

## Getting Started

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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.

- Highways and Bridges - \$1 billion
- Non-IT professional/technical services (e.g., architects, engineers) - \$829 million
- Other operating costs - \$400 million
- Supplies - \$331 million
- Space rental and utilities - \$157 million
- Computer and system services - \$152 million
- IT professional/technical services - \$132 million
- Equipment - \$116 million
- Construction - \$91 million
- Building and Improvements - \$82 million
- Communication - \$49 million
- Printing and Advertising - \$27 million

## Our Commitment to Equity in Procurement

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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.

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

### Office of Equity in Procurement

Website: [www.mn.gov/admin/oepp](http://www.mn.gov/admin/oepp)

Phone: 651-201-2402

Email: [Procurement.Equity@state.mn.us](mailto:Procurement.Equity@state.mn.us)

# Doing Business with the State of Minnesota



**mn** DEPARTMENT OF  
ADMINISTRATION  
EQUITY IN PROCUREMENT

## Your Checklist for Doing Business with the State

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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. It's online at <https://mn.gov/supplier>.
- ✓ Once registered, you'll 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>.

**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](http://www.mn.gov/admin/oep).

- ✓ Request help with understanding the state's procurement practices from APEX Accelerator: [APEX Accelerators / Minnesota.gov \(mn.gov\)](http://www.mn.gov/APEX).

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**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 <https://mn.gov/supplier>.
- ✓ You'll also find certain contracts valued over \$50,000 published each week in the State Register at <https://mn.gov/admin/bookstore/register.jsp>.
- ✓ Some agencies post opportunities on their websites, too, such as the Metropolitan Council ([www.metrocouncil.org](http://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!
- ✓ **Pro Tip:** A government organization may notify you directly of an opportunity for your business.

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

- ✓ 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.

- ✓ Also 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 <https://mn.gov/supplier>.

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## 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:**

Request one-on-one assistance to learn about the state's contracting processes by requesting services at [APEX Accelerators / Minnesota.gov \(mn.gov\)](http://www.mn.gov/APEX).

Admin's Purchasing and Contracting home page: <https://mn.gov/admin/osp/vendors/solicitations-and-contract-opportunities/>

Directory of Admin staff across various buying line assignments: <https://mn.gov/admin/osp/about-us/osp-team/buying-line.jsp>

List of state government contract coordinators: <https://mn.gov/admin/osp/government/professionaltechnicalcontracts/information-for-state-agencies/professional-technical-coordinators.jsp>

**Pro Tip:** Use these lists to build relationships and identify people who might purchase the goods and services your business provides.