*[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 the 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.]*

DATA ANALYTICS MASTER CONTRACT PROGRAM

Work Order Engagement Request (ER)

For Data Analytics Services

Master Contract T-Number: 18ADA

**NOTICE: This Engagement Request does not obligate its issuer to award a Work Order Contract 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: *[identify state agency or CPV member, e.g. Department of Human Services, Ramsey County, etc.]***

**Agency Contact Name:**

**Agency Contact E-mail:**

**Agency Contact Telephone No.:**

**Project or Engagement Title:**

**Anticipated ER Submission Date (to contractor):**

**Special Contact Instructions (if applicable):**

**Estimated Start Date: Estimated End Date:**

**Estimated Total Hours:**

**Service Category:**

**Proposed Contractor:**

**Project/Engagement Description (provide overview or scope of work)**

**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.]**