

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:

- Register as a Bidder or Supplier to the State of Minnesota, using the State's Supplier Portal at <https://mn.gov/supplier>
- Once registered, your business will be able to receive automatic notices for potential opportunities in your line of work, and view and submit responses for opportunities.
- If you need help, Supplier Portal training sessions are held about once a month. See dates by clicking "Announcements" at <https://mn.gov/supplier>
- Request help with understanding the state's procurement practices from the Procurement Technical Assistance Center (PTAC): www.mn.gov/admin/ptac

Help us meet our commitment to work with diverse businesses. Apply to be certified as a Targeted Group (TG), Economically Disadvantaged (ED), or Veteran-Owned (VO) small business (if applicable).

- The application for certification is available at <https://sbcp.mn.gov>
- 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 <http://www.mmd.admin.state.mn.us/process/search/>

- Learn more about the requirements at www.mn.gov/admin/oep

Finding opportunities

- The state publicizes solicitations, requests for proposals (RFPs), and requests for bids (RFBs) at <https://mn.gov/supplier>
- Certain contracts valued over \$50,000 are published each week in the State Register at <https://mn.gov/admin/bookstore/register.jsp>
- Construction opportunities are listed in the Virtual Plan Room at www.mmd.admin.state.mn.us/solicitations
- Some agencies post opportunities on their websites, too, such as the Metropolitan Council (www.metrocouncil.org), and the Minnesota Department of Transportation (<https://www.dot.state.mn.us/bidlet/>).
- **Pro Tip:** Bookmark these pages for fast and easy access to the latest opportunities!

Respond to relevant opportunities, following the instructions in the solicitation, RFP or RFB. Here are some tips to keep in mind:

- Note any pre-bid or pre-proposal meetings. These meetings are a great way to connect and network, especially for subcontractors 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 <http://www.mmd.admin.state.mn.us/process/admin/PublicNoticeListings.asp>

More Resources

- Stay engaged and informed with these links from the Office of State Procurement website, www.mmd.admin.state.mn.us/ which will help you navigate state purchasing and contracting processes like a pro:
- Register as a bidder or supplier at www.mn.gov/supplier
- Solicitation announcements for goods and services and small construction projects, the Virtual Plan Room for construction contracts, and professional/technical service contraction may all be found at www.mmd.admin.state.mn.us/solicitations.htm
- Request one-on-one assistance to learn about the state's contracting processes by requesting services at www.mn.gov/admin/ptac
- Sign up for our e-newsletters to learn more about upcoming events and bidding opportunities <https://mn.gov/admin/business/vendor-info/oep/about/resources>

Getting Started

Does your company offer goods or services purchased by Minnesota government? The Department of Administration helps Minnesota government purchase what it needs, and helps companies position themselves to provide those things.

Over \$2 billion in public sector procurement takes place in Minnesota each year. These are the top spending categories for the 2019 fiscal year:

- 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

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.

The Small Business Procurement Program certifies small businesses owned, operated and controlled by minorities, women, veterans, people with substantial physical disabilities, and small businesses located in economically disadvantaged areas.

The Office of Equity in Procurement promotes procurement opportunities and provides outreach and assistance to small businesses around the state.

If you ever need more information or assistance, our team is always happy to help.

**Minnesota Department of Administration
Office of Equity in Procurement**

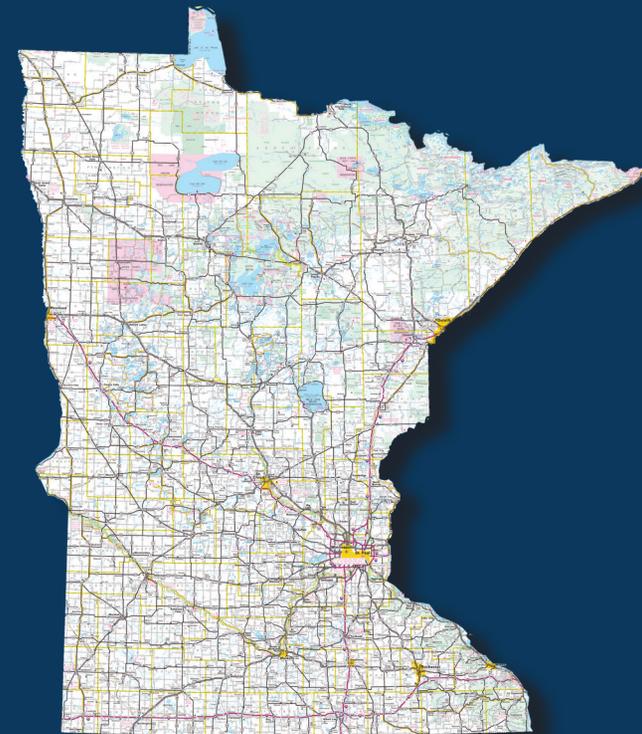
mn.gov/admin/oeq

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Revised March 2020

Doing Business with the State of Minnesota



mn DEPARTMENT OF
ADMINISTRATION
STATE PROCUREMENT