[Home](https://lorax.pca.state.mn.us/)Toggle navigation

* [Resources](https://lorax.pca.state.mn.us/resources) 
  + [Audio-visual equipment](https://lorax.pca.state.mn.us/resources/audio-visual-equipment)
  + [Geographic information systems (GIS)](https://lorax.pca.state.mn.us/resources/IT/GIS)
  + [Communications](https://lorax.pca.state.mn.us/resources/communications)
  + [Conference rooms](https://lorax.pca.state.mn.us/resources/conference-rooms)
  + [Data services](https://lorax.pca.state.mn.us/resources/data-services)
  + [MN.IT@MPCA](https://lorax.pca.state.mn.us/resources/IT)
  + [Library Services](https://lorax.pca.state.mn.us/resources/library)
  + [Office procedures manual](https://lorax.pca.state.mn.us/resources/OPM)
  + [Training and development](https://lorax.pca.state.mn.us/resources/training)
  + [Video conference services](https://lorax.pca.state.mn.us/resources/video-conference-services)
  + [Webcasts](https://lorax.pca.state.mn.us/resources/webcasts)
* [Operations](https://lorax.pca.state.mn.us/operations) 
  + [Agency operations](https://lorax.pca.state.mn.us/operations/agency)
  + [Agency performance review](https://lorax.pca.state.mn.us/operations/performance)
  + [Budget reports](https://lorax.pca.state.mn.us/operations/budget)
  + [Continuous Improvement](https://lorax.pca.state.mn.us/operations/CI)
  + [Contracts and outgoing grants](https://lorax.pca.state.mn.us/operations/contracts)
  + [Grants — incoming and cooperative agreements](https://lorax.pca.state.mn.us/operations/incoming-grants)
  + [Labor Management Committee](https://lorax.pca.state.mn.us/operations/lmc)
  + [Management teams & media forums](https://lorax.pca.state.mn.us/operations/teams-forums)
  + [Purchasing](https://lorax.pca.state.mn.us/operations/purchasing)
  + [Records management](https://lorax.pca.state.mn.us/operations/records)
  + [Baldrige Assessment](https://lorax.pca.state.mn.us/baldrige-assessment)
* [Programs](https://lorax.pca.state.mn.us/programs) 
  + [Construction stormwater inspector's headquarters](https://lorax.pca.state.mn.us/programs/construction-stormwater-inspectors-headquarters)
  + [Control Equipment](https://lorax.pca.state.mn.us/programs/control-equipment)
  + [Community Involvement Guide](https://lorax.pca.state.mn.us/programs/community-involvement-guide)
  + [Emergency response](https://lorax.pca.state.mn.us/programs/emergency-response)
  + [Enforcement Response Plan](https://lorax.pca.state.mn.us/programs/enforcement-response-plan)
  + [EAO Division publications](https://lorax.pca.state.mn.us/services/eao-division-publications-inventory-project)
  + [Feedlot Program headquarters](https://lorax.pca.state.mn.us/feedlot-program-headquarters)
  + [Industrial Stormwater Program inspector's headquarters](https://lorax.pca.state.mn.us/programs/industrial-stormwater-program-inspectors-headquarters)
  + [Permitting](https://lorax.pca.state.mn.us/permitting)
  + [Site assessment and petroleum remediation referrals](https://lorax.pca.state.mn.us/programs/site-assessment-program)
  + [Solid waste permitting](https://lorax.pca.state.mn.us/solid-waste-permitting)
  + [SSTS law and rule history](https://lorax.pca.state.mn.us/programs/history-of-minnesota-ssts-laws)
  + [Water quality compliance and enforcement inspector's page](https://lorax.pca.state.mn.us/programs/water-quality-compliance-and-enforcement-inspectors-webpage)
  + [Water quality monitoring planning](https://lorax.pca.state.mn.us/programs/water-quality-monitoring-planning)
  + [Water quality permit writers guidance](https://lorax.pca.state.mn.us/programs/water-quality-permit-writers-guidance)
  + [Watershed project management](https://lorax.pca.state.mn.us/programs/watershed-project-management)
* [HR & policies](https://lorax.pca.state.mn.us/hr) 
  + [Safety](https://lorax.pca.state.mn.us/HR/safety)
  + [Employee benefits](https://lorax.pca.state.mn.us/HR/benefits)
  + [Family Medical Leave Act](https://lorax.pca.state.mn.us/family-medical-leave-act)
  + [For supervisors & managers](https://lorax.pca.state.mn.us/HR/supervisor-manager)
  + [Job postings and seniority rosters](https://lorax.pca.state.mn.us/HR/jobs)
  + [New employees](https://lorax.pca.state.mn.us/Hr/new-employees)
  + [Policies](https://lorax.pca.state.mn.us/policies)
* [Our community](https://lorax.pca.state.mn.us/community) 
  + [Employee recognition](https://lorax.pca.state.mn.us/community/recognition)
  + [Eco Experience](https://lorax.pca.state.mn.us/community/eco-experience)
  + [Health promotion](https://lorax.pca.state.mn.us/community/health)
  + [Leadership Forum](https://lorax.pca.state.mn.us/leadership-forum)
  + [MPCA Combined Charities](https://lorax.pca.state.mn.us/combinedcharities)
  + [Shout Out](https://lorax.pca.state.mn.us/shout-out)
  + [Sustainability](https://lorax.pca.state.mn.us/community/sustainability)
  + [eBulletin Board](https://lorax.pca.state.mn.us/news/ebulletin-board)
* [MPCA website](http://www.pca.state.mn.us/)

