

REPORT ON EVENT REVIEW

PREPARED FOR

**CITY AUDITOR'S OFFICE
MINNEAPOLIS, MN**

JUNE 26, 2023

**PREPARED BY:
BAKER TILLY US, LLP**



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I. OVERVIEW

A. RETENTION AND SCOPE

On May 17, 2023, the City of Minneapolis – City Auditor’s Office (“the City”) engaged Baker Tilly US, LLP (“Baker Tilly,” “we,” or “our”) to conduct a review of the contracting processes and expenditures associated with the “I Am My Ancestors’ Wildest Dreams” Expo (“the Expo”), which occurred on February 25, 2023, in Minneapolis, MN.

The scope of our review included gathering and analyzing information related to the planning and execution of the Expo, including procurement, contracting, funding, and payments, and based on that information, building a timeline of events covering the period of May 2022 through February 2023 (“Relevant Period”). This Report of Event Review (“Report”) includes the requested timeline and summarizes the procedures performed, findings and observations, and recommendations.

B. DISCLAIMER

This Report is intended solely for use in connection with this review and may contain confidential information. Any unauthorized use or distribution of this Report, its attachments, or any portions thereof is strictly prohibited. Baker Tilly will not assume any responsibility or liability for any costs, damages, losses, liabilities, or expenses incurred by any third party due to circulation, publication, reproduction, use of, or reliance upon this Report.

Baker Tilly’s review and related services are not intended to be, nor should they be, considered an audit, review, or compilation in accordance with generally accepted auditing standards (“GAAS”). The American Institute of Certified Public Accountants (“AICPA”) defines the “objective of the ordinary audit of financial statements by the independent auditor is the expression of an opinion on the fairness with which they present, in all material respects, financial position, results of operations, and its cash flows in conformity with generally accepted accounting principles (“GAAP”).”¹ Unlike an audit performed in conformity with GAAP, this review was conducted to analyze specific processes and activities pertaining to the Expo.

Baker Tilly identified certain persons and entities as part of our review and this writing. Such references should not be construed as a determination or indication of guilt of any crime or wrongdoing. As such, Baker Tilly does not make any determination regarding any particular transactions, or the legal guilt or innocence of any person; those determinations are the sole province of the judicial system.

Baker Tilly relied upon certain documentation, verbal representations, and explanations shared by current and former City employees to form the basis for our conclusion. However, our Report does not attempt to distinguish information provided by these individuals based on first-hand knowledge from information based on hearsay, logical inference, or speculation. The procedures performed were limited to those described herein based on the documents and information provided to date. Information obtained after this Report’s date may affect our analysis, and this effect may be material or significant. Baker Tilly explicitly reserves the right to supplement or

¹ American Institute of Certified Public Accountants AU-00110 Responsibilities and Functions of the Independent Auditor, revised March 2006, at 1.

update this Report and all related components for a fee upon learning additional information that may affect our observations, findings, and conclusion.

C. BACKGROUND

The City's Department of Race, Equity, Inclusion, and Belonging ("REIB") hosted an Expo entitled "I Am My Ancestors' Wildest Dreams" in celebration of Black History Month at the Minneapolis Convention Center on February 25, 2023.² The Expo was expected to attract up to 20,000 attendees. As such, the City retained the services of a number of vendors to supply food, entertainment, and other event needs. Ultimately, approximately 3,700 registered for the Expo and fewer than that attended.

According to the City, various funding sources were considered for the Expo, including donations and sponsors, American Rescue Plan Act ("ARPA") funds, and City general funds. During the planning of the Expo, the City learned that more funds were needed, and a special meeting of the City Council was held on February 17, 2023, to approve the additional funding. Concerns raised by the former REIB Director, the City, and others regarding the planning, funding, and attendance for this Expo led to the City's request for this review.

² <https://www.minneapolis.org/minneapolis-convention-center/i-am-expo/>

II. PROCEDURES PERFORMED

This section outlines the procedures performed by Baker Tilly to gather relevant information for review and analysis.

