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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Justification for  Non-Use of State Contractor  Section 1  *Doc Type: Contract* |

This form is only to be used if a State Contractor cannot perform a task included in a State Contract. A completed form must be kept in the appropriate MPCA financial file.

**Note to MPCA Project Managers:**  If the project is estimated to be $5,000 or more, prior to hiring a State Contractor for any Service Project, the MPCA Project Manager must document that State Employees are not able and available to perform the service on a specific Service Project. An Acquisitions Service Certification Form must be completed by the MPCA Project Manager and approved prior to the project being offered to a State Contractor.

**MPCA Contractor information**

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| --- | --- | --- | --- | --- | --- | --- |
| Division name: |  | | | Program name: |  | |
| Contractor name: | |  | Phone: |  | Project Manager: |  |

**State Contractor information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contractor name: | | | |  | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | |
| City: |  | | | | | | | State: | |  | | Zip code: | |  |
| Contact name: | | |  | | | Phone: |  | | | | Contract number: | |  | |
| Date State Contractor contacted regarding scope of services: | | | | |  | | | | Method of correspondence: (email, phone, etc.) | | | |  | |

**Description of services**

**Justification category** (check applicable box; attach documentation or provide explanation below)

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| Unable to meet schedule of work/timeframe  Task not covered in current contract  Location of work not covered in current contract | Contractor unavailable  Equipment not available  Other proprietary situation  Other |
| Provide brief description why this task must be subcontracted as noted above (attach additional pages if needed): | |
|  | |

**Note:** **The following are unlikely to be sufficient justifications:**

* Personal or agency preference for a different contractor
* Agency perception that different contractor is the best qualified
* Past or existing relationship with the contractor
* Special incentive or deal offered (can be assessed in open and competitive solicitation)
* Agency convenience

**Approvals**

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| **MPCA Contract Manager** | |  |  |
| Approved by: |  | Date (mm/dd/yyyy): |  |
|  | *(This document has been electronically signed.)* |  | |