, training, safety and investigations.
- Work with agencies to support development of legislative initiatives related to IT.
- Determine responsibility, role and compensation for the Agency-based CBTO. Create a position description, complete performance appraisals of the Agency-based CBTO, and implement performance-related measures, including performance management.
- Implement and maintain appropriate IT internal controls for all IT-related business needs. Additionally, set information security policies and standards, and oversee the

security of the state's executive branch information and telecommunications technology systems and services. MNIT will proactively identify and communicate to the Agency any system risks, vulnerabilities, weaknesses, threats or gaps that put the Agency at risk and identify options for change to address the risk, within the parameters and limits of the resources available to MNIT. MNIT is not responsible for maintaining internal controls for Agency non-IT related business.

- Develop and maintain plans and procedures for the recovery of the state's executive branch critical information and telecommunications technology systems and services in case of system or service interruption or failure. MNIT will collaborate with executive branch state agencies to develop recovery strategies consistent with business priorities and timelines. MNIT will coordinate and communicate response and recovery activities and timelines with executive branch state agencies during a continuity incident, emergency or disaster. MNIT will also collaborate with executive branch state agencies on training, testing and exercise activities to determine and improve the effectiveness of IT continuity plans and procedures.
- MNIT will collaborate with the Agency to comply with all applicable state and federal laws, rules and regulations that affect all consolidated agencies, boards, and councils. MNIT will work with the Agency to comply with the additional agency-specific legal and/or regulatory, safety and security requirements, and state standards. If the Agency is not currently in compliance, additional resources may be required to bring the Agency into compliance.
- Provide timely, accurate invoices to the Agency at a level of detail necessary for the Agency to identify the appropriate funding source from which to make payment, and respond to agency billing questions.
- Provide regular rate and cost information to the Agency sufficient for the Agency to plan, manage, and commit funding for Agency IT services, fiscal operations, and functions related to the CBTO and MNIT employees.

## The Agency Roles and Responsibilities

---

The Agency has the responsibility to:

- Ensure the CBTO is in a role within the Agency that directly communicates with the Commissioner, Deputy Commissioner, or equivalent.
- Include the CBTO as a regular attendee of Agency leadership team meetings to provide IT-related reports and work in partnership to ensure that the MNIT IT strategy supports the business needs of the Agency.

- 
- Provide feedback to MNIT's Commissioner regarding the performance of the Agency's CBTO as the Agency deems appropriate.
  - Work with MNIT to perform a portion of the other administrative services and partner with MNIT on legislative functions, as needed and agreed upon by the parties to this SLA. (Specific services will be added to the local services section of this document.)
  - Collaborate with MNIT to identify and ensure Agency compliance with all applicable state and federal laws, rules, standards and regulations. If the Agency is not currently in compliance, additional resources may be required to bring the Agency into compliance.
  - Process and pay all invoices to MNIT in a timely manner. The Agency may request a credit or an amendment to a bill if there is an error.
  - Work collaboratively with MNIT and the CBTO to adhere to the policies, processes and procedures for requesting and maintaining IT services and tools, and participate in IT project management methodologies.
  - Collaborate with MNIT on MNIT's Asset Management and Inventory to ensure proper accounting for IT assets at the Agency, in compliance with federal and state statutory and regulatory requirements and policies.
  - Determine and communicate new service requirements to the CBTO based on program needs including, but not limited to, changes in service volumes and IT projects, identifying funds for new services and investments, and initiating a change to this SLA and/or the IT Budget, as prescribed by the SLA and this Section.
  - Unless otherwise approved by MNIT's Commissioner, provide at least 30 days' notice to MNIT of cancellation of projects and termination of services. This is required because MNIT is obligated under labor agreements to provide staff with a 21-day notice of layoffs.
  - Work with its CBTO to provide necessary financial accounting services and purchasing of IT goods and services for the Agency. Provide regular financial reporting sufficient to plan, manage and commit funding for Agency IT services, fiscal operations and functions related to the CBTO and MNIT employees.
  - Develop and maintain a continuity of operations plan and procedures that include the Agency's business priorities, timelines and critical information needs. Collaborate with MNIT to develop recovery strategies for the critical telecommunications and technology systems and services needed to support business services. Coordinate and communicate response and recovery activities with MNIT during a continuity incident, emergency or disaster. Work jointly with MNIT on training, testing and exercise activities to determine and improve the effectiveness of continuity plans and procedures.

- Provide oversight, leadership, and direction for Agency IT investments and services.

