

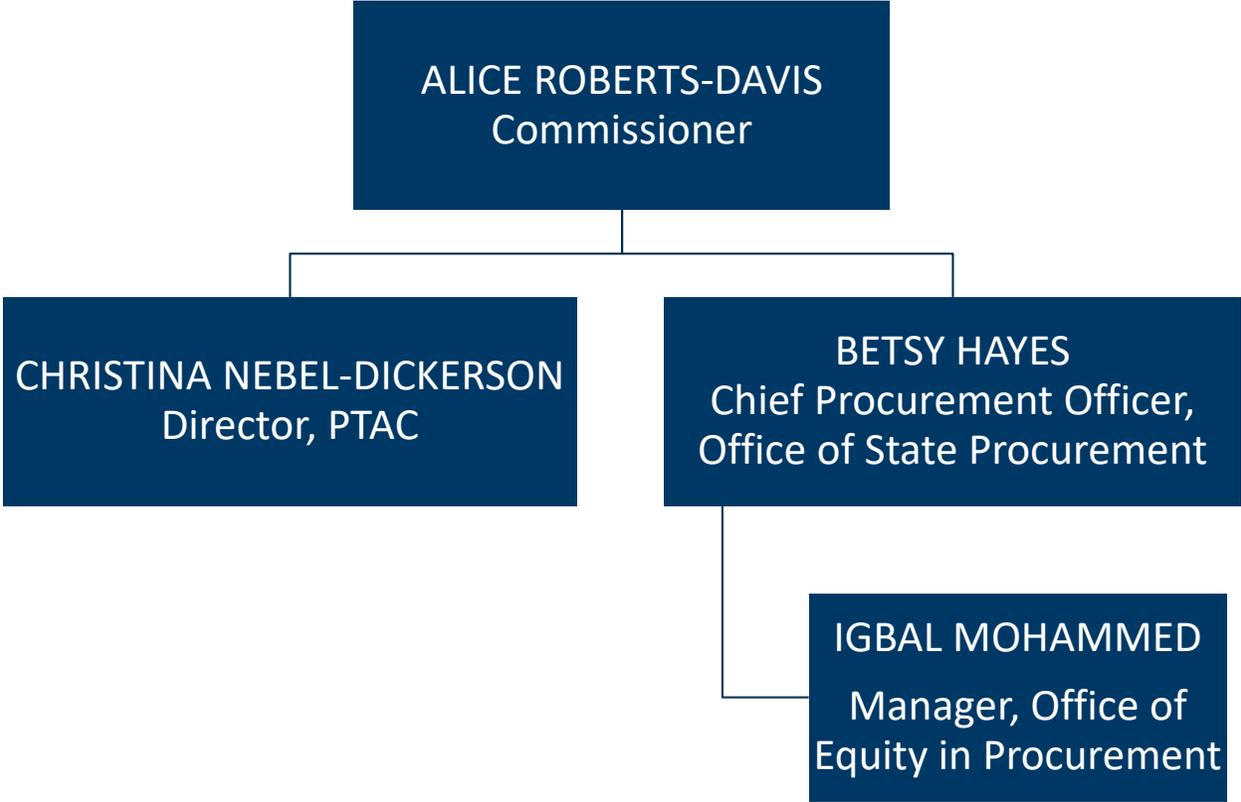


UNDERSTANDING STATE CONTRACTING

INTRODUCTIONS

- Welcome!
- Topics Covered
 - State Contracting basics
 - Certifications; process and benefits

DEPARTMENT OF ADMINISTRATION



OFFICE OF EQUITY IN PROCUREMENT

	<p>Igbal Mohammed, Manager Office of State Procurement 651-201-2421</p>			
	<p>Sheila Scott 651-201-2428</p>	<p>Twauna Mullins 651-201-2408</p>	<p>Aaron Anderson 651-201-2403</p>	<p>Tammy Gaglioti 651-201-2430</p>
	<p>Babatope Adedayo 651-201-2406</p>			
Areas of Responsibilities	Compliance		Data	Events
Expertise	Construction	Professional/Technical Services	Goods & General Services	
Partner Agencies	<p>Commerce Labor & Industry Military Affairs Natural Resources Transportation Veterans Affairs</p>	<p>Education Higher Education Iron Range Resources & Rehabilitation MN Management & Budget Minnesota IT Services* Pollution Control Agency Revenue</p>	<p>Administration Agriculture Employment & Economic Development Housing Finance Human Rights Mediation Services</p>	<p>Corrections Health Human Services Minnesota IT Services* Public Safety</p>
On-going Work	Certifications/Re-Certifications			

PRIVATE vs. PUBLIC PROCUREMENT

- **Private Sector Purchasing** – buyers can do what is not prohibited by law.
- **Public Sector Purchasing** – buyers can do only what is authorized by law in state statutes and rules.
 - A fair, open, transparent process is required by law.
 - Gifts are not allowed.
 - Conflicts of interest must be avoided.
 - Responses must be submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair and open competition.

WHAT MINNESOTA PROCURES

~ \$2.5 BILLION

- **Goods, Services, and Construction**

- Centralized authority – Department of Administration controls the contracts.

- **Professional/Technical Services**

- Intellectual services, including consultation, analysis, evaluation, planning, programming, or recommendation
- Decentralized, with Admin review and oversight

* A competitive process is required for all contracts over \$5,000.

TOP SPEND CATEGORIES IN FY19

- Highways and Bridges - \$652 million
- Other operating costs - \$400 million
- Non-IT professional/technical services (e.g., architects, engineers) - \$359 million
- Supplies - \$213 million
- Space rental and utilities - \$185 million
- Equipment - \$146 million
- Computer and system services - \$126 million
- IT professional/technical services - \$117 million
- Construction - \$91 million
- Building and Improvements - \$70 million
- Communication - \$62 million
- Printing and Advertising - \$26 million

AVAILABLE OPPORTUNITIES: ACQUISITIONS

Opportunities: Goods, General Services and Construction

- All advertised solicitations (generally over \$10,000) for goods, general services and small construction projects are posted on the Office of State Procurement'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
 - May be utilized for purchases that occur on an as-needed basis
 - Often made available to members of the state's Cooperative Purchasing Venture (CPV) program

ACQUISITIONS



Office of State Procurement
Acquisitions

<http://www.mmd.admin.state.mn.us/mn06000.htm>



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

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

- [Acquisitions Staff](#)
- [Acquisitions Buying Line Assignments](#)
- [ALP Manual](#)
- [Cell Phone Information](#)
- [Common Procurement Terms](#)
- [Cooperative Purchasing Opportunities](#)
- [Customer and User Groups](#)
- [Data Requests](#)
- [Environmental Purchasing](#)
- [Expiring Contracts](#)
- [Forms](#)
- [Human Rights Changes](#)

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](#).

