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|  | Consultant Services will send package to: Delores Aguirre  cc: Joyce Brown-Griffin, cc: Amy Sullivan, cc: Sarah Rudolf |

**Professional/Technical (P/T)**

**TGB/VET Contract Clearance Request Cover Sheet**

**[New process: Contract Administrator sends completed form and documentation to Consultant Services]**

**To:** MN\_DOT\_PTinbox [Consultant Services] **Contract Administrator:** [Contract Administrator]

**Office/District:** [Office/District]

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| --- | --- | --- | --- |
| **Project Information** | | **Contact Information** | |
| **Date of Request** |  | **MnDOT Project Manager** |  |
| **MnDOT Contract Number** |  | **Consultant Selected** |  |
| **Project Description** |  | **Consultant Contact**  [Name, Phone, Email] |  |
| **Project Location**  [District/ County/City] |  | **Consultant Address** |  |
| **Contract Amount** | $ | **Date of Selection** |  |

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| ***For Informational Purposes: Apparent Successful Proposer should have submitted the following applicable documents within***  ***5 calendar days from the time of notification by MnDOT:*** | |
| ***Does meet the established goals*** | ***Does not meet the established goals*** |
| * ***Exhibit A for each TGB or VET participating on the project*** *[TGB & Vet-Owned Small Business Special Provisions, Page 17 & 18]* * ***Bidders List*** *[TGB & Vet-Owned Small Business Special Provisions, Page 21]* | * ***Exhibit A for each TGB or VET participating on the project*** *[TGB & Vet-Owned Small Business Special Provisions, Page 17 & 18]* * ***Bidders List*** *[TGB & Vet-Owned Small Business Special Provisions, Page 21]* * ***Good Faith Efforts Affidavit – signed and notarized*** *[TGB & Vet-Owned Small Business Special Provisions, Page 22]* * ***Certificate of Good Faith Efforts*** *[TGB & Vet-Owned Small Business Special Provisions, Page 20]* * ***Supporting Documentation to Verify Good Faith Efforts*** |

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| **TGB/Vet Clearance Documentation Requirements** | |
| **If the Apparent Successful Proposer does meet the established goals, submit the following documentation to OCR:** | TGB/Vet Contract Clearance Request Cover Sheet  Exhibit A for each TGB or VET participating on the project [one for each participating TGB or VET]  Bidders List |
|  | |
| **If the Apparent Successful Proposer does not meet the established goals, submit the following documentation to OCR:** | TGB/Vet Contract Clearance Request Cover Sheet  Exhibit A for each TGB or VET participating on the project [one for each participating TGB or VET]Certificate of Good Faith Efforts  Bidders List  Good Faith Efforts Affidavit – signed and notarized  Certificate of Good Faith Efforts  Supporting Documentation to Verify Good Faith Efforts |