



Procurement- Test Your Knowledge

True or False

1. Amendments that increase the original contract amount over \$100K require inserting the Affirmative Action provision in the amendment as a revision.	
2. Board Procedure 5.14.5 Part 4 Subpart C requires you to do an RFP for purchases expected to exceed over \$25K.	
3. All contract decisions are legal decisions.	
4. You are not required to do an RFP for a purchase over \$50K if you are using a Minnesota Department of Administration master contract, MN.IT Services master contract or Minnesota State Colleges and Universities master contract.	
5. A faculty member wants to use a free cloud application to help keep track of students' assignments and grades. This requires the faculty member to create an account online and click "I accept". This is fine because it's just an online account, doesn't involve a contract and is free.	
6. Minnesota State may be required to justify its single source procurement in cases of audits, vendor protests, media or legislative or public inquiries and litigation.	
7. You need to purchase computers for the campus computer lab. The University of Minnesota has a master contract for computers. Legal review is not required because it is never required when using any University of Minnesota master contract.	

8. You need a lawn care vendor to do work that won't cost much money. It is acceptable to use a purchase order to procure and pay the vendor instead of using a contract to procure and pay the vendor.	
9. The Contract Supervisor's role includes being responsible to stop and ask if the contract is a good use of taxpayer money.	
10. The Minnesota Government Data Practices Act (MGDPA) states that all data submitted in response to an RFP is private data even after the evaluation process is complete and the contract with the selected vendor is signed.	

Multiple Choice

1. You need to hire someone to perform research and provide a written report to your department. Based on the department's past experiences with these types of contracts you expect the work to cost over \$50,000. You and your team already know a vendor that has done great work for Minnesota State in the past and you believe hiring them will save time and money. Because of this you believe you can get approval for the vendor as a single source. Which one of the following is true?
 - A. An RFP should be done. Saving time and money by working with a vendor who has done great work for Minnesota State in the past is not a justifiable single source exception.
 - B. An RFP doesn't need to be done. Saving time and money by working with a vendor who has done great work for Minnesota State in the past is a justifiable single source exception.
 - C. The vendor should be hired using a purchase order. There is no need for a contract because the vendor is just doing research and is already in the system.
 - D. An RFP doesn't need to be done and a single source form doesn't need to be filled out. You should just proceed using the Minnesota State template service contract.

2. Which Campuses Have Data Practices Compliance Officials?
 - A. None. There is only one at the System Office.
 - B. Only the universities.
 - C. Each college and university has a Data Practices Compliance Official
 - D. There is no such thing as a Data Practices Compliance Official.

3. The purpose of doing an RFP is:
 - A. To make things as difficult as possible.
 - B. To help ensure Minnesota State procures the most competitively priced goods and services.

C. To help ensure transparency in government purchasing.

D. B and C

4. You are the only one in your department's office today. You have a contract that expires tomorrow (Saturday) and need to get the amendment signed today to extend the term of the contract. The amount of the contract exceeds your delegation of authority. What should you do?

A. Sign the amendment even though it's over your delegation. Every employee is allowed to sign a contract or amendment if nobody else is around to sign.

B. Find someone in another department who has proper delegation of authority to sign the amendment and have them sign it.

C. Sign your supervisor's name.

D. None of the above

Short Answer

Pat is looking to purchase a new software product that will track each student, at every Minnesota State College or University, and show their progress in completing their degree. The purpose of the software is to show each student what courses they need to take and where they can take those courses. It also helps students calculate how much those courses will cost. Pat expects that this purchase will cost upwards of \$75,000. Pat knows that these types of software often have annual subscription fees that will need to be paid as well. What procurement steps should Pat take in making this purchase?