1. [Operations](https://lorax.pca.state.mn.us/operations)
2. [Contracts and outgoing grants](https://lorax.pca.state.mn.us/operations/contracts)
3. Contract development FAQs

# Contract development FAQs

## Contract development FAQs

### How do I request a new contract?

* Use the new [Contract/Grant Assistance Request eform](http://s-sp32/appnet/UnityForm.aspx?d=5DqgNSAZynM%3d) to submit your request for a contract, grant, or amendment. The [reference guide](http://s-sp32/appnet/docpop/docpop.aspx?docid=1630546&clienttype=activex) will walk you through each step of the new process.

### What happens after I submit a request?

Once routed through your supervisor and fiscal coordinator and submitted to the Contracts Unit, a Contract Specialist will be assigned and will then meet with you to determine the appropriate contract type, the length of time it will take to develop the contract, key tasks and who is responsible for what. (Be sure to allow plenty of time for this process; while some contracts may be simple and straightforward, many are more complicated, depending on the type of contract, the clarity of needs, availability of program staff, etc.)

The program staff and Contract Specialist will partner together to develop the proper contract and supporting documents. The Contract Specialist will be responsible for negotiating costs and contract terms, obtaining all required signatures and getting the contract executed.  The executed contract will be stored in OnBase and the official fiscal file, and distributed to the program staff.  At that point, the Contract/Project Manager (program staff) will be responsible for managing the contract.  See also Contract Management.

### How do I request a contract amendment?

If there is a change in scope, project end date or cost, a contract amendment is required. PCA program staff should submit a workflow request for contract assistance. See [Contracts (including outgoing grants)](https://lorax.pca.state.mn.us/operations/contracts) for instructions. This initial contact should be done ideally 90 to 120 days before the end of the contract and a MINIMUM of 30 days prior to the end of the contract. Contract/Project Managers need to monitor their contracts to verify that work is progressing within contract timelines and established costs.

Complete the [Contractor/Grantee Performance eform](http://s-sp32/appnet/UnityForm.aspx?d=5DqgNCsZynM%3d) through OnBase workflow. This new process offers some autofill features and ensures all evaluations are readily retrievable.

To help you remember this important step at the end of a contract or grant, an email reminder containing a link to the workflow will be automatically sent to the project manager when the contract or grant expires. The  [Contractor/Grantee performance evaluation reference guide](http://s-sp33/appnet/docpop/docpop.aspx?docid=1640793&client=activex" \t "_blank)will guide you through the process.

### I have a project and would like to create a contract with someone who I believe is best qualified to do the work. How do I go about doing this?

Submit a workflow request for contract assistance. See [Contracts (including outgoing grants)](https://lorax.pca.state.mn.us/operations/contracts) for instructions. State law requires all contracts to be developed through a fair, open and competitive process.  There are very few situations that may justify a single source approach, and all single source requests must be approved by the MPCA and by the Department of Administration.  Common examples of situations where the single source exception is unlikely to be approved:

* Personal or agency preference for a product, brand or vendor;
* Agency perception that the vendor is the best qualified (this should be determined through a competitive process);
* Lack of planning by the agency resulting in limited time available for a competitive solicitation;
* Special incentives or deals offered by one vendor;
* Past or existing relationship with the proposed vendor or past performance by the vendor; and
* Convenience for the agency.

For project planning purposes, you should be aware that a solicitation may be required. **Even when the agency believes that there is only a single source, it can be beneficial to undertake a competitive solicitation process.** Going through that process will automatically ensure that all statutory elements of single source procurement have been met (the search, one supplier available, a fair price). Competition, whether real or perceived, can help control prices and result in more favorable terms for the state. The burden of proof is on the requesting agency to justify single source procurements.

**What happens after I submit a request for contract assistance and a contract specialist is assigned?**

The Contract Specialist will arrange a meeting to discuss your project. The Contract Specialist will determine the appropriate type of contract mechanism that will meet your needs.

**What is a Contract workplan?**

The workplan is a detailed description of the duties to be performed under the contract, including goals, tasks, sub-tasks, measurable outcomes, a timeline and a budget. The workplan is typically prepared by the Contractor in response to a solicitation. The workplan is attached and incorporated into the Contract. For more information, visit the [workplan webpage.](https://lorax.pca.state.mn.us/operations/work-plan)