**MSU Moorhead Contract Process**

### Facilities Use Agreement
- An agreement is needed for risk and liability purposes regardless of any exchange of money.
- Contact the Physical Plant for feasibility and appropriate pricing.
- Use the Facilities Use Agreement template in the link below.

### Income Contract
- (Is the University receiving income?)
  - Use the Income Contract template in the link below.
  - Is the contract total ≤ $3,000?
  - Is the contract total > $3,000 and ≤ $25,000?
  - Is the contract total > $25,000 and ≤ $50,000?
  - Is the contract total > $50,000?
  - Requires at least two written quotes.
  - Requires sealed bids by public notice (RFP).

### Service Contract – including any amendments
- (Are services being provided to the University by *non-employees?)
  - Is contract > 5 consecutive years?
    - Yes
    - Requires System Office Vice Chancellor approval.
    - No
      - Use the Guest/Lecturer Presenter Agreement template in the link below.
      - Use the Professional/Technical Agreement template in the link below.
      - Complete the correct Minnesota State contract template: [http://www.mnscu.edu/system/csc/sourcing/forms/index.html](http://www.mnscu.edu/system/csc/sourcing/forms/index.html)
      - Obtain signatures required from vendor and University employee who has Delegation of Authority to sign contracts.
      - Send the original contract and any supporting documentation to Business Services for review, encumbrance, and signature as to form and execution prior to the start of work.

### 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*