



Doing Business with the State of Minnesota

- Please mute your line
- Use the chat box if you need to contact the presenter
- Use email for any question that can be answered after the presentation

doug.heeschen@state.mn.us

~ \$2.4 BILLION

- **Goods, General Services, and Construction**
 - Centralized authority – Admin controls contracts
- **Professional Technical Services**
 - *Intellectual services, including consultation, analysis, evaluation,*
 - *prediction, planning, programming, or recommendation*
 - Decentralized with Admin review and oversight

*A competitive process is required for all contracts over \$5K (unless otherwise provided by law)

Top Spend Categories in FY19

- Highways and Bridges - \$651 million
- Non-IT professional/technical services (e.g., architects, engineers) - \$351 million
- Supplies - \$213 million
- Equipment - \$145 million
- Computer and system services - \$126 million
- Space rental and utilities - \$185 million
- IT professional/technical services - \$117 million
- Communication - \$62 million
- Building and Improvements - \$70 million
- Printing and Advertising - \$26 million

Opportunities – Goods, General Services, and Construction

All advertised Solicitations (generally over \$10,000) for goods, general services and construction are posted on the Office of State Procurement's (OSP's) website and, in some cases, the SWIFT Supplier Portal:

- One Time Purchases
- Term Contracts
 - Up to a five year contract term is typical
 - Available to one or more state agencies
 - Often made available to members of the State's Cooperative Purchasing Venture (CPV) program
 - May be utilized for purchases that occur on an as needed basis

Opportunities – Professional/Technical Services

Generally, Advertised Solicitations for Professional/Technical services contracts between \$25,000 and \$50,000 are posted on the OSP's website; Postings for P/T solicitations over \$50,000 are in SWIFT or the State Register as well as on the OSP's website.

A Master Contract program may be set up with its own specified selection process.

Opportunities – Professional/Technical Services

- Here are examples of P/T Master Contract Programs:
 - MNSITE
 - Arbitration/Mediation/Facilitation Services
 - Data Analytics
 - Court Reporting/Deposition and Tape Transcription
 - Aerial Imagery
 - Accessibility MN
 - Drug & Alcohol Testing
 - IT Junior Talent Outreach, Mentoring, and Development

Selection Processes

Selection of vendors is based on:

- Lowest bid meeting terms, conditions and specifications (i.e. Request for Bids [RFBs], quotes)
- Best value which considers price and other evaluated criteria (i.e. Request for Proposal [RFP], State has the ability to negotiate)
- Other methods as authorized by state law. (e.g. Joint Powers with another state or political subdivision)

What is SWIFT?



- Vendors can locate and respond to business opportunities through the Supplier Portal, which is part of SWIFT.
 - Every individual or organization doing business with the State must register in the system
 - Vendors interested in learning how to navigate our Supplier Portal may attend a training session offered monthly or based on demand. Pre-registration is required. Contact Sodany Chantes to register at sodany.chantes@state.mn.us.

What is the CPV Program?

- Cooperative Purchasing Venture (CPV) Program allows “governmental units” as defined by statute to purchase using State Contracts
 - Over 2,000 members including Minnesota cities, counties, townships, school districts, eligible non-profits and out-of-state government entities
 - Aggregate purchasing power and maximize economies of scale
 - No charge to join

Diversity and Inclusion

The State is committed to diversity and inclusion in its public procurement process. Creating broader opportunities to historically under-represented groups helps:

- Provide more options for products and services, ensuring agencies receive the best value;
- Encourage more competition, promoting lower prices and encouraging innovation and efficiency;
- Create stronger relationships and engagement among communities that serve state agencies; and
- Foster economic development and reduce economic disparities.

