*[Complete and submit this form to the Department of Administration Office of State Procurement. State agencies* ***must*** *use this template. CPV members are encouraged to use this template but may submit a similar originating document providing the same information. The ER or other originating document must be e-mailed to* *PT.Contracts@state.mn.us* *for assignment of tracking number.]*

**MOBILE EVENT PLANNING AND PROJECT MANAGEMENT ENTERPRISE MASTER CONTRACT PROGRAM**

**Engagement Request (ER)**

**Master Contract T-Number: 22AME**

**NOTICE:** This Engagement Request does not obligate its issuer to award a work order or complete the project or engagement, and the issuer reserves its right to cancel the proposed transaction if it is considered to be in its best interest.

|  |  |
| --- | --- |
| Issuer |  -- DOUBLE CLICK TO ENTER TEXT -- TAB TO NEXT FIELD -- IDENTIFY STATE AGENCY OR CPV MEMBER |
| Division | Identify name of division or unit purchasing services. |
| Agency Contact Name | Agency Contact Name |
| Agency Contact E-mail | Agency Contact E-mail |
| Agency ContactTelephone Number | Telephone number with area code |
| Project/Engagement Title | Title |
| Anticipated ER Submission Date (to contractor) | Expected submission to contractor |
| Special Contact Instructions (if applicable) | Special contact instructions |
| Estimated Start Date |       | Estimated End Date  |       |
| Proposed Contractor | Proposed Contractor |
| Project/Engagement Description  | Describe the outcome of the project/event with enough detail that the Contractor will know what is expected of them |
| Deliverables/Contractor duties | Identify as many of the known tasks as possible, specific deliverables that will be listed as “Contractor’s Duties” in the work order, i.e., tasks for which the contractor will be held accountableConsider the following categories when tailoring your project needs: Administrative, Event Coordination, Staffing, Training, Continuous Improvement, Post Event Evaluation, Important Dates/Times  |



Document will be saved as EngagementReq.doc

**INSTRUCTIONS TO CONTRACTOR: Contractor shall contact the above agency or CPV member contact person within two business days of receipt of this Engagement Request. [Note to agency or CPV member: If you require a faster turnaround time from contractor, please delete these instructions and specify the special contact instructions in the field above.]**