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](#)



COOPERATIVE PURCHASING VENTURE

- Allows eligible entities to use certain state contracts.
- Eligible entities include counties, cities, townships, school districts, and certain tax exempt, non-profit entities and charitable organizations.

<http://www.mmd.admin.state.mn.us/process/cpv/cpvmemberlist.asp>

The screenshot shows the website for the Minnesota Department of Administration, State Procurement. The page title is "Office of State Procurement CPV Member List". A navigation menu includes "Home", "Acquisitions", "Construction", "Professional/Technical Contracting", "Vendor Information", "Cooperative Purchasing", and "MMCAP". The "Cooperative Purchasing" menu item is selected. On the left, there is a sidebar with links for "What's New", "Site Map", "Cooperative Purchasing Opportunities", "Cooperative Purchasing Venture - FAQs", "MMCAP", "WSCA/NASPO PC Contracts", and "OSP Staff Directory". The main content area is titled "CPV Member List" and contains the text: "Listed below are the currently eligible CPV Members. This information is updated frequently. A list containing all contact information for each entity is available for download as an Excel spreadsheet - [Download Excel spreadsheet.](#)". Below this text is a table with the following data:

Government Entity/Eligible Organization	Contact	City	State
21st Century Preparatory School	Sara Van Deurzen	Racine	WI
6W Community Corrections	Jeanna Schmidt	Montevideo	MN
ABC Works Caledonia	Jeffrey Amaris	Caledonia	MN
ABC Works LaCrescent	Jeffrey Aramis	LaCrescent	MN

WHERE TO FIND OPPORTUNITIES



Office of State Procurement
Solicitation Announcements

<http://www.mmd.admin.state.mn.us/solicitations.htm>



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

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

Acquisitions Staff

[Acquisitions Buying Line Assignments](#)

[Common Procurement Terms](#)

[Customer and User Groups](#)

[Environmental Purchasing](#)

[Expiring Contracts](#)

[FAQs for Vendors](#)

[Forms](#)

[Human Rights Changes](#)

[International Trade](#)

[Laws & Rules Governing Purchasing & Contracting](#)

[Local Purchase Authority \(ALP\)](#)

[Nonvisual Access to Technology](#)

[Purchasing Policies](#)

[Sales Tax Information](#)

[Targeted Group, Economically Disadvantaged & Veteran-Owned Small Business Program](#)

[Training](#)

Solicitation Announcements

Goods and Services Solicitations and Small Construction Projects

Announcements of one-time and term contract solicitations for goods and services, and solicitations for small construction contracts.

Virtual Plan Room - Construction Contracts

Announcements for construction solicitations for the Departments of Administration, Military Affairs, Natural Resources, Transportation and other State Agencies. The State is currently transitioning between Plan Room providers. The Plan Room previously provided by Franz Reprographics is no longer available. To view solicitations log into the [QuestCDN Plan Room](#).

If you need assistance accessing or downloading the plans and specifications from the QuestCDN Plan Room, please contact QuestCDN Customer Support at 952.233.1643 or info@questcdn.com.

Other Entities Construction Contract Solicitations

Announcements of solicitations for construction for other public entities.

Professional and Technical Service Contracting

Notice of Informal Solicitations for State of Minnesota Professional and Technical Service Contracts.

State Register

Announcements of professional, technical and consulting contracts, including architecture and engineering, auditing/financial evaluation, medical/dental/psychiatric services, testing, planning, photographic, graphic design, and many others.

Please Note: If you find a discrepancy between the announcement and the actual solicitation, the terms of the solicitation shall prevail.

SOLICITATION POSTING PAGE

REFERENCE NUMBER: 28539

<http://www.mmd.admin.state.mn.us/solicitations.htm>

PURCHASING AGENCY: Admin/State Procurement

SOLICITATION NUMBER: 2000010207

Solicitation Event Version: 1

TITLE: Multifunction Devices: Purchase, Rental, and Maint

RESPONSE TO THIS SOLICITATION IS DUE NO LATER THAN 11/6/2019 AT 3:00 PM Central Time

SHIP TO INFORMATION:

ADMIN/STATE PROCUREMENT

112 ADMINISTRATION BLDG

50 SHERBURNE AVE

ST PAUL, MN 55155-1402

This Solicitation Event is being conducted in the SWIFT system.

Log in to the [Supplier Portal](#) to view this event. You will need to search for Event ID 2000010207.



Date This Solicitation Was Posted: 10/8/2019 2:20:00 PM

CONSTRUCTION PROJECTS: VIRTUAL PLAN ROOM

https://qap.questcdn.com/qap/projects/prj_browse/ipp_browse_grid.html?projType=all&provider=6506969&group=6506969

m1 DEPARTMENT OF ADMINISTRATION

Browse Projects Project Results My Quest Account Messages Notifications Annual Delivery Subscription

Project Number: Show all 20 per Page **NEW** Helpful Notes

[Click on Project Name to see detailed advertisement](#)

