




Minnesota  
STATE COLLEGES  
& UNIVERSITIES

MEMORANDUM

TO: Chief Human Resources Officers  
FROM: Heather Kidd, System HRIS Director   
RE: Master Contracts for Immigration Services  
DATE: March 7, 2012

An increasing number of our colleges and universities are hiring foreign professional employees who require immigration services for authorization to work. This memo is to provide you with information on the availability of master contracts for Human Resources professional/technical services with three optional vendors. The purpose of the master contracts is to provide established, locked-in rates. Use of these three specific vendors is not mandatory. You may use other vendors as desired. As with obtaining any service, following the procurement policies is required.

The Office of General Counsel has provided the following process to follow:

To use the master contracts, you may select one vendor. Discuss the scope of services with the vendor and anticipated time-frame for completion. Please educate your departments to provide as much advance notice as possible.

Instructions are as follows:

1. Complete the Work Order for Master Immigration Contract form and Data Disclosure form, both available on the HR website [www.hr.mnscu.edu](http://www.hr.mnscu.edu). (NOTE: Some documents are password-protected.)
2. Ensure the effective dates and rates coincide with the master contract. Refer to the master contract for pricing.
3. To process the work order, provide the designated number of copies (typically two or three) to the vendor as required by the Business Office for the vendor's signature.
4. Route the work orders internally, consistent with the Business Office process for contracts.
5. Ensure the work orders are signed and dated by the vendor and the MnSCU representative with delegated authority to enter into the contract on behalf of the campus.
6. Route to the Business Office for final signature along with the Data Disclosure Form. The vendor can start work after the final signature.

For assistance with this process, you may contact Heidi Slegers in the Office of General Counsel at [Heidi.slegers@so.mnscu.edu](mailto:Heidi.slegers@so.mnscu.edu), or (651) 201-1755.

c: Kristine Kaplan  
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