A. DOCUMENT REVIEW

Baker Tilly requested, received, and reviewed the following types of information:

- City policies and procedures
- City Council agendas and minutes
- Contracts and related amendments
- Requests for Proposal (“RFP”) and related bid documentation
- Vendor invoices and related support documentation
- General Ledger (“GL”) and Accounts Payable (“AP”) data
- Ad hoc email communications and Microsoft Teams messages
- Expo advertisements and marketing materials

B. INTERVIEWS

Baker Tilly conducted thirteen (13) interviews with current and former City employees to gather information related to the planning and execution of the Expo. Key themes and relevant information gathered through the interview process are included in the **Timeline of Events** and **Findings and Observations** sections below.

C. EMAIL REVIEW

Baker Tilly collected and reviewed email communications of select current and former City employees for the Relevant Period. In total, we collected 284,707 documents³ for four (4) custodians. We prepared a list of sixty (60) key terms to conduct a targeted search of the email correspondence to identify potentially relevant information for this review. Relevant information gathered during the email review process is included in the **Timeline of Events** and **Findings and Observations** sections below.

D. FINANCIAL ANALYSIS

Baker Tilly performed two (2) financial analyses related to the Expo: (1) transaction analysis and (2) vendor analysis. Our findings related to these analyses are described in detail in the **Timeline of Events** and **Findings and Observations** sections below. *See Exhibit 1* for the vendor listings used in these analyses.

³ “Documents” includes emails and any file attachments. The number of documents includes potential duplicates across custodians, so is not a unique document count.

1. Transaction Analysis

Baker Tilly analyzed transactions related to the Expo, which totaled \$680,978.20 over forty (40) vendors according to the City's GL data.⁴ The City confirmed there were no out-of-pocket expense reimbursement requests for the Expo. Baker Tilly reviewed each transaction and relevant supporting documents in detail to identify any potential anomalies or missing information (e.g., invoice, contract or agreement (if applicable), funding source, department approval).

2. Vendor Analysis

Based on the information provided by the City, approximately sixty-four (64) vendors⁵ were anticipated to provide a good or service for the Expo at an estimated cost of \$761,195.88. Baker Tilly conducted various analyses on this vendor list to identify any potential anomalies or patterns and compared this listing to the vendors who received a payment from the City for the Expo. Baker Tilly also conducted independent research on select Expo vendors to identify any potential anomalies.

⁴ At the time Baker Tilly received the GL data, two (2) vendor invoices were pending approval for payment. As of the date of this Report, the City has approved one of those invoices for \$6,500 and the other invoice in the amount of \$2,000 is still pending approval. The \$6,500 invoice has yet to be disbursed; however, for purposes of totaling the Expo-related vendor payments, Baker Tilly included it in the overall amount. We did not include the \$2,000 invoice still pending.

⁵ Included in this count of vendors are some instances of multiple iterations of the same vendor name and potential subcontract / subconsultant scenarios.

III. TIMELINE OF EVENTS

Below is a timeline of key events related to the planning and execution of the Expo during the Relevant Period.

