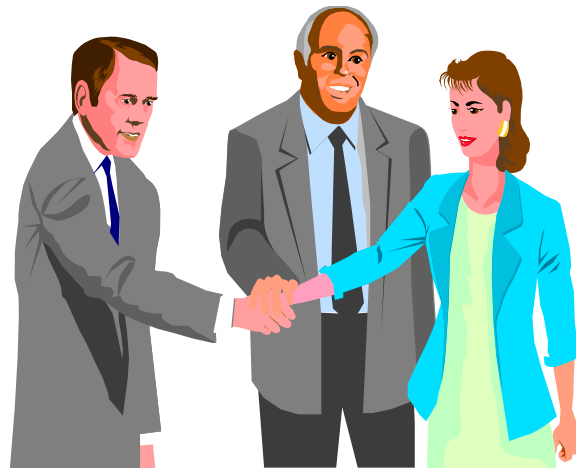


Selling to the State of Minnesota

Department of Administration

Materials Management Division

Stephanie Selb, Vendor Management Specialist



What the State Buys

- Total value of State purchasing is approximately \$1.8 billion
 - Wide Range of Goods
 - Non-Prof/Tech Services
 - Professional/Technical Services
 - Construction
 - CPV purchases brings value much higher



Procurement Overview

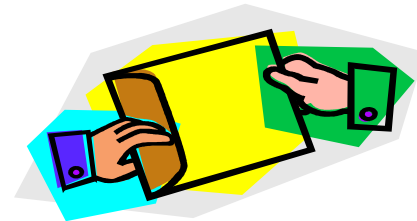
- One time purchases
- Long term contracts
 - Over 1600 contracts
 - 1 – 5 year contract terms are typical
 - Approximately 800 contracts are offered to CPV members



Request for Bid/Proposal

- **Advertising Required**

- **Over \$5,000:**
 - P/T services
- **Over \$25,000:**
 - Goods
 - Non-P/T services
 - Construction



- **Sealed Bids/Proposals Required**

- **Over \$50,000:**
 - Goods
 - All Services (P/T and non-P/T services)
 - Construction

Authority for Local Purchase (ALP)

- Delegated to individuals
- Levels of Delegation of Authority
 - \$10,000
 - \$25,000/\$50,000
 - Special Delegations



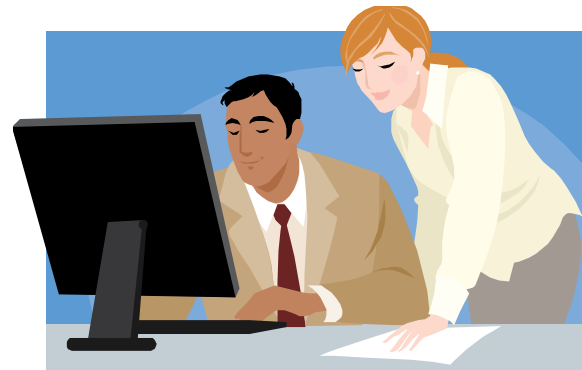
Commodity Purchase Requirements

- **\$0 - \$2,500**
 - Minimum of one solicitation to TG/ED/VO within normal purchase area
- **\$2,500 - \$10,000**
 - Minimum of two solicitations
 - Contact a TG/ED/VO vendor, when reasonably available
- **\$10,000 - \$25,000/\$50,000**
 - Minimum of three solicitations
 - Contact a TG/ED/VO vendors, when available
 - Advertised on MMD's Website



Vendor Opportunities

- **Solicitation Announcements are posted on MMD's website:
www.mmd.admin.state.mn.us**
 - **Advertised RFBs/RFPs for goods and non-P/T services**
 - **Construction projects**
 - **Some P/T services**
 - **Updated every two hours**



Professional/Technical Requirements

- **\$0 - \$5,000**
 - Contact a minimum of one vendor
- **\$5,000 - \$50,000**
 - Advertisement is required on the MMD website and optional in the State Register
 - Other advertising is encouraged
- **Over \$50,000 (Formal)**
 - Advertisement is required in the State Register
 - MMD website or other advertising is encouraged



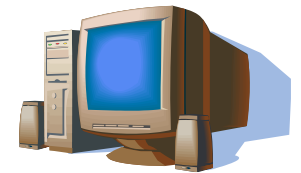
Vendor Opportunities – Professional/Technical

- **State Register**
 - Formal RFPs for P/T services
 - Published every Monday
 - www.comm.media.state.mn.us



Who to contact?

- **Agency Procurements**
 - Contact agencies directly
- **State Procurements**
 - See solicitation postings on MMD's website
 - www.mmd.admin.state.mn.us
- **Professional/Technical Procurements**
 - Contact Agency
 - Also view the MMD's website and the State Register



Small Business Preferences

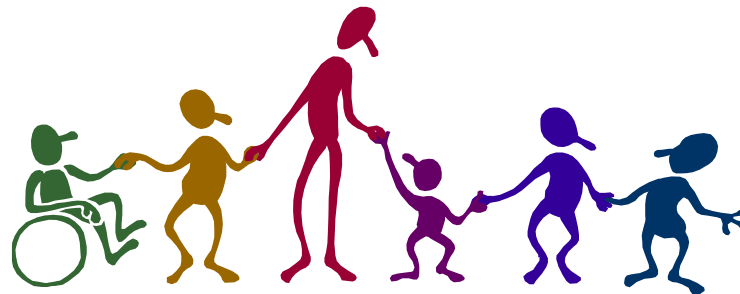
- **Targeted Groups (TG)**
 - Must be certified, eligible, and approved for the specific products and services
 - Up to 6% preference
- **Economically Disadvantaged (ED)**
 - Up to 6% preference
 - Except for Construction, Up to 4%
- **Veteran Owned (VO)**
 - Up to 6% preference



Small Business Program

Targeted Groups (TG)

- Small businesses owned, operated and controlled by the following groups:
- Minorities
 - (A) Asian
 - (B) African American
 - (H) Hispanic
 - (I) American Indian
 - (E) Alaska Native
- Disabled (D)
- Women (W)



Small Business Procurement Program

- **Economically Disadvantaged (ED)**
 - **(L) Labor Surplus Area**
 - County designated by US Dept of Labor
 - **(M) Low Median Income County**
 - County designated by MN Planning
 - **Certified Rehab. Facility or Extended Employment provider (Minn. Stat. 268A)**



MMD Helpline 651-296-2600

- Quick Access
- General Information
- Small Business Program Information
- Bid Results Line
- MMD Switchboard



Contact Information

- **MMD Helpline**
 - 651.296.2600
 - Bid Results Available
- **Assistant Director/Acquisitions Manager**
 - Brenda Thielen Willard; CPPO, CPPB
 - 651.201.2402
- **Vendor Management Specialist**
 - Stephanie Selb
 - 651.201.2428

www.mmd.admin.state.mn.us

