

OSP PROCUREMENT UPDATE

January 2024

Goods and Non-Prof/Tech Procurement Update

The mission of this monthly newsletter is to provide you with helpful, timely, and informative procurement information. We welcome your feedback as we strive to better serve you as our valued customer.

This newsletter includes the following information:

1. [Pertinent procurement information](#)
2. [List of contracts awarded during the last month](#)
3. [List of contracts that were amended \(extended, changed, or updated\) during the last month](#)
4. [List of contracts that were eliminated during the last month](#)
5. [Link to contracts expiring in 7 months](#)
6. [List of Office of State Procurement Contacts](#)

1. Pertinent Procurement Information



Contract Release C-1005(5) Multi-function Device (Copiers) Equipment Rental, Purchase & Maintenance – Awards Issued to Manufacturers

Contracts on Contract Release C-1005(5) are solely with Multi-Function Device (MFD) **manufacturers**. Currently, these are Canon, HP, Kyocera, Ricoh, and Toshiba. Canon, Kyocera, and Ricoh use authorized **resellers**; HP and Toshiba do not. The C-1005(5) contract release document contains links for resellers if the manufacturer uses them.

No MFD reseller was directly awarded a contract under C-1005(5). While the State considers the resellers to be extensions of the manufacturer, the contract itself is with the manufacturer, not the reseller. A few resellers work with more than one of our contracted manufacturers. Resellers must meet all terms, conditions, and prices as manufacturers. If a reseller does not meet the contract terms in any way, that concern can be raised to OSP, the reseller, and to the manufacturer.

Here are the contracted C-1005(5) MFD manufacturers and their authorized resellers:

Resellers	Manufacturers			
	HP does not use resellers			
	CANON	KYOCERA	RICOH	TOSHIBA
A & B Business Solutions				Service & Maintenance Only
Century Business Products		X		
Coordinated Business Systems		X		
E O Johnson Co.	X		X	Service & Maintenance Only
Excel Business Systems				Service & Maintenance Only
Gordon Flesch Co.	X		X	
Liberty Business Systems		X	X	
Loffler Business Systems, Inc.	X			

Marco Technologies	Service & Maintenance Only			
Metro Sales			X	
River Bend Business Products	X			
The Office Shop	X			

Note:

Marco Technologies - is no longer a Canon authorized reseller, but are able to sell Canon maintenance and support plans.

Advanced Systems - was a reseller for Canon and for Ricoh. Advanced has been bought by The Gordon Flesch Company. GFC resells Canon and Ricoh.

ShelDon - was a reseller for Canon and Ricoh, also a maintenance/service seller for Toshiba. ShelDon's MFD resales business has been bought by E O Johnson, which continues to offer those products and services.

Toshiba - has no MFD resellers, but maintenance and service plans for Toshiba MFDs can be purchased through A & B Business Solutions, E O Johnson, and Excel Business Systems.

If you have any questions or comments, please contact the contract administrator, David Sisk, at david.sisk@state.mn.us or 651.201.3196.

Contract Release C-432(5) Carpet and Resilient Flooring – 87 Counties – New Contracts Now Available

Contract Release C-432(5) is available with additional contractor options and a variety of products for ordering entities. The contract's initial term is two years - January 1, 2024, through December 31, 2025. New contractors are certified TG/ED/VO and service all 87 counties. Ordering entities should note the pricing structure has changed from previous contracts. The new contracts utilize a Percentage Discount Off List Price for flooring products. Ordering entities should review quotes from contractors for accuracy in percentage application. State agencies should make every effort to use the Contractors listed, but the contract does not prohibit State agencies from using their delegated local purchasing authority to procure similar products and services from other contractors.

If you have any questions or comments, please contact the contract administrator, Craig Fernholz, at craig.fernholz@state.mn.us or 651.201.2423.

PARTICIPANTS NEEDED



Sourcing Team Member Participants Needed: Legal Research and Investigative Subscription Services – Contract Release L-373(5)

An RFP for Legal Research and Investigative Subscription Services is currently under development. OSP is seeking assistance on the sourcing team from both State agencies and CPV members that use or may use these services. This is a great opportunity to provide input on the types of services and service features included in future contracts.

If you are available to assist, able to share your organization's specific needs for these services, or have additional questions, please contact the contract administrator, Kaleigh Stevens, at kaleigh.stevens@state.mn.us or 651.201.2438.

Reminder: Installation and Maintenance of Granular Activated Carbon (GAC) Water Filtration Systems, Reverse Osmosis (RO) Systems, and Other Related Systems, Statewide – Contract Release M-562(5)

The original contract with Driessen Water, Inc. dba Culligan of Northfield was assigned over to Culligan Ultrapure, Inc., contract no. 240060, at the same prices, terms, and conditions, through June 30, 2024. For all contract work on, or after, December 1, 2023, buyers must use contract no. 240060.

The contract with Culligan of Stillwater was extended through June 30, 2024 at same prices, terms, and conditions.

If you have any questions or comments, please contact the contract administrator, Katy McCann, at katy.mccann@state.mn.us or 651.201.3128.