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## **The Chief Business Technology Officer Roles and Responsibilities**

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The CBTO represents MNIT at the Agency, oversees all Agency-based MNIT resources and employees, and reports to MNIT. The CBTO is responsible for maintaining a strong and collaborative partnership with the Agency. The CBTO has the authority and responsibility to:

- Hire and manage MNIT employees in coordination with MNIT Human Resources.
- Represent MNIT in communications with Agency leadership regarding the Agency's needs for IT services to support the Agency's unique business operations and priorities.
- Ensure that the Agency is made aware of and implements all MNIT IT policies, standards, guidelines, direction, strategies, procedures and decisions. Where the Agency does not implement the aforementioned, the CBTO will inform the Agency where and how the Agency is assuming risk. The CBTO will work with the Agency to identify and avoid risks that the Agency cannot assume because they would impair other agencies, boards, or councils.
- Report directly to, and be held accountable by MNIT for IT operational direction including, but not limited to, IT-related planning activities, purchasing, security, policy implementation and management of MNIT employees.
- Maintain regular dialog with the Agency's senior leadership to ensure that the SLA performance expectations reflect the current Agency needs and that the Agency is receiving the services it needs.
- Manage within the Agency-approved IT Budget, including determining service delivery strategies in consultation with the Agency. Work with Agency to ensure shared understanding of MNIT financial accounting and IT management and purchasing for the Agency. Provide regular financial reporting sufficient for the Agency to plan, manage, and commit funding for IT services and other IT operations.

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## **Data Handling Roles and Responsibilities**

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- The Agency's electronic data that is housed on MNIT-managed technology belongs to the Agency and is subject to the Agency's direction and control. MNIT is the custodian of the Agency's electronic data. The State Chief Information Officer is not the responsible authority under Minnesota Statutes, Chapter 13 (the Data Practices Act) for the Agency's data that resides on MNIT managed technology equipment. Agencies will work collaboratively with MNIT to ensure that MNIT has the appropriate resources to adhere

to all policies and requirements provided by the Agency in order to protect the Agency's data.

- Should MNIT receive a data request for the Agency's data, MNIT will not produce the requested data. However, MNIT will assist in retrieving the data housed on MNIT-managed technology if requested by the Agency to do so.
- Should an Agency receive a request for MNIT data, the Agency will not produce the requested data.
- Should a request include Agency data and MNIT data, MNIT and the Agency will work together to appropriately respond to the request.
- Minnesota Statutes, Chapter 16E, requires the Agency to share data, including not public Agency data, with MNIT as necessary for MNIT to provide IT services and equipment to the Agency. Sharing data as required by Chapter 16E, and in the manner prescribed in the Data Practices Act, does not affect the classification of any not public data shared with MNIT and is not intended to waive any privileges afforded to not public data under applicable law.
- In accordance with the Data Practices Act, MNIT will only access and use not public agency data that it is the custodian of in relation to a work assignment or project on behalf of the Agency.
- Should MNIT or the Agency become aware of a known or suspected security incident or potential breach of an Agency's electronic data, each will promptly notify the other. MNIT will work to identify the deficiency that led to the breach and to correct, mitigate and remediate the deficiency, which may require additional Agency resources. The Agency will be responsible for complying with the notice and regulatory requirements under the Data Practices Act and other applicable state and federal laws, rules, and regulations for any breaches of Agency data.
- This SLA is not meant to supersede, waive, or violate data handling roles and responsibilities set forth in state law, federal law, or any applicable data sharing and/or business associate agreement between MNIT and Agency.

## Budget Scope

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Enterprise rate-based services and services provided by the CBTO will be billed directly to the Agency. The CBTO will work with the Agency's Chief Financial Officer (CFO) and other appropriate finance staff as designated by the CFO to develop budget for local services, and to ensure that all IT expenditures are accounted for, such as staffing, hardware, software, supplies, training, and administrative costs. Staffing

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costs include legal and settlement costs for MNIT employees assigned to the Agency. All IT budget expenditures must be approved by the CBTO or delegate.

MNIT and the Agency will collaborate to determine appropriate accounting processes to support the Agency's payment of all MNIT bills. MNIT and the Agency will cooperatively plan and communicate regarding IT expenditures and billing.

## Acceptance

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In the IT Consolidation Act, the Minnesota Legislature required the Chief Information Officer to enter into a Service Level Agreement governing the provision of IT systems and services, assets, and personnel with each state agency. STATE GOVERNMENT, INNOVATIONS AND VETERANS OMNIBUS BILL, 2011 Minn. Session Law Serv. 1st Special Session, Ch. 10, Art. 4 (S.F. 12).