Post Date	Category (use hover to view all)	Name	Bid Date/Time	City	County	St	Owner	Solicitor
01/14/20	Asbestos Abatement	Asbestos Abatement at Centennia	01/30/2020 02:30 PM CST	St Paul	Ramsey	MN	MN Dept of Admin	Minnesota Department of Adm
01/06/20	Building / Metal / Fire Station Con	REBID - Camp Ripley Fire Station,	02/05/2020 02:00 PM CST	Little Falls	Morrison	MN	State of Minnesota, Departme	State of Minnesota, Departme
01/14/20	Buildings Rehabilitation/Renovatio	MnDOT Building Replacement & S	02/20/2020 03:00 PM CST	Jackson	Jackson	MN	MnDOT\Minnesota Department	Minnesota Department of Adm
01/02/20	Buildings Rehabilitation/Renovatio	Minnesota History Center Remode	01/22/2020 03:00 PM CST	St. Paul	Ramsey	MN	Minnesota Department of Adm	Minnesota Department of Adm
01/15/20	Buildings Rehabilitation/Renovatio	Master Control Renovation at MCF	02/19/2020 03:00 PM CST	Moose Lake	Carlton	MN	Admin.\Real Estate and Constr	Admin.\Office of State Procure
01/07/20	Buildings Rehabilitation/Renovatio	MnDOT Walker Truck Station Carr	02/12/2020 03:00 PM CST	Walker	Cass County	MN	MnDOT\Minnesota Department	Minnesota Department of Adm
12/30/19	Construction	Capitol Complex Memorial Repair	01/23/2020 03:00 PM CST	St. Paul	Ramsey	MN	Department of Administration	Minnesota Department of Adm
12/31/19	Construction	Elevator Lobby Security Enhancem	01/28/2020 02:30 PM CST	St. Paul	Ramsey	MN	Department of Transportation	Minnesota Department of Adm
01/08/20	Construction Flooring/Carpeting	REBID - Replacement of Carpet ar	01/30/2020 02:30 PM CST	St. Paul	Ramsey	MN	Department of Administration	Minnesota Department of Adm
01/16/20	Construction Security/Monitoring S	Install Doors and Card Readers at	02/05/2020 03:00 PM CST	St. Paul	Ramsey	MN	Admin.\Real Estate and Constr	Minnesota Department of Adm
01/07/20	Crack Sealing Repair and/or Main	Cantonment Area Crack Sealing, C	01/28/2020 02:00 PM CST	Little Falls	Morrison County	MN	State of Minnesota, Departme	State of Minnesota, Departme
01/02/20	Culverts, Waterways, Stormwater	Itasca State Park Wastewater Tre	02/13/2020 02:00 PM CST	Park Rapids	Hubbard	MN	Minnesota Department of Natu	Minnesota Department of Adm
01/07/20	Parking Garage Improvements Par	Upgrade-Repair Centennial Office	01/28/2020 02:30 PM CST	St. Paul	Ramsey	MN	Dept of Admin, Real Estate & C	Minnesota Department of Adm
01/16/20	Parking Lots/Ramps	Parking Lot Replacement at Minne	02/04/2020 02:30 PM CST	Fergus Falls	Otter Tail	MN	Admin.\Real Estate and Const	Minnesota Department of Adm
12/30/19	Roofing	Main Building Roof Replacement a	01/30/2020 03:00 PM CST	Moose Lake	Carlton	MN	MSOP Moose Lake	Minnesota Department of Adm

CONSTRUCTION PROJECTS: VIRTUAL PLAN ROOM

[Previous](#) [Next](#) [Close Window](#)

[View Plan Holders](#) [Download Bid Documents](#) [Download Addenda](#) [View Bid Documents](#)

REBID - Camp Ripley Fire Station, Little Falls, MN (Quest Project #6638165)

[Print Ad](#)

County/City /State: Morrison - Little Falls, MN
Location / Site Directions: 15000 Highway 115, Little Falls, Minnesota 56345-4173
Bids Close: 02/05/2020 02:00 PM CST
Bids Received By: State of Minnesota, Department of Military Affairs, Facilities Management Office, Building 2-1, Camp Ripley, Little Falls, MN 56345-4173
Estimated Value: \$1,770,000.00
Pre-Bid Meeting Information: A non-mandatory pre-bid meeting and site tour is scheduled for January 13, 2020 beginning at 2:00 p.m. at the Facilities Management Office, Building 2-1, Net Zero Conference Room, Camp Ripley, 15000 Highway 115, Little Falls, Minnesota 56345

Addenda: **1**

Owner Project Number: DMA Project No.19122 / JLG Architects Project No. 19073

Project Description: State Project No. 19122

This project is Targeted Group (TG), Economically Disadvantaged (ED), Veteran Owned (VO) preference and has a 3% TGB subcontracting goal established.

AVAILABLE OPPORTUNITIES: PROFESSIONAL & TECHNICAL

Opportunities: Professional/Technical Services

- Advertised solicitations for Professional/Technical services contracts between \$25,000 and \$50,000 are posted on the Office of State Procurement's website; P/T solicitations over \$50,000 are posted in the State Register and may be posted on OSP's website.
 - Various Master Contract Programs:
 - Arbitration/Mediation/Facilitation Services
 - Court Reporting/Deposition and Tape Transcription
 - MNSITE

P/T SERVICE CONTRACTING OPPORTUNITIES

<http://www.mmd.admin.state.mn.us/process/admin/ptList.asp>

REFERENCE NUMBER: PT3213

SWIFT Event ID: 2000010219 Version: 1

Nature of Work/Contract Title: MDVA_Fergus Falls_Mental Health Services_RFP

Contracting Agency: Veterans Affairs Department

Response to this solicitation is due no later than 10/25/19 at 02:00 PM CENTRAL TIME.

This Solicitation Event is being conducted in the SWIFT system.

Log in to the [Supplier Portal](#) to view this event. You will need to search for Event ID 2000010219.

Date This Solicitation Was Posted: 10/8/2019 10:20:00 AM

STATE REGISTER

 **DEPARTMENT OF ADMINISTRATION**

Government Services Citizen Services Business Services Media

[Home](#) > [Bookstore](#) > [Minnesota State Register](#)

<https://mn.gov/admin/bookstore/register.jsp>

Bookstore

[Minnesota State Register](#)

Minnesota State Register

The Minnesota State Register is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in Minnesota Statutes, Chapter 14, and Minnesota Rules, Chapter 1400. It contains:

- Proposed Rules
- Executive Orders of the Governor
- Commissioners' Orders
- Contracts for Professional, Technical and Consulting Services
- Adopted Rules
- Exempt Rules
- Appointments
- Revenue Notices
- State Grants and Loans
- Expedited Rules
- Proclamations
- Official Notices
- Non-State Public Bids, Contracts and Grants
- Withdrawn Rules
- Vetoed Rules

The most recent edition of the State Register is available below:

- [Monday, October 7, 2019](#)

State Register resources:

- [Production schedule 2019-2020](#)
- [State Register print order form](#)
- [Archives prior to Volume 41](#)

State Register Archives



State Register Volume 44, Number 15

Monday 7 October 2019
Volume 44, Number 15
Pages 457 - 478

Sort

MNSITE PROGRAM



[Home](#) > [Business Services](#) > [MNSITE](#)

<https://mn.gov/admin/business/mnsite/>

Business Services

Data and Info

Grants

Historic Preservation

▶ MNSITE

Vendors

State Agency - CPV Member

Frequently Asked Questions

Vendor Information

MNSITE

The State of Minnesota's Department of Administration and Minnesota IT Services (MNIT) are introducing the MNSITE (Minnesota Seeking IT Expertise) Program. This program serves as a preferred procurement method for State of Minnesota agencies and other local units of government to secure vendors to provide highly-skilled consultants via a fast and intuitive process. This program is for IT-related professional services, including IT accessibility services, and is not a contract for hardware, software, or hosting services.