Reminder: Point-of-Use Bottleless Water Coolers for Dakota, Hennepin, Ramsey, and Washington Counties – Contract Release R-640(5)

The original contract with Driessen Water, Inc. dba Culligan of Northfield was assigned over to Culligan Ultrapure, Inc., contract no. 239953, at the same prices, terms, and conditions, through October 31, 2024. For all contract work on, or after, December 1, 2023, buyers must use contract no. 239953.

If you have any questions or comments, please contact the contract administrator, Staci Stoerzinger, at staci.stoerzinger@state.mn.us or 651.201.2451.



Targeted Group (TG), Economically Disadvantaged (ED), Veteran-Owned (VO) – New Contracts Awarded in December 2023

- Rock Leaf Water Environmental LLC (**W-Women**) – Contract Release H-77(5) / Specialty Environmental Emergency Response Services
-

State Agencies Only

Statewide Systems Maintenance

To stay up to date with our statewide systems, Minnesota Management and Budget along with the Department of Administration and Minnesota IT Services are working to upgrade all statewide systems to be supported by latest version of PeopleTools. PeopleTools provides the underlying technology for all statewide applications (PeopleSoft applications).

The anticipated launch date for this project is Tuesday, February 20, 2024. We anticipate that all statewide systems will be unavailable due to the system-wide upgrade **Thursday, February 15, 2024, starting at 6 p.m., through Tuesday, February 20 at 6 a.m.** Please plan around this time to minimize the interruption of critical business functions. We apologize for the inconvenience.



Important note for Buyers: Please ensure that your events are not scheduled to start or end during this time as the Supplier Portal will also be unavailable.

Note for Daily Interface Uploads: The daily interfaces will only be loaded up until Thursday evening, 2/15/24, at 6:00 PM. They will resume loading to SWIFT on Tuesday morning, 2/20/24, at 8:00 AM. All files sent in between these dates will sit in pending status on the mainframe FTP site. Agencies that send files with static filenames will need to be mindful of overwriting files that they have already sent to the mainframe FTP site but that haven't been loaded between these dates due to the upgrade.

Impacted systems include:

- Appropriate Maintenance Application (AMA)
- Budget Planning and Analysis System (BPAS)
- Capital Budget System (CBS)
- EPM Data Warehouse
- Fiscal Note Tracking System (FNTS)
- Learning Management (ELM)
- Recruiting Solutions
- Self Service
- SEMA4
- SWIFT (Including Supplier Portal and Mobile Inventory)

Users must clear their internet browsing history and cache before they log into these systems on Tuesday, February 20.

If you experience difficulties trying to log in, view data, or access data in any of the statewide systems mentioned above, [clearing your browsing history and cache](#) may help resolve these issues.

Procurement Fiscal Year 2024 End Cutoff Dates

The fiscal year-end 2024 deadline established for the submission of requisitions and procurement requests for the following items is March 8, 2024:

- **Request for Proposals (RFP)** - If the intended procurement method is to make the acquisition through a Request for Proposal (RFP), please contact the Office of State Procurement (OSP) as soon as possible to discuss the procurement and appropriate timelines.
- **Agency Single Sources related to Software Licensing and/or Software Maintenance Agreements** – Agency Single Sources related to Software Licensing and/or Software Maintenance Agreements processed through the Office of State Procurement (OSP).
- **Construction** - Construction and construction-related requisitions processed through the Real Estate and Construction Office or the Office of State Procurement. (SWIFT Policy 0901-02).
- **Sealed Bids** - Requisitions requiring sealed bids (over \$50k) processed through Office of State Procurement.
- **Fiscal Year Close/Requisitions** - Requisitions over the purchasing Agency's authority processed through Office of State Procurement (under \$50,000).

OSP encourages agencies to submit projects prior to the March 8, 2024 deadline. The 2024 Agency Annual Schedule is now available on Minnesota Management Budget's [Budget and Accounting Instructions webpage](#).

Reminder: DON'T BECOME A VICTIM: Phishing and Spoofing Emails Targeting Public Procurement – Staying vigilant and aware and is vital.

The communications look official and often contain the name of a current/past state or government employee. The communications may incorporate fake purchase orders or quotes using what appears to be State employee email addresses to cause the vendor to ship product that was never legitimately ordered.

Please be vigilant and remember to never click on questionable links within an email, even if it appears to be coming from a state employee. State employees can be contacted directly by confirming the email address and phone number at <https://mn.gov/portal/whitepages/>.

Forward any emails containing suspicious links or other content as an attachment to MN.IT at spam.reporting@state.mn.us. Additional information and resources on scams can be found on the website of the [Minnesota Attorney General](#).

OEP Diverse Spend Reports Using the EPM Data Warehouse

Did you know that the EPM Data Warehouse can help your agency track supplier diversity spending to meet the Governor's Equity Procurement Goal?

Aaron Anderson, from the Department of Equity in Procurement at the Minnesota Department of Administration, created three reports for supplier diversity spending in the EPM Data Warehouse. He stored report samples in a shared folder of the EPM Data Warehouse.

