

Vendor Management System – Vendor Instructions

Vendor Management System: [Vendor Management Overview / Minnesota.gov](#)

The Vendor Management System can be reached at <https://vms.admin.mn.gov>. To enter the Vendor Management System, users are given a user name and password. If you are in need of a username and password or need assistance with a forgotten password, please send an email to Real Estate and Construction Services (RECS) at recs.contracting@state.mn.us. In your email, please include your firm name and vendor number.

Welcome To The Vendor Management System!

[Login](#)

NOTE: The following applies to firms new to the Master Roster, as well as firms changing any of their information.

When you are completely finished entering your data, go back to the main screen (Vendor Information). Scroll down to the Vendor Authorization Information section. On the line "Publish?", check "Yes", and on the line "Published by Name" enter the name of the person authorizing or entering the data. Then scroll to the bottom of the screen and click on "Update Information". Finally, send an email to recs.contracting@state.mn.us asking RECS to review your submission. (Please indicate what screens or information you updated.) This will prompt RECS to review your information. **YOU MUST SEND AN EMAIL**, the system does not automatically prompt RECS to review your entries or changes.

CONTACT US

You may contact Real Estate and Construction Services with questions or general inquiries at:

Phone:	(651) 201-2550
TTY:	(800) 627-3529 (MN Relay Service)
FAX:	(651) 215-6245
Email:	RECS.Contracting@state.mn.us
Address:	309 Administration Building 50 Sherburne Avenue St. Paul, MN 55155

Once obtain login information, You will enter User Id and Password here:

Login page

[Home Page](#)

To login to Vendor Management System, please enter your user Id and password.

If you do not have User Id or Password please contact Real Estate and Construction Services at (651) 201-2550, TTY: (800) 627-3529 (MN Relay Service) or Email: RECS.Contracting@state.mn.us

If you forgot your password and need to reset it, click [Reset Password](#)

User Id:
Password:

NOTE: The following applies to firms new to the Master Roster, as well as firms changing any of their information.

When you are completely finished entering your data, go back to the main screen (Vendor Information). Scroll down to the Vendor Authorization Information section. On the line "Publish?", check "Yes", and on the line "Published by Name" enter the name of the person authorizing or entering the data. Then scroll to the bottom of the screen and click on "Update Information". Finally, send an email to recs.contracting@state.mn.us asking RECS to review your submission. (Please indicate what screens or information you updated.) This will prompt RECS to review your information. **YOU MUST SEND AN EMAIL**, the system does not automatically prompt RECS to review your entries or changes.

Once you are logged in you will be able to view or update your firm's general information

[View or Update Our Firm's Information](#)

[Search Master Roster Vendors](#)

Vendor Information:
Click on your Firm's
name.

View or update your
firm's general
information.

Vendor Number	Vendor Name & Location Address	VNDR/SAO Published Flag	Update Location/Category	Update Category (2026 - 2031)
1111111111	1234TestVendorAccountNEW2020	N / N	Add New Location	
	50 Sherburne Ave., , St. Paul, MN 55155	St. Paul	Location Category	Category (2026-2031)
1111111111	259 Location, , St Paul, MN 55111	St Paul	Location Category	Category (2026-2031)

Vendor Information

Main Page Vendor Search Vendors Log Off

Direction: Please review and if needed update the information on this page. Required fields are indicated with a (red*). When you are finished, click on the Update Information button at the bottom of the page. Then email rcs.contracting@state.mn.us and let them know what information you have updated.

Vendor List [Change vendor's password](#)

Vendor Firm / Company Information	
Vendor Name:	1234TestVendorAccountNEW2020
Vendor No:	1111111111
Sys Ref No:	66566
Publish Status:	UnPublished

Vendor Firm / Company Other Information	
Website Address:	
Legal Status:	Other if other, specify:
*Date Firm Established:	05/05/2018 (mm/dd/yyyy)
Date Firm Established As Name:	
Largest Bldg Construction Cost:	
TGED Flag:	☒ No ☐ Yes

Vendor Contact Information	
*First Name:	First
*Last Name:	Last
MI:	
*Job Title:	Job Title
*Contact Phone1 (999-999-9999):	651 - (201) - xxxx
Contact Phone1 Ext:	
Contact Phone2 (999-999-9999):	
Contact Phone2 Ext:	
Fax No (999-999-9999):	
*Contact Email:	Email

Vendor Authorization Information	
*Authorization Signed by Name:	Authorized Signer
*Job Title:	Job Title
*Phone1 (999-999-9999):	651 - (201) - xxxx
Phone1 Ext:	
Phone2 (999-999-9999):	
Phone2 Ext:	
Fax No (999-999-9999):	
*Email:	Email
Information last updated:	10/20/2025 3:56:00 PM
Publish?	☒ No ☐ Yes
Date Info Published by Vendor:	
Published by Name:	Name
Additional Information:	

[Update Information](#)

If you have an existing account, and have made changes, by clicking "Update Information" you acknowledge this vendor will be republished from the Master Roster. Please email rcs.contracting@state.mn.us to have your changes approved.

