

AMENDMENT COVER SHEET**(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)****Instructions:**

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when sending to the Department of Administration for approval. **Please always include copies of the original certification form, solicitation document, single source justification, the original contract, and any previous amendments as these are used for reference.**
3. Admin will retain this cover sheet for its files.

Agency: Corrections **Name of Contractor:** Ramsey County Medical Examiner's Office**Current Contract Term:** 8/3/2020 – 6/30/2024 **Project Identification:** SWIFT Contract #181187

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subd. 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

What changes are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.**1. ☒ Amendment to the Expiration Date of the contract**

- a. Proposed New Expiration Date: 06/30/2025
- b. Why is it necessary to amend the Expiration Date? Continue to provide a facility in which to conduct inmate autopsies by an independent, contracted, board-certified, Forensic Pathologist and laboratories to provide drug quantification, blood testing, toxicology, and X-rays in the review of all Department of Corrections incarcerated deaths. The contract certification allows for up to three one-year extensions to this agreement. This will be the DOC's third one-year extension of the current original contract.

2. ☒ Amend Duties and Cost ☐ Amend Duties Only

- a. Describe the amendment: This amendment extends the term for one year, adding funds that will allow for continued use of a facility in which to conduct inmate autopsies by an independent, contracted board-certified Forensic Pathologist.
- b. If cost is amended, insert the amount of the original contract AND amount of each amendment below:

Original contract:	\$42,000.00
Amendment No. 1:	\$21,000.00
Amendment No. 2:	\$21,000.00
Amendment No. 3:	\$21,000.00

3. ☐ **Amendment to change other terms and conditions of the contract:**

a. Describe the changes that are being made:

Amendment #3 to SWIFT Contract No. 181187

Contract Effective Date:	8/10/2020____	Total Contract Amount:	\$105,000.00____
Original Contract Expiration Date:	6/30/2022____	Original Contract:	\$42,000.00____
Current Contract Expiration Date:	6/30/2024____	Previous Amendment(s) Total:	\$42,000.00____
Requested Contract Expiration Date:	6/30/2025____	This Amendment:	\$21,000.00____

This amendment is by and between the State of Minnesota, acting through its Commissioner of Corrections, Office of Special Investigations ("State") and Ramsey County on behalf of Ramsey County Medical Examiner's Office whose designated business address is 300 E. University Ave., St. Paul, MN 55101 ("Governmental Unit").

Recitals

1. The State has a contract with the Governmental Unit identified as SWIFT Contract Number 181187 ("Original Contract") to provide a facility in which to conduct inmate autopsies by an independent, contracted, board-certified, Forensic Pathologist and laboratories to provide drug quantification, blood testing, toxicology and X-rays in the review of all Department of Corrections incarcerated deaths as per Minnesota Statutes, Section 390.11, subd. 1a.
2. The State has a need to continue to use a facility to conduct inmate autopsies by an independent, contracted, board-certified, Forensic Pathologist.
3. The State and the Governmental Unit are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

REVISION 1. Clause 1. "**Term of Contract**" is amended as follows:

1. Term of Contract

- 1.1 Effective date. August 3, 2020, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. The Contractor must not begin work under this Contract until this Contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2 Expiration date. ~~June 30, 2024~~ June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The contract may not be extended by the State.

REVISION 2. Clause 3. "**Payment**" is amended as follows:

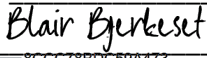
The Ramsey County Medical Examiner's Office will invoice the Minnesota Department of Corrections for services provided in each occurrence. The estimated cost for these services provided by the Ramsey County Medical Examiner's Office is \$2,100 per examination. Payment will be made to Ramsey County

per occurrence. The total obligation of the State under this agreement will not exceed ~~\$84,000 (eighty four thousand dollars)~~ \$105,000 (one hundred five thousand dollars).


The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.


1. State Encumbrance Verification


Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Print Name: Blair Bjerkset
Signature: 
Title: Accounting Officer Senior Date: 6/25/2024
SWIFT Contract No. 181187 PO 3-164920

2. Governmental Unit

Print Name: Holly Pratt
Signature: 
Title: Controller Date: _____

Print Name: River Valley Forensic Services, PA - Dr. Kelly Mills
Signature: 
Title: President/CEO Date: 06/27/2024

Print Name: Shanika Alston
Signature: 
Title: Assistant Ramsey County Attorney Date: 06/27/2024

Print Name: _____
Signature: _____
Title: _____ Date: _____

Print Name: _____
Signature: _____
Title: Date: _____

3. State Agency

With delegated authority

Print Name: _____
Signature: _____
Title: _____ Date: _____

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____
Signature: _____
Title: _____ Date: _____
Admin ID: _____

From: Dougherty, Rachel (ADM) [rachel.dougherty@state.mn.us]
To: Ryan, Lauri (DOC) [lauri.ryan@state.mn.us], User, Procurement (ADM) [procurement.user@state.mn.us]
Subject: RE: Retainage Waiver Request: Ramsey Co ME
Sent: Mon 7/20/2020 2:38 PM GMT-07:00
Importance: Normal

Retainage waiver is granted.

From: Ryan, Lauri (DOC) <lauri.ryan@state.mn.us>
Sent: Monday, July 20, 2020 3:15 PM
To: Dougherty, Rachel (ADM) <rachel.dougherty@state.mn.us>; User, Procurement (ADM) <procurement.user@state.mn.us>
Cc: Jaworski, Cherilyn (DOC) <cherilyn.jaworski@state.mn.us>; MN_DOC_PT Coordinator <PT.Coordinator.doc@state.mn.us>
Subject: Retainage Waiver Request: Ramsey Co ME

Please see the attached request for a retainage waiver for Ramsey County Medical Examiner services for FY21. Please reply with your approval or denial.

Thank you!

Lauri Ryan
Office of Special Investigations
Minnesota Department of Corrections
1450 Energy Park Drive
St. Paul, MN, 55108
Phone: 651-361-7254
Fax: 651-642-0403

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Thank you.