

188719



**MAD Project Number: 2021-090  
INTERAGENCY AGREEMENT  
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Department of Commerce – Weatherization Assistance Program MAD Contact: Renda Rappa

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

Agency: Commerce	Fiscal Year: 2021-2022	Vendor Number: ID G100000000, Location 001
Total Amount of Contract: \$170,575.00	Amount of Contract First FY: \$100,000.00	
Category Code: 80101500	Category Code:	Category Code:
Account:	Account:	Account:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 3000	Fund:	Fund:
Appr: B132500	Appr:	Appr:
Fin Dept ID: B1331573	Fin Dept ID:	Fin Dept ID:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: \$170,575.00	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: 02/03/2021 End Date: 10/31/2021

Contract: SC# 188719  
Number/Date/Entry Initials

DocuSigned by:  
Carla Collins  
Order: 0EAA8561D3244F4...  
Number/Date/PO# 1-13938

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

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

**1. Services to be Performed:**

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

**2. Contacts:**

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

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

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division according to the terms in the work order according to the following budget as described in the attachments:

Up to 929 hours at a rate of \$175.00 per hour for services provided by Alliant Consulting, Inc. as identified in Exhibit A. The Division will also invoice up to \$8,000 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$170,575.00.

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

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

**4. Condition of Payment:**

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

**5. Effective Dates:**

February 3, 2021, or the last date when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, and shall remain in effect until October 31, 2021, or until all obligations have been satisfactorily fulfilled, whichever comes first.

**6. Termination:**

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

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

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

**8. Interagency Agreement Authorization:**

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

**9. Amendments:**

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

**10. State Audit:**

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

**11. Liability:**

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

**Approved:**

1. Requesting Agency	2. Management Analysis and Development
By: <sup>DocuSigned by:</sup> <i>Tim Jahnke</i> 6F557658A468499... Tim Jahnke Title: Admin Services Director/CFO Date: 1/28/2021	By: <sup>DocuSigned by:</sup> <i>Renda Rappa</i> D514DFE93FEE440... Renda Rappa Title: Business Manager Date: 1/28/2021

## Project Management Services for WAPLINK Development and Implementation with the Minnesota Weatherization Assistance (WAP) Network

### Background

In order to add the project management expertise and capacity needed to complete WAPLINK development and rollout on schedule, the Energy Equity Program recommends bringing in expertise from an internal Minnesota Department: Minnesota Management and Budget Management Analysis and Development (MAD). Specifically, to assist Commerce in finding and engaging a project management specialist to manage the WAPLINK project through the remaining development, including rollout, network communication, training, and troubleshooting of implementation via MAD.

### Project Management and Technical Assistance

While the existing team are the content experts on weatherization, energy modeling, and WAP policy, an expert in project management and change management would both enhance existing skills and expand, over the short-term, the capacity of the team to ensure a successful and on-time completion of all phases of this project.

### Next Steps:

- 1) Engage MAD to provide the following services via their Master Contract process to identify and recommend a project and change management specialist.
- 2) MAD will work with WAP to interview potential vendors, identify key considerations to a successful vendor, and identify and recommend vendor for selection.

### Scope of Work

Using their Master Contract, MAD will issue a work order with the selected vendor on the following scope of work, as is described in further detail in the attached proposal:

- Track and ensure continual project progress, using technology and methods appropriate to the project;
- Build on and utilize existing accountability structures;
- Facilitate discussions among the internal team on software development, leading to effective resolution while incorporating WAP policy and feedback from external users;
- Monitor and facilitate communication between Commerce and its external technology partners;
- Facilitate cross-team communication on progress;
- Hold team accountable to stated deadlines;
- Oversee or write project reports and other communication pieces;
- Adjust plans and processes to resolve problems and address unexpected changes;
- Develop or oversee development of User Guides for the new software;
- Serve as a resource to external partners working with the newly developed software.

**Minnesota Department of Commerce  
Minnesota Weatherization Network  
WAPLINK Development and Implementation  
Project Management Services  
Proposal**

January 25, 2021

Prepared and Submitted by

Alliant Consulting, Inc.

