

OSP Policy 27-05: Procurement of Event and Conference

Version: 1.0

Effective Date: August 3, 2026

Policy Statement and Rationale

This policy applies when the State of Minnesota, regardless of the funding source, pays for a conference, convention, meeting, training session, or special event (collectively “event”), in whole or in part.

It includes all related goods and general services, including, but not limited to:

- Venue and meeting facilities.
- Lodging.
- Food and beverage.
- Rental of audio-visual and other equipment.

This policy does not apply to:

- Agency business decisions to approve monetary sponsorships.
- Construction and rental of booths.
- Conference registration fees.
- Utilization of agency staff.

Total Projected Cost Calculation

Total projected cost includes all applicable costs that will be paid to the contractor(s) regardless of who will be paying for the cost of the obligations. If the event is scheduled on a recurring basis within a fiscal year at the same venue, then the agency project manager and contract manager must consider the cumulative cost of all occurrences as part of the total projected cost.

Alcohol Costs Prohibited

Providing alcoholic beverages or a cash bar is prohibited. State funds must not be used to pay for alcohol, a cash bar, or costs associated with a cash bar (e.g., alcoholic beverages, bartenders, servers, security, or venue space).

Providing state-paid or state-sponsored space as a location for another organization or entity to provide a cash bar or serve alcoholic beverages is prohibited.

Encumbrance

Agencies must encumber funds in accordance with OSP Policy 21-01: Encumbrance and Contract Execution.

Contracting with Other Governmental Units

An agency may directly contract, instead of following the solicitation process, for an event with another state agency or government entity for contracts with a total projected cost under \$100,000. Agencies must competitively solicit for the event when the total projected cost is \$100,000 or more, unless a written exception is approved by the Office of State Procurement (OSP). To contract with another state agency, the project manager should use an Interagency Agreement. A contract with another governmental entity may be created through a Joint Powers Agreement (JPA). The agency project manager or buyer must work with the [OSP professional or technical services coordinator](#) to utilize the Facilities Use Addendum when presented with contractual documents from another governmental unit.

Exceptions to This Policy

Exceptions to this policy may be allowed, provided the agency can justify a business need and this justification is documented in a [written request to OSP for consideration](#). Approval from OSP must be documented and retained in the agency's purchasing file. Exceptions must be approved before they can be incorporated into the solicitation or contract.

Applicability

This policy applies to procurements related to conferences, meetings, and special events, including related goods and general services to all departments, agencies, offices, councils, boards, commissions, and other entities in the executive branch of the State of Minnesota.

Definitions

- **Government Entity:** Per Minnesota Statutes, section 118A.01, "Government entity" means a county, city, town, school district, hospital district, public authority, public corporation, public commission, special district, any other political subdivision, except an entity whose investment authority is specified under chapter 11A or 356A.
- **Interagency Agreement:** An interagency agreement is a contract used between two or more state agencies.
- **Joint Powers Agreement:** A joint powers agreement is governed by Minnesota Statutes, section 471.59, and is defined as two or more governmental units, working together by agreement to exercise any power common to the contracting powers.
- **Facilities Use Addendum:** An addendum to a joint powers agreement, used when a governmental unit requires an agency to sign their standard facility use or rental agreement to rent space in their facility.

Resources and Related Information

- Log in to the secure portal for [OSP Resources](#) to access agreements and forms.
- [Also see Acquisitions Policy 16: Instructions for Procuring Paper Products and Printing Services.](#)

History and Updates

Version	Description	Date
1.0	Supersedes OSP Purchasing Policy 33	August 3, 2026

Policy Owner/Contact

OSP chief procurement officer. For questions concerning this policy, contact the OSP Helpline at 651-296-2600.