- Diverse Spend Report
- Equity Select Activity
- Total Spend for Diversity Reporting – Adjusted Total Spend Using FY

Aaron will provide overview of these reports and can address questions about them. SWIFT training staff will be there to assist agency staff on how to customize and save these reports in My Folders. Date: **Thursday, March 7, 2024 Time: 9:00 am to 10:30 am**

Please register for it in Learning Management. It is considered an Open Lab for the EPM Data Warehouse. In Find Learning, search for it using "SWIFT Open Lab."

Find Learning

»

SWIFT UPDATE REMINDER: Late Payments on Purchasing Card Statements

US Bank charges late fees on past due purchasing card (PCard) accounts. Agencies are invoiced in the amount of up to one percent (1%) per month on the amount overdue, or a minimum of \$2.00. Late fees are included on your monthly statement from US Bank and available to view in SWIFT. However, the Late Payment transaction cannot be reconciled the same way other transactions are reconciled.

To pay a late fee associated with a PCard statement, agencies must manually add this fee to their monthly PCard voucher by adding a line and entering the information. Make sure to enter Late Payment Charge in the Description field. In the Account field use Expense code 430008 (Interest Pd To Vend Late Pymt). After the line has been added, provide the voucher number to Angie Brandt, and she will remove the transaction from the PCard pages.

Line **5** ☐ Copy Down
 *Distribute by: Amount
 Item:
 Quantity:
 UOM:
 Unit Price:
 Line Amount:

Ship To:
 Description:
 Accounting Tag:

Distribution Lines

GL Chart
Exchange Rate
Statistics
Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account
<input type="checkbox"/>	1	0.00		MN001				430008

As a reminder, pay PCard statements on time to avoid potential late fees, take advantage of available rebates, and avoid potential violations of Minn. Stat. § 16A. Purchasing Policy 1b requires that Purchasing Card Coordinators use Access Online to review statements and monitor account activity.

- If you have questions regarding processing payments for PCards, please contact Angie Brandt (angie.brandt@state.mn.us).
- For questions regarding the state contract or Purchasing Card Use Policy 1b, please contact Robbyn Overall (robbyn.overall@state.mn.us).



Still in effect - Contract Coordinators - State divestment and prohibition on new acquisitions from Russian and Belarusian entities – Bill HF 4165

This bill passed both the Minnesota House of Representatives and Senate and was signed by Governor Walz. If you currently have Russian or Belarusian vendor contracts (according to the law, they must be headquartered or have their principal place of business in Russia or Belarus) the bill requires that all state agencies promptly terminate existing contracts and must refrain from entering into new contracts (RFP/RFB proposals/bids from Russian and Belarusian entities should be rejected) unless the head of the state agency determines that there is no suitable alternative. Agencies are encouraged to consult with the Department of Administration's Office of State Procurement, their agency general counsel, or the Attorney General's Office about any legal compliance questions.

If you have any questions, please contact Luke Jannett at Luke.Jannett@state.mn.us.



2024 Acquisitions Training Opportunities Available to State Agencies and Local Government Employees

The OSP offers training programs during the year to educate purchasing staff. Unless otherwise stated, classes are for State of Minnesota employees only and registration is required. Registration for this training will be completed in the Learning area (ELM) of [Self Service](#). Please refer to the instructions and course codes linked [here](#).

Local Government Employee Enrollment – Interested in the OSP ALP Buyers & P/T Coordinator Diversity and Inclusion Training?

If you are a city, county or local government employee, or an employee from one of the following nine (9) agencies listed below, and you do not have access to the state of Minnesota Self-Service system, you **MUST** go to <https://mn.gov/mmb/etd/enrollment/city-county-enrollment/> and follow the enrollment guidelines. All local government employees must obtain a log-in ID and password to Self-Service in order to enroll in any courses offered through the Learning Management (LM) system. Please review the ETD [cancellation, rescheduling and special accommodation](#) policies before enrolling.

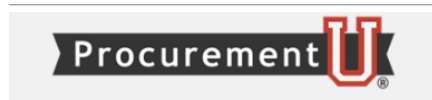
- Agriculture Utilization Research
- Historical Society
- Humanities Commission
- Higher Ed Facilities Authority
- Admin CAP Project & Relocation
- Uniform Laws Commission
- Senate
- House of Representatives
- Metropolitan Council/Transport

Please contact the OSP Training Coordinator at OSP.Training.Coordinator@state.mn.us for assistance if your enrollment is time sensitive, you have any questions, or experience difficulties enrolling in a class.

Type of Training	Course	Location	Date and Time
\$25,000 Level Session 2 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, February 14 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 2 - Day 2			Thursday, February 15 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 3	ALP Certification \$25,000	In-Person	FULL DAY WEDNESDAY MARCH 6, 2024 Administration Building
\$25,000 Level Session 4 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, March 20, 2024 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 4 - Day 2			Thursday, March 21, 2024 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 5 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, April 17, 2024 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 5 - Day 2			Thursday, April 18, 2024 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 6 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, May 15, 2024 9:00 am - 11:00 am & 1:00 pm - 3:00 pm

