

Consultant Contract Thresholds and Limits

Up to \$15,000

Firm written quotes acceptable.

\$15,001-\$50,000

A Request for Proposal (RFP) competitive process is required. Contact the Director of Procurement & Logistics for sample RFP template(s) and instructions.

\$50,001-\$100,000

A published Request for Proposal (RFP) process is required.

Above \$100,000

A published Request for Proposal (RFP) process and approval from MnSCU required before awarding contract.

Special Notes

Bemidji State University is limited to paying a consultant, whether an individual or a company, \$50,000 total in any one fiscal year, whether under one contract or a total of multiple contracts, without MnSCU approval and evidence of an appropriate RFP process.

Information Related to Foreign Consultants:

Important note: If the consultant you wish to contract with is a "Non-Resident Alien" (a non-U.S. citizen or foreign consultant/speaker/performer or foreign company), you may not proceed without MnSCU approval.

If you have the need or desire to contract with a "non-resident alien vendor" (a foreign individual or company) for any purpose, please contact Purchasing immediately. This applies whether you are paying a consultant fee or just reimbursing consultant expenses. There are IRS forms that the vendor needs to complete concerning residency and visa information. These forms must then be submitted to MnSCU for review and research of the appropriate treaty. MnSCU will notify us of approval or denial according to treaty. **If approved by MnSCU**, the contract paperwork process can begin. Please allow 4-8 weeks for this process **before** a contract can be executed. Work may **not** begin without the MnSCU approval and a completed contract and purchase order