

CONTRACTED SERVICES (Non-Construction) PRICE THRESHOLDS

Minnesota State contract forms available here:

<http://www.minnstate.edu/system/templates/index.html>

\$0-\$3,000	Per MnSCU Procedure 5.14.2.1, GUEST LECTURER/PRESENTER agreements are limited to \$3,000 in total fees + expense reimbursement. The procedure also allows for a simplified process to hire guest lecturers/presenters in low risk situations via PO only. For guest lecturers/presenters above \$3,000 or if intellectual property or other risk is considered elevated, use the MnSCU Professional/Technical Services Contract.
\$0 - \$50,000	Contract may be negotiated on the basis of one firm quote or proposal; however, preference is for multiple quotes or proposals to verify rates.
\$50,000 - \$100,000	A formal, published Request for Proposal (RFP) process is required. Contact Procurement for sample templates, instructions, and assistance.
Above \$100,000	A formal, published Request for Proposal (RFP) process AND MnSCU approval are required before awarding contract. Contact Procurement for sample templates, instructions, and assistance.
CRITICAL NOTES CONCERNING ABOVE THRESHOLDS AND CUMULATIVE CONTRACT SPEND	Contract spend with one contractor is viewed cumulatively. Therefore, if there is a likelihood that you may need to increase a contract beyond the initial amount, or renew a contract, or enter into a subsequent contract for additional spend with the same contractor, before you enter into the initial contract, you should meet the competitive process requirements for the potential cumulative spend. For example, if you contract for \$50,000 based on one quote or proposal, you cannot increase that contract nor enter into another contract with the same contractor for continued work unless you meet the competitive process requirements in the appropriate category above for the total cumulative spend with that contractor. Please also note that we are prohibited from contracting beyond five years with one contractor without a new competitive process or MnSCU Board approval.
FOREIGN CONTRACTORS	If the individual 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 a desire to contract with a foreign individual or company, contact Procurement immediately. This applies whether you are paying a fee or just reimbursing expenses. There are numerous IRS forms that the vendor must complete concerning residency, visa, tax status, etc., and we must submit the completed forms to MnSCU Tax Services for review and research of the appropriate tax treaty. MnSCU will notify us of approval, subject to specific requirements, or denial. If approved by MnSCU, the contract can be prepared and signed. Please allow 6-8 weeks for this process BEFORE a contract can be executed. Work may NOT begin without MnSCU approval and an approved contract and purchase order. For more information about MnSCU requirements see: http://www.minnstate.edu/system/finance/taxinformation/index.html Also see the attached copy of an email notice from MnSCU Tax Services.

Update 5/14/18