For the departments, agencies, offices, councils, boards, commissions and other entities in the executive branch of Minnesota State government that are subject to IT Consolidation, the use of MNIT is required by the State Legislature. MNIT recognizes that providing IT services is most successfully done in close partnership with the Agency. MNIT and the Agency representative will memorialize their formal partnership by adding their signatures to this document.

## Dispute Management

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The parties agree to cooperate with each other in the performance of the duties and responsibilities under this SLA. Each party to this SLA will make every effort to avoid disputes by clearly documenting communication and engaging the applicable chain of command as necessary. If the parties are unable to reach an agreement with respect to any dispute related to the services, terms, and provisions of this SLA, the Agency's Commissioner/CEO/Executive Director and MNIT's Commissioner will meet to determine further action. If no agreement can be reached, the Agency and MNIT will participate in conflict resolution proceedings managed by the Bureau of Mediation Services.

## Liability

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Each party shall be responsible for claims, losses, damages and expenses which are proximately caused by the acts or omissions, including lack of funding, of that party or its agents, employees or representatives acting within the scope of their duties. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have, nor shall anything herein be construed to create a basis for any claim or suit when none would otherwise exist. This provision shall survive the termination of this SLA.

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## **Additional Provisions**

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The terms of this SLA are not intended to supersede or violate any applicable bargaining unit contracts, state laws, or federal laws. If any provision of this SLA is determined to be unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this SLA shall remain in full force and effect.

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## **Law to Govern**

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This SLA shall be interpreted and enforced in accordance with the laws of the State of Minnesota. Any legal proceedings arising out of this SLA, or breach thereof, shall be adjudicated in the state courts of Minnesota, and venued in Ramsey County, Minnesota.

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## **Assignment**

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Neither MNIT nor the Agency shall assign or transfer any rights or obligations under this SLA without the prior written consent of the other party. This provision must not be construed to limit MNIT's ability to use third party contractors or products to meet its obligations under this SLA.

# **Service Agreement – Projects and Services**

Template version 8/31/2018 v2.

This section provides information related to the various projects and services provided to agencies. Further information on each project or service is available through the agency-based CBTO or their designee.

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## **Projects**

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Definitions:

- **Project:** a temporary endeavor undertaken to create a unique product, service or result. It has a start date, specific goals and conditions, defined responsibilities, a budget, a plan, and end date. Examples include, but are not limited to, developing a new product or service, developing or acquiring a new or modified information system, upgrades, and releases.
- **IT Project:** an effort to acquire or produce information and telecommunications technology systems and services.

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- Total expected project cost: direct staff costs, all supplemental contract staff and vendor costs, and costs of hardware and software development or purchase.

Projects can have multiple funding sources including:

- A specific legislative appropriation called a Biennial IT (BIT) project.
- A 2001 fund allocation known as an Odyssey Fund project.
- An internal agency budget allocation known as an Agency Funded project.

Each of these project types is documented in the MNIT Enterprise Project Management Office (ePMO) project and program management system. Projects documented in this fashion are incorporated by reference in this SLA. Documentation on each project is available through the agency-based CBTO or their designee.

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## Services

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There are five types of services available:

1. Enterprise Services
2. Shared Services
3. Center of Excellence Services
4. Local Services
5. Enterprise Security Services

**Enterprise Services** are standard services that all executive branch agencies are required to utilize to ensure consistency and business interoperability within government. Examples include: email and calendaring, phones, networks, servers, desktop/laptop computers and related support services. These services have biennial enterprise rates approved by Minnesota Management and Budget (MMB) and are uniform across all agencies.

**Shared Services** are standard services that executive branch agencies may utilize to support their business operations. Alternatively, this type of service may also be provided on a single agency basis by Minnesota IT Services (MNIT) staff partnering with agencies. An example is Geospatial services. This service has biennial enterprise rates approved by MMB and are uniform across all agencies that utilize the shared service.

**Center of Excellence Services** are services that executive branch agencies may utilize to support their business operations. Typically these services are provided to multiple agencies by MNIT staff located at a single agency office. Examples include: FileNet Document Management, and Identity and Access Management (IAM) services are provided by MNIT staff located at the MNIT/DHS office, and are used by a number of other agencies. These services have rates set by the service provider and approved by MMB and are uniform across all agencies that utilize the service.