\$25,000 Level Session 6 - Day 2			Thursday, May 16, 2024
			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 7 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, August 21, 2024
\$25,000 Level Session 7 - Day 2			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
			Thursday, August 22, 2024
			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 8	ALP Certification \$25,000	In-Person	
			FULL DAY WEDNESDAY SEPTEMBER 18, 2024
			Administration Building
\$25,000 Level Session 9 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, October 16, 2024
\$25,000 Level Session 9 - Day 2			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
			Thursday, October 17, 2024
			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
\$25,000 Level Session 10 - Day 1	ALP Certification \$25,000	Virtual	Wednesday, November 6, 2024
\$25,000 Level Session 10 - Day 2			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
			Thursday, November 7, 2024
			9:00 am - 11:00 am & 1:00 pm - 3:00 pm
Construction	How to Solicit a Construction Project	Virtual	Thursday, March 14, 2024 9am- Noon
Construction	How to Solicit a Construction Project	In-Person	Thursday, November 7, 2024 9am- Noon Administration Building
Service Contracts	Taking The Mystery Out of Service Contracts	Virtual	Thursday, February 8, 2024 9-Noon
Service Contracts	Taking The Mystery Out of Service Contracts	In-Person	Thursday, October 10, 2024 9-Noon 116B Administration Building
Overview	Purchasing Authority Overview	Virtual	Thursday, February 15, 2024 9-Noon
Overview	Purchasing Authority Overview	In-Person	Thursday, September 5, 2024 9-Noon Administration Building
Conferences	How to Procure a Conference, Meeting or Special Event	In-Person	Thursday, April 4, 2024 8:30- Noon Administration Building
Conferences	How to Procure a Conference, Meeting or Special Event	Virtual	Thursday, November 14, 2024 8:30- Noon
Diversity & Inclusion	ALP Buyers & P/T Coordinators: Diversity & Inclusion Training	Online: Virtual	Thursday, February 22, 2024 10:00AM-12:00PM
Diversity & Inclusion	ALP Buyers & P/T Coordinators: Diversity & Inclusion Training	Classroom - Administration Building	Thursday, April 25, 2024
			10:00AM-12:00PM
Diversity & Inclusion		Online: Virtual	Thursday, May 23, 2023

	ALP Buyers & P/T Coordinators: Diversity & Inclusion Training		10:00AM-12:00PM
Diversity & Inclusion	ALP Buyers & P/T Coordinators: Diversity & Inclusion Training	Classroom - Administration Building	Thursday, September 19, 2024 10:00AM-12:00PM
Diversity & Inclusion	Diversity & Inclusion Training, Emphasis on P/T Contracting	Online: Virtual	Thursday, November 14, 2024 10:00AM-12:00PM



NASPO Procurement U Gives Back = Free Training Courses – Introducing Self-paced, online Microlearning Courses

NASPO's [Procurement U](#) is a multi-faceted education platform provided to members of the National Association of State Procurement Officials and other government procurement professionals. Procurement U provides professional development opportunities, training, resources, publications and more that are specifically tailored to meet the needs of public procurement officials and staff.

Procurement U courses are designed to provide instruction to learners at all levels of state government procurement, although other public procurement professionals (including federal, city and county government employees) may also benefit from courses. Procurement U courses are not intended for those employed in the private sector.

Check out the **15-minute microlearning courses** - Designed to deliver the most essential knowledge in a condensed format, this innovative approach gives you more flexibility to integrate learning into your busy schedule. By completing all four courses, you can earn one contact hour toward certification or recertification:

Facilitating a Bid Opening

Contact Hours: .25 (15 minutes)

Learn the basic steps involved in opening sealed bids or proposals. This course provides examples of tools used in the process and reviews the components of a public bid opening event.

Managing Open Records Requests (also known as Data Requests)

Contact Hours: .25 (15 minutes)

Understand the importance and relevance of open records laws within public procurement. This course reviews key considerations for public procurement professionals in preparing for open records requests and managing requests when they arise.

Preparing for a Deposition

Contact Hours: .25 (15 minutes)

Explore how and why public procurement officials might encounter depositions in performing their duties. This course discusses several recommendations for procurement officials in preparing for an effective deposition.

Recognizing Collusion in Public Procurement

Contact Hours: .25 (15 minutes)

Explores the ways in which collusion might take place within the procurement process. This course defines different types of collusion in public procurement and discusses key indicators of potential collusive behavior.

The National Institute for Public Procurement (NIGP)

NIGP webinars focus on a wide variety of topics facing the procurement professions. Attend regularly to learn about the latest changes in policy & legislation impacting public procurement, technology trends, and overall trending topics in the profession. Key procurement topics to help guide successful outcomes.

Webinar – Collaboration: Bypass and Master Internal Disaster

- **DATE:** 02/01/2024
- **START TIME:** 2:00 PM Eastern Time - 3:15 PM Eastern Time
- **CONTACT HOURS:** 1

- **PRICING:**
 - Webinar 010124: Collaboration: Bypass and Master Internal Disaster (Member) \$0.00
 - Webinar 011024: Collaboration: Bypass and Master Internal Disaster (Non-Member) \$195.00

What You'll Learn

1. Identify key steps to better understand your end-users priorities
2. Apply fundamentals approaches to help your end-users better understand procurement's priorities.
3. Develop creative and trusted techniques for building and maintaining strong, successful end-user relationships.