Timeline	Key Events
May – July 2022	Based on the information provided and reviewed by Baker Tilly, there is no mention of the Expo prior to August 2022
August 2022	<ul style="list-style-type: none"> • 8/8/22: Former REIB Director receives information, Sponsor Packet, and invoice for \$1,500 from Jersey Moulin Media in partnership with Touched Apparel, LLC (“<u>Touched Apparel</u>”) to “curate, manage, and execute” the Expo; the Former REIB Director asks a REIB Administrative Analyst how to get invoices paid • Multiple inquiries by the former REIB Director to various potential sponsors and donors on funding for Expo
September 2022	<ul style="list-style-type: none"> • Former REIB Director continues inquiries with various potential sponsors and donors on funding for Expo; discussions with Finance • 9/15/22: Touched Apparel issues first invoice for project management in the amount of \$150,000; Procurement/Finance will not pay without a contract • 9/22/22: Procurement provides former REIB Director with Single Sole Source form and Standard/Contract form for Casey Ellerby (Touched Apparel); former REIB Director begins to collect necessary information from Casey Ellerby to prepare a sole source contract
October 2022	<ul style="list-style-type: none"> • 10/4/22: Meeting with Procurement, Finance, and City Attorney’s Office to offer procurement and process assistance to the former REIB Director • 10/17/22: [REDACTED] • 10/20/22: Expo event planning RFP scope is approved by the former REIB Director and the RFP process begins with Target Market Program providers
November 2022	<ul style="list-style-type: none"> • 11/3/22: Event planning RFP closes with no Target Market Program (“<u>TMP</u>”) participants responding • 11/4/22: Event planning RFP is released to the public • 11/7/22: Final three proposals are evaluated for the event planning contract • 11/15/22: Meeting between the City Attorney’s Office, Finance, REIB, and the Interim City Operations Officer regarding solicitation of donations for Expo • 11/21/22: Touched Apparel was selected as the contractor by REIB • 11/22/22: Procurement approves the Touched Apparel contract for \$175,000
December 2022	<ul style="list-style-type: none"> • 12/16/22: Procurement notifies the former REIB Director that Touched Apparel’s contract cannot be amended for increased amounts because it is already for \$175,000 • 12/22/22: Touched Apparel contract signed by Casey Ellerby and the former REIB Director

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Timeline	Key Events
January 2023	<ul style="list-style-type: none"> • 1/13/23: Registration and Ticketing software RFP is released • 1/17/23: Procurement for hiring artists and talent for the Expo begins • 1/26/23: Procurement mentions to City Attorney’s Office that REIB plans to use ARPA funds for the Expo • 1/30/23: Former REIB Director and Casey “Jersey Moulin” Ellerby receive Master Services Agreement and Statement of Work from Chrom Expo Services for design and build out of convention center space for the Expo • 1/30/2023: Procurement provides REIB Director a spreadsheet to track vendors for the Expo and it is requested REIB returns the form with funding information designated in the schedule. This schedule is to be continually updated as the planning continues
February 2023	<ul style="list-style-type: none"> • 2/6/23: City Attorney’s Office requests a meeting with REIB regarding the procurement process • 2/9/23: Multiple RFPs are released for performers, artists, exhibitors, musicians/DJs, and panelists for the Expo; City assumed ARPA funding and therefore the RFPs did not have to go to TMP providers first • 2/10/23: Discussions between Finance, City Coordinator, and the former REIB Director regarding roadblocks to Expo and whether it should be canceled or postponed • 2/16/23: All proposal responses for the Expo are sent to the former REIB Director for review and contractor selection • 2/16/23: Finance notes that discussions with the former REIB Director regarding ARPA fund use for the Expo had been transpiring since September 2022 • 2/17/23: Special meeting of the City Council to approve additional funding via transfer of funds from other City departments to support the Expo • 2/22/23: Touched Apparel contract amendment executed to expand the scope of services and increase the contract amount to \$242,000 from the previously mentioned \$175,000 • 2/22/23: Chrom Expo invoice is approved for payment using General Funds based on the Chrom Master Services Agreement and Statement of Work signed by the former REIB Director on 2/10/23 • 2/25/23: Expo is held at the Minneapolis Convention Center • Multiple vendor contracts were fully executed between 2/22/23 and 3/3/23

IV. FINDINGS AND OBSERVATIONS

Baker Tilly’s key findings and observations are based on the procedures performed and the information obtained as described herein.

A. FINDINGS

1. General Funds were used to pay for the Expo

Although the former REIB Director explored various funding sources for the Expo, specifically donations, sponsors, and ARPA funds, a review of the GL detail shows that all Expo-related payments were allocated to the City’s General Funds. Baker Tilly did not observe any evidence showing receipts of donations for the Expo or that any restricted funds (such as donations or sponsorships) were used. Additionally, while some expenditures were initially coded to the ARPA account in the City’s GL, Baker Tilly learned these expenses have been (and will continue to be) corrected and reallocated to General Funds, as ARPA funds would not be used to pay expenses for the Expo.