Minnesota Department of Commerce  
WAPLINK Development and Implementation Project Management Services

Proposal

January 25, 2021

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Minnesota Department of Commerce

WAPLINK Development and Implementation Project Management Services

Proposal

January 25, 2021

## Proposal – Introduction/Background

The Minnesota Weatherization Assistance Program is a long-established program that provides energy upgrades to income-eligible homeowners and renters across the state through a network of 23 program service provider agencies who provide audits and installation services. The program is federally funded and administered by MN Department of Commerce.

The program has been developing a new software solution over the last three years with the goal of improving program and production management across the statewide weatherization provider network. Fiscal systems went on-line in PY18 and client management in PY19. The final component, which is arguably the largest and most complex, is the energy audit modeling, production workflow, and fund tracking system.

Commerce has a great deal of work to do to complete development, implementation, communication and troubleshooting around the WAPLINK software solution. At this point the targeted implementation date of July 2021 looks at risk. They are seeking a project manager to assess the current status of the project and develop and shepherd a plan to help them achieve a successful, on-time implementation of the final components and provide implementation preparation and launch and post-launch support.

Alliant Consulting is a management consulting firm with over 30 years of experience in operations reengineering and implementation planning and support for service, quality and productivity improvement. These projects nearly always include technology upgrades and development and change management to ensure that as performance improves, so does the overall morale of the people who take care of our clients' customers and constituents. This document will provide the Commerce team with information they need to determine whether Alliant is the right fit for this project. It includes our understanding of your objectives and priorities, lays out our approach to achieving them, our experience in similar projects and the projected investment to engage Alliant's services for this work.

## Objectives and Deliverables

Successfully transition about 100 end-users in ~22 organizations from their current, disparate work management tools to the new energy audit modeling, production workflow, and fund-tracking system. This would include:

- Assessing status of application development for the three modules.
- Assessing readiness of the partners/end-users to make the change.
- Assisting the team in identifying mission critical functionality and documenting and prioritizing enhancements for future implementation.

Minnesota Department of Commerce

WAPLINK Development and Implementation Project Management Services

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- Developing and implementing a work plan to ensure system completion and operational launch preparations in time for the July 2021 launch.
- Establishing and facilitating a reporting, decision-making and communication/coordination and feedback structure that optimizes staff time and ensures critical information flow between Commerce, developers and the WAP network end-users.
- Developing appropriate training and technical support materials and mechanisms.
- Providing post-implementation support for prioritizing bugs to be addressed utilizing effective change management principles (technical and tactical).

## Approach / Work Description and Resource Requirements

### Discovery (Weeks 1-2)

Documentation Review, Interviews, Product review (current tools and those in development)

Alliant will request and review all form of documentation related to the project and product status: project charter, meeting notes, product, schedules, work process documentation, confirmation of the hardware (devices) currently used, the financial module already in place, etc.

### Workplan development, agreement and roll out (Weeks 2 - 3)

Alliant conducts gap analysis, identifies solution options to accelerate progress, presents to stakeholders, incorporates feedback and designs and facilitates a "process launch" to gain commitment to and begin revised project management approach.

### Development and preparation activities per plan Feb- June (16 weeks)

There are four elements to this phase. Product development and testing, User preparation, User training and overall coordination and communication. The exact structure and approach to this will be designed and confirmed as part of the work plan.

The user preparation approach is anticipated to include each program coordinator having their unique preparation plan to move from their unique "as is" situation to the new way of doing business. From tools to auditor practices, each will identify what they need to do to be ready to move to the common "end state" using the new tools.

### Training

User training will be common for all, since the new tools will be the same, and will focus not only on "how to use the tool" technically. There will be an element related to how it changes their experience in the field. Depending on the variety of devices used, there may need to be some versioning of the training. A user guide and training plan will be developed, as well as the implementation technical support plan.



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**Launch/Post-Launch Support and Transition (12 – 16 weeks)**

The first few weeks after “go live”, the focus will be on technical support, bug identification and critical fixes to ensure the tools are being used 100% and old tools are decommissioned.

