**MINNESOTA STATE**

**ATTACHMENT A-1: FIRST-TIER SUBCONTRACTORS LIST**

**Prior to Contract Execution**

**PROJECT TITLE: *[Insert Project Name]***

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to the execution of a construction contract with each subcontractor.

In accordance with Minnesota State Board Policy 5.14, Minnesota State is committed to enhance and optimize business and contracting opportunities for historically under-utilized businesses. Minnesota State defines Targeted Group Businesses (TGB) as at least 51% owned, operated, and controlled by a woman-and/or racial minority on a daily basis. The successful prime contractor shall submit documentation of subcontracted Targeted Group Businesses and the sub-contracted amounts prior to contract execution. Record and submit the TGB vendor information on Minnesota State’s Targeted Business Inclusion Form.

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST-TIER SUBCONTRACTOR NAMES**  **(Legal name of company as registered with the Secretary of State)** | **Name of city where company home office is located** | **Yes or No, is**  **Subcontractor a Targeted Group Business?** If yes, record information on TGB Inclusion Form | **Targeted Group Business Subcontract amount ($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Add additional rows if needed)

|  |  |
| --- | --- |
| **SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1** | |
| By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:  All first-tier subcontractors listed on attachment A1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285. | |
| Authorized Signature of Owner or Officer: | Printed Name: |
| Title: | Date: |
| Company Name: |  |

**END OF SECTION**