In total, the City paid \$680,978.20 for the Expo, which is comprised of the following types of expenditures. As of the date of this Report, the City is neither aware nor anticipates receiving any additional Expo-related invoices for payment.⁶

Table 1. Expo Expenditures

Expenditure Type	Amount
Paid Transactions Related to the Expo (AP)	\$499,065.68
Procurement Card (“P-Card”) Transactions	\$4,676.51
Minneapolis Convention Center (internal City expense)	\$108,336.01
Expo-Related Transactions Incorrectly Coded in GL	\$68,900.00
TOTAL	\$680,978.20

2. Contracting anomalies

Beginning in October 2022, Procurement became involved looking to provide assistance to REIB in correcting contracting missteps and to place the event planning contract out for bid, first to the TMP participants, and when no responses were received, solicitations were opened to the general public. Touched Apparel was selected by REIB and ultimately awarded the event planning contract, although according to the company’s website, Touched Apparel is an “Atlanta-based clothing company with a conscious mission.”⁷ Touched Apparel, LLC is registered in the state of Georgia, has the principal office address of 4935 Streamside Dr. Alpharetta, GA 30022 USA, and identifies the registered agent as Casey Ellerby. Baker Tilly observed in some email communications that Casey also goes by Casey “Jersey” Ellerby or Casey “Jersey Moulin” Ellerby

⁶ As of the date of this report, there is one anticipated payment for \$2,000 pending approval. This transaction is not included in the total expenditure amount.

⁷ <https://www.touchedapparel.com>

and also partners with Jersey Moulin Media. Remaining contract bids followed in January 2023 for hiring artists and talent, and to procure registration and ticketing software.

Baker Tilly reviewed all available transaction support for Expo-related expenditures. We observed that apart from Chrom Expo Services, all vendors receiving \$5,000 or greater in payments had a City-approved contract per the City's purchasing requirements. The former REIB Director signed Chrom Expo Services' Master Services Agreement dated February 10, 2023, but no other City-approved contract existed between Chrom Expo Services and the City. The City approved Chrom Expo Services' invoice for payment, but Finance advised that because this agreement (MSA) did not go through the full procurement process, it must be coded to REIB General Funds.

Additionally, contracts were not released for signature until proof of insurance was received for providers, and as of February 22, 2023, only three (3) vendors had complied with this requirement with those contracts going out for signature just three (3) days before the Expo. Based on our review of the information provided, as of February 22, 2023, we understand the remaining vendors could not or did not provide the required documentation. Touched Apparel agreed to cover the vendors under its insurance policy, so the City would release the necessary contracts for signature. As a result, several contracts were fully executed between February 22, 2023, and March 3, 2023, which covers the period beginning three (3) days before the Expo on February 25, 2023, and up to five (5) days after.

Some vendors received less than \$5,000 in payments and therefore met the criteria of a Small Dollar Purchase per the City's procurement guidelines. Departments have the discretion to make small purchases under \$5,000 where there is no contract requirement.⁸

For professional consulting services contracts over \$5,000 but under \$175,000, the Procurement Associate Contract Administrator (ACA) "prepares the contract documents for signature and routes them for signatures" in the following order (1) City Attorney's Office – if there were amendments to the terms and conditions (2) Supplier, and (3) Department Head.⁹ In the contracts reviewed, only one (Touched Apparel) was identified to have the City Attorney's Office's signature. This contract increased the amount to \$242,000 from the previous \$175,000.

3. Lack of detailed event plan for the Expo

Based on the information provided, Baker Tilly did not observe any detailed event plan outlining the agenda, vendors, services, supplies, timeline, funding, or budget needs for the Expo. On January 30, 2023, Procurement provided the former REIB Director with a spreadsheet to track vendors for the Expo and requested that REIB provide estimated expense information in the schedule. This schedule was updated throughout the planning process and was ultimately used to track payment of Expo-related expenditures. According to this schedule, the estimated cost for the Expo, as prepared by REIB, was \$761,195.88. As mentioned herein, the actual cost of the Expo was \$680,978.20.