**Local Services** are services that are provided by MNIT staff located at an agency office, and are provided to serve business operations only at that agency. Examples include: Application Support and Development, Application Management, Application Operations, Project Management Office functions including Project Management, Business Analyst and Quality Assurance functions. These services are provided on a 'pass-through' basis for staff salaries and benefits, and any IT purchases not covered by an Enterprise, Shared, or Center of Excellence Service.

**Enterprise Security Services** are provided to all Minnesota IT Services executive branch customers at a core level. These services include: Security Operations, Threat and Vulnerability Management, Access and Identity Management, and Governance, Risk, and Compliance. Within these services, additional protective services are provided.

A detailed description of each service, pricing and delivery terms associated with that service may be found on the [MNIT public website](#).

Services documented in this fashion are incorporated by reference in this SLA.

## Delivered Services

### Enterprise Services Summary

Service Details	Summary Description
Service Name	Database Administration
Included	<ul style="list-style-type: none"><li>• Database operational support</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Database logical design</li><li>• Application support</li><li>• Dedicated host, license &amp; maintenance costs</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff with access to MNIT on-premise and external cloud environments</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• Production 7x24</li><li>• On-call off hours and weekends</li><li>• Non-production: M-F; 7 a.m.-5 p.m.</li></ul>

Service Details	Summary Description
Service Name	Desktop Bundle
Included	<ul style="list-style-type: none"><li>• Standard desktop, keyboard and mouse – replaced every 5 years.</li><li>• Workstation management and protection package: firewalls, security patching and encryption</li><li>• Workstation support, including remote desktop and deskside support.</li><li>• Inventory management</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Performance-upgraded desktop</li><li>• Monitor(s)</li><li>• Memory upgrade</li><li>• Headset</li><li>• Cameras (required to use all of the functionality of Skype for Business)</li><li>• Local printer, if applicable for your agency</li><li>• Ergonomic or wireless bundle of keyboard &amp; mouse Programmable keyboard</li><li>• Shorter refresh cycle (see details below)</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff for both online and deskside support</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• 24x7x365 with following hours of support:</li><li>• M-F: 7 a.m.-5 p.m.</li></ul>

Service Details	Summary Description
Service Name	Enterprise Software Bundle
Included	<p><u>Enterprise License:</u></p> <ul style="list-style-type: none"> <li>• Microsoft Office 365: Word, Excel, PowerPoint, Outlook, OneNote, Access</li> <li>• Skype for Business</li> <li>• Web filtering</li> </ul> <p><u>Kiosk License:</u></p> <ul style="list-style-type: none"> <li>• Microsoft Office 365, Kiosk User Office Online</li> </ul> <p><u>Enterprise and Kiosk License also include:</u></p> <ul style="list-style-type: none"> <li>• SharePoint access license</li> <li>• Security awareness training</li> <li>• Access oversight and audit</li> <li>• Physical access to data centers and data</li> <li>• Data access security monitoring</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>• Agency-specific software packages</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>• Fulltime support staff for both online and deskside support.</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>• Access to Foundational Services (Email, SharePoint and Skype) 24x7x365 from Microsoft</li> <li>• Following hours of Minnesota IT Services support. M-F, 7 a.m.5 p.m.</li> </ul>

Service Details	Summary Description
Service Name	Hosting Services
Included	<ul style="list-style-type: none"> <li>Data Center Services and Support, physical and virtual server management and support</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>Customer application support</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>Fulltime Support staff and provided server equipment and infrastructure both on premise and in the cloud</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>24x7x365 expected infrastructure up time</li> <li>M-F; 6 a.m.-6 p.m. on premise support staff</li> <li>On-call off hours and all day Saturday and Sunday</li> </ul>

Service Details	Summary Description
Service Name	Local Area Network (LAN)
Included	<ul style="list-style-type: none"> <li>Wired and wireless IP network connections within a location or campus</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>Wide area network (WAN) connections</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>Minnesota IT Services owned and managed LAN devices</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>24x7</li> </ul>

Service Details	Summary Description
Service Name	Laptop Bundle
Included	<ul style="list-style-type: none"> <li>• Standard laptop, replaced every 4 years</li> <li>• Docking station, keyboard and mouse (replaced with laptop if necessary, monitor not included)</li> <li>• Workstation management and protection package: firewalls, security patching and encryption</li> <li>• Workstation support, including remote desktop and deskside support.</li> <li>• Inventory management</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>• Performance-upgraded laptop</li> <li>• Monitor(s)</li> <li>• Memory upgrade</li> <li>• Headset</li> <li>• Cameras (required to use all of the functionality of Skype for Business)</li> <li>• Local printer, if applicable for your agency</li> <li>• Ergonomic or wireless bundle for keyboard and mouse</li> <li>• Programmable keyboard</li> <li>• Shorter refresh cycle (see details below)</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>• Fulltime staff for both remote and deskside support</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>• 24x7x365 with following hours of support:</li> <li>• M-F; 7 a.m.-5 p.m.</li> </ul>

