Our Commitment to Equity in Procurement

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.

Getting Started

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.

Do Business with the State of Minnesota

Find and secure opportunities in state purchasing and contracting

Minnesota Department of Administration
Materials Management Division
Website: mn.gov/admin/mmd
Phone: 651-296-2600
Email: mmdhelp.line@state.mn.us

July 22, 2015
Your Checklist for Doing Business with the State

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.
   - 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.

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).
   - 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.
   - Learn more about requirements and methods at 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.
   - You’ll also find certain contracts valued over $50,000 published each week in the State Register at bit.ly/mn-state-register.
   - Some agencies post opportunities on their websites too, such as the Metropolitan Council (metro council.org) and the Minnesota Department of Transportation (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-notices or on the contracting organization’s website. You might also receive notification via letter or email.

More Resources

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](http://mn.gov/admin/mmd): Admin’s Purchasing and Contracting home page
- **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.