New Program – What has changed?

The MNSITE Program seeks to combine the best attributes of the previous ASAP-IT and SITE programs with a new, streamlined, automated process. The most notable changes include:

- Elimination of restrictive categories;
- An online application process;
- A completely automated process for responding to solicitations; and
- Use of digital signatures when signing contracts.

The MNSITE program, like its predecessor, will be continuously open for new vendor applications.

THE SELECTION PROCESS

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 Proposals [RPFs]), the state has the ability to negotiate
- Other methods as authorized by law (e.g., Joint Powers with another state or political subdivision)

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

STEPS TO DOING BUSINESS WITH THE STATE



- Online financial, procurement, and reporting system used by the State of Minnesota
- Every individual or organization wishing to do business with the state **MUST** register in SWIFT
- Every individual or business is a Bidder or Supplier

WHAT IS SWIFT?

- Bidders and Suppliers can locate and respond to business opportunities through the Supplier Portal, which is part of SWIFT:
 - Update category codes for automatic bid notices
 - Maintain address and contact information
 - View bid details
 - Submit bid responses
 - View payment details for work on state contracts

GETTING STARTED WITH THE STATE

- Register for a Vendor ID number in the Supplier Portal at www.mn.gov/supplier

The screenshot shows the Minnesota Supplier Portal homepage. At the top, there is a navigation bar with the 'm1 MINNESOTA' logo on the left, 'Minnesota Supplier Portal' in the center, and a home icon on the right. Below the navigation bar is a red banner with the text: 'PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).' Below the banner is a link: 'Access this link for Screen Reader Mode'. The main content area is a grid of eight tiles. The top row contains: 'Sign In' (with a door icon), 'Informational Tips' (with a speech bubble icon and text 'Tips for Participating in Solicitation Events'), 'Announcements' (with a megaphone icon and text '04 Announcements'), and 'Supplier Portal Help' (with a question mark icon). The bottom row contains: 'Bidding Opportunities' (with a person holding a document icon and text '17 Opportunities'), 'Register for an Account' (with a person at a computer icon and the word 'REGISTER'), and 'Bidding Results' (with two sub-sections: 'Public Info Notice Results' and 'Bid, Proposal or Grant Results').

BIDDER/SUPPLIER REGISTRATION STEPS

< Minnesota Supplier Portal

Registration



PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)

[Need Help?](#)

Welcome to the Minnesota Supplier Portal! Here you can self-register as a Bidder, Supplier, or add additional User ID's to existing registrations. Choose the appropriate link, below, to begin the registration process.

Questions? Visit the [Supplier Portal Help](#) where you will find Help Documents, FAQs and Contact Information.

New Bidder



Register as a Bidder if you or your company is not registered with the State, and would like to participate in solicitation events.

Do not register as a Bidder if you already have a Supplier ID. As a Supplier you are eligible to participate in active solicitation events.

[Register as a Bidder](#)

New Supplier



Register as a Supplier if a State agency employee has directed you or your company to register for payment processing.

This process requires approval by the State. Register as a Bidder if you want to participate in and be notified of current and future bidding opportunities.

[Register as a Supplier](#)

New User ID



Register for a New user ID if your company is already registered as a Bidder or a Supplier, and you would like an additional User ID for access to the Supplier Portal.

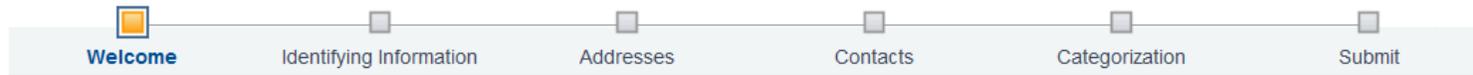
Bidder ID, or Supplier ID, and taxpayer identification number (ITN, SSN, or TIN) are required to complete the New User Registration.

[Register for a New User ID](#)

BIDDER/SUPPLIER REGISTRATION

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)



[Exit](#) [← Previous](#) [Next →](#)

Welcome - Step 1 of 6

Minnesota Supplier Portal Bidder Registration process

Upon completion of this process:

1. You will be issued a unique 'Bidder ID'.
2. Each of your contacts will receive a unique 'User ID', which will be associated with your Bidder ID.

For help specific to that area of the registration process, select the nearby question mark icon.

If you still have questions, select the 'Need Help?' button at the top right of the page; use the 'Contact Us' option, or contact the Minnesota Management and Budget (MMB) Supplier and Bidder helpline at (651)201-8106.

To begin the registration process, select the question mark icon on this page and collect the required documentation; and then select your entity type (Business, Individual, or Foreign) and IRS Taxpayer Identification Type (TIN, SSN, ITN) from the drop-down menu options, and select 'Next'.

Select an activity below:

[?](#)

Start a new registration form

What type of entity do you represent?

*Entity Type

*TIN Type

Continue from where you left

STEP 2: IDENTIFYING INFORMATION

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)

Welcome **Identifying Information** Addresses Contacts Categorization Submit

Exit < Previous Next >

Identifying Information - Step 2 of 6

Individuals are required to provide their Social Security Number (SSN) so the State can confirm they are not already established in our system as a Bidder or Supplier. Please enter your legal name as LASTNAME[SPACE]FIRSTNAME[SPACE]MIDDLENAME(S).

Unique ID & Company Profile



* Social Security Number

* Confirm Social Security Number

Minnesota Tax ID

* Legal Name

Additional Name

http://URL

[Open URL](#)

STEP 3: PRIMARY ADDRESS

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)



Exit Previous Next

Addresses - Step 3 of 6

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided. Refer to the question mark icon if the DBA Name(s) are different from the legal name.