Service Details	Summary Description
Service Name	Mainframe Service
Included	<ul style="list-style-type: none"> <li>Batch, Workload Scheduling, Mainframe Processing, Databases on the Mainframe, Mainframe DR services, replicated storage</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>Other Hosting services like Server and Hosting, Databases like SQL and Oracle, customer application support</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>Fulltime support staff and provided mainframe equipment and infrastructure</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>M-F; 6 a.m.-6 p.m. on premise staff support, on-call during off hours and weekends</li> <li>24x7x365 expected infrastructure up time</li> <li>24x7x365 on site Batch Scheduling and Operations.</li> </ul>

Service Details	Summary Description
Service Name	Middleware
Included	<ul style="list-style-type: none"> <li>Middleware software and support</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>Customer application support</li> <li>Database charges for MQ messaging</li> <li>Dedicated host charges</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>Fulltime support staff with access to the MNIT on premise and external cloud environments</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>Production: availability 7x24</li> <li>On-call off hours and weekends</li> <li>Non-production: M-F; 7 a.m.-5 p.m.</li> </ul>

Service Details	Summary Description
Service Name	Mobile Device Management
Included	<ul style="list-style-type: none"><li>• Help with device enrollment</li><li>• Working with agency partners to establish security standards, feature restrictions and application testing</li><li>• Monitoring devices for compliance with agency partner rules and operating system requirements</li><li>• Management of lost devices (wipe)</li><li>• Establishing retirement parameters</li><li>• Troubleshooting instructions and remote diagnostics</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Device procurement.</li><li>• Initial setup is provided by agency partner or local MNIT Services Staff</li><li>• End user training</li><li>• Forced operating system updates.</li><li>• Cell carrier management</li><li>• Support for accessories</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Level 1 – Service Desk</li><li>• Back office – Supported by MDM team.</li><li>• Additional service provided by @agency MNIT personnel if needed.</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• M-F; 7 a.m.-5 p.m.</li></ul>

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Service Details	Summary Description
Service Name	Telephone
Included	<ul style="list-style-type: none"><li>• Telephone service using state IP services or contracted traditional services</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Cellular Phones</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Dial tone to telephone handset</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• 24 x 7</li></ul>

Service Details	Summary Description
Service Name	WAN
Included	<ul style="list-style-type: none"><li>• IP Network Connection</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Applications running on the network</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Managed circuits and WAN devices</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• 24 x 7</li></ul>

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Service Details	Summary Description
Service Name	Web Management
Included	<ul style="list-style-type: none"><li>• SDL Web (Tridion), Drupal Shared Hosting, and Search</li><li>• Website development, design, hosting, search, and support</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Customer application support</li><li>• Optional: Quality Assurance website tool and Web Analytics</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff with access to MNIT on-premise and external cloud environments</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• Production availability 7x24x365</li></ul>

**Shared Services Summary**

<b>Service Details</b>	<b>Summary Description</b>
Service Name	Geospatial Shared Services
Included	<ul style="list-style-type: none"><li>• Enterprise Licensing for Geospatial Software</li><li>• MN Geospatial Commons</li><li>• Access and use of geospatial web services</li><li>• Geospatial Managed Hosting</li><li>• Access to PT Services for development and support of geospatial applications and web services</li></ul>
NOT included	
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff with access to the MNIT On-Premise and external cloud environments</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• Production availability 7x24x365</li></ul>

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## Center of Excellence Services Summary