Webinar – Benchmarking Procurement: Hitting the ‘Sweet Spot’ of Performance Excellence

- **DATE:** 02/14/2024
- **START TIME:** 2:00 PM Eastern Time – 3:30 PM Eastern Time
- **CONTACT HOURS:** 1
- **PRICING:**
 - Webinar 021424: Benchmarking Procurement: Hitting the ‘Sweet Spot’ of Performance Excellence (Member) \$0.00
 - Webinar 021424: Benchmarking Procurement: Hitting the ‘Sweet Spot’ of Performance Excellence (Non-Member) \$195.00

What You'll Learn

1. Identify measures of public sector procurement, recognizing how to leverage Global Best Practices for both Performance Measures and Performance Metrics.
2. Discuss the manner in which measures and metrics should be established and applied from both an industry perspective as well as an entity perspective.
3. Examine and analyze results of the NIGP Consulting benchmark project against session discussion and specific entity measurements.

SWIFT Training and Resources

The SWIFT Training team is offering online training through webinars, training guides and video tutorials, eLearning, and one-on-one sessions.

- **Webinars/Labs:** Enroll in online training for SWIFT and the EPM Data Warehouse on Enterprise Learning Management (ELM). See *Upcoming SWIFT Training* below. Webinars and labs run for 60 to 120 minutes. They include live demos of SWIFT and EPM Data Warehouse processes. SWIFT training options are webinars. Some of the EPM training are labs so that you can follow along and create and save your own reports or My Dashboard.
- **SWIFT Training Guides and Video Tutorials:** Find quick reference guides and a user guide on our [Training Guides](#) page and video tutorials on our [Training Videos](#) page.
- **EPM Data Warehouse Training:** Locate quick reference guides on our [EPM Warehouse Training](#) page. Topics include the most common EPM Data Warehouse processes and SWIFT reports.
- **eLearning:** Complete self-paced training in ELM. After learning the material at your own pace and passing the quiz, you'll receive a Certificate of Completion.
- **One-On-One Sessions:** Still feeling stuck? Request a one-on-one training session by emailing us at SWIFTHelpDesk@state.mn.us.

Upcoming SWIFT Training

To enroll in a SWIFT training, sign in to [Self Service](#) or the [Administrative Portal](#) and select the **Learning Management** tile.

1. On the *Find Learning* tile, enter “SWIFT” in the search field, and press the **Search** button.
 2. From the *Search Results*, select the webinar you would like to take.
 3. Press the **Enroll** button and check your email later for an invitation with instructions on how to attend the webinar.
-

2. Contracts Awarded – December 2023

Contract #/ Release #/ PO #	Contract Title
A-258_237354	Airport Pavement Marking, All Minnesota Counties
C-1011_SSJ 746*	Computers: Environmental Management System MDH only
C-1130_239754	Health Regulation Division Annual In-Service 2024 Conference for MDH
C-993_234619	MPCA 2023 and 2024 Annual Wastewater and Collections Conference
F-541(5)_239380	Diesel Exhaust Fluids and Dispensing Equipment
H-77(5)_239677**	Specialty Environmental Emergency Response Services
H-77(5)_239679	Specialty Environmental Emergency Response Services
J-412_239925	MnDOT Dayton Port and St. Croix Weigh Station – Janitorial Service
L-331(5)_239132	Articulating Wheel Loaders and Related Accessories
L-499_SSJ 739*	Caspio Bridge
M-236_239743	Maintenance and Repair: Elevators Capitol Complex
NASPO_23001	NASPO Computer Equipment
NASPO_23002	NASPO Computer Equipment
NASPO_23003	NASPO Computer Equipment
NASPO_23004	NASPO Computer Equipment
NASPO_23005	NASPO Computer Equipment
NASPO_23006	NASPO Computer Equipment
NASPO_23008	NASPO Computer Equipment
NASPO_23009	NASPO Computer Equipment
NASPO_23011	NASPO Computer Equipment
NASPO_23013	NASPO Computer Equipment
NASPO_23014	NASPO Computer Equipment
NASPO_23017	NASPO Computer Equipment
NASPO_23019	NASPO Computer Equipment
NASPO_23020	NASPO Computer Equipment
NASPO_23022	NASPO Computer Equipment
NASPO_23023	NASPO Computer Equipment
R-721_240552	MnDOT Central Shop - Waste and Recycling Services
S-1067_SSJ 604*	EBI Software Maintenance and Support Services
S-1104_236873	Unified Security Application - State Patrol & BCA
S-1110_239791	Snow Removal Services For Bemidji Veterans Home
S-1113_240353	Snow Removal Services For Preston Veterans Home
T-797_239172	Rental of a Commercial 2-Stall Portable Toilet Trailer for Minnesota Department of Transportation (MnDOT)
OTB_240018	Andersen Building Upgrades
OTB_239841	ADA Converted Van for MN Department of Corrections
OTB_239732	Blazing Star State Trail
OTB_237827	New Waterline at Giants Ridge Resort
*SSJ (Single Source Awards)	
**Certified TG/ED/VO Vendor Contracts	
One-Time Buy (OTB)	