Location:
Click on "Location"

Vendor Number	Vendor Name & Location Address	VNDR/SAO Published Flag	Update Location/Category	Update Category (2026 - 2031)
1111111111	1234TestVendorAccountNEW2020	N / N	Add New Location	
	50 Sherburne Ave., , St. Paul, MN 55155	St. Paul	Location Category	Category (2026-2031)
1111111111	259 Location, , St Paul, MN 55111	St Paul	Location Category	Category (2026-2031)

View or update address of a location/office, vendor specialization areas, and location contact information.

Vendor Location Information

Location No:0001

SWIFT Vendor # :

(if available)

*Address Line1:50 Sherburne Ave

Address Line2:

*City:St. Paul

*State:MN

*Zip Code:55155

Zip Plus:

County:-- Choose --

Vendor - Specialization

Recommended but not required:
Number of: (integer values only)

Architects:

2

Landscape Architects:

0

Engineer - Civil:

3

Engineer - Electrical:

0

Engineer - Environmental:

0

Engineer - Mechanical:

0

Number of: (integer values only)

Engineer - Structural:

0

Geo Scientists:

0

Interior Designers:

0

Land Surveyors:

1

Other Occupation:

0

If other, specify:

Location - Contact Information

*First Name:First

*Last Name:Last

MI:

*Job Title:Job Title

*Contact Phone1 (999-999-9999):

651

201

xxxx

Ext.:

Contact Phone2 (999-999-9999):

Ext.:

Fax No (999-999-9999):

*Contact Email:email@state.mn.us

Location - Authorization Information

*Authorization Signed by Name:Authorized signer

*Job Title:Job Title

*Phone1 (999-999-9999):

651

201

xxxx

Ext.:

Phone2 (999-999-9999):

Ext.:

Fax No (999-999-9999):

*Email:email@state.mn.us

*Location Active?

No

Yes

Additional Information:

Accept Changes

Delete Record

Click on "Add New Location"

Vendor Number	Vendor Name & Location Address	VNDR/SAO Published Flag	Update Location/Category	Update Category (2026 - 2031)
1111111111	1234TestVendorAccountNEW2020	N7N	Add New Location	
	50 Sherburne Ave, , St. Paul, MN 55155	St. Paul	Location	Category (2026-2031)
1111111111	259 Location, , St Paul, MN 55111	St Paul	Location	Category (2026-2031)

Master Roster Vendor Information 10/27/2025

3

Add a new location/office. You may list more than one location or office and specialization areas for each location.

Vendor Location Information

Location No:

0003

SWIFT Vendor #

(if available)

*Address Line1:

Address Line2:

*City:

*State:

MN

*Zip Code:

Zip Plus:

County:

-- Choose --

Vendor - Specialization

Recommended but not required:

Number of: (integer values only)

Architects:

Engineer - Structural:

Landscape Architects:

Geo Scientists:

Engineer - Civil:

Interior Designers:

Engineer - Electrical:

Land Surveyors:

Engineer - Environmental:

Other Occupation:

Engineer - Mechanical:

If other, specify:

Location - Contact Information

*First Name:

*Last Name:

MI:

*Job Title:

*Contact Phone1

Ext.:

(999-999-9999):

Ext.:

Contact Phone2

Ext.:

(999-999-9999):

Ext.:

Fax No (999-999-9999):

*Contact Email:

Location - Authorization Information

*Authorization Signed by Name:

*Job Title:

*Phone1 (999-999-9999):

Ext.:

Phone2 (999-999-9999):

Ext.:

Fax No (999-999-9999):

*Email:

Information last updated:

*Location Active?

☒ No ☐ Yes

Additional Information:

SAO - State Architect Office Information

Location - Vendor Rate Schedule Information

Fee Sched1:

Eff. Date:

mm/dd/yy

Fee Sched2:

Eff. Date:

mm/dd/yy

Fee Sched3:

Eff. Date:

mm/dd/yy

Fee Sched4:

Eff. Date:

mm/dd/yy

Fee Sched5:

Eff. Date:

mm/dd/yy

Create location

Click on "Category (2026 -2031)"

Vendor Number	Vendor Name & Location Address	VNDR/SAO Published Flag	Update Location/Category	Update Category (2026 - 2031)
1111111111	1234TestVendorAccountNEW2026	N / N	Add New Location	
	50 Sherburne Ave, , St. Paul, MN 55155	St. Paul	Location	Category (2026-2031)
1111111111	259 Location, , St Paul, MN 55111	St Paul	Location Category	Category (2026-2031)

Select the category of service areas for each location you created. Save those categories by clicking on "Add Selected Categories" at the bottom of the page. For new Vendor setup, the Category link will not be available until a Location has been added.