Service Details	Summary Description
Service Name	FileNet - Electronic Document Management System (EDMS)
Included	<p>Agency partners pair FileNet with existing or new storage to make a complete document management system. The FileNet services team will:</p> <ul style="list-style-type: none"> <li>• Work with agency partners to develop an agency-specific solution.</li> <li>• Evaluate work processes to determine where FileNet automation (document import, workflow) would be beneficial</li> <li>• On-board new agency partners. Import existing content.</li> <li>• Maintain the EDMS environment, including evaluating and implementing software updates and patches as appropriate .</li> <li>• Coordinate and support connectivity to storage</li> <li>• Provide trained, expert management of the system</li> <li>• Provide support and training to super-users</li> <li>• Provide second level support and training to users.</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>• Storage for FileNet documents</li> <li>• Peripheral devices including user computers, scanners, faxes/faxing services, and related LAN and WAN connectivity</li> <li>• Workflow or other custom development effort</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>• Agency-specific web portal to access FileNet systems.</li> <li>• Agencies are charged a monthly rate per individual user</li> <li>• Agencies are charged a professional services rate for workflow and custom development.</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>• FileNet systems will be available 24 hours per day, 7 days a week.</li> <li>• MNIT will provide FileNet operational support during core hours of 7:00 am to 5:00 pm, Monday through Friday, except all State holidays.</li> <li>• Support during non-core hours will be on a best effort basis, and unplanned outages that occur during these hours will be addressed as expeditiously as possible.</li> <li>• MNIT FileNet will notify agency contact persons in the event of an unexpected system outage during core hours, providing expected time of system availability and hourly updates.</li> <li>• Operational support can be contacted by submitting a ticket to the MNIT Mall.</li> </ul>

**Local Services Summary**

<b>Service Details</b>	<b>Summary Description</b>
Service Name	Application Architecture / Planning for the Department of Administration
Included	List of applications in the Department of Administration's application inventory.
NOT included	Support for standard desktop applications, e.g. Microsoft Office, Adobe Acrobat, web browsers, etc., and applications supported by MN.IT Enterprise teams, e.g. SWIFT, VPN, email, Tridion.
Delivery Method	Support will be provided by phone, remote assistance or desk-side support.
Hours of Operation	7:00 am – 4:00 pm M-F

Service Details	Summary Description
Service Name	Department of Administration – M5 Fleet Management Application System
Included	User Training System Upgrades Create Custom Reports Provide On demand reports Data Integration between application systems Data Analysis When enhancements or programming bugs occur work through issues with Assetworks
NOT included	-Limited Vehicle Data entry is allowed -Support for standard desktop applications, e.g. Microsoft Office, Adobe Acrobat, web browsers and application supported by MN.IT Enterprise teams, VPN email, etc.
Delivery Method	-2 Full time MNIT application support staff. Support will be provided by phone, remote assistance or desk-side.
Hours of Operation	Monday-Friday 8:00am – 4:30pm

Service Details	Summary Description
Service Name	Administration MMCAP Application Support
Included	Business Analyst Support Purchasing Mgt /CPRS Project Management Manage MMCAPs Website, liaison to manage success. Security compliance within agency with CBTO direction. Application backup support as needed to ensure Business Continuity
NOT included	Asset Mgt Hardware / Software / lifecycle hardware refresh Enterprise applications supported by the MN.IT helpdesk. For example: MS Office Suite, Outlook SharePoint, Lync On / Off boarding users Desktop Support
Delivery Method	On site employee full time with occasional telework.
Hours of Operation	7:00 - 3:30pm M - F

Service Details	Summary Description
Service Name	Application Support for Project Web Application (PWA)
Included	<p>Support and Manage the PWA Application for RECS Division. Liaison with Vendor which developed and Supports PWA.</p> <p>Project Manager of approved projects for the vendor to conduct. Write up scope, charter, plan and other PM documents and track Progress of PWA enhancement projects.</p> <p>Help with project to find a replacement system to support the business needs to manage vendors wanting to conduct work for the State of MN.</p>
NOT included	<p>Desktop support (Microsoft standard suit products such emails/outlook, office, word, excel and access).</p> <p>Project initiation phases between RECS Project Managers and customers.</p>
Delivery Method	Support is provided through email correspondences and desk side support and sometimes via Skype for business and direct tell phone calls.
Hours of Operation	Monday – Friday 8:00am – 4:30pm.

