



Ramsey County Contract Summary

Contract Number: COMGR000070

Contractor Name: THOMPSON,JOHN D
Vendor ID: 0000218764
SBE SVN/DUNS ID/MN VA:

Department: County Manager

Contract Authority/Resolution: 3.40.27c
Resolution #:

Good/Service Type: Professional Services

Contract Description: Consulting for Transitioning Systems Together

Contract Type: Max NTE

Not To Exceed Amount: \$ 25,000.00

Funding Notes (Optional):

Original Contract Begin Date: August 21, 2020
Original Contract End Date: August 20, 2022

Comments:

Professional Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of County Manager, 250 Courthouse, 15 West Kellogg Blvd., Saint Paul, MN, 55102 ("County") and Fight for Justice LLC, [REDACTED], doing business as a Sole Proprietor in the State of Minnesota ("Contractor").

1. Term

1.1.

The original term of this Agreement shall be from August 21, 2020 through August 20, 2022 and may not be renewed.

2. Scope of Service

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

2.1.

Contractor shall serve as a community Catalyst for the Transitioning Systems Together project. Contractor shall work collaboratively with other catalysts to perform the following services.

- A. Nominating community members to serve on the TST team: Contractor shall work with other catalysts to develop a process for the selection of the community members to serve on the TST team. Catalysts shall select a group of community members that reflect key Ramsey County demographics when it comes to race, sex, age, experiences, geographic, religious background if self-reported. The community members must have experience with and/or willingness to learn about and Ramsey County Service departments, e.g., the Courts, child protection, corrections, social services, etc.
- B. Outreach and engagement:
 - Contractor shall leverage the skills, experience, and existing relationships of Ramsey County residents to facilitate the advance of Transforming Systems Together.
 - Contractor shall gather input and feedback from a variety of community members (but not limited to):
 - i. Identify people who may be interested in being a TST Community member.
 - ii. Conduct one-on-one conversation and/or attending community events.
 - iii. Attend community councils, advisory groups, and events.
 - If deemed necessary by Contractor and County, Contractor shall assist the County with planning, organizing, and hosting culturally appropriate community events to assist with these outreach and engagements tasks.
 - Contractor shall provide necessary notice or collect necessary consent and releases as applicable when collecting information from community members
- C. Collaborate with Ramsey County staff:
 - Contractor shall meet with Ramsey County Leadership and the planner to assist with their work.
 - Contractor shall provide regular updates with notes and summary information on the nature, timing, and methods of engagement, and deliver feedback gathered for selection of Community Members.
 - Contractor shall assist Ramsey County staff with the process of onboarding the selected community members to the TST team.

- Contractor shall attend meetings of various Ramsey County decision-making bodies to build relationships and strengthen knowledge of Ramsey County governance.
- If requested by County, Contractor shall assist with the development of flyers, mailers, and other written communications.
- If requested by County, Contractor shall assist with marketing and advertising using print, social media, press, radio, and other outlets.

2.2.

Services shall be provided at various locations, as mutually agreed upon by Contractor and County. If services are provided at any other locations, it shall be deemed an alteration of this Agreement that must be reduced to writing.

2.3.

The Contractor shall make every reasonable effort to maintain a sufficient staff, facilities, and equipment to deliver the services. The Contractor shall within ten (10) days notify the County in writing whenever it is, or reasonably believes it is going to be, unable to provide the required quality or quantity of services. The foregoing conditions will be subject to the provisions of the Force Majeure Clause of this Agreement.

2.4.

The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.

2.5.

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

3. Schedule

The Contractor shall provide services as and if requested by the County, it being understood that the County might not purchase any services under this Agreement.

4. Cost

4.1.

The County shall pay the Contractor a not to exceed amount of \$ 25,000.00 over the life of the contract according to the agreed to rates.

4.2.

The County shall pay the Contractor the following unit rates:
\$100/hour

5. Special Conditions

5.1.

Ramsey County reserves the right, during the term of the resulting contract, to add to the contract similar services to accommodate unanticipated or inadvertently omitted service needs.

6. General Contract/Agreement Terms and Conditions

6.1. Payment

6.1.1.

No payment will be made until the invoice has been approved by the County.

6.1.2.

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

6.2. Application for Payments

6.2.1.

The Contractor shall submit an invoice as mutually agreed upon by Contractor and the County.