3. Contracts Amended – December 2023

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
B-356(5)_207277	Bridge Beam Straightening - 87 Counties	Extended contract to 01/31/2025
B-373_221997	Beaver Control Services for the MN Department of Transportation (MNDOT) Only	Extended contract to 11/30/2024; add District 8
B-373_221998	Beaver Control Services for the MN Department of Transportation (MNDOT) Only	Extended contract to 11/30/2024; add District 8
C-1079_151048	Computer: Electronic Lab Notebooks – BCA Only	Extended contract to 12/31/2024; implemented new pricing
C-1135_204775	Catering Services: State Patrol Cadet Training Academy	Extended contract to 12/31/2024; revised Catering Menu
C-798(5)_221184	Cranes Installed on Cab & Chassis	Extended contract to 10/31/2024
C-798(5)_221185	Cranes Installed on Cab & Chassis	Extended contract to 10/31/2024
C-798(5)_221186	Cranes Installed on Cab & Chassis	Extended contract to 10/31/2024
C-798(5)_221334	Cranes Installed on Cab & Chassis	Extended contract to 10/31/2024
C-841(5)_148310	Oracle Software, Licensing, Support & Maintenance	Extended contract to 12/19/2024
D-191(5)_215314	DNA Analysis Chemicals, Supplies and Equipment	Amended to add addition items to contract
D-200(5)_135933	Automatic External Defibrillators (AED) and Accessories	Amended for price change
E-95(5)_238714	Excavators and OEM Attachments	Amended to add attachments to contract
E-98(5)_229466	Erosion Control Materials	Extended contract to 11/30/2024; increase some prices
J-390_169684	Janitorial Services: MN Bureau Of Criminal Apprehension (BCA) Crime Lab, Bemidji	Extended contract to 11/30/2024
J-406_229159	Janitorial Services: MnDOT Mankato Facility	Extended contract to 06/30/2025; w/increased tasks, additional rooms, frequencies and revised monthly pricing
J-411_152203	Janitorial Services: Oakdale and Richfield	Extended contract to 03/31/2024
J-411_226639	MnDOT Golden Valley	Extended contract to 03/31/2024
L-478_130958	Legal Subscription Services, DOC only	Extended contract to 06/30/2024
L-503_111735	VIDYO Software Licenses, Hardware, Maint., Support, and Training, Upon Request	Extended contract to 04/30/2024
M-545_203869	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_203870	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_203871	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_203872	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_203873	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_203874	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_203875	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024

M-545_ 203876	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_ 203877	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_ 203879	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_ 203880	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_ 203881	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-545_ 203882	Aircraft Maintenance for MnDOT, DPS And DNR Only	Extended contract to 11/30/2024
M-562(5)_170494	Installation and Maintenance of Granular Activated Carbon (GAC) Water Filtration Systems, Reverse Osmosis (RO) Systems, and Other Related Systems, Statewide	Extended contract to 06/30/2024
M-562(5)_240060	Installation and Maintenance of Granular Activated Carbon (GAC) Water Filtration Systems, Reverse Osmosis (RO) Systems, and Other Related Systems, Statewide	Extended contract to 06/30/2024; assignment agreement at same prices, terms and conditions
N-17_192880	Neonatal Assay Systems	Amended to add additional item
NASPO_23024	NASPO Computer Equipment	Amended due to assignment agreement
NASPO_23025	NASPO Computer Equipment	Amended due to assignment agreement
O-87_208513	Leachate Collecting, Hauling, and Disposing	Amended to add pricing for additional hauling services
P-808(5)_230918	Paint: High Solids and High Build Water Based Traffic Marking Paint	Extended contract to 12/31/2024
R-640(5)_239953	Point-of-use bottleless water coolers for Dakota, Hennepin, Ramsey, and Washington Counties	Extended contract to 10/31/2024; assignment agreement at same prices, terms and conditions
R-722_238618	Roadside Oral Fluid – Mobile Testing Instruments/Supplies (DPS Only)	Amended to update price schedule
S-1035(5)_141216	Specialty Lab Equipment & Service	Extended contract to 12/31/2023
S-1035(5)_141217	Specialty Lab Equipment & Service	Extended contract to 12/31/2023
S-1035(5)_141762	Specialty Lab Equipment & Service	Extended contract to 12/31/2023; equipment added
S-1046_203687	Service: Tests for High School Equivalency Diploma	Amended to clarify a contractor duty
S-1052(5)_132896	GPS Monitoring System	Extended to 03/31/2024 at same prices, terms and conditions
S-1087(5)_203215	Vegetation Sprayers, De-Icing Systems, & Pressure Washers	Extended to 11/30/2024; added equipment models and language regarding repair quotes
S-1087(5)_203216	Vegetation Sprayers, De-Icing Systems, & Pressure Washers	Extended contract to 11/30/2024; same prices, terms, and conditions
S-1087(5)_203217	Vegetation Sprayers, De-Icing Systems, & Pressure Washers	Extended contract to 11/30/2024; same prices, terms, and conditions
S-1087(5)_203220	Vegetation Sprayers, De-Icing Systems, & Pressure Washers	Extended contract to 11/30/2024; w/price increases
S-1104_236873	Unified Security Application for State Patrol and Bureau of Criminal Apprehension	Amended to clarify BCA date of utilization
S-792(5)_214293	Lab Sampling & Analysis	Amended to update RMB Minneapolis Lab address
S-829(5)_222340	Salt Brine Production System & Pumping Station	Extended contract to 11/30/2024
S-829(5)_222342	Salt Brine Production System & Pumping Station	Extended contract to 11/30/2024

