



Minnesota Judicial Branch Policy

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Procurement Policy

I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch to procure necessary goods and services in a manner which ensures that the courts are receiving the best value. Uniform policies shall be established to document that court procurement practices are fair and reasonable, and ensure that the Judicial Branch expends public funds in an efficient and effective manner. This policy applies to all Judicial Branch employees and judges.

“Goods” means all types of personal property including commodities, material, supplies, and equipment. “Services” includes both professional and technical services and services performed under a contract.

It is the policy of the Minnesota Judicial Branch to execute contracts that are based on authorized procurement methods, negotiated and executed on a timely basis and include provisions that safeguard the public interest. Contracts shall be encumbered prior to the commencement of service or the ordering of goods.

The Judicial Branch shall establish uniform guidelines to prepare, negotiate, execute, amend, and monitor contractual agreements with vendors and to acquire goods, services and commodities that the Branch does not have the expertise or resources to produce, or which may be delivered more efficiently or effectively by a vendor.

Contracts are intended to protect the interests of the court and public by:

- A. Clarifying the exact goods or services that are being purchased.
- B. Identifying performance measures or features that are key to a particular item or service, such as timeliness, quality, or specific technical capabilities.
- C. Specifying terms and conditions for payment to the vendor.
- D. Standardizing language for routine but complex legal requirements.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the State Court Administrator, acting as the Judicial Council's agent.

III. EXECUTIVE LIMITATIONS

In carrying out this implementation authority, the State Court Administrator shall consult with the Judicial Administrators and Directors Advisory Workgroup (JAD). Generally, goods and services should be acquired through a competitive and open process. The Chief Justice, on behalf of the Judicial Council, must approve procurements over \$500,000.

Except where authorized by the State Court Administrator, or designee, (e.g., software licenses and maintenance agreements), contracts including amendments shall be limited to two (2) years in length.