Once we have 100% use of the new system tools, the focus will shift to prioritization of bug fixes and identification and planning for future enhancements to add features and functions that may have been set aside in order to meet the launch deadline.

Additionally, documentation will be reviewed, gaps identified and plans to address developed. Alliant will assist the WAPLINK team to develop an ongoing maintenance and enhancement plan, document the work completed and hold a transition meeting where documentation is provided and accountability for ongoing responsibilities confirmed.

The work plan on the following page includes a draft work plan and timeline with estimated hours. It will be updated upon completion of the first to phases of work (Discovery and Work plan development).



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## Roles and Responsibilities

### Alliant Consulting

- Clearly communicate needed access to materials and individuals for this work
- Review materials and design and conduct structured interviews with staff and stakeholders
- Document findings and recommendations
- Facilitate discussions regarding options and decisions for project work plan
- Prepare materials for meetings, training and technical support
- Provide technical support and problem-solving to keep the work on track for a successful launch of the WAPLINK systems
- Document work completed and alert DOC management to any tactical or technical barriers that require their attention
- Provide regular status updates

### Minnesota Department of Commerce

- Provide access to individuals and current materials and documentation as described above
- Communicate the purpose and expectations for the engagement to departmental staff and stakeholders
- Timely review and response to requests for information and recommendations, in particular decision-making regarding recommendations presented
- Participation in meetings as agreed upon in the workplan to be developed

## Consulting Investment

As noted on the work plan, Alliant has developed a workplan to deliver the project objectives utilizing 929 hours.

At a fee rate of \$175.00 per hour, the consulting investment will be \$162,575.00

We do not anticipate travel expenses on this project since the work is expected to be completed virtually.

All consultant hours will be billed at the same rate.

Minnesota Department of Commerce

WAPLINK Development and Implementation Project Management Services

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## **Experience and Credentials Related to this Engagement**

This project will be staffed primarily by Paul Broman (CV attached) with oversight provided by Toni Malanaphy-Sorg. Both have strong background in project management, and implementation of complex change and technology.

They are backed by the entire Alliant Team who bring skills and experience in the arena of tactical change management, technical change management, and training development. In particular, Lea Bittner-Eddy maybe called upon to assist in these areas. Below are a couple of examples of technology-related projects we have undertaken.