Service Details	Summary Description
Service Name	Enterprise Real Property Application (Archibus)
Included	Facility Management Real Estate Portfolio Capital Project Management Capital Planning (FCA) Space Planning Move Management Building Operations Environmental & Risk Management Asset Management System Admin Application Enhancement Application Support Project Management
NOT included	Infrastructure support DB admin Desktop Support
Delivery Method	Full time MN.IT Application Support
Hours of Operation	8:00 AM – 4:30PM

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Service Details	Summary Description
Service Name	Capitol Complex Facilities Automation Systems Support
Included	Admin staff supervision EBI 24/7 Operations Application support
NOT included	Mechanical or electrical system design or engineering Physical security assessments Project management related to electrical system design or engineering
Delivery Method	Full time MN.IT System Supervisor Full time MNIT ITS3
Hours of Operation	24/7/365

Service Details	Summary Description
Service Name	OSP/MMCAP Custom Applications, Web Server/Website, SQL Server/Databases
Included	<p>Custom Application Support: Admin Fees, Advertise SWIFT Solicitation Events, CIS, Decision Tree, PT Contracts, Vendor Manager, VFAdmin/PDFAdmin, Addendum Notification, ALP Certification</p> <p>Monitor, Maintain and Manage OSP/MMCAP Web Server/Website</p> <p>Monitor, Maintain and Manage OSP/MMCAP SQL Servers/Databases</p> <p>Monitor, Maintain and Manage Backups and Restores of OSP/MMCAP Servers and Data.</p> <p>Staff On-boarding and Off-boarding duties related to database and web server permissions</p>
NOT included	<p>Hardware/Network/Workstation set up or Network infrastructure management</p> <p>Desktop Support</p>
Delivery Method	Full-time MN IT Services Application & Database Support position
Hours of Operation	OSP Business Hours: M-F, 7am-3:30pm

**Enterprise Security Services Summary**

Service Details	Summary Description
Service Name	Enterprise Vulnerability Management
Included	<ul style="list-style-type: none"><li>• Internal Vulnerability Scanning of desktops, servers, network devices and other supported devices</li><li>• External scanning of internal facing devices</li><li>• Communication of prioritized vulnerabilities</li><li>• Oversight of remediation efforts on vulnerabilities</li><li>• Configuration compliance scanning (emerging capability)</li><li>• Web application security scanning</li><li>• Veracode administration for teams using Veracode</li><li>• Penetration and Red Team Services (emerging capability)</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Devices not connected to MNIT managed networks</li><li>• Devices not supported by TVMU tools</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support Staff</li><li>• Automated scanning</li><li>• MNIT Mail: Threat and Vulnerability Management</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• M-F; 7 a.m.-5 p.m.</li><li>• Emergency after hours support: MNIT Service Desk</li></ul>

Service Details	Summary Description
Service Name	Security Operations Center
Included	<ul style="list-style-type: none"><li>• Security Incident Response</li><li>• Threat Research and SOC Daily Brief</li><li>• Spam/Phishing Investigation</li><li>• Security Operations Coordination</li><li>• Security Monitoring</li><li>• Enterprise Intrusion Detection and Prevention</li><li>• Enterprise Web Content Filtering</li><li>• Enterprise Endpoint Protection</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Full service provided to MN executive branch and partner entities with core detection/alerting to other MNET customers</li><li>• Monitoring is limited to network activity only for external MNET entities that do not participate in the Intrusion Detection and Prevention Service</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff</li><li>• Email: <a href="mailto:soc@state.mn.us">soc@state.mn.us</a></li><li>• Phone: 651.201.1281</li><li>• MNIT Mall: Report a Security Event</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• Daily 6 a.m. – 6 p.m.</li><li>• Emergency after hours support: MNIT Service Desk 24x7</li></ul>

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Service Details	Summary Description
Service Name	Digital Forensics
Included	<ul style="list-style-type: none"><li>• Data Preservation</li><li>• Data Recovery</li><li>• Security Incident Investigations</li><li>• eDiscovery</li></ul>
NOT included	<ul style="list-style-type: none"><li>• Devices not owned by executive branch agencies</li></ul>
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff</li><li>• MNIT Mail: Use the Agency Data &amp; Legal Hold Request Form</li><li>• SOC Phone: 651-201-1281</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• M-F: 6 a.m. – 2:30 p.m.</li><li>• Emergency service daily 6 a.m. – 6 p.m. through the Security Operations Center</li><li>• Emergency after hours support: MNIT Service Desk 24x7</li></ul>

Service Details	Summary Description
Service Name	Enterprise Privileged Account Management Service
Included	<ul style="list-style-type: none"> <li>• User license</li> <li>• Centralized, secure storage</li> <li>• Automatic password rotation</li> <li>• Automated Workflows</li> <li>• Security Awareness Training</li> <li>• Access oversight and audit</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>• A self-service portal for password reset</li> <li>• Storage of personal passwords</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>• Fulltime Support staff</li> <li>• MNIT Mall: Privileged Account Access</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>• M-F; 7 a.m.-5 p.m.</li> <li>• Emergency after hours support: MNIT Service Desk</li> </ul>