⁸ <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/City-of-Minneapolis-Guidebook.pdf> at 7.

⁹ Professional Consulting Services over \$5,000 but under \$175,000, REV. OCT 2022, at p. 3.

4. Use of out of state vendors

Of the approximately sixty-three (63) vendors REIB planned to use to provide a good or service for the Expo, thirty-five (35) were located within the state of Minnesota and received \$229,565.68. One of the hallmarks of the Expo was to feature small Black-owned businesses from the Minneapolis and St. Paul area¹⁰; however, twenty-eight (28) Expo vendors receiving \$269,500.00 in City funds were not local businesses, as shown below.

Table 2. Expo Vendors by State

State	Count of Vendors	Sum of Estimated Expense per REIB	Amount Paid by the City (per Expo AP)
Delaware	1	\$25,660.00	\$ -
Georgia	19	386,700.00	226,000.00
Maryland	2	6,000.00	4,000.00
Minnesota	35	278,335.88	229,565.68
North Carolina	2	7,500.00	7,500.00
New York	2	42,000.00	32,000.00
Pennsylvania	1	12,000.00	-
South Carolina	1	3,000.00	-
Totals	63	\$761,195.88	\$499,065.68

5. Multiple vendor invoices utilized the same template

Baker Tilly observed multiple vendors using the same invoice template. The format and style are identical, and each vendor has used the exact same invoice number (001IAMMPLS). Our email review uncovered forty-nine (49) vendor invoices using this template, with fourteen (14) of the invoices being potential duplicates. Some of these invoices utilize slight variants in company names, consist of typewritten and handwritten amounts. Additionally, there is one (1) invoice provided that did not even include a vendor name but had \$2,500 filled in for the amount requested.

For this invoice and based on the file metadata, the author of the invoice template is “Jersey Moulin.” See *Exhibit 3* for the invoice template. The format and style of the invoice template is similar in appearance to invoices provided to the City by Jersey Moulin Media. Jersey Moulin Media, also known as “JM Jersey Moulin” or “Jersey Moulin” could not be located as a registered business in the state of Georgia, and therefore, it is unknown if or in what state these businesses are registered.

Correspondence between the former REIB Director and Jersey Moulin during August 2022 confirms Jersey Moulin Media was in partnership with Touched Apparel, LLC. The email correspondence from Casey Ellerby states, “Jersey Moulin Media in partnership with Touched Apparel, LLC” and the email signature is “Jersey Moulin Media Manager Founder of Touched

¹⁰ <https://www.eventbrite.com/e/i-am-my-ancestors-wildest-dreams-expo-tickets-529954196267>

Apparel.” Also, the IRS Form W-9 attached to this email correspondence has the name Casey Ellerby and the business name Touched Apparel, not Jersey Moulin Media.

6. Payment for subcontractor services not provided

The Touched Apparel amended contract dated February 22, 2023, expanded the scope of services to allow payment of select performers in a subcontract arrangement and increased the contract amount from \$175,000 to \$242,000. The additional \$67,000 was intended for two (2) performers: Pinky Cole and Iniko. Touched Apparel invoiced the City for \$67,000 and anticipated full payment immediately so that the performers could be paid 50% upfront and the remaining 50% three (3) days before the event as stated in the agreement between Touched Apparel and the performers.

The City, however, would not agree to pay the full invoice upfront as services had yet to be provided. Ultimately, the City agreed to pay 50% prior to the Expo and pay the remaining balance after the event. On February 23, 2023, the City paid Touched Apparel \$33,500. Email correspondence from the former REIB Director on February 27, 2023 stated that Pinky Cole backed out the night before the Expo because full payment would not be received upfront as agreed with Touched Apparel. As a result, the City paid Touched Apparel for services not provided.

