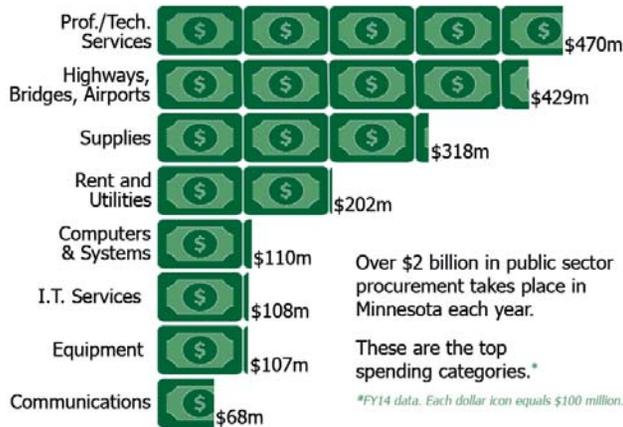


## Getting Started

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Does your company offer goods or services purchased by Minnesota government?

Admin helps Minnesota government purchase the goods and services it needs, and helps companies position themselves to provide those things.



## Our Commitment to Equity in Procurement

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The State of Minnesota strives to eliminate historic disparities in state procurement. It's our goal to create opportunities for all, regardless of the size, location, and makeup of their business.

- Our **Small Business Certification Program** certifies small businesses owned and operated by women, minorities, veterans, people with substantial physical disabilities, plus small businesses located in economically disadvantaged areas.
- Our **Office of Equity in Procurement** promotes procurement opportunities and provides outreach and assistance to small businesses around the state.

**Minnesota Department of Administration**  
Materials Management Division  
Website: [mn.gov/admin/mmd](http://mn.gov/admin/mmd)  
Phone: 651-296-2600  
Email: [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us)



## Do Business with the State of Minnesota

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*Find and secure opportunities in state purchasing and contracting*



# Your Checklist for Doing Business with the State

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You want to do business with the State, we want to make it easy for you. Follow these steps to get started:

- 1** Register as a vendor to the State of Minnesota, using the state's **Supplier Portal**.
  - It's online at [bit.ly/mn-supplier-portal](https://bit.ly/mn-supplier-portal). Have your Federal Employer ID Number and Minnesota State Tax ID Number (if applicable) ready when you register.
  - Once registered, you'll be listed as a potential vendor for the products and services your business provides!
  - If you need help, Supplier Portal training sessions are held about once a month. See dates at [bit.ly/mmd-vendor-info](https://bit.ly/mmd-vendor-info).
- 2** Help us meet our commitment to work with diverse businesses. Apply to be certified as a Targeted Group (TG), Veteran-Owned (VO), or Economically Disadvantaged (ED) small business (if applicable).
  - The Application for Certification is available at [bit.ly/mmd-app-tg-vo-ed](https://bit.ly/mmd-app-tg-vo-ed).
  - Once certified, you're eligible for up to six percent preference on state purchases and contracts!
  - You'll also be listed in the state's Directory of Certified Vendors, listed online at [bit.ly/mmd-certified-directory](https://bit.ly/mmd-certified-directory).
  - Learn more about requirements and methods at [bit.ly/mmd-tg-vo-ed](https://bit.ly/mmd-tg-vo-ed).

- 3** Once registered and certified, watch for purchasing and contracting opportunities!
  - The state publicizes solicitations, requests for proposals (RFPs), and requests for bids (RFBs). You'll find all three at [bit.ly/mmd-solicitations](https://bit.ly/mmd-solicitations).
  - You'll also find certain contracts valued over \$50,000 published each week in the State Register at [bit.ly/mn-state-register](https://bit.ly/mn-state-register).
  - Some agencies post opportunities on their websites too, such as the Metropolitan Council ([metro council.org](https://metro council.org)) and the Minnesota Department of Transportation ([www.dot.state.mn.us](https://www.dot.state.mn.us)).
  - **Pro Tip:** Bookmark these pages for fast and easy access to the latest opportunities!
  - **Pro Tip:** A government organization may notify you directly of an opportunity for your business.
- 4** Respond to relevant opportunities, following the instructions in the solicitation, RFP, or RFB. Here are some tips to keep in mind.
  - **Pro Tip:** Find the listed contact persons. You can reach out to build relationships, ask questions, and discuss the posting organization's needs and how responders will be evaluated.

- **Pro Tip:** Also note any pre-bid or pre-proposal meetings. These meetings are a great way to connect and network, especially for sub-contractors looking to join existing project teams.
- **When will you hear back?** Once a business has been selected, an Intent to Award notice may be posted online at [bit.ly/mmd-public-notice](https://bit.ly/mmd-public-notice) or on the contracting organization's website. You might also receive notification via letter or email.

## More Resources

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Stay engaged and informed with these links from our website, which will help you navigate State purchasing and contracting processes like a pro:

- [mn.gov/admin/mmd](https://mn.gov/admin/mmd): Admin's Purchasing and Contracting home page
- [bit.ly/mmd-buying-lines](https://bit.ly/mmd-buying-lines): Directory of Admin staff across various buying assignments
- [bit.ly/mmd-contract-coordinators](https://bit.ly/mmd-contract-coordinators): List of state government contract coordinators
  - **Pro Tip:** Use these lists to build relationships and identify people who might purchase the goods and services your business provides.

If you ever need more information or assistance, our team is always happy to help. Our contact info can be found on the back of this brochure.