Targeted Group (TG)

- Small businesses owned, operated and controlled by the following groups:
- Minorities
 - Asian American
 - African American
 - Hispanic American
 - Indigenous American
- Substantially Physically Disabled
- Women

Economically Disadvantaged (ED)

- Labor Surplus Area
 - County designated by US Department of Labor
- Low Median Income County
 - County designated by Revenue Dept.
- Certified Rehabilitation Facility or Extended Employment provider (Minn. Stat. 268A)

Veteran Owned Preference (VO)

- Small businesses owned, operated and controlled by:
 - Veterans
 - Service Disabled Veterans
- Principal place of business in Minnesota
- Proof of veteran status
- In some cases, can accept certification by US Veterans Affairs

- Targeted Groups (TG)
 - Must be certified and approved for the specific products and services
 - Up to 6% preference
- Economically Disadvantaged (ED)
 - Up to 6% preference
- Veteran Owned (VO)
 - Up to 6% preference

Sustainable Procurement Process

The procurement process leverages a partnership with MPCA and other state agencies to set a foundation for sustainable procurement practices. This includes Environmental, Social, and Economic components.

This Sustainable Procurement Process advances the Governor's commitment set forth in the following Executive Orders:

- Executive Order 19-27 promotes environmental sustainability in the daily operations of state government and carries forward goals in EO 17-12.
- Executive Order 19-25 promotes efficiencies gained through sound renewable energy practices and updates the goals and requirements in EO 11-12.
- Executive Order 19-01 promotes diversity and inclusion in the State's contracting practices. Renews EO 16-01.

Sustainable Procurement Process

The Sustainable Procurement Process leverages the following:

- Price Preference for sustainable products (Up to 10%)
- Use of standards such as Green Seal, Safer Choice, EPEAT, and EcoLogo
- Points available in RFP's for sustainable products or service delivery
- Interaction with the vendor community to provide opportunity for a shared vision

Recent Changes for Diversity & Inclusion

- Diversity & Inclusion Training for all state buyers
- Increased vendor outreach, including many more events
- Prompt(er) Payment for certified TG/ED/VO businesses (15 days, rather than 30)
- Equity Select – allows direct selection of a certified TG/ED/VO vendor for non-contract purchases up to \$25k
- Increased review of competitive solicitations for use of Sheltered Market
- New methodology being used for setting Subcontracting Goals

Office of Equity in Procurement

Procurement.Equity@state.mn.us

651.201.2402

mn.gov/admin/oep

Who to Contact for Solicitation Opportunities?

Goods and Services “Acquisitions”

- Agency Procurements
 - Contact agencies directly (delegated authority purchases)
- Agency procurements handled by the Office of State Procurement (OSP) and enterprise solicitations (generally over \$10,000)
 - See solicitation postings on the OSP’s website
 - mn.gov/admin/osp

Professional Technical Services

- Agency Procurements
 - Contact agencies directly
- View the OSP’s website, Supplier Portal, and State Register

Avoid Common Mistakes

- Be sure to submit your bid or proposal on time
- Read the solicitation document to make sure you have met all requirements
- Sign all the required forms properly
- Remember to return/upload all required attachments
- Be diligent about monitoring notices in SWIFT and make sure you are registered for the proper UNSPSC codes to receive notice of potential opportunities

Navigating the Home Page



[About OSP](#) | [Contact Us](#) | [Admin Home](#)

[Home](#) | [Acquisitions](#) | [Construction](#) | [Professional/Technical Contracting](#) | [Vendor Information](#) | [Cooperative Purchasing](#) | [MMCAP](#)

Acquisitions Staff

- [ALP Manual](#)
- [Cell Phone Information](#)
- [Common Procurement Terms](#)
- [Cooperative Purchasing Opportunities](#)
- [Customer and User Groups](#)
- [Environmental Purchasing](#)
- [Expiring Contracts](#)
- [Forms](#)
- [Human Rights Changes](#)
- [International Trade](#)
- [Janitorial and Other Mandated Services](#)
- [Laws & Rules Governing Purchasing & Contracting](#)
- [Local Purchase Authority \(ALP\)](#)
- [Monthly Procurement Updates](#)
- [Nonvisual Access to Technology](#)
- [Purchasing Policies](#)
- [Sales Tax Information](#)
- [Suspended/Debarred Vendors](#)
- [SWIFT](#)
- [Targeted Group, Economically Disadvantaged & Veteran-Owned Small Business Program](#)
- [Training](#)

Acquisitions

The Acquisitions team of the Office of State Procurement (OSP) supports the Commissioner of Administration's statutory responsibilities (Minnesota Statutes Ch. 16C) to provide leadership and service to government entities in the acquisition of products and services in a socially and environmentally responsible fashion. Acquisitions is responsible for the efficient, timely and cost-effective delivery of products and services that will improve the quality and productivity of Minnesota government. Acquisitions has clientele that include state agencies, local units of government and acquisition professionals from other states.