B. OBSERVATIONS

In addition to the findings described above, Baker Tilly observed the following patterns and themes throughout our review.

- There were multiple offers of assistance to REIB by Procurement, Finance, the City Attorney’s Office, the Interim City Operations Officer, and other departments to support the planning and execution of the Expo. The consensus was that the City wanted the Expo to be a success and there was an “all-hands on deck” approach to doing what was necessary, including expediting processes where possible, while ensuring compliance with purchasing guidelines and requirements, to make the event happen.
- Procurement, Finance, the Interim City Operations Officer, and the City Attorney’s Office sent communications to and participated in multiple discussions with REIB to explain and clarify procurement processes with the objectives of ensuring the City is compliant with all requirements, and addressing any potential concerns or issues in a timely manner so that the Expo could take place as scheduled.
- There appears to be a good faith effort by Procurement, Finance, the Interim City Operations Officer, and REIB to verify goods and services were provided for the Expo before approving and paying vendor invoices after the former REIB Director left her position.
- Based on Baker Tilly’s interviews, City employees receive minimal training and guidance on procurement and purchasing requirements at the time of hire

or during employment with the City and the knowledge and understanding of procurement requirements is inconsistent across employees. Also, there is concern that the level of support and assistance on this topic is inconsistent across departments.

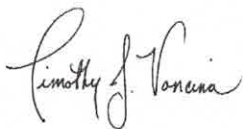
V. RECOMMENDATIONS

As a result of the procedures performed and the findings and observations provided herein, below is a summary of our recommendations for the City's consideration.

1. The City should review the February 2023 payment of \$33,500 to Touched Apparel and explore potential options to recoup the portion of the amount intended for Pinky Cole who canceled the night before the Expo and did not perform.
2. The City should consider developing and implementing a robust procurement and purchasing training program for City employees to be delivered at the time of hire and on demand throughout their employment.
3. The City should consider creating a procurement "help desk" for employees to contact for questions and assistance with procurement, contracts, and other purchasing support. This could be in the form of a dedicated email address or phone number as a one-stop point of contact for City employees needing procurement guidance and support.
4. The City should consider creating and implementing a process for planning and hosting large City events. Guidance may include but is not limited to, creating an event plan, creating a budget, identifying, and securing funding, procuring vendors for goods and services, contracting requirements, invoice approval and payment, and communications and marketing support.

We appreciate the opportunity to submit this Report setting forth the scope, the procedures performed, the findings and observations, and our recommendations.

