



Minnesota Department of Natural Resources

ENRTF/OHF Pass-Through Grant Agreement Attachment B: Non-Governmental Organization Subcontracting

Subcontractors include other organizations and/or businesses that perform services identified in the work/accomplishment plan. Vendors provide supplies or materials to the project. Both must be selected based on state's contracting thresholds. Transparency, fiscal control, and accountability are key reasons why the State requires grantees to be thorough in the solicitation and selection of subcontractors and vendors.

Non-governmental organizations may submit a copy of their contracting policies for review by the State's Authorized Representative via this attachment or follow the contracting policies/procedures as outlined in the current Reimbursement Manual and section 9 Subcontractors, Contracting, and Bidding Requirements in your grant agreement (thresholds are summarized below).

Whether you are seeking approval for using your contracting policies or using the state thresholds, please remember the following:

- Verify that the vendor/subcontractor is not on the State's debarment list:
[Link State Debarment List.](#)
- Each executed subcontract must include the amount of the subcontract, the length of the subcontract, and all elements of the grantee's contract with the State.
- Retain on file copies of the executed subcontract agreements and a copy of the bid tabulation (if applicable) along with written documentation that describes the rationale for selection of the subcontractor. This documentation may be reviewed during the monitoring visit or when requested by the State.

Please select one option:

____ My organization will follow the state's contracting policies/procedures and thresholds as follows:

1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
2. Any 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. Any 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.
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's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#).

_____ My organization is submitting a copy of our contracting policies for review by the State's Authorized Representative, the use of which must be approved prior to proceeding with awarding subcontracts with state funds.

Authorized Representative Name: _____

Signature: _____ Date: _____

Organization Name: _____

Project Name: _____

Legal Citation: ML_____, Chapter _____, Article ____, Section ____, Subdivision ____

For DNR use if the grantee organization submitted their contracting policies for review

I have reviewed the contracting policies submitted and approve the use of them during the term of this project.

Notes:

State's Authorized Representative Name: _____

Signature _____ **Date:** _____