Equal Pay Requirements for State Purchasing and Contracting

Following passage of the 2014 Women's Economic Security Act, vendors with 40 or more employees in Minnesota or their primary place of business are required to obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) prior to executing a contract for over \$500,000. For more details, contact the [MDHR](#).

IT Accessibility Standards

The goal of IT Accessibility Standards is to make sure people with disabilities can access web content. The Minnesota State Accessibility Standard applies whenever State agencies procure or develop information technology. It can be found at: http://mn.gov/oet/images/Std_State_Accessibility.pdf.

Vendors providing customized and off-the-shelf technology are often asked to provide VPATs (voluntary product assessment templates) that self-identify the product's level of accessibility. For guidance on the VPAT processes, please visit MN.IT's Office of Accessibility page on [IT procurement](#).

Attention State Agencies & Cooperative Purchasing Venture (CPV) Members:

Flu and Other Health-Related Resources

We have many [contracts](#) that could be a source of materials, equipment and services to assist governmental entities during a major flu outbreak or for other health-related procurement. These [contracts](#) provide State agencies and eligible Cooperative Purchasing Venture members an efficient way to order goods and services without issuing a solicitation. When buying from State contracts, State agencies can order any dollar amount that the contract release allows, and they will not be limited by their individual delegations of authority.

The links above only include contracts for flu and other health-related procurements. Here is a complete list of [State contracts available to Cooperative Purchasing Venture members](#). For detailed information on any of our contracts, log in to the [secure area](#) of our website.

Welcome Municipalities:

Maximize value by leveraging our contracts. Recent legislation encourages you to take advantage of the Cooperative Purchasing Venture. See [Minn. Stat. § 471.345, subd. 15](#). Here is a list of [State Contracts Available to Cooperative Purchasing Venture Members](#). The list is updated frequently. For detailed information on any of our contracts, log in to the [secure area](#) of our website.

Information for Vendors:

- [Solicitation Announcements](#)
- [Online Vendor Registration](#)
- [E-Verify](#)
- [FAQs for Vendors](#)
- [Prevailing Wage Reporting](#)
- [Veterans Preference](#)

State Agencies & CPV Members:

- [Secure Area Sign-In](#)
- [Contract Information](#)
- [Purchasing Forms](#)
- [Contract Forms](#)
- [Expiring Contracts](#)
- [MINNCOR Contracts](#)
- [OSP Updates](#)
- [Solicitation Posting Forms](#)

Quick Links:

- [Administration Department](#)
- [MINNCOR Industries](#)
- [Minnesota State Industries](#)
- [Minnesota Statutes](#)
- [Minnesota's Bookstore](#)
- [MN.IT Services](#)
- [NIGP Minnesota Chapter](#)
- [Office of Equity in Procurement \(OEP\)](#)
- [State Employee Directory](#)

Information found on this website can be made available in alternative formats, such as large print, Braille, or on tape, by calling 651.296.2600. Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.
The State of Minnesota is an Equal Opportunity Employer.

OSP Website - Info Central

mn.gov/admin/osp

- Solicitation Announcements
- Vendor Management information
- Acquisitions Staff (Goods and Services)
- Professional/Technical Contracts Staff
- Small Business (TG/ED/VO) Program Info and Office of Equity in Procurement link
- Online Vendor Registration

Need Assistance?

Live Phone Support 8AM-4:30PM (M-F)

1. General Information-Department of Administration/OSP Help Line **651-296-2600**
 - Non-SWIFT Issued Bid Requests/Results
 - Small Business Program Information
2. SWIFT Vendor Assistance-Department of Administration/OSP, at **651-201-8100**,
Option 1, Option 1
 - Online Vendor Registration
 - Issues regarding log-on and passwords
 - Questions regarding specific events (solicitations), bids, proposals issued in SWIFT

The next session today is:

- Understanding GSA



Questions?

Thank you again!

Doug Heeschen

doug.heeschen@state.mn.us

651-201-2422