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5. Management of Business Technology Consulting with managers on the nontechnical aspects of information technology		
<b>EXPERIENCE, CAPACITY, APPROACH TO PROVIDING SERVICES</b>	Six members of our team have extensive experience in business management of IT. We are a MNIT SITE approved vendor, and have in our network 3 former CTOs. We have familiarity with MNIT and contributed to the governance plan for Ramsey County's interoperable radio system. Our approach to technology management is to first gain clarity about the business needs; assess what can be leveraged with current technology; ensure ROI is there; Once a decision is made to move forward, business must stay in the conversation, establish a process for status, collaboration, problem-solving and mutual accountability with their technical partners. Clarity of purpose, communication and a disciplined decision-making process are key.	
<b>PROJECT/CLIENT CONTACT</b>	Hennepin County Sheriff's Office-800 MHz Radio System Implementation Roger Laurence- Radio Communications Mgr (retired); roger_laurence@msn.com	DSD- MnCHOICES 2.0 Lori Miller: 651-431-6370 Lori.Miller@state.mn.us
<b>PROJECT DESCRIPTION</b>	Implementation of new technology drove the need for next generation radios with varying levels of features/cost, and there was uncertainty as to who needed what level of radio. Alliant facilitated a Hennepin County Steering Committee of senior leadership; work groups at staff level and conducted an operational survey to assess radio needs of every position/shift.	Alliant participated in gathering business needs from lead agency users of the current application, offered planning and development models, facilitated decision-making meetings, documented processes, key decisions, and commitments made; alerted business management to concerns re: quality or pace of work
Aligning business technology investments with the agency mission, vision, and current business priorities and strategies	The Steering Committee facilitation related to that alignment and financial planning to support municipalities, volunteer fire departments, etc. in financing radio purchases (system had already been built).	Alliant is not part of the steering committee, but has raised the long-term questions at every opportunity. This application is designed to support person-centered practices required by law (Olmstead Plan) and streamline and improve data capture and efficiencies for lead agencies. Alliant has kept these priorities at the forefront of scope negotiations.
Establishing reliable means of participatory decision making and quality control involving business managers, technology experts, and customers (e.g., chartering and leading effective governance structures, ensuring effective portfolio Management, obtaining and using performance metrics and customer feedback);	Alliant designed the charters and timelines for the steering committee, work groups and technical design group. Facilitated the process to get the design answers needed when they were needed and ensure the voices of the various users and stakeholders were heard and held.	Constant changes in project management and technical staff have challenged attempts at collaboration. Alliant and the MnCHOICES team have kept a steady and highly participative communication, input and feedback structure in place with the Lead Agencies (end users), even involving some in the requirements gathering process. We have designed and recommended process, developed tools to support the process and are monitoring and facilitating requirements meetings, and facilitating tough discussions between the two parties.
Ensuring new technology projects have adequate funding for long-term maintenance	participated in bonding projections/pro formas at Hennepin County	
Creating and maintaining a culture of interdisciplinary collaboration that promotes the principles of transparency, communication, accountability, and active support from all stakeholders	Created the Technical design team- consisted of "business-side representatives willing to "study" the technology and the engineers, to determine the features and design of the "fleet map" (think rules engine) for the radios. These business people were charged with representing user needs to tech and bringing the options back to their respective "user" work groups.	We proposed a "design team" model for this project. It never was formed due to a series of changing project managers. However, we established and facilitate a weekly status update that includes MnCHOICES team, and the project managers for the 2.0 assessment and the Support Plan. This is a forum where issues are raised for resolution, next steps set and followed up;
Demonstrated experience working with organizations and general managers (as well as technology professionals) to enhance their ability to effectively manage their information technology to achieve business goals.		Yes. Weekly synch up with Lori, where we follow up on items that arose during the week and prepare the agenda for the status update. Lori reports our agendas help her with her meetings with the project managers.

*JBG* 01/28/2021

STATE OF MINNESOTA  
ENCUMBRANCE WORKSHEET

<b>AWARDEE INFORMATION</b> \$170,575.00 MN Management & Budget - Management Analysis & Development 658 Cedar Street, Room 300 Centennial Office Building St. Paul, MN 55155  Beth Bilbus, Assistant Director	Vendor ID: G100000000_001	
	Federal ID: 41-6007162	FY: 2020
	State ID: 9000001	Type: IA
	MC:	
Ben Tucker		651-539-1860

<b>ENCUMBRANCE INFORMATION</b>	<b>ORIGINAL SETUP</b>		
<b>SWIFT Accounting Information</b>	Effective Date	02/03/2021	
Contract ID: 188719	Expiration Date	10/31/2021	
PO: 3000013938	Amend 1		
Account:	Amend 2		
UNSPSC:	Amend 3		

<b>FY FUNDING BREAKDOWN</b>				
1 <sup>st</sup> FY (2020)	\$ 100,000.00	FY 2020: -	3 <sup>rd</sup> FY (2022)	\$ FY 2022: -
2 <sup>nd</sup> FY (2021)	\$70,575.00	FY 2021: -	4 <sup>th</sup> FY (2023)	\$ FY 2023: -
Awardee Match	0.000000 %	\$ 0.00	Total Project Cost	\$10,780.00

	Total (\$)	Compensation (\$)	Travel (\$)
Original Award	5,600.00	5,600.00	0.00
Previous Amendments	0.00	0.00	0.00
Current Amendment	5,180.00	5,180.00	0.00
Revised Total	10,780.00	10,780.00	0.00

Current Amendment Funding = \$ 5,180.00

Fund - FinDept - Approp - Project - Activity	Compensation (\$)	Travel (\$)
<b>AMENDMENT TOTAL</b>		

