

## Attachment C: Workforce Certification

### STATE OF MINNESOTA – WORKFORCE CERTIFICATE INFORMATION

Information required for ALL bids or proposals that could exceed \$100,000

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Complete Box A or B of this form, and sign and return it with your bid or proposal. A Workforce Certificate or exemption from the Minnesota Department of Human Rights (MDHR) is required to execute a contract in excess of \$100,000 under Minn. Stat. §363A.36.

**BOX A – COMPANIES** that have employed 40 or more full-time employees in this state or a state where the business has its primary place of business on any single working day during the previous 12 months, check one option below:

Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).

Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on  
(date).

Our company does not yet have a Workforce Certificate, but we acknowledge that a Workforce Certificate is required before a contract in excess of \$100,000 can be executed with the State of Minnesota or other covered entities.

**BOX B – EXEMPT COMPANIES** that have not employed 40 or more full-time employees on a single working day in Minnesota or any state where it has its primary place of business during the previous 12 months, check option below if applicable:

We attest to MDHR that we are exempt. If our company is awarded a contract, upon request, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed.

Send to [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

#### Signature

By signing this statement, I certify that the information provided is accurate and that I am authorized to sign on behalf of the company.

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Name of Company

Authorized Signature

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Date

Printed Name

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Phone Number

Title

#### For assistance with this form, contact:

Minnesota Department of Human Rights

Web: <http://mn.gov/mdhr/>

Email: [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)

Toll Free: 1-800-657-3704

MN Relay: 711/ 1-800-627-3529