Respectfully submitted,



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VI. EXHIBITS

Report of Event Review for the City of Minneapolis
Expo Vendor Listing

Vendor Name	State	Sum of Estimated Expense per REIB	Amount Paid by the City in the Expo AP
1 Day At A Time (Richard McLemore)	MN	\$ 5,000 00	\$ 3,000 00
All Heart Inspirations, LLC (Ferene Paris Meyer)	GA	12,000 00	12,000 00
Angela McDowell	MN	11,500 00	11,500 00
Antonio Grandison	MD	2,000 00	-
Audio Angel Inc /Iniko	PA	12,000 00	-
B I R D Media Enterprises	GA	4,000 00	-
Below the Radar Entertainment LLC / Queen Sheba / Bethsheba Rem	GA	4,000 00	4,000 00
Black Cub Productions	NY	32,000 00	32,000 00
BMF Enterbrainment (Frank Gardner)	MN	1,500 00	1,500 00
Bohemian Way	MN	3,500 00	3,500 00
Busse, Holly dba Tiny Imperfections	MN	100 00	-
CCMNT Speakers, LLC	NC	5,000 00	5,000 00
Chadwick Boseman/Philips	MN	2,500 00	2,500 00
Chrom Expo Services	MN	140,000 00	150,000 00
Convention Center	MN	42,803 20	-
Dasan Ahanu LLC	NC	2,500 00	2,500 00
Different Beauty Different Skin	MN	600 00	600 00
Donte Curtis	MN	3,200 00	-
Ernest Okan Bisong	MN	650 00	650 00
Fazzu Brand / Caitlin Elliott	GA	4,950 00	-
Fitness King (Ron Henderson) ONE ON ONE FITNESS KING OF THE TWIN	MN	5,000 00	5,000 00
Froggy Hops LLC	MN	2,676 51	-
Georganna Smith, DJ Ace Star	GA	4,000 00	4,000 00
Grace Healed Me LLC/Tyshanthia Tensley	MN	600 00	600 00
Hall, Laroy (Team Street)	SC	3,000 00	-
Jean Loyd	MN	1,637 50	1,637 50
Jordan Johnston	MN	500 00	500 00
Kaytee Crawford	MN	600 00	600 00
Kelber Catering	MN	11,575 17	8,584 68
Kelly Henriksen/Harmonius World	MN	600 00	600 00
KMOJ Radio	MN	2,000 00	-
Korma Aguh-Stuckmayer/Afrocodigbo	MN	1,700 00	1,700 00
Kreative Edge LLC	GA	6,500 00	-
Lakara With The Gift	GA	7,000 00	-
Levert, Carlysia	GA	4,000 00	4,000 00
Macmillan Holdings LLC (Kimberly Jones)	NY	10,000 00	-
Mayadda Major	MN	4,000 00	4,000 00
Mikal Garrett/Kelz Musik	MN	2,500 00	2,500 00
Miriam Tadeese/Miss Mari	MN	800 00	800 00
Monica Drayton	GA	4,000 00	4,000 00
Monica Drayton/Christin Brown	GA	10,000 00	6,500 00
Monica Drayton/Rise Entertainment (Hip Hop Harry)	GA	10,000 00	10,000 00
Numify Tech	DE	25,660 00	-
Nura Holistic Massage and Bodywork	MN	1,200 00	1,200 00
Paris Sashay Swinson	MD	4,000 00	4,000 00
Protect Yo Energy	GA	4,250 00	-
SET Enterprises dba Rebel Ink	MN	10,093 50	10,093 50
Shaiwna Adams (Relentless Empress LLC -The Lioness)	MN	3,000 00	3,000 00
Sheletta Brundidge (ShelettaMakesMeLaugh)	MN	5,000 00	5,000 00
Sheppheard, DeSeandra	MN	2,000 00	2,000 00
Soul Beautiful	MN	3,000 00	-
Sway The Pro, LLC	GA	6,000 00	6,000 00
Tamiko French	MN	600 00	600 00

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Expo Vendor Listing

Vendor Name	State	Sum of Estimated Expense per REIB	Amount Paid by the City in the Expo AP
Tera Carissa	GA	3,000 00	-
The Pinky Cole Group LLC	GA	40,000 00	-
The Progress Report Media Group LLC/L Sheppard	GA	7,000 00	7,000 00
Tish Jones	MN	750 00	750 00
Touched Apparel	GA	242,000 00	153,500 00
Touched Apparel LLC (Karen Civil)	GA	7,000 00	8,000 00
Touched Apparel/Teacher Talk Live LLC (Alfred "Shivy" Jones)	GA	7,000 00	7,000 00
Tulloch, Brandyn Lee	MN	500 00	500 00
Voicez Inc	MN	6,000 00	6,000 00
Walter Chancellor Jr	MN	650 00	650 00
TOTAL		\$ 761,195.88	\$ 499,065.68

Note:

At the time Baker Tilly received the GL data, two (2) vendor invoices were pending approval for payment. As of the date of this Report, the City has approved one of those invoices for \$6,500 and the other invoice in the amount of \$2,000 is still pending approval. The \$6,500 invoice has yet to be disbursed; however, for purposes of totaling the Expo-related vendor payments, Baker Tilly added it to the overall amount. We did not include the \$2,000 invoice still pending.