Total Award Funding

Fund - FinDept - Approp - Project - Activity	Compensation (\$)	Travel (\$)
<b>TOTAL</b>	170,575.00	0.00
3000 - B1331573 - B132500 - B13WAP10A - TNTA	170,575.00	0.00

Legislation:

**Garcia, Jill (COMM)**

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**From:** Gransee, Michelle (COMM)  
**Sent:** Thursday, January 28, 2021 5:37 AM  
**To:** Tucker, Benjamin (COMM)  
**Cc:** McAlpine, Jake (COMM); Garcia, Jill (COMM)  
**Subject:** RE: WAPLINK Development Project--Approval request for Contracts Records

Hi Ben,

I approve your selection of Alliant for the WAPLINK development project management services through MAD.

~Michelle

---

**From:** Tucker, Benjamin (COMM) <benjamin.tucker@state.mn.us>  
**Sent:** Wednesday, January 27, 2021 5:27 PM  
**To:** Gransee, Michelle (COMM) <michelle.gransee@state.mn.us>  
**Cc:** McAlpine, Jake (COMM) <jake.mcalpine@state.mn.us>; Garcia, Jill (COMM) <jill.garcia@state.mn.us>  
**Subject:** WAPLINK Development Project--Approval request for Contracts Records

Michelle,

Jake let me know that you approved our selection of Alliant to provide WAPLINK development project management services through MAD. Ultimately we felt that Alliant would best meet our needs when evaluated by the Key Criteria outlined in our project proposal: Relevant Experience, Skills Appropriate for Assignment, and Ability to Contribute to Team Culture.

**Please reply all with your approval for Energy Contracts' records.**

Alliant was one of three respondents. Both of the others were capable and one was extremely strong in change management and stakeholder engagement, but did not offer a team approach. Alliant distinguished themselves with their team approach and breadth of experience both with software development projects with state agencies and the nuts and bolts of software development project management. Ultimately it was the team approach that included strengths in change management, stakeholder engagement, and coordination with developers in high pressure software testing and rollout were the basis for our decision. We also felt that their team was stronger in their ability to both coordinate change management with service providers and engage in the nitty gritty of tracking bug fixes with developers. From a budget perspective all respondents were quite similar.

Regards,

Benjamin Tucker  
Training and Technical Assistance Specialist  
651-539-1860  
[mn.gov/commerce](http://mn.gov/commerce)  
Minnesota Department of Commerce  
85 7th Place East, Suite 280 | Saint Paul, MN 55101



**STATE OF MINNESOTA  
INTERAGENCY AGREEMENT**

This agreement is between the Department of Commerce [REQUESTING AGENCY] and Minnesota Management & Budget [PROVIDING AGENCY].

Agreement

**1 Term of Agreement**

- 1.1 **Effective date:** *March 5, 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 REQUESTING AGENCY 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 REQUESTING AGENCY for reimbursement.

**3 Consideration and Payment**

An hourly rate of \$175.00 will be assessed plus an additional \$50.00 fee for administrative purposes. In addition, the REQUESTING AGENCY 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 REQUESTING AGENCY 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 AGENCY.

**5 Authorized Representative**

The REQUESTING AGENCY'S authorized representative for the purposes of administration of this agreement is Kamaria Kassim-Grigsby or his/her successor. The PROVIDING AGENCY'S authorized representative for the purposes of administration of this agreement is Kristin Batson or his/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.



EVERETT & VANDERWIEL

**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. STATE ENCUMBERANCE VERIFICATION**

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

Signed: **Carla Collins** Digitally signed by Carla Collins  
Date: 2021.03.05 14:26:26 -06'00'

Date: 3/5/21

P.O./SWIFT #: SC# 190477 / FY21 PO# 3-13988

**3. DEPARTMENT OF COMMERCE**

Signed: **Tim Jahnke** Digitally signed by Tim Jahnke  
Date: 2021.03.05 14:32:42 -06'00'  
(with delegated authority)

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

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

**2. MINNESOTA MANAGEMENT AND BUDGET**

Signed: **Paul B. Moore** Digitally signed by Paul B. Moore  
Date: 2021.03.05 17:35:03 -06'00'

