

Grantee Equipment and Compensated Partner Information Form

Instructions

Purpose

A completed Grantee Equipment and Compensated Partner Information Form, or substantially equivalent documentation, is required for all grant-funded contracts, agreements, compensation arrangements, and equipment purchases with a total value greater than \$10,000.

For contracts, agreements, compensation arrangements, and equipment purchases of \$10,000 or less, grantees should maintain similar documentation and be prepared to provide it to OCM upon request in response to reimbursement requests, financial reconciliation, and other monitoring activities.

Grantees may use their own forms, contract files, vendor onboarding procedures, procurement records, inventory systems, or documentation processes instead of this form, provided they collect and maintain substantially equivalent information and can provide it to OCM upon request.

This form documents:

- Individuals and organizations that receive compensation using grant funds and are not employees of the grantee
- Equipment purchases made with grant funds

Examples of compensated partners include:

- Contractors
- Consultants
- Trainers or technical assistance providers
- Advisors and subject matter experts
- Subrecipients (if authorized by the grant agreement)
- Program partners
- Venue or facility providers
- Other compensated partners

Examples of equipment purchases include:

- Computers and technology
- Machinery
- Tools
- Specialized equipment
- Other grant-funded equipment purchases

Minimum documentation requirements

At a minimum, grantees must maintain internal documentation that includes:

- The compensated partner, vendor, or supplier name and contact information
- A description of the services, activities, deliverables, equipment, or goods provided
- Compensation amount, purchase amount, or payment terms
- The procurement method or basis for selection, if applicable
- Any actual, potential, or perceived conflicts of interest
- A written contract, agreement, memorandum of understanding (MOU), subaward, purchase order, invoice, receipt, or similar documentation supporting the transaction
- Records supporting payments made with grant funds

For equipment purchases, grantees must also maintain invoices, proof of payment, inventory records, and asset tracking documentation, if applicable.

Documentation must be retained as part of the grantee's official grant records and provided to OCM upon request, including during monitoring, desk reviews, financial reconciliations, audits, or other grant oversight activities.

Conflict of interest and procurement requirements

Conflicts of interest

To promote transparency and accountability in the use of state grant funds, grantees must disclose any actual, potential, or perceived conflicts of interest involving compensated partners.

A conflict of interest may exist when a personal, professional, financial, or organizational relationship could affect—or appear to affect—the impartial selection, award, or administration of a contract, agreement, or subaward.

Examples include, but are not limited to:

- Family or personal relationships
- Current or former employment relationships
- Shared ownership or financial interests
- Board membership or governance roles
- Gifts, donations, or other benefits
- Situations that could create the appearance of preferential treatment

Disclosure of a conflict does not automatically disqualify a compensated partner, vendor, supplier, or purchase. OCM will review disclosed conflicts and determine whether any mitigation measures or additional actions are necessary.

Procurement requirements

Grantees must maintain written procurement procedures and conduct procurements in a manner that promotes fair and open competition.

Grantees must:

- Follow procurement requirements contained in the grant agreement and applicable state requirements.
- Maintain documentation supporting contractor, consultant, subrecipient, and vendor selection decisions.
- Retain records of quotes, bids, proposals, evaluations, and contract awards, as applicable.
- Avoid conflicts of interest in procurement and contracting decisions.
- Ensure contractors and consultants are not suspended or debarred from doing business with the state of Minnesota.
- Maintain documentation supporting sole-source procurement decisions, including why the selected provider was uniquely qualified or otherwise the only reasonable source.
- Retain procurement records in accordance with the grant agreement and applicable record-retention requirements.

OCM may request additional procurement documentation during monitoring activities, desk reviews, financial reconciliations, or audits.

The form begins on the next page.

Grantee Equipment and Compensated Partner Information Form

Disclosure type

- ☐ Compensated partner
- ☐ Equipment purchase

Section A – Compensated partner information

Note: Only complete this section if reporting a compensated partner.

Organization or individual name: _____

Type of partner (check one):

- ☐ Contractor
- ☐ Consultant
- ☐ Subject matter expert/advisor
Trainer/technical assistance provider
- ☐ Subrecipient
- ☐ Program partner
- ☐ Venue/facility provider
- ☐ Other: _____

Address: _____

Website address (if applicable): _____

Primary contact name: _____

Primary contact phone: _____ Primary contact email: _____

Compensation information

Estimated total compensation from grant funds: \$ _____

Period of performance: _____

Start date: _____ End date: _____

Was the written agreement executed?

☐ Yes ☐ No

If no, explain below:

Scope of work

Provide a brief summary of the services, activities, or deliverables to be provided:

Qualifications

Describe the qualifications, experience, expertise, or unique capabilities that support the selection of this compensated partner:

Procurement method

Select the procurement method used:

- ☐ Competitive solicitation
- ☐ Informal quotes obtained
- ☐ Targeted vendor procurement
- ☐ Sole-source procurement
- ☐ Identified in the grant application and approved by OCM
- ☐ Other: _____

If sole-source procurement was used, explain why this provider was the only reasonable source for the required goods or services:

Section B – Equipment purchase information

Note: Only complete this section if reporting an equipment purchase.

Equipment description: _____

Manufacturer/model (if known): _____

Vendor/supplier: _____

Estimated cost: _____

Date of purchase: _____

Location where equipment will be used: _____

Inventory or asset tag number (if assigned): _____

Purpose and intended use of equipment: _____

Procurement method

Select the procurement method used:

- ☐ Competitive solicitation
- ☐ Informal quotes obtained
- ☐ State contract or approved vendor
- ☐ Sole-source procurement
- ☐ Other: _____

If sole-source procurement was used, explain why this vendor or equipment was the only reasonable source:

Conflict of interest disclosure

Identify any actual, potential, or perceived conflicts of interest related to this compensated partner, vendor, supplier, or equipment purchase.

Examples may include:

- Family or personal relationships
- Financial relationships
- Shared ownership interests
- Board membership or governance roles
- Current or former employment relationships
- Relationships that could influence, or appear to influence, procurement or contracting decisions

Is there any actual, potential, or perceived conflicts of interest related to this compensated partner, vendor, supplier, or equipment purchase?

- ☐ No known actual, potential, or perceived conflict of interest exists.
- ☐ Yes, a conflict of interest may exist.

If a conflict of interest may exist, describe it below:

Certification

I certify that the information provided in this form is true and complete to the best of my knowledge and that the compensated partner, vendor, supplier, or equipment purchase was selected in accordance with applicable grant requirements, procurement requirements, and conflict-of-interest requirements.

Authorized representative name: _____

Title: _____ Signature: _____ Date: _____