

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: Minnesota Department of Veteran Affairs

Name of Contractor: Ramsey County on behalf of County Veterans Services

Current Contract Term: November 1, 2022 – June 30, 2024 **Project Identification:** Homelessness Mission

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: June 30, 2025.
 - b. Why is it necessary to amend the Expiration Date? To continue the outreach program to former service members who are experiencing homelessness.
2. **Amend Duties and Cost** **Amend Duties Only**
 - a. Describe the amendment:
 - b. If cost is amended, insert the amount of the original contract AND amount of each amendment below:
Original Contract: \$100,000.00; Amendment #1: \$0.00; Amendment #2: \$100,000.00;
Amendment #3: \$100,000.00.
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. K-220786

Contract Effective Date:	<u>11/1/2022</u>	Total Contract Amount:	<u>\$300,000.00</u>
Original Contract Expiration Date:	<u>6/30/2023</u>	Original Contract:	<u>\$100,000.00</u>
Current Contract Expiration Date:	<u>6/30/2024</u>	Previous Amendment(s) Total:	<u>\$100,000.00</u>
Requested Contract Expiration Date:	<u>6/30/2025</u>	This Amendment:	<u>\$100,000.00</u>

This amendment is by and between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Veterans Affairs (“State” or “MDVA”) and Ramsey County on behalf of the County Veterans Service Office, whose designated business address is 90 Plato Blvd W #210, St. Paul, MN 55107 (“Governmental Unit” or “Contractor”). State and Contractor may be referred to jointly as “Parties.”

Recitals

1. The State has a contract with the Contractor identified as SWIFT Contract Number 220786 (“Original Contract”) to provide staff for an outreach program to former service members who are currently experiencing homelessness or at immediate risk of homelessness.
2. The contract is being amended to add an additional year of services and to add funds to the contract.
3. The State and the Contractor 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. November 1, 2022, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration date. ~~June 30, 2024~~ June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The contract may be extended for up to an additional 1 year as determined by the State, through a duly executed amendment.

Revision 2. Clause 3. “Payment” is amended as follows:

3.1 **Consideration.** The State will pay for all services performed by the Governmental Unit under this Agreement as follows:

- 3.1.1 **Compensation.** The state will reimburse the Governmental Unit based on an hourly rate as identified as follows:

Title	Hourly Rate
Full Time Employee	Hourly rate from 11/1/2022-6/30/2024: Up to - \$36.61
	Hourly rate from 7/1/2024-6/30/2025: Up to \$50.00

- 3.1.2 **Administrative Expenses.** The Contract will allow up to ~~\$7,800.00~~ \$15,600.00 to reimburse the Contractor for expenses related to administrative cost.

- 3.1.3 **Computer and Information Technology.** The Contract will allow up to ~~\$2,800.00~~\$5,600.00 to reimburse the Contractor for expenses related to technological support services.
- 3.1.4 **Travel Expenses.** If applicable, reimbursement for travel and subsistence expenses actually and necessarily incurred by the Government Unit as a result of this Contract will not exceed ~~\$2,000.00~~\$4,000.00; provided that the Governmental Unit will be reimbursed for travel and subsistence expenses in the same manner and no greater amount than provided in the current “Commissioner’s Plan” established by the Commissioner of Minnesota Management and Budget which is incorporated into this Contract by reference. The Governmental Unit will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State’s prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- 3.1.5 **Equipment.** The state will reimburse the Government Unit for electronic equipment purchased to assist the FTE with performing their job duties not to exceed ~~\$500.00~~\$1,000.00 total (i.e., the total amount of equipment purchased under this Contract will not exceed a combined total of ~~\$500.00~~, \$1,000.00). Any equipment purchased under this Contract shall be the property of the State of Minnesota.
- 3.1.6 **Total Obligation.** The total obligation of the State under this Agreement will not exceed ~~\$200,000.00~~ \$300,000.00.
 - 3.1.6.1 FY 23 compensation will not exceed \$100,000 and may be used for the period of July 1, 2022, through June 30, 2023.
 - 3.1.6.1.1 Funds remaining from FY 23 will be certified to be used in FY 24 and may be used in FY24 under this agreement.
 - 3.1.6.2 FY 24 compensation will not exceed \$100,000 and may be used for the period of July 1, 2023, through June 30, 2024.
 - 3.1.6.2.1 Funds from FY24 may not be used in FY23.

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: _____

Signature: _____

Title: _____ Date: _____

SWIFT Contract No. _____

2. Governmental Unit

Print Name: _____

Signature: _____

Title: _____ Date: _____

Print Name: _____

Signature: _____

Title: _____ Date: _____

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: _____