

## Compensated Partner Information Form

*Please fill out **one form for each** partner that will be compensated with grant funds. Submit completed form(s) to your ACP Program Coordinator. Please review the information regarding Conflict of Interest and Contract and Bidding Requirements listed on the last page of this document before completing this document.*

*This form is not required to be completed for training providers who are MN MDE Adult Basic Education providers, Private Career Schools licensed by MOHE, and 2 or 4 year colleges physically located in Minnesota.*

Grant Program Title and Year:

Grant # (if known):

Grantee Name:

Subgrantee/Trainer/Contractor Name:

Address:

Website:

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email:

Signed Contract MOU on file: Yes      No

Term of Contract:

Approximate total amount of compensation from grant funds:

Summary of services to be provided:

Qualifications/experience providing the services to be rendered:

After reviewing the Conflict of Interest information on the following page, particularly the definition of actual, potential, and perceived conflicts of interest, provide a short explanation of any potential conflict of interest with this partner. If none, write none:

Grantee Authorized Signature and Date:

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Signature

Date

Notes for DEED Staff:

## Conflict of Interest and Contract and Bidding Requirements

In furtherance of the goal of transparency in grant making and grant management, any grantee/organization must disclose any actual, potential, or perceived conflict of interest with any subgrantee/contractor/vendor/trainers to be compensated with state grant funds. Any disclosure of a potential conflict will be reviewed by DEED, and discussed with the grantee to decide what, if any, action is necessary. All grantees are required to comply with [Minnesota Office of Grants Management Policy 08-01](#), with particular attention to “Organizational Conflicts of Interest”.

Actual, potential, or perceived conflicts of interest may include but are not limited to:

- Any familial or personal relationship
- Providing donations to the grantee
- Providing donations to the grantee in exchange for awarding a subcontract
- Sitting on grantee's board of directors
- Former staff of the grantee

Additionally, state bidding requirements must be followed for all contractors not specifically named and accepted as part of competitive grant award.

### Contracting and Bidding Requirements

1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
2. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
3. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
4. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - a. State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
  - b. Metropolitan Council Underutilized Business Program: MCUB: Metropolitan Council Underutilized Business Program
  - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program
5. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
6. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
7. Notwithstanding (a) - (c) above, the State may waive bidding process requirements when:
  - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant.
  - b. It is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
8. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
9. The grantee must not contract with vendors who are suspended or debarred in MN:  
<https://mn.gov/admin/osp/government/suspended-debarred/>