S-829(5)_222343	Salt Brine Production System & Pumping Station	Extended contract to 11/30/2024
S-829(5)_222344	Salt Brine Production System & Pumping Station	Extended contract to 11/30/2024
T-537(5)_239810	Traffic Signal & Products	Amended due to assignment agreement
T-572(5)_141525	Tools, Industrial Supplies, and Equipment	Amended to add Authorized Dealer - Targeted Group
T-781(5)_152437	Portable Toilet and Sink Rental	Extended contract to 04/30/2024
T-781(5)_152516	Portable Toilet and Sink Rental	Extended contract to 04/30/2024
T-781(5)_152522	Portable Toilet and Sink Rental	Extended contract to 04/30/2024
T-781(5)_213770	Portable Toilet and Sink Rental	Extended contract to 04/30/2024
U-138_237129	Uniforms Rental & Laundry Service for Admin Facilities Management	Amended to add laundering services for State Owned Garments and associated terms and conditions
U-90(5)_218109	Uniforms: Minnesota State Patrol	Amended to add new products per agency request
V-40_235676	Vehicle Outfitting for the Department of Natural Resources (DNR)	Amended to add additional items to contract
W-222_204915	Waste and Recycling Services for the Perpich Center for Arts Education	Extended contract to 12/31/2024
OTB_238522	Equipment Integration - Cirrus Aircraft	Amended to add the MX-10 Camera back in to the Aircraft build

4. Contracts Eliminated – December 2023

Contract #/ Release #/ PO #	Contract Title	Reason for Elimination
No Contracts were eliminated in December 2023		

5. Contracts Due to Expire in Seven Months

Public List of Contracts Due to Expire in Seven Months			
RELEASE	AMS	EXPIRE	TITLE
A-237	CMJ	7/31/2024	AGGREGATES: TYPE III MICRO-SURFACING AGGREGATE
C-252(5)	EES	7/14/2024	CLEANING SUPPLIES AND FLOOR CARE PRODUCTS
T-733(5)	JWM	7/31/2024	CONDUCTED ENERGY WEAPONS AND ACCESSORIES
C-1157(5)	EMM	7/31/2024	COPIERS: MFD GROUPS BC: PRODUCTION AND WIDE FORMAT ONLY
A-242(5)	KJS	7/31/2024	EARLY CHILDHOOD ONLINE ASSESSMENT SYSTEMS
F-503(5)	MNL	7/31/2024	FLOORING: FLUID APPLIED
F-531(5)	JWM	7/31/2024	FUELS: SPOT PRICE PROG FOR FUEL PRODUCTS
G-212	JWM	7/31/2024	GAS: PROPANE & TANK RENTAL/MAINT PROGRAM DNR ONLY
I-62	EMM	7/31/2024	IPADS & IPHONES FOR TED & STAR PROGRAMS
L-541	BJL	7/31/2024	LAB EQUIPMENT: SCIEX GENOMELAB GEXP GENETIC ANALYSIS SYSTEM MDH ONLY
L-347(5)	AKK	7/31/2024	LABORATORY ANALYSIS - INVER. SAMP. PROC. & IDENT.
L-290(5)	CMJ	7/31/2024	LAMPS & BULBS: VARIOUS TYPES & APPLICATIONS
M-469(5)	MMF	7/31/2024	MAINTENANCE OF FIBER OPTIC CABLE BY REGION
M-583(5)	JWM	7/31/2024	Metal Fabrication Program
P-836(5)	JHR	7/31/2024	PARKING LOT REPAIR SMALL SCALE BITUMINOUS PAVING&REPAIR
P-888(5)	JHR	7/31/2024	PARKING LOT STRIPING, PAVEMENT MARKING (ALL COUNTIES)
C-1121(5)	MJH	7/31/2024	PUBLIC CLOUD HOSTING SERVICES
R-688(5)	CMJ	7/31/2024	REPAIR PARTS: DIAMOND MOWERS (OEM)
R-561	JHR	7/31/2024	RUBBISH DISPOSAL: MCF LINO LAKES

R-708	TDY	7/31/2024	RUBBISH DISPOSAL: MN CORRECTIONAL FACILITIES (DOC ONLY)
S-752(5)	BCM	7/31/2024	SAFETY SHOES AND BOOTS (STATE AGENCIES & CPV)
S-1082(5)	KEM	7/31/2024	SALT: BRINE GENERATOR
S-872(5)	CMJ	7/31/2024	STANDARD ROAD SIGNS
S-1085	BCM	7/31/2024	SULFURIC ACID FOR MPCA ONLY
T-636(5)	MAF	7/31/2024	TRUCKS: CAB AND CHASSIS VEHICLES
U-96(5)	CAF	7/31/2024	URINALYSIS TESTING SYSTEMS - DRUGS OF ABUSE
V-10(5)	CJH	7/31/2024	VEHICLE DETAILING
W-192(5)	JAC	7/31/2024	WASTE DISPOSAL: INFECTIOUS (BIOMEDICAL) WASTE

