JOBS REPORTING VENDOR FORM INSTRUCTIONS

Pursuant to M.S. Sec. 16A.633, subd. 4, which was added during the 2012 legislative session, Minnesota State is required to report the number of jobs created or retained by the Project. To enable Minnesota State to comply with M.S. Sec. 16A.633, subd. 4, the Contractor (General Contractor or Construction Manager) must submit jobs reporting forms for the Project through Project completion. Each report must contain the information on the form.

1. Contractor shall gather all data for their firm and subcontractors or subconsultants that performed work on the contract that was funded in whole or part by General Obligation Funds.

2. Contractor shall enter data for all applicable fields that are highlighted in yellow as follows:
   - ISRS PO number: Enter PO number is found on contract
   - Contract start date: Enter date (month/day/year) found on contract
   - Work completion date: Enter date (month/day/year) that work was completed for contract
   - Reporting period end date: End date (month/day/year) of reporting period
     • Construction: This date should be the same as prevailing report date
     • Consultants: This date should be the same as billing period of invoice
   - Project name Enter project name
   - City/County Enter city and county of project site (i.e. Minnesota State campus)
   - Name of vendor Enter name of vendor under contract with Minnesota State
   - Jobs Created or Retained Determine if job is new (created) or retained
   - Total Hours worked Determine type of job
     • Engineering/Professional and Other are not typical
     • Overhead or indirect costs are not included in rate
     Enter cumulative hours worked in previous reporting period
     Enter hours worked in current reporting period
     • Total cumulative hours will auto populate
     • Total cumulative FTE will auto populate
   - Certification Sign and date report

3. Contractor shall submit updated Jobs Reporting Form with each pay application/invoice. Failure to submit updated report will result in delay in processing payment until it is submitted.

4. For final pay application or invoice, contractor shall enter work completion date. Contractor shall submit both hard copy and electronic copy of Jobs Reporting Form.