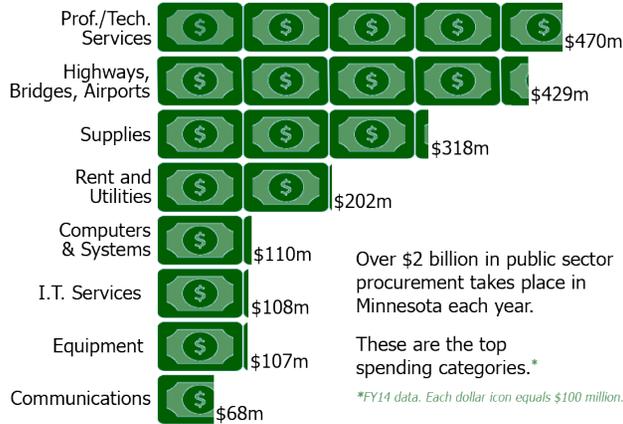


Getting Started

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



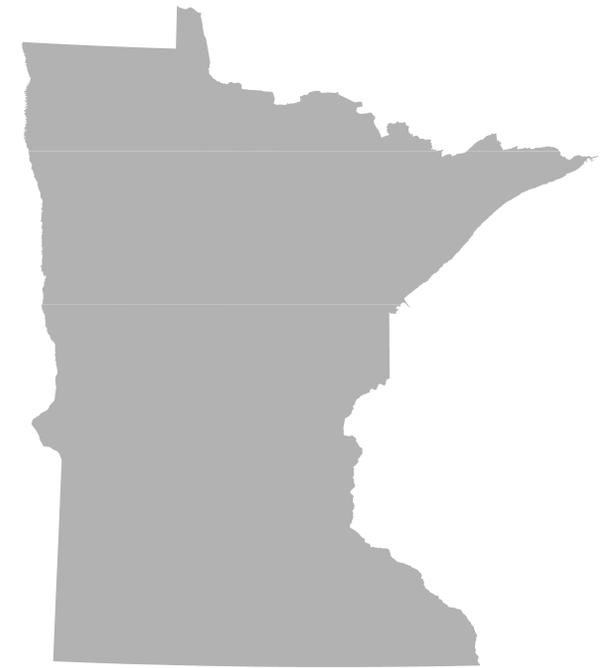
Our Commitment to Minnesota's Veterans

The State of Minnesota is committed to effectively serving those who have honorably served their country. As part of that commitment, Admin's purchasing and contracting programs strive to provide opportunities to veteran-owned businesses.

Our **Small Business Certification Program** certifies small businesses owned and operated by veterans, granting up to six percent preference to certified businesses selling products or services to the state.

Our **Office of Equity in Procurement** provides outreach and assistance to small businesses around the state, including those in veterans communities.

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



Opportunities for Veteran-Owned Businesses in Minnesota

Find and secure opportunities in state purchasing and contracting



Checklist for Veteran-Owned Businesses in Minnesota

Veteran-owned businesses can follow these steps to get started doing business with the state:

- 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** Verify your status as a veteran or a veteran with a service-connected disability.
 - To do this, you'll need to submit a Veteran Status Verification Request to the Minnesota Department of Veteran Affairs (MDVA). Access the form at bit.ly/mn-vet-procurement-verification.
 - To complete the form, you'll need your DD 214 and, if applicable, a summary of benefits letter from the U.S. Department of Veterans Affairs.
- 3** Once verified, apply to be certified as a veteran-owned business through Admin's Small Business Procurement Program.
 - The Application for Certification is available at bit.ly/mmd-app-tg-vo-ed.
 - Learn more about requirements and methods at bit.ly/mmd-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.
- 4** 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 weekly in the State Register (bit.ly/mn-state-register).
 - Some agencies post opportunities on their websites, 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.
 - 5** 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 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: Admin's Purchasing and Contracting home page
- bit.ly/mmd-buying-lines: Directory of Admin staff across various buying assignments
- 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.
- bit.ly/mn-vet-biz-owners: Various resources for Veteran Business Owners from MDVA.

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.