Service Details	Summary Description
Service Name	Enterprise Digital Certificate and Encryption Key Management (PKI)
Included	<ul style="list-style-type: none"> <li>• Management of external digital certificates</li> <li>• Management of internal digital certificates</li> </ul>
NOT included	<ul style="list-style-type: none"> <li>• Management of encryption keys</li> </ul>
Delivery Method	<ul style="list-style-type: none"> <li>• Fulltime Support staff</li> <li>• MNIT Mall: Security Certificates</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>• M-F; 7 a.m.-5 p.m.</li> <li>• Emergency after hours support: MNIT Service Desk</li> </ul>

Service Details	Summary Description
Service Name	Enterprise Governance, Risk, and Compliance
Included	<ul style="list-style-type: none"><li>• IT Audit Coordination across agencies (ie: IRS, FBI, SSA, PCI, etc)</li><li>• Securing the Human (Annual Security Awareness Training)</li><li>• CJIS training coordination</li><li>• Security ScoreCard Metrics process ownership</li><li>• Anti-phishing training coordination</li><li>• Statewide Security Policy and Standards (creation, publishing, curation)</li><li>• Security finding management (audit findings, exceptions)</li><li>• Archer management and administration</li><li>• Risk assessment process ownership</li></ul>
NOT included	
Delivery Method	<ul style="list-style-type: none"><li>• Fulltime support staff</li></ul>
Hours of Operation	<ul style="list-style-type: none"><li>• M-F, 8 a.m.-5 p.m. via GRC@state.mn.us</li></ul>

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## Service Agreement – Performance Metrics

Revision 9/14/2018 v2.

This section provides information related to the various performance metrics provided to agencies. Further information on each metric is available through the agency based CBTO or their designee.

### Performance Metrics

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There are multiple types of metrics available:

- Security Risk Score (contains NOT PUBLIC security information)
- Enterprise Services

CBTOs may provide other metrics, including those representing locally delivered services as needed.

*The **Security Risk Scorecard*** measures a number of key metrics and security controls for an agency yielding a numeric score on eight separate subject areas:

1. Risk Management
2. Vulnerability and Threat Management
3. Secure System Development
4. Security Configuration Management
5. Access Control
6. Monitoring and Incident Response
7. Disaster Recovery Readiness
8. Security Training and Awareness

**Enterprise Services** have a number of metrics available for partner agencies, including:

#### ***MN.GOV – State Web Site***

1. Number of Monthly Visits
2. Average Daily Visits
3. Number of Unique Monthly Visitors
4. Number of Monthly Visitors Who Visit Once
5. Number of Monthly Visitors Who Visit More Than Once

***Enterprise Applications***

1. Email Activity – number of active users & volume of use
2. SharePoint file related activity – number of active users & volume of use
3. Skype for Business activity – number of active users & volume of use
4. OneDrive for Business – number of active users & file storage volume

***Service Desk & Desktop Support***

1. Incidents (when something isn't working) – for prior completed month
  - a. Quantity Total Tickets Opened
  - b. Quantity Total Tickets Resolved
  - c. Quantity Total Tickets Resolved Same Day
  - d. Average aging for remaining open tickets
  - e. Percent of Tickets Resolved
  - f. Average Aging for all open and resolved tickets
2. Requests (for additional functionality) – for prior completed month
  - a. Total Tickets Opened
  - b. Total Tickets Resolved
  - c. Total Tickets Resolved Same Day
  - d. Average aging for remaining open tickets
  - e. Percent of Tickets Completed
  - f. Average Aging for all open and resolved tickets

***Hosting and Storage***

1. Server uptime and system availability
2. Storage usage and growth

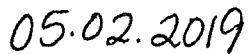
## Signature Page

Under Minnesota Statutes section 16E, the Office of MN.IT Services (dba Minnesota IT Services/MNIT) provides Information Technology services to the Agency. The Agency use of these services constitutes an acceptance of this Service Level Agreement.

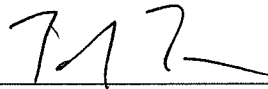
The MNIT Service Level Agreement is reviewed and recognized by:

**Agency/Entity**

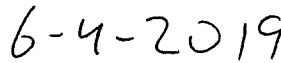
Alice Roberts-Davis  
Commissioner  
Department of Administration



Date of Signature

**The Office of MN.IT Services**

Tarek Tames  
State Chief Information Officer and  
Commissioner of the Office of MN.IT Services



Date of Signature