6.2.2.

Invoices for any goods or services not identified in this Agreement will be disallowed.

6.2.3.

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

6.2.4.

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

6.2.5.

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

6.2.6.

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

6.3. Independent Contractor

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

6.4. Successors, Subcontracting and Assignment

6.4.1.

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

6.4.2.

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

6.4.3.

The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

6.5. Compliance With Legal Requirements

6.5.1.

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

6.5.2.

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

6.6. Data Practices

6.6.1.

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

6.6.2.

The Contractor designates John D. Thompson as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

6.6.3.

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage

devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

6.7. Security

6.7.1.

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

6.7.2.

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

6.7.3.

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

6.7.4.

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

6.7.5.

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

6.8. Indemnification

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution,

performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

6.9. Contractor's Insurance

The County reserves the right to add insurance requirements, via written amendment, to the resulting contract, if services are added or modified during the course of the agreement.

6.10. Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

6.11. Notices

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

County:

LaRone Greer, 250 Courthouse, 15 West Kellogg Blvd., Saint Paul, MN 55102

Contractor:

John D. Thompson, [REDACTED]

6.12. Non-Conforming Services

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

6.13. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

6.14. Conflict of Interest

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

6.15. Respectful Workplace and Violence Prevention

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

6.16. Force Majeure

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

6.17. Unavailability of Funding - Termination

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

6.18. Termination

6.18.1.

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

6.18.2.

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

6.18.3.

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

6.19. Interpretation of Agreement; Venue

6.19.1.

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

6.19.2.

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

6.20. Warranty

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

6.21. Infringement

6.21.1.

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

6.21.2.

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such enjoinderment imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

6.22. Debarment and Suspension

Ramsey County has enacted Ordinance 2013-330 Ramsey County Debarment Ordinance that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

6.23. Diverse Workforce Inclusion

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:

1. <http://www.JobConnectmn.com/>
2. <http://www.ConstructionHiringConnection.com/>

Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network

includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.

Additional assistance is available through jobconnectmn@ramseycounty.us or call 651-266-6042.

6.24. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

6.25. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

RAMSEY COUNTY ELECTRONIC APPROVAL SUMMARY

Report ID: RMSC006
Run Date : 08/25/2020
Run Time : 14:28:59

Page No: 1

Document: 7008 Version:0.04 Amendment: 0
Setid: MODEL Contract: COMGR00070

Approver Name	Title	Action	Action Date Time
Thompson, Joan	Supplier Signer	Approved	08/22/2020 17:54
Con, Thomas	FIN Analyst Review	Approved	08/24/2020 08:33
Moch, Kelly - COE 1	IS Contract Manager Review	Approved	08/24/2020 10:26
Pelto, Lynn	Procurement Attorney Review	Approved	08/25/2020 12:21
Noffke, Dana - COE 4	Enterprise Risk Manager Review	Approved	08/25/2020 12:57
Noffke, Dana - COE 4	Procurement Manager Review	Approved	08/25/2020 12:57
Guthrie, Janet	Dept Director Signer	Approved	08/25/2020 14:27
Noffke, Dana - COE 4	County Manager Signer	Approved	08/25/2020 14:28

Business Record Details »

Minnesota Business Name
Fight For Justice Enterprises LLC

Business Type
Limited Liability Company (Domestic)

File Number
932234700022

Filing Date
2/2/2017

Renewal Due Date
12/31/2020

Registered Agent(s)
John Derrick Thompson

Principal Executive Office Address
647 York Ave
Saint Paul, MN 55106
USA

MN Statute
322C

Home Jurisdiction
Minnesota

Status
Active / In Good Standing

Registered Office Address
1270 Etna St.
St. Paul, MN 55106
USA

Manager
John D Thompson
PO Box 17343
Saint Paul, MN 55117
USA

Mailing Address
7808 Beard Ave.
Brooklyn Park, MN 55443
USA

Filing History

Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	2/2/2017	Original Filing - Limited Liability Company (Domestic) (Business Name: Fight For Justice Enterprises LLC)	



DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT

Office of State Procurement Suspended/Debarred Vendor Report

mn.