(with delegated authority)

Title: Chief Financial Officer

Date: 03-05-2021

*JBG* 12/28/2020 *F4 @*

STATE OF MINNESOTA  
ENCUMBRANCE WORKSHEET

<b>AWARDEE INFORMATION</b>		\$5,600.00	Vendor ID: G100000000_001	
MN Management & Budget - Management Analysis & Development			Federal ID: 41-6007162	FY: 2020
658 Cedar Street, Room 300 Centennial Office Building			State ID: 9000001	Type: IA
St. Paul, MN 55155				MC:
Beth Bilbus, Assistant Director			Kellye Rose	651-539-1852
<b>ENCUMBRANCE INFORMATION</b>			<b>ORIGINAL SETUP</b>	
<b>SWIFT Accounting Information</b>			Effective Date	09/25/2020
Contract ID:	183714		Expiration Date	12/31/2020
PO:	3000013741	Amend 1	06/30/2021; IA Clause 1, Expand scope of work; IA Clause 3, Increase hours/Add to budget; IA Clause 5, End Date	
Account:		Amend 2		
UNSPSC:		Amend 3		
<b>FY FUNDING BREAKDOWN</b>				
1 <sup>st</sup> FY (2020)	\$ 0.00	FY 2020: -	3 <sup>rd</sup> FY (2022)	\$ FY 2022: -
2 <sup>nd</sup> FY (2021)	\$10,780.00	FY 2021: -	4 <sup>th</sup> FY (2023)	\$ FY 2023: -
Awardee Match	0.000000 %	\$ 0.00	Total Project Cost	\$10,780.00

	Total (\$)	Compensation (\$)	Travel (\$)
Original Award	5,600.00	5,600.00	0.00
Previous Amendments	0.00	0.00	0.00
Current Amendment	5,180.00	5,180.00	0.00
Revised Total	10,780.00	10,780.00	0.00

Current Amendment Funding = \$ 5,180.00

Fund - FinDept - Approp - Project - Activity	Compensation (\$)	Travel (\$)
AMENDMENT TOTAL	5,180.00	0.00
3000 - B1331575 - B132500 - B13WAP10A - TNTA	5,180.00	0.00

Total Award Funding

Fund - FinDept - Approp - Project - Activity	Compensation (\$)	Travel (\$)
TOTAL	10,780.00	0.00
3000 - B1331575 - B132500 - B13WAP10A - TNTA	5,600.00	0.00
3000 - B1331575 - B132500 - B13WAP10A - TNTA	5,180.00	0.00

Legislation:



## **AMENDMENT to INTERAGENCY AGREEMENT for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES AGREEMENT NUMBER 2021-042**

**WHEREAS**, the State of Minnesota, Department of Commerce – Weatherization Assistance Program, has an interagency agreement identified as 2021-042 (SWIFT 183714, PO 3-13741) with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

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

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

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

The Division agrees that it will provide a project team to provide planning, facilitating, and documenting of two meetings for the WAP Leveraging Work Groups. In addition, the Division will be planning and facilitating a large group meeting in spring 2021, along with producing a final report documenting the Leveraging Working Groups process.

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

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

Up to ~~40~~ 77 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$5,600.00~~ \$10,780.00.

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


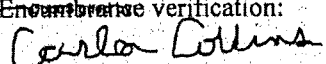
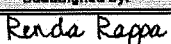
Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

**5. Effective Dates:**

This agreement is effective September 25, 2020, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~December 31, 2020~~ June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever comes first.

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

**APPROVED:**

1. REQUESTING AGENCY	2. DIVISION
<p>By:  6F557658A468499...</p> <p>Title: Admin Services Director/CFO</p> <p>Date: 12/30/2020</p> <p>Enclosure verification:  0EAA8591D3244F4</p>	<p>By:  D514DFE93FEE440...</p> <p>Title: Business Manager</p> <p>Date: 12/31/2020</p>

CARLA COLLINS

12/28/2020