



IN WITNESS WHEREOF, STATE has caused this Supplemental Agreement/Contract Amendment to be duly executed on its behalf and CONSULTANT has caused the same to be duly executed on its behalf.

This Supplemental Agreement/Contract Amendment may be executed in counterpart; once all parties have signed on one or separate copies, a copy signed by one party is binding on that party same as if signed by all remaining parties.

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

SWIFT Order Number:	N/A
Certification Signature:	<i>[Handwritten Signature]</i>
Date:	11.23.15

**2. CONSULTANT: CBIZ Accounting, Tax and Advisory of Minnesota, LLC**

CONSULTANT certifies that the appropriate person(s) have executed the Agreement on behalf of the CONSULTANT as required by applicable articles, by-laws, resolutions, or ordinances.

By:	<i>[Handwritten Signature]</i>
	(Corporate Signature)
Printed Name:	STEVEN R. WRIGHT
Title:	DIRECTOR
Date:	11/10/15

**3. STATE AGENCY: Department of Administration**  
Contract approval and certification that state funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

By:	<i>[Handwritten Signature]</i>
	(Authorized Signature)
Printed Name:	Gordon Christofferson
Title:	Project Operations Manager
Date:	11-23-15

**4. COMMISSIONER OF ADMINISTRATION, as delegated to Materials Management Division:**

By: (Authorized Signature)	<i>[Handwritten Signature]</i>
Date:	11-24-15

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By:	_____
	(Corporate Signature)
Printed Name:	
Title:	
Date:	

**Distribution:**

- Agency – Original (fully executed) Contract
- Department of Administration
- Contractor
- State Authorized Representative

# Exhibit E1

## State of Minnesota – Equal Pay Certificate

If your response could be in excess of \$500,000, please complete and submit this form with your submission. **It is your sole responsibility to provide the information requested and when necessary to obtain an Equal Pay Certificate (Equal Pay Certificate) from the Minnesota Department of Human Rights (MDHR) prior to contract execution. You must supply this document with your submission.** Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

**Option A** – If you have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the applicable box below:

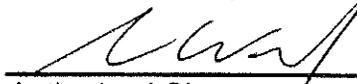
- Attached is our current MDHR Equal Pay Certificate.
- Attached is MDHR's confirmation of our Equal Pay Certificate application.

**Option B** – If you have not employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the box below.

- We are exempt. We agree that if we are selected we will submit to MDHR within five (5) business days of final contract execution, the names of our employees during the previous 12 months, date of separation if applicable, and the state in which the persons were employed. Documentation should be sent to [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

The State of Minnesota reserves the right to request additional information from you. **If you are unable to check any of the preceding boxes, please contact MDHR to avoid a determination that a contract with your organization cannot be executed.**

Your signature certifies that you are authorized to make the representations, the information provided is accurate, the State of Minnesota can rely upon the information provided, and the State of Minnesota may take action to suspend or revoke any agreement with you for any false information provided.

	STEVE R. WRIGHT	DIRECTOR
Authorized Signature	Printed Name	Title
	MN 381 0050	
CBIZ ACCOUNTING TAX and Advisory MN LLC	Fed 34-863018	11/17/15
Organization	MN/FED Tax ID#	Date

Issuing Entity

Project # or Lease Address

Minnesota Department of Human Rights  
ATTN: Contract Compliance – Pay Equity  
Freeman Building  
625 Robert Street North  
Saint Paul, MN 55155  
(Or Email to - [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).)

### Certificate of Equal Pay Application

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Minnesota Human Rights Act, and the Minnesota Equal Pay Act for Equal Work Law.
- The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors, within each of the major job categories in your EEO-1 report. If you are not required to file an EEO-1 report, taking into account mitigating factors, the average compensation for female employees is not consistently below the average compensation for male employees within your organization.
- We make retention and promotion decisions without regard to gender, nor do we limit employees based on gender to certain job classifications.
- We promptly correct wage and benefit disparities.
- We evaluate wages and benefits to ensure compliance with the above identified laws every:  
   Year  
  \_\_\_ Two years  
  \_\_\_ Three years  
  \_\_\_ Other, please specify \_\_\_\_\_
- In determining our employee compensation we use (check all that apply):  
   Market pricing approach  
  \_\_\_ State prevailing wage or union contract requirements  
   Performance pay system  
   An internal analysis  
   Other method (please specify) \_\_\_ Mercer \_\_\_\_\_

\_\_\_ Enclosed is our application fee of \$150, made payable to the "Minnesota Department of Human Rights." (Please note "Equal Pay Certificate" in Memo of check.)

In signing below, I affirm that I am the Board Chairperson or Chief Executive Officer and that the above information to the best of my understanding is accurate and complete.

  
Signature

Davis Levi  
Print Name

6/1/15  
Date

CBIZ ACCOUNTING TAX AND ADVISORY OF MINNESOTA, LLC  
Business Name

222 S 9TH ST #1000  
MINNEAPOLIS, MN 55402  
Business Address

dlevi@cbiz.com  
Email Address

(the email address above will be used as contact for any Certificate of Equal Pay application questions or concerns.)