How to use this Master Contract

# Minnesota State Immigration Services Master Contract

**Step 1: Establish a Project Plan**

Before beginning any project, the college, university, or system office must review and finalize the scope of work and plans for the project with the Contractor, approve the plans, or request necessary changes in writing.

**Scope**: Provide immigration services across the colleges, universities, and system office for hiring foreign professional employees who require immigration services for authorizations to work. The purposed of the master contracts is to provide established, locked-in rates. Institutions may use any of the specific vendors below OR institutions may use other firms following the procurement policies as required.

To use the master contract, you may select one or more firms. Discuss the scope of services with the firm and anticipated time-frame for completion. Please educate your department to provide as much advance notice as possible.

Marketplace Action: Locate the Master Contract for further details. Download the Work Order from attachments and save as:

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Vendor ID Number | Master Contract Number | Point of Contact |
| Ford Murray | 0001186981 | MNSCU-2025-045412 | Russell Ford Russell@fordmurraylaw.com207-613-7331 |
| Larson King | 0000281105 | MNSCU-2025-045413 | Michelle Scimeccamscimecca@larsonking.com651-312-6522 |
| Law Office of Solomon Musyimi | 0001186962 | MNSCU-2025-045416 | Solomon Musyimismusyimi@solomonthelawyer.com713-541-4444 Ext. 1 |
| Perman Law Firm | 0000898957 | MNSCU-2025-045418 | Naomi Permannaomi@permanlaw.com651-224-8935 |

Use the contract point of contact to obtain a quote for services needed.

Request a quote from the Contractor(s) list under the Master Contract. Do not request a quote from any Contractor(s) listed under whose contract is not fully executed or expired. Each institution will receive a workorder form with the Contractor to purchase off the Master Contract.

Minnesota State will only accept quotes that provide itemized contract pricing, with sufficient detail to verify the pricing. The college, university, or system office may sign the work order or complete the purchase order within their delegated authority. Before fulfilling any order through this contract, the Contractor must receive written confirmation from Minnesota State that the quote has been received, understood, and accepted. This confirmation must be in the form of a Purchase Order. The Contractor must not deliver any product or commence any service prior to receiving an executed agreement and Purchase Order.

**Step 3: Create Statement of Work Contract and Requisition**

## Marketplace Action: Download and complete the Workorder attached to the master.

1. Create a New Contract:
	1. Contract Type: **Statement of Work**
	2. Main Document Template: **Leave blank**
	3. Parent Contract: **Search and Select:** **See above table**
	4. Enter Second Party: **See Above Table**
	5. Use the eSignature feature in Marketplace - **Select Yes**
	6. Contract Dates: Start and end dates must be within the Master contract timeline.
		1. Start Date**: Any date after 9/3/2024**
		2. End Date: **Any day before 9/2/2026**
	7. Purchasing Encumbrance
		1. Will require encumbrance – **Select Yes**
		2. Master Contract – **Select No**
2. Under Attachments – **Upload Main Document Workorder**
3. Submit for Approval.
	1. Add note that **this statement of work is tied to a master contract**.
4. Execute In Effect Contract: Certificate of completion

### Step 4: Manage Your Project

Colleges, universities, and system office must work with the Contractor to ensure that the project is progressing according to the quote. The goal is to manage the project so that it finishes on schedule and with budget, while still meeting the project plan and Master contract requirements. Any changes to the project plan must be made in writing and mutually agreed to by Minnesota State and the Contractor before changes occur. The Contractor must perform a final inspection of all installations. All discrepancies or problems noted in the final inspection must be resolved before an invoice will be paid.

### Step 5: Paying the Final Invoice

Before issuing payment on an invoice, Minnesota State must inspect the contract products and services to ensure they match both the terms and pricing on the contract. Only accept invoices that are itemized according to the contract.

### Step 6: Documentation

Once your project is complete, ensure all documentation remains together with the file.

### Questions? Contact Contract Manager

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# End of Instructions