

## Appendix N - Documentation to Establish Financial Stability

RESPONDER/COMPANY NAME

The State of Minnesota ("State") seeks to contract with organizations that are sufficiently financially stable and capable of performing the services described in this solicitation.

The information collected in response to this form will be used by the State in evaluating the Responder's responsibility and capacity to perform under any resulting contract and may be required by applicable law. Information provided may be shared with Minnesota Department of Human Services personnel involved in the decision-making process and/or with other persons as authorized by law. If a Responder does not provide requested financial information upon the State's request, the solicitation may be determined nonresponsive and may receive no further consideration. If a Responder's submission in response to this component does not demonstrate its financial stability, Responder may fail this requirement and be disqualified from further consideration. State reserves the right to request any additional information to assure itself of a Responder's financial reliability. In order to comply with this requirement, the documents identified will need to be submitted in response to the State's request before the contract agreement is fully executed.

The documentation identified below may be requested by the State during the evaluation or prior to contract execution.

### 1. Nongovernmental Organizations

Responders must establish their financial stability and operational capacity by submitting the documentation identified below upon the State's request.

1. Was Responder required to submit a 990 or 990-EZ for Responder organization's last fiscal year?  
 Yes  No
  
2. If Responder is exempt from filing or the organization has been in business for less than one year, please describe the internal controls Responder has over business expenditures and outcomes of the contract funds, if awarded. Examples of internal controls include, but are not limited to: documented policies and procedures; segregation of duties such as having different staff who enter receivables versus those who post payments; using a payroll system; requiring usernames and passwords, along with appropriate levels of access to systems; supervisor review and approval of payments and timecards; and other internal controls, including but not limited to those listed in the RFP, to ensure compliance with laws and regulations and contract requirements.
  
3. Is Responder a charitable organization that made over \$750,000 in the last fiscal year and was required to have an audited financial statement per Minn. Stat. § 309.53?  
 Yes  No
  
4. Non-profit applicants may be required to submit the following documents upon State's request, as applicable to the organization and as part of the pre-award risk assessment:
  - Most recent 990 or Form 990-EZ filed with the IRS

- If not in existence long enough or not required to file Form 990, Form 990 EZ or most recent audit, the nonprofit applicant must:
  - Demonstrate exemption – i.e., Provide a copy of the IRS determination letter
  - Submit the most recent set of board-reviewed (or managing group if applicable) financial statements
  - Most recent audit as required, under Section 309.53, subd. 3.

**2. Governmental Organizations**

Responders that have either 1) had an audit in the last year by the State Auditor or an outside auditing firm or 2) meet the requirements of the Single Audit Act are not required to submit financial statements under this section. State reserves the right to request financial information to assure itself of a governmental organization's financial status.

**3. For-Profit Organizations**

Please answer the following questions and certify the following:

1. Has the for-profit entity filed its most recent state and federal tax returns?

- Yes  No

2. If Responder has been in business less than a year, please describe the internal controls Responder has over business expenditures and outcomes of the contract funds, if awarded. Examples of internal controls include but are not limited to: documented policies and procedures; segregation of duties such as having different staff who enter receivables versus those who post payments, using a payroll system, requiring usernames and passwords along with appropriate levels of access to systems, supervisor review and approval of payments and timecards, and other internal controls, including but not limited to those listed in the RFP, to ensure compliance with laws and regulations and safeguard use of contract funds.

DESCRIBE

3. Asset lien disclosure:

- Responder does not have any liens on assets
- Responder does have liens on assets: Please describe the assets and associated liens below:

DESCRIBE

4. Certify not under bankruptcy proceedings:

By signing this form, Responder certifies that the business is not under bankruptcy proceedings.

5. For-profit business, Responders may be required to submit the appropriate documents upon State's request, as part of the pre-award risk assessment:

- Most recent federal and state tax returns
- Current financial statements

**4. Supplemental Documentation**

Responders concerned that their most recent IRS Form 990 does not demonstrate their organization's fiscal responsibility may supplement their Proposal with any of the additional material described in section 3.5(a)(1) above.

The submission of inaccurate or misleading information may be grounds for disqualification from the contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

By signing this statement, Responder certifies that all information provided is true, correct, and reliable and that all indicated financial documentation will be provided to State upon State's request.

SIGNATURE
PRINTED NAME
TITLE
PHONE NUMBER
DATE



For accessible formats of this information or assistance with additional equal access to human services, write to [DHS.info@state.mn.us](mailto:DHS.info@state.mn.us), call 651-431-3612, or use your preferred relay service. ADA1 (2-18)