6. Office of State Procurement Contacts

*AMS	NAME	TELEPHONE	EMAIL ADDRESS
LJJ	Jannett, Luke (Manager)	651.201.2446	Luke.Jannett@state.mn.us
JAB	Bartle, Jennifer	651.201.2452	Jennifer.Bartle@state.mn.us
DHB	Burns, Dustin	651.201.2441	Dustin.Burns@state.mn.us
GOC	Carpenter, Glen	651.201.2435	Glen.Carpenter@state.mn.us
JAC	Combs, Jeffrey	651.201.2447	Jeffrey.Combs@state.mn.us
AJD	Doran, Andy	651.201.2459	Andy.Doran@state.mn.us
LMD	DuPaul, Lana	651.201.2434	Lana.Dupal@state.mn.us
CPF	Fernholz, Craig	651.201.2423	Craig.Fernholz@state.mn.us
MAF	Figgins, Matthew	651.201.2444	Matthew.Figgins@state.mn.us
RLF	Fissenhaye, Rhiannon	651.201.3044	Rhiannon.Fissenhaye@state.mn.us
MMF	Flum, Mandy	651.201.3166	Mandy.Flum@state.mn.us
MSG	Gunderson, Molly	651.201.2413	Molly.Gunderson@state.mn.us
MJH	Hassenstab, Matt	651.201.2431	Matt.Hassenstab@state.mn.us
CJH	Hauck, Charlie	651.201.3170	Charlie.Hauck@state.mn.us
	Hedges, Briana	651.201.3174	Briana.M.Hedges@state.mn.us
DAH	Heeschen, Doug	651.201.2422	Doug.Heeschen@state.mn.us
	Jacobsen, Shannyn	651.201.3041	Shannyn.Jacobsen@state.mn.us
CMJ	Jensen, Cassie	651.201.2450	Cassandra.M.Jensen@state.mn.us
AKK	Kemerley, Kathryn	651.201.3171	Kathryn.Kemerley@state.mn.us
MMK	Korpela, Michelle	651.201.3119	Michelle.Korpela@state.mn.us
MNL	Lor, Mai	651.201.2443	Mai.N.Lor@state.mn.us
BJL	Lundgren, Bonnie	651.201.2433	Bonnie.Lundgren@state.mn.us
	MacFarlane, Amy	651.201.2429	Amy.K.MacFarlane@state.mn.us
KXM	McCann, Katy	651.201.3128	Katy.McCann@state.mn.us
EMM	McCormack, Erin	651.201.3168	Erin.McCormack@state.mn.us
KEM	McIntyre, Karen	651.201.3124	Karen.McIntyre@state.mn.us
RAM	Mimbach, Robb	651.201.2432	Robb.Mimbach@state.mn.us
JWM	Moore, Jack	651.201.2427	Jack.Moore@state.mn.us
BCM	Mulhern, Brian	651.201.2449	Brian.Mulhern@state.mn.us
MLN	Nelson, Mary	651.201.2439	Mary.L.Nelson@state.mn.us
RAO	Overall, Robbyn	651.201.3163	Robbyn.Overall@state.mn.us
JWP	Patrick, Justin	651.201.2436	Justin.Patrick@state.mn.us
EMR	Randa, Beth	651.201.3122	Elizabeth.Randa@state.mn.us
JHR	Roth, John	651.201.2457	John.H.Roth@state.mn.us
BPS	Sis, Brandon	651.201.3106	Brandon.Sis@state.mn.us

DWS	Sisk, David	651.201.3169	David.Sisk@state.mn.us
EES	Snaza, Erin	651.201.3123	Erin.Snaza@state.mn.us
DRS	Stevens, Dale	651.201.2448	Dale.Stevens@state.mn.us
KJS	Stevens, Kaleigh	651.201.2438	Kaleigh.Stevens@state.mn.us
SLS	Stoerzinger, Staci	651.201.2451	Staci.Stoerzinger@state.mn.us
RJS	Svitak, Rose	651.201.2415	Rose.Svitak@state.mn.us
PAT	Thomas, Paul	651.201.2462	Paul.Thomas@state.mn.us
RJT	Tschida, Robbin	651.201.2412	Robbin.Tschida@state.mn.us
RAV	Vaschevici, Renata	651.201.3051	Renata.Vaschevici@state.mn.us
JAV	Viken, Julie	651.201.3178	Julie.Viken@state.mn.us
TDY	Yang, Tou	651.201.2437	Tou.D.Yang@state.mn.us
AAY	Youngquist, Allyson	651.201.3042	Allyson.Youngquist@state.mn.us
	Office of State Procurement (OSP) Help Line	651.296.2600	OSPHelp.Line@state.mn.us
	Fax - 112 Administration Building	651.297.3996	
	SWIFT Procurement HelpDesk	651.201.8100	
	Minnesota Relay Service (for callers with a hearing or speech disability)	711 or 800.627.3529	