[About OSP](#) | [Contact Us](#) | [Admin Home](#)

[Home](#) [Acquisitions](#) [Construction](#) [Professional/Technical Contracting](#) [Vendor Information](#) [Cooperative Purchasing](#) [MMCAP](#)

Suspended/Debarred Vendor Report

Minnesota Rules Part 1230.1150, Subpart 6 requires the Office of State Procurement to maintain a master list of all suspensions and debarments. The master list must retain all information concerning suspensions and debarments as a public record for at least three years following the end of a suspension or debarment.

The vendors listed below may be currently suspended or debarred, or have a suspension or debarment end date within the past three years. Click the vendor name for complete details.

NOTE: Minnesota Rules Part 1230.1150, Subpart 2, Item B, Subitem (1) also provides that: "Any vendor debarred by the federal government, the state of Minnesota, or any of its departments, commissions, agencies, or political subdivisions, is automatically debarred by the division under the same terms and limits of the original debarment."

Ace Hydro Seeding, Inc.

Asphalt Recycling Solutions, Inc.

Best Electric

C & S Electric, LLC

Country Trucking & Excavating

Dahl Trucking

Devos, LTD

Eagle Deer Reserve Limited

Elmore Truck & Trailer Repair, Inc.

Fibertech, Inc.

Glacier, Inc.

Green Nature-Cycle, LLC.

Guaranteed Returns

Honda Electric, Inc.

Hunt's Carpet Service, Inc.

Krampitz Trucking

Olympic Construction Services

Omni Construction Company

Omni-Midwest, Inc.

Reliakor Services, Inc.

Restoration Specialists, Inc.

Road Spec Corporation

RSI Associates, Inc.

Showcase Lawn and Landscape

The Travel Group LLC

Treasure Enterprise, Inc.

Triumph Electrical Services

Wide Open Services, LLC

NOTE: Minnesota Rules Part 1230.1150, Subpart 2, Item B, Subitem (1) also provides that: "Any vendor debarred by the federal government, the state of Minnesota, or any of its departments, commissions, agencies, or political subdivisions, is automatically debarred by the division under the same terms and limits of the original debarment."

Vendors Debarred by Federal Government Agencies

Information found on this website can be made available in alternative formats, such as large print, Braille, or on tape, by calling 651.296.2600. Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

The State of Minnesota is an Equal Opportunity Employer.

©2000-2019 State of Minnesota, Department of Administration

[What's New](#) | [Site Map](#) | [Staff Directory](#) | [Send Email](#)

Issued Date: 4/29/2020

Notice of Intent to Award Letter

Fight for Justice LLC
██████████
██████████, ██████████

Attention: John Thompson

We are pleased to notify you that Ramsey County intends to award a contract for COMGR0000002795 – Catalysts for TST contingent upon:

Receipt and acceptance of the required documentation identified below.
Successful negotiation of contract.

Before a contract can be awarded, you must complete the documents requested below, and attached, and return them to us within (ten) 10 business days. If, within ten (10) days from the date of this Notice of Intent to Award, you fail to submit the required documentation in proper form, solicitation securities shall be forfeited (if applicable) and retained by the County. No plea of mistake in the solicitation or misunderstanding of the conditions of forfeiture shall be available to you for recovery or as a defense to any action.

Upon receipt and verification of the required documentation, a Professional Services Agreement ("PSA") or Client Services Agreement ("CSA") shall be prepared and submitted to you for electronic approval.

This letter does not constitute a final acceptance or a contract award and should not be construed as such. Any and all communications regarding the final contract award should be directed to the contact handling this award.

All Contractors shall be properly registered with the State of Minnesota prior to contract award. Contractor's whose main office is not in the State of Minnesota must register with the State of Minnesota as a Foreign vendor.

Required documentation:

- The attached W9 Form. Federal I.D. Number.
- The attached **SUPPLIER PORTAL CONTRACTOR REGISTRATION SECURITY FORM**

NOTE: In order to ensure efficient processing, **the Contractor's name and address shall match** on all submitted documentation. If that is not possible, or should you be unable to complete all documents within ten (10) business days, please immediately contact the person handling this award by telephone or email indicating the date the papers will be returned and the reason for the delay.

Sincerely,

Andrew Greenlee
Procurement Specialist

Ramsey County representatives recommending this award acknowledge that by sending this Notice of Intent to Award, all Ramsey County solicitation policies and procedures were followed in the selection of this Contractor.