Professional Consulting Services over \$5,000 but under \$175,000 (Standard Agreement Process)

- All purchases under \$175,000 will start with a requisition created in COMET.
- When need for a professional service is identified at the department, the Project Manager will complete a [Products & Services Requisition Form](#), providing information such as:
 - Detailed scope for work
 - List of known suppliers that can provide the service. Departments should make an effort to ensure that these suppliers are registered as Bidders in eSupplier to avoid delays in sourcing.
 - Source of funding
 - Contract Manager
 - Anticipated start date of contract
 - Estimated cost of service.
- This whole packet will be sent to the respective requisitioning area for a requisition to be created in COMET.
 - Requisition (with no supplier selected) is created as per departments' request and routed for department approvals.

Strategic Sourcing Module

- Upon final approval by the department, the requisition ends up in Strategic Sourcing module with the respective Procurement Buyer based on the category selected on the requisition.
- Procurement Buyer reviews requisition and attached Products and Services Requisition Form and starts a sourcing Event in the Strategic Sourcing module.
- Procurement Buyer ascertains Target Market Program (TMP) eligibility.
 - If there are three (3) or more TMP suppliers, then the Event is sourced just to the TMP suppliers.
 - If there are less than three (3) TMP suppliers in the category, the Event is emailed to the available TMP suppliers plus those suppliers attached on the requisition form.

- Upon internal approvals at Procurement, the sourcing Event is posted to the eSupplier module for a specific period based on the department need and request.
- Bidders and Suppliers respond to the Event within the eSupplier module and into Strategic Sourcing module.
- When the Event closes, the Procurement Buyer reviews the responses for any proposed changes to the Terms and Conditions of the contract. If there are changes, the Buyer adds the respective individuals (City Attorney and Risk Management) to the collaboration path.
- Procurement Buyer collaborates with the department by forwarding all the responses to the Event, through Strategic Sourcing module, to the department Project Manager (or requestor) for review, analysis of responses and selection of who to award the work to.
- Departments check out the Event and when analysis is complete, they check the event back with the following information:
 - Who to make award to
 - Amount of award
 - Contract Start and End dates
 - Revised scope of work including the cost per hour
 - Name of Contract Manager
 - Contact information (Name, title, address, phone number and email address) of the supplier selected
- Upon award in Strategic Sourcing, a transactional contract page is automatically generated in Supplier Contracts Module.

Supplier Contracts Module

- The transactional contract page will display all the pertinent contract information as provided by the department upon awarding a contract in Strategic Sourcing module. The Procurement Buyer's name will also be displayed on this page. The Buyer should be contacted with any questions about amending the contract.
- Procurement Associate Contract Administrator (ACA) generates the contract document.
- ACA collaborates with the following:
 - Department - by forwarding the generated contract document draft, to the

- department Contract Manager for review.
- The supplier - for review of the contract draft:
 - Request a Certificate of Insurance (Accord Form) if available. .
 - If not available, notify them to start working on it to send it in once contract is routed for signatures.

 - ACA sends the final version of the contract document to the department Contract Manager for approval and to the City Attorney's Office if the terms and conditions were amended.

 - ACA prepares the documents for signature and routes them for signatures in the following order:
 - City Attorney's Office - If there were amendments to the terms and conditions
 - Supplier
 - Department Head

 - When the final signature is obtained, all the signers and ACA receive a fully signed copy of the contract.

 - With the contract executed, ACA moves the contract to Approved Status and releases the Purchase Order (PO).

 - ACA sends a Notice to Proceed (with Contract and PO numbers) to Contract Manager. The Contract Manger notifies Supplier of the Notice to Proceed. The contract and Purchase Order will be available to the Supplier through the eSupplier Portal.

BILLED TO:

**CITY OF MINNEAPOLIS
350 S. 5th St.,
Minneapolis, MN 55415**

Invoice

INVOICE NO . 001IAMMPLS

Item Description	Price	Total
	Sub Total	
	Total Price	

PAYMENT INFORMATION

NAME:

ADDRESS:

