



## The State of Minnesota & the Cooperative Purchasing Venture – MASBO 2018

*Department of Administration  
Office of State Procurement (OSP)*



### Top Spend Categories in FY17:



Minnesota state agencies (excluding MnSCU) purchased ~ \$2.3 Billion in FY17

- Highways and Bridges - \$616 million
- Non-IT professional/technical services (e.g., architects, engineers)- \$328 million
- Supplies - \$193 million
- Computer and system services - \$171million
- Space rental and utilities - \$141 million
- Equipment - \$181 million
- Building and Improvements - \$32 million
- IT professional/technical services - \$104 million
- Communication - \$65 million
- Printing and Advertising - \$25 million

This volume of goods and services are acquired through:

-1,600 enterprise contracts, offering volume discounts to state agencies and local units of government

*OSP negotiated over \$25 million in contract savings for government entities during FY16/FY17*



## What We Procure



~ \$2.3 BILLION

### Goods, General Services, and Construction

- Centralized authority – Admin controls contracts

### Professional Technical Services

*Intellectual services, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation*

- Decentralized with Admin review and oversight

\*A competitive process is required for all contracts over \$5K

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## What is the CPV Program?



- Cooperative Purchasing Venture (CPV) Program allows “governmental units” as defined by statute to purchase off of State Contracts
  - Over 2,600 members including Minnesota cities, counties, townships, school districts, eligible non-profits and out-of-state government entities
  - Aggregate purchasing power and maximize economies of scale
  - Leverage resources and expertise in contracting
    - Procurement Professionals
    - Subject Manager Experts (SME's)
    - Risk Management
    - Legal Resources
    - Federal Supply Schedules
    - NASPO Value Point

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## Entity Eligibility



There are six categories of eligibility for participation in the CPV program.

The annual CPV membership period runs from July 1 through June 30. The membership automatically renews with exception of the non-profit category which must renew their membership on an annual basis.

The links below provide the statutory citation, as well as information about applying for participation in the CPV.

- [Minnesota Statutes § 471.59, subd. 1](#), known as the Joint Powers Act, defines the **governmental entities** that may participate in the CPV. They include counties, cities, towns, townships, and school districts, as well as certain other entities.
- [Minnesota Statutes § 16B.2975](#) defines **entities that are eligible to receive federal surplus property**. These entities are also eligible to participate in the CPV.
- [Minnesota Statutes §43A.50](#), defines **registered combined charitable organizations** that are eligible to participate in the CPV.
- [Minnesota Statutes § 309.50, Subd. 4](#) defines the **charitable organizations** that are eligible to participate in the CPV.
- [Minnesota Statutes § 145.9268, Subd. 1](#) defines the **eligible community clinics** that are eligible to participate in the CPV.
- [Minnesota Statutes § 16C.105](#), adds that **any entity recognized by another state's statutes as authorized to use that state's commodity or service contracts** is eligible to participate in the CPV.

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## Municipalities & the CPV Program



- Minn. Stat. §471.345, subd. 15 (a) Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section [16C.11](#). For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.
- Leverage spend, resources, and avoid duplication of efforts

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## Available Opportunities & the Selection Process



### Selection Processes

Selection of vendors is based on:

- Lowest bid meeting terms, conditions and specifications (i.e. Request for Bids [RFBs], quotes)
- Best value, which considers price and other evaluated criteria (i.e. Request for Proposal [RFP], State has the ability to negotiate)
- Other methods as authorized by state law. (e.g. Joint Powers with another state or political subdivision, GSA, NASPO Value Point)

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## Available Opportunities & the Selection Process



### Good and General Services

All advertised solicitations (generally over \$10,000) for goods, general services and construction are posted on OSP's website and, in most cases, the SWIFT Supplier Portal:

- One Time Purchases
- Term Contracts
  - Up to a five year contract term is typical
  - Available to one or more state agencies
  - Often made available to members of the State's Cooperative Purchasing Venture (CPV) program
  - May be utilized for purchases that occur on an as needed basis

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## Good & Services CPV Contract Examples



- A-203(5) Audio Visual Products
- A-209 (5) Air Compressors Trailer or Skid Mounted, Cab/Chassis
- B-361(5) Building Supplies: Walk-In Convenience Purchases
- C-432(5) Carpet and Resilient Flooring 87 Counties
- C-448(5) Concrete Paving and Repair – Small Scale
- C-956(5) Cable (Fiber & Copper) Furnish/Install
- C-1005(5) Multi-Functional Devices
- C-1046(5) Computer Equipment/Services, Software