Primary Address

?

DBA Name 1

DBA Name 2

* Country

Address 1

Address 2

Address 3

City

County Postal

State

*Email ID

STEP 4: CONTACTS

< Minnesota Supplier Portal

Registration

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)

Welcome

Identifying Information

Addresses

Contacts

Categorization

Submit

Exit

< Previous

Next >

Contacts - Step 4 of 6

Every business associate who would like to participate in solicitation events should be added as a contact so that they will each receive their own unique User ID. Identify each contact by providing their name, telephone number, and email address.

Company Contacts

? You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact



Contact Us

STEP 5: CATEGORIZATION

[← Minnesota Supplier Portal](#) **Registration**

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)

Welcome Identifying Information Addresses Contacts **Categorization** Submit

Exit < Previous Next >

Categorization - Step 5 of 6

Description And/Or

Category

UNSPSC Codes (Search results)

	Selected Flag	Category	Description
1	<input type="checkbox"/>		

Your Codes

Category	Description	
1		<input type="button" value="Delete"/>

STEP 6: SUBMIT

← Minnesota Supplier Portal **Registration**

PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#).

[Access this link for Screen Reader Mode](#)

Welcome Identifying Information Addresses Contacts Categorization **Submit**

Exit < Previous Next >

Submit - Step 6 of 6

Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.

*Password

Password Requirements
Password length should be a minimum of 8 characters
Must use at least 1 special character (Example - Period)
Must use at least 1 number

Terms and Conditions

? Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

NAVIGATING THE SUPPLIER PORTAL

[Online Vendor Registration](#)
[Solicitation Announcements](#)
[Suspended/Debarred Vendors](#)
[What's New for Vendors](#)
[FAQs for Vendors](#)
[Informative Vendor Internet Links](#)
[Targeted Group, Economically Disadvantaged & Veteran-Owned Small Business Program](#)
[Vendor Performance](#)
[Vendor Management Staff](#)
[Veterans Preference](#)

Vendor Information

Navigating the Supplier Portal

The next Supplier Portal training class is scheduled for Friday, September 27, 2019 from 8:30 to 11:00 a.m. at the Centennial Office Building in St. Paul.

You will learn how to:

- Access the Supplier Portal
- Create a User ID
- Find Bid Events
- Place a Bid
- Find Bid Tabulation Results
- Review Vendor Payments
- Maintain Supplier Information

Pre-registration is required. **To register for this presentation**, contact Roger Bacchus by email (Roger.Bacchus@state.mn.us) with registration information (Company Name, Phone Number, Address, Cell Number & Email Address).

NOTE: The first 25 vendors to register will be admitted to each session. Additional sessions will be scheduled based on the number of registrations received.

Vendor Registration & Payment Questions

If you are interested in doing business with the state of Minnesota, you must register through the Supplier Portal. The Supplier Portal is part of the state's accounting and procurement system. It consolidates the state's vendor registration function and provides vendors with options.

Before you log in to the Supplier Portal for the first time, it is important that you review the comprehensive resources on registration for current and new vendors on the [Vendor Resources](#) page.

Registered vendors can view certain solicitation announcements through the Supplier Portal. They can also respond to certain solicitations in an online bidding process. Solicitations for goods and services (including professional services and large-dollar construction projects) are advertised on our [Solicitation Announcements](#) page.

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](#)
[MNIT Services](#)
[NIGP Minnesota Chapter](#)
[Office of Equity in Procurement \(OEP\)](#)
[State Employee Directory](#)

ADDITIONAL SWIFT SUPPLIER PORTAL RESOURCES



<https://mn.gov/mmb/accounting/swift/vendor-resources/>

Minnesota Careers

Accounting Budget Forecasts and Updates Employee Relations Debt Management

Home > Accounting > SWIFT > Vendor Resources > Vendor Reference Guides

Accounting

Payroll

SEMA4

SWIFT

General Information

Budget & Accounting Instructions

Training & Support

Help Desk

Interface Instructions

Reporting

Record Retention

Forms

Vendor Resources

Vendor Forms

Vendor Reference Guides

Vendor Payments

Vendor Contacts

We are upgrading the State of Minnesota's Supplier Portal on December 2. Visit [Supplier Portal Demo](#) (11:12) to watch a training video and find guides below showing you how to navigate and use the new system.

Supplier/Bidder Reference Guides

- [Supplier Portal Accessibility Guide](#)
- [Register as a Bidder](#)
- [Register as a Supplier](#)
- [Request User ID and Password](#)
- [Reset Password](#)
- [Update Bidder Profile](#)
- [Update Supplier Profile](#)
- [Convert Bidder to Supplier](#)
- [View Purchase Orders](#)
- [View, Accept, or Decline Event](#)
- [Bid on an Event](#)
- [Verify Event Due Dates](#)
- [Collaborate on Contracts](#)
- [Download and Upload XML Documents](#)
- [Find Bid Tabulation Results](#)
- [Review Supplier Payments](#)
- [Clear Browser History](#)



DIVERSITY, INCLUSION AND EQUITY

“In Minnesota, we know we are all better off together. Our state must be a leader in ensuring that everyone has an opportunity to thrive. Disparities in Minnesota, including those based on race, geography, and economic status, keep our entire state from reaching its full potential.”

~Governor Tim Walz, Executive Order 19-01~

DIVERSITY, INCLUSION AND EQUITY

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.

RECENT CHANGES FOR DIVERSITY AND INCLUSION

- Diversity and Inclusion training for all state buyers
- OEP meets on a regular basis with state agency procurement and contracting staff to check in on their progress with utilization of certified small businesses
- Increased vendor outreach:
 - In 2019, the combined OEP and PTAC teams participated in 107 separate outreach/engagement events
 - The 2020 calendar is shaping up. Sign up for our newsletter to keep current with our trainings and outreach events!



