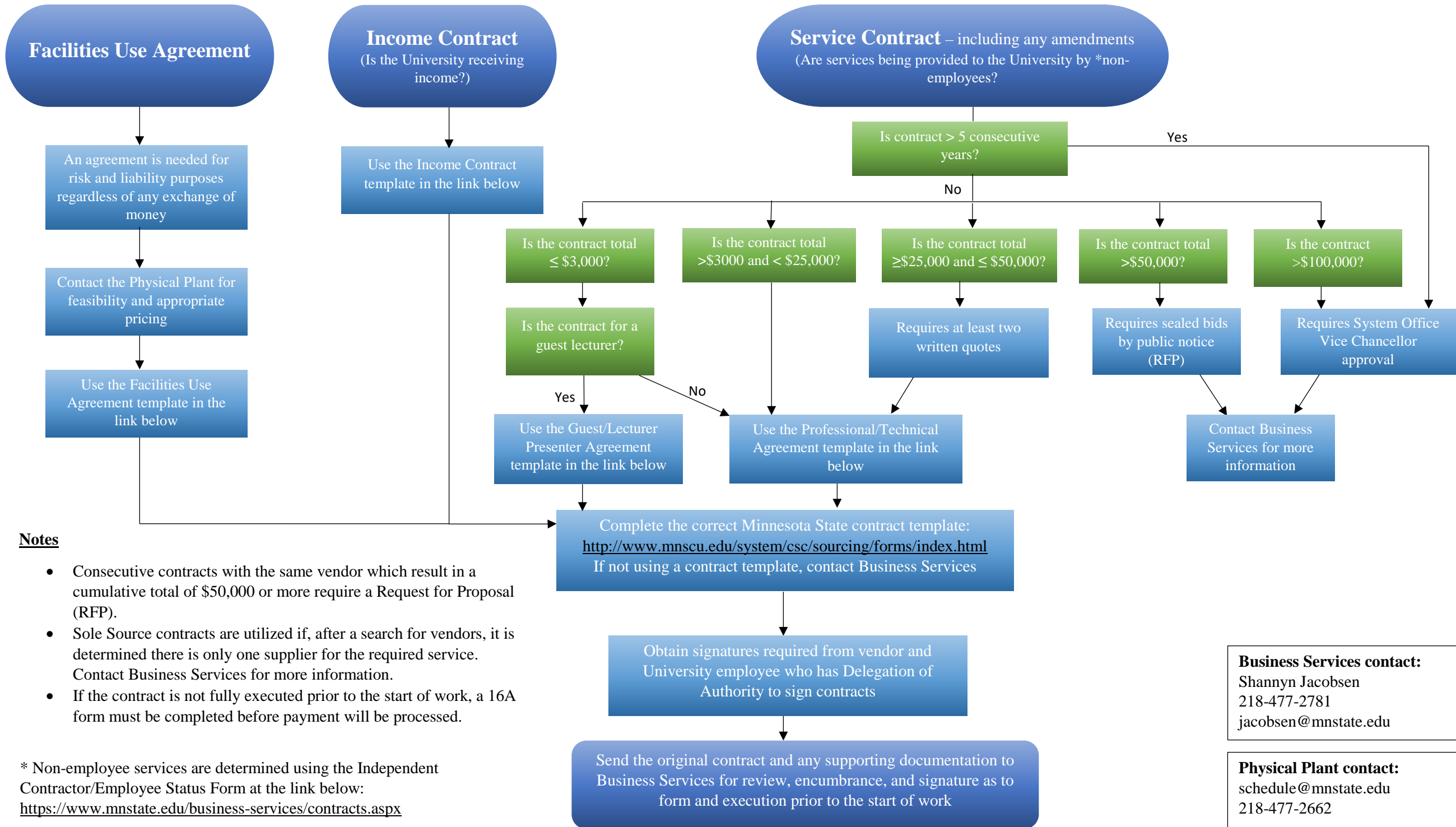


MSU Moorhead Contract Process



Notes

- Consecutive contracts with the same vendor which result in a cumulative total of \$50,000 or more require a Request for Proposal (RFP).
- Sole Source contracts are utilized if, after a search for vendors, it is determined there is only one supplier for the required service. Contact Business Services for more information.
- If the contract is not fully executed prior to the start of work, a 16A form must be completed before payment will be processed.

* Non-employee services are determined using the Independent Contractor/Employee Status Form at the link below:
<https://www.mnstate.edu/business-services/contracts.aspx>

Business Services contact:
 Shannyn Jacobsen
 218-477-2781
 jacobsen@mnstate.edu

Physical Plant contact:
 schedule@mnstate.edu
 218-477-2662