[View Vendor](#)

Note: You may select more than one SubCategory to add. Click on **Add Selected SubCategories** button to add subcategory. Once a subcategory is added Click on **update** link to provide project information.
For subcategory descriptions, please click [Master Roster RFQ](#) to view in 2026-2031 Request for Qualifications (RFQ) Document.

Template Files

- **Master Roster Application** [Download Form](#)
- 1 Form per Vendor. Form must be downloaded, completed and emailed to heather.a.nelson@state.mn.us
- **Fee Schedule (2026-2031)** [Download Form](#)
- 1 Form per SubCategory. Form must be downloaded, completed and emailed to heather.a.nelson@state.mn.us

Category Names in **RED** denote that there is required information that must be filled id. You must click the "Edit Category" link in order to fill out the required information. Submission is not completed until all required fields within the selected categories have been entered.

[Add Selected SubCategories](#)

Category No	Category Name	Select SubCategory to add	Fee Schedule
1	Planning & Development Services	Edit Category	
	1.1 Predesign & Feasibility Studies	☒	view
	1.2 Facility Condition Assessments	☒	view
	1.3 Cultural Resources & Historic Assessments	☒	
	1.4 Appraisal & Valuation Services	☒	view
	1.5 Relocation Planning & Advisory Services	☒	
	1.6 Survey Services	☒	
	1.7 Wetland Identification & Delineation	☒	
2	Architecture & Building Design Services	Edit Category	
	2.1 Architectural Design	☐	
	2.2 Building Restoration & Historic Preservation	☐	
	2.3 Interior Architecture & Design	☐	
	2.4 Modular Furniture Design	☐	
	2.5 Sustainable Design & Energy Efficiency	☐	
3	Engineering Discipline Services	Edit Category	
	3.1 Civil Engineering	☒	
	3.2 Structural Engineering	☒	
	3.3 Mechanical Engineering (HVAC & Plumbing)	☐	
	3.4 Electrical Engineering	☐	
	3.5 Environmental Engineering & Planning	☐	
	3.6 Building Energy Engineering	☐	
	3.7 Geotechnical & Geoscience Services	☐	
	3.8 Acoustical Design & Noise Control	☐	
4	Infrastructure & Site Development Services	Edit Category	
	4.1 Roadway & Bridge Engineering	☐	
	4.2 Water & Wastewater Systems	☐	
	4.3 Landscape Architecture & Site Design	☐	
	4.4 Energy Supply & Distribution	☐	
5	Specialized Facilities & Systems Design Services	Edit Category	
	5.1 Correctional & Law Enforcement Facilities	☐	
	5.2 Educational Facilities	☐	
	5.3 Healthcare Facilities	☐	
	5.4 Office & Administrative Buildings	☐	
	5.5 Recreational & Public Facilities	☐	
	5.6 Industrial & Commercial Service Facilities	☐	
	5.7 Food Service & Commercial Kitchen Design	☐	
6	Technology, Security & Specialty Systems Services	Edit Category	
	6.1 Building Automation & Controls	☐	
	6.2 IoT-Based Building Systems	☐	
	6.3 AI-Driven Building Management & Optimization	☐	
	6.4 Temperature Control	☐	
	6.5 Audio Visual & Media Systems	☐	
	6.6 Telecommunications & IT Infrastructure	☐	
	6.7 Security Systems & Access Control	☐	
	6.8 Specialty Electrical Systems	☐	
7	Construction & Project Management Services	Edit Category	
	7.1 Owner's Project Representation (OPR)	☐	
	7.2 Construction Administration & Oversight	☐	
	7.3 Financial Auditing & Cost Control	☐	
	7.4 Commissioning Services	☐	
8	Other Facility Services	Edit Category	
	8.1 Roofing Systems	☐	
	8.2 Signage & Wayfinding	☐	
	8.3 Hazardous Materials Design	☐	

Click on vendor name
link at top of this page.

Vendor Number	Vendor Name & Location Address	VNDR/SAO Published Flag	Update Location/Category	New! Update Category (2026 - 2031)
1111111111	1234TestVendorAccountNEW2020	N / N	Add New Location	
	50 Sherburne Ave., St. Paul, MN 55155	St. Paul	Location Category	Category (2026-2031)
1111111111	259 Location., St Paul, MN 55111	St Paul	Location Category	Category (2026-2031)

Click "Change vendor's password". Enter password and click "Submit".

Direction: Please review and if needed update the information on this page. Required fields are indicated with a (re). When you are finished, click on the **Update Information** button at the bottom of the page. Then email recs.contracting@state.mn.us and let them know what information you have updated.

Vendor List

Change vendor's password

Vendor Firm / Company Information	
Vendor Name:	1234TestVendorAccountNEW2020
Vendor No:	11111111111
Sys Ref No:	60566
Publish Status:	UnPublished

Vendor Firm / Company Other Information