MINNESOTA SMALL BUSINESS PROCUREMENT PROGRAM

A statewide purchasing program for certified socially and economically disadvantaged small businesses. The program has three certifications:

- Targeted Group (TG)
- Economically Disadvantaged (ED)
- Veteran-Owned (VO)



MINNESOTA SMALL BUSINESS PROCUREMENT PROGRAM

Eligibility requirements for all three certifications:

- ✓ Must be a for-profit small business
- ✓ Must be based in Minnesota
- ✓ Must meet the financial size standards
- ✓ Must be majority owned by qualified person(s)
- ✓ The qualified owner must have the expertise to control the management and operation of the business

MINNESOTA SMALL BUSINESS PROCUREMENT PROGRAM

- The size of a business is determined using the Small Business Administration's size standards in Code of Federal Regulations, Title 49, section 26.65, available on our website:
<http://www.mmd.admin.state.mn.us/sicsize.asp>.

MINNESOTA SMALL BUSINESS PROCUREMENT PROGRAM

Sample size standards (in millions of \$)

- ✓ Most Manufacturing 23.98
- ✓ Travel Agencies 20.50
- ✓ Engineering/Scientific 15.00
- ✓ Computer Training 11.00
- ✓ Many Retail, Caterers 7.50

TARGETED GROUPS (TG)

Targeted Group businesses must be at least 51% owned, operated and controlled by:

➤ Ethnic minorities:

- Black American
- Hispanic American
- Asian Pacific American
- Subcontinent Asian American
- Indigenous American

➤ Non-minority women

- Persons with a substantial physical disability

ECONOMICALLY DISADVANTAGED (ED)

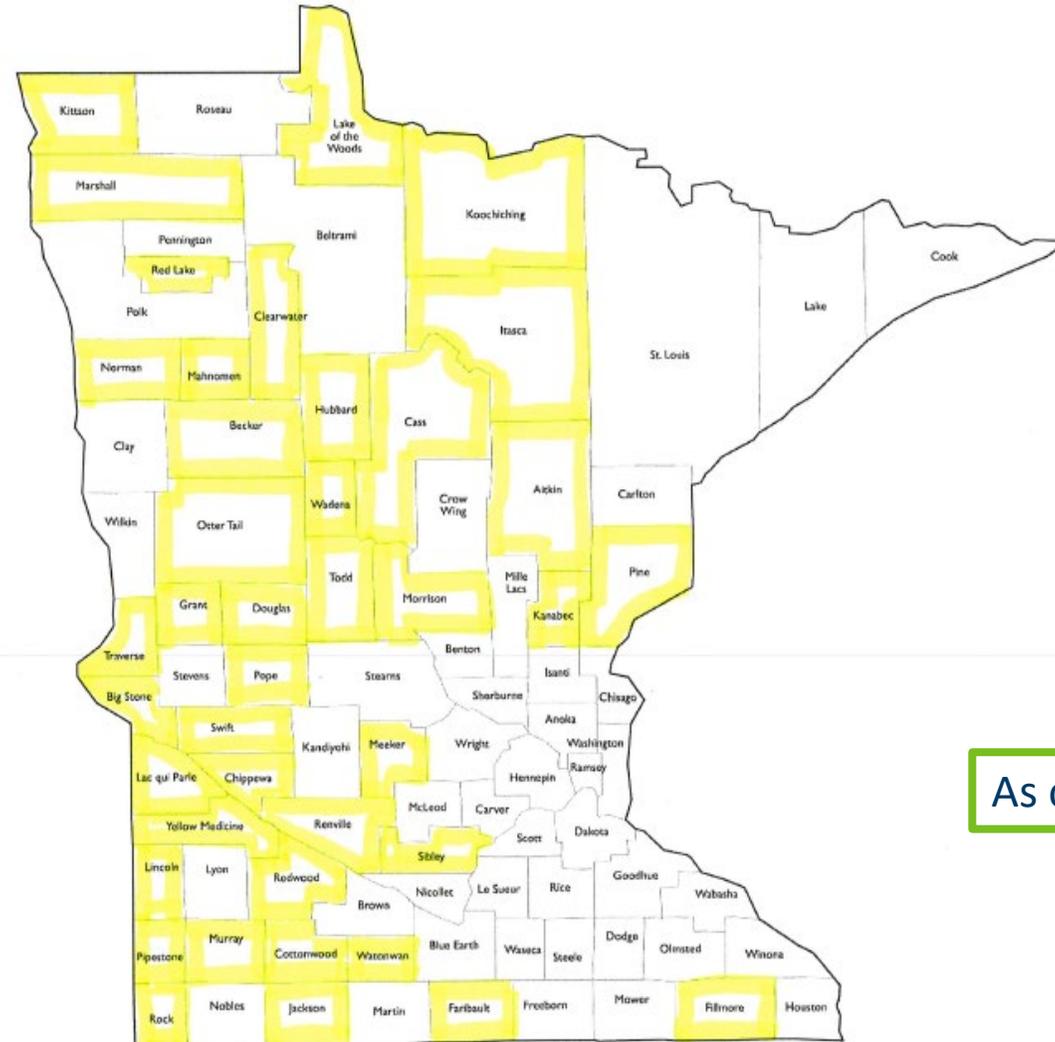
Business must be located in, or owner must reside in:

- **Labor Surplus Counties** – counties designated as labor surplus areas by the US Department of Labor
- **Low Median Income Counties** – counties designated by the MN Department of Revenue in which the median income for married couples is less than 70 percent of the state median income for married couples
- **Rehabilitation Facilities** - facilitate employment for persons with a severe disability

ECONOMICALLY DISADVANTAGED (ED)

- | | | | |
|--|--|--|---|
| <ul style="list-style-type: none">• Aitkin• Becker• Big Stone• Cass• Chippewa• Clearwater• Cottonwood• Douglas• Faribault• Fillmore | <ul style="list-style-type: none">• Grant• Hubbard• Itasca• Jackson• Kanabec• Kittson• Koochiching• Lac Qui Parle• Lake of the Woods• Lincoln | <ul style="list-style-type: none">• Mahnomen• Marshall• Meeker• Morrison• Murray• Norman• Otter Tail• Pine• Pipestone• Pope | <ul style="list-style-type: none">• Red Lake• Renville• Rock• Sibley• Swift• Todd• Traverse• Wadena• Watonwan• Yellow Medicine |
|--|--|--|---|

ECONOMICALLY DISADVANTAGED (ED)



As of October 1, 2019

VETERAN OWNED (VO)

Includes:

- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)

APPLICATION PROCESS

- Complete the application on the Small Business Certification Portal:
<https://sbcp.mn.gov/>
- May apply for certification with:
 - Minnesota Unified Certification Program – Disadvantaged Business Enterprise (Federal)
 - Minnesota Department of Administration – Targeted Group/Economically Disadvantaged/ Veteran Owned (State)
 - Central Certification (CERT) program (Hennepin County, Ramsey County, City of St. Paul and City of Minneapolis Target Market Program)

APPLICATION PROCESS

<https://sbcp.mn.gov/>

Minnesota Unified Certification Program

The Minnesota Unified Certification Program (Mn/UCP) has established a Disadvantaged Business Enterprise (DBE)/ Airport Concessions Disadvantaged Business Enterprise (ACDE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 Code of Federal Regulations (C.F.R.) Parts 23 & 26. This means to participate as a DBE/ACDBE on contracts with funding through Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) or the Federal Transit Administration (FTA), a business must obtain this certification. First time applicants need to fill out this application as required by 49 C.F.R. Part 26 or 23 respectively.

If you are certified as a DBE/ACDBE in your home state contact the appropriate Minnesota agency to become certified under the Interstate Certification Requirement.

The Office of State Procurement (OSP)

The Office of State Procurement (OSP) operates a program for Targeted Group, Economically Disadvantaged and Veteran-Owned small businesses.

Businesses eligible to participate in this program must be Minnesota-based small businesses.

Targeted Group small businesses must be at least 51% owned by a woman, racial minority, or person with a substantial physical disability. Ownership and operational control of the business by the targeted owner(s) is required.

Economically Disadvantaged small businesses must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota.

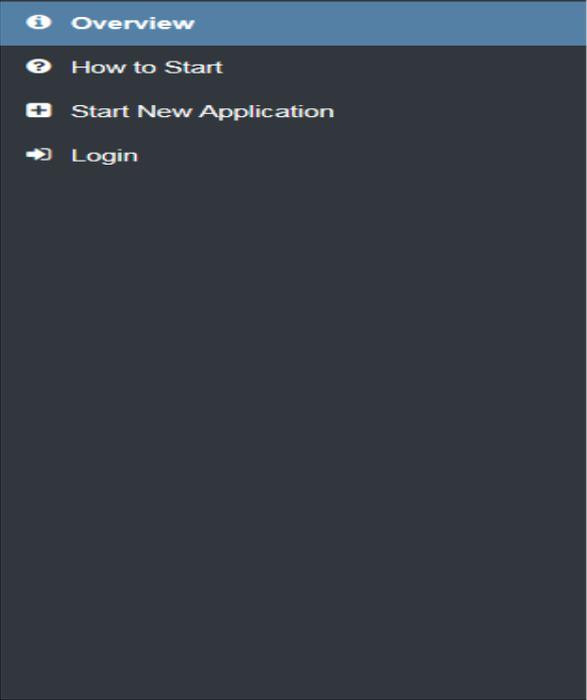
Veteran-owned small businesses must be at least 51% owned by a veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs. Ownership and operational control of the business by the veteran owner(s) is required.

CERT The Central Certification (CERT) Program

The Central Certification (CERT) Program is a small business certification program recognized by Hennepin County, Ramsey County, the City of Saint Paul and the City of Minneapolis Target Market program. The CERT Program includes certification for Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), and Small Business Enterprise (SBE). Businesses eligible to participate in this program must be based in the following counties.

Minnesota: Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Stearns, Washington, Wright

Wisconsin: Pierce, St. Croix



APPLICATION PROCESS – HELPFUL TIPS

SUGGESTIONS:

- Register in the SWIFT Supplier Portal as a state Bidder or Supplier first
- Email address must be business-appropriate

NOTE: Email and phone messages should be checked at least daily

- Business description should be specific, detailed, and contain industry-specific buzz words
- Website

APPLICATION PROCESS – HELPFUL TIPS

SUGGESTIONS (continued):

- Make use of available resources:
 - OEP: Procurement.Equity@state.mn.us
 - www.mn.gov/admin/oep
 - PTAC: Christina.Nebel-Dickerson@state.mn.us
 - www.mn.gov/admin/ptac
 - DEED Small Business: <http://mn.gov/deed/business/>
 - Attorney: <http://www.mnbar.org/>

APPLICATION REVIEW PROCESS

COMMON ISSUES:

Ownership: Must be at least 51%

Stocks/percentage of ownership

Copy roster & both sides of stock certificates

Top position: CEO/President

Missing documents: All documents on list must be accounted for

APPLICATION REVIEW PROCESS

COMMON ISSUES (continued):

Correct documents:

- SOS certificate
- Appropriate governance documents – accurately reflect control
- Business bank account
- Resume – chronological

Discourage use of personal SSN

APPLICATION TIMELINE

- Submit the application through the Small Business Certification Portal, including all applicable supplemental information
- Certification process can take approximately 8-10 weeks
- Receive your certification letter and certification logos
- TG/ED/VO Directory listing/SWIFT designation: Immediate

TG/ED/VO DIRECTORY



Office of State Procurement
TG/ED/VO List (Directory)

<http://www.mmd.admin.state.mn.us/process/search/>



About OSP | Contact Us | Admin Home

Search North Star

Home Acquisitions Construction Professional/Technical Contracting Vendor Information Cooperative Purchasing **MMCAP**

TG/ED/VO List (Directory)

This form is provided to allow easy retrieval of the State's certified Targeted Group (TG), Economically Disadvantaged (ED) and Veteran-Owned (VO) Vendors. Enter the information in one of the fields below and submit the query. You can search any of the following categories:

You may download the current database as a plain text or Microsoft Excel file. [Go to Download Page](#)

NOTE: We have converted from the Standard Industrial Classification (SIC) Code System to the North American Industrial Classification System (NAICS) Code. More information about NAICS can be found at <http://www.census.gov/eos/www/naics/>.

[NAICS Code Master List](#)

Please enter the **Company** name you are searching for here:

Search company product descriptions by keyword
Please enter the **Keyword** you are searching for here:

Please enter the **Commodity** you are searching for here:
(Note: This searches NAICS Code titles only.)

Please enter the **NAICS Code** you are searching for here:

UPDATED: This information is updated daily.

Targeted Groups

- Minorities
- (A) Asian Pacific American
- (B) African American
- (H) Hispanic American
- (I) Indigenous American

Economically Disadvantaged

- (L) Labor Surplus Area
- (M) Low Median Income County
- (R) Rehabilitation Facility/Extended Employment Provider

Veterans



Product Keyword Search Results

Here is the information you requested for: *janitorial*

[← Back](#) | [Expand →](#)

- A PLUS CLEANING SERVICES, LLC
- A&T PROPERTIES L. L. C.
- BIG JAYS CLEANING SERVICE LLC
- BOGAR CONSTRUCTION CO., LLC
- CLEANER SOLUTIONS, LLC
- CONTRACT CLEANERS, LLC
- DIAMOND TIP ENTERPRISES LLC
- DIVERSE MAINTENANCE SOLUTIONS, INC.
- DO IT ALL CLEANING AND MAINTENANCE SERVICES
- EVEREST CLEANING SYSTEMS, LLC
- INNOVATIVE CHEMICAL CORP.
- INTEGRA MAINTENANCE & CLEANING SERVICES LLC
- JEMNI, INC.
- LOFTY CLEANING SERVICES LLC
- MAID IN BEMIDJI INC.
- MCGARRY CONSTRUCTION CLEAN-UP, LLC

TG/ED/VO DIRECTORY

OSP Product Keyword Search Results (specific)

Here is the information you requested for: *JEMNI, INC.*

[← Back](#)

JEMNI, INC.
9565 Hillingdon Road
Woodbury, MN 55125
County: Washington
SWIFT Vendor Number: 0000318526
Manufacturers Representative?: No
Principal Owner: Mark R Ellson

Description: Packaging products, janitorial supplies, chemicals, tapes, adhesives, cups. Authorized reseller for Veritiv and xpedx.



Phone: (612) 670-4397
Fax: (888) 391-8129
Category: S
Verified Date: 06/04/2015
Email: mark@jemniinc.com

[← Back](#)

Targeted Groups	Economically Disadvantaged
Minorities (A) Asian Pacific American (B) African American (H) Hispanic American (I) Indigenous American (D) Disabled (W) Women	(L) Labor Surplus Area (M) Low Median Income County (R) Rehabilitation Facility/Extended Employment Provider Veterans (V) Veteran-Owned (S) Service Disabled Veteran-Owned



BENEFITS OF CERTIFICATION

Certified Small Businesses may receive preference up to 6%.

- Preference applies to the first \$2,000,000 of the contract
- For solicitations, 6% is added to the total price of all non-certified vendors.
- For RFPs, 6% is added to the evaluation score for certified businesses.

BENEFITS OF CERTIFICATION

- **Certification is free!**
- TG/ED/VO certification may be used by MnDOT, the Metropolitan Council, and the Metropolitan Airports Commission for their non-federally funded purchases
- Other states, counties, municipalities and government agencies verify eligibility through our program
- Some major corporations with programs for women and minorities accept our certification

BENEFITS OF CERTIFICATION

- Prompt(er) payment for certified TG/ED/VO businesses – net 15 days, rather than net 30
- Direct Select:
 - For contracts up to \$5,000
- Equity Select :
 - For contracts between \$5,000 and \$25,000
 - Only certified TG/ED/VO vendors may be used
 - Agencies must use this method of procurement 4x/year

BENEFITS OF CERTIFICATION

- TG/ED/VO business names are listed at the top of multiple award contracts, designated with * to be more visible to state buyers
- As of July 1, 2016, goals can apply to TG, ED, VO or combination.
- Small Business Goals are set on some construction project contracts and professional/technical contracts.

State purchasing goal is to spend 10% with certified small businesses, and 15% with non-certified small businesses owned by minorities, women, persons with disabilities, and veterans.

BENEFITS OF CERTIFICATION

- Sheltered Market – can be used if it is determined that there are at least 3 TG, ED and/or VO firms that are interested in bidding.
 - Projects are reviewed, and appropriate TG, ED and/or VO firms are contacted, to determine if there are at least 3 certified firms that are interested in bidding.
 - If there are, then the project is eligible for Sheltered Market and **ONLY** certified firms may respond to the solicitation.

PROGRAM IMPACTS TO DATE

- Approximately 1,400 vendors currently certified in the program.
- Increased spend with certified TG/ED/VO vendors by approximately 58% from 2015 to 2019
- Spend increased from \$65.4 million to \$103.6 million from 2015 to 2019
- Increased visibility at workshops and events tailored to meet small business needs around the state
- Opportunity Fair / Vendor Showcase



KEEPING YOUR COMPANY INFORMATION UPDATED

Vendor is responsible to report:

- Changes in address, phone, email, website
- Changes in ownership
- Changes in scope of work/NAICS codes
- Updating business description

RECERTIFICATION:

- Every 1 – 2 years
- Recertification request will be sent to your email address
- Respond within 2 weeks
- If you are certified based on being DBE or USVA verified, we will check your status and automatically recertify your company as long as you remain DBE- or USVA-certified

VENDOR KIOSK

- OEP's Vendor Kiosk is available to provide one-on-one assistance with a variety of tasks:
 - Answering questions about the TG/ED/VO program, review of application materials
 - Registering for a MN Vendor ID number
 - How to maintain vendor contact information
 - Selecting appropriate category codes
 - Helping vendors learn how to do business with the State
 - Locating and downloading solicitation materials
 - Referral to appropriate small business resources

OFFICE OF EQUITY IN PROCUREMENT TEAM (OEP)

Igbal Mohammed, Manager,

651-201-2421

Igbal.Mohammed@state.mn.us

- Babatope Adedayo, 651-201-2406
Babatope.Adedayo@state.mn.us
- Aaron Anderson, 651-201-2401
Aaron.Anderson@state.mn.us
- Tammy Gaglioti, 651-201-2430
Tammy.Gaglioti@state.mn.us
- Twauna Mullins, 651-201-2408
Twauna.Mullins@state.mn.us
- Sheila Scott, 651-201-2428
Sheila.Scott@state.mn.us

CONTACT INFORMATION

For information regarding the Minnesota Small Business Procurement Program:

- ✓ Office of Equity in Procurement/Vendor Kiosk

651.201.2402

email: Procurement.Equity@state.mn.us

- ✓ OSP HelpLine – general OSP assistance

651.296.2600

email: osphelp.line@state.mn.us

- ✓ SWIFT Vendor Assistance – Department of Administration/OSP

651.201.8100, Option 1



Questions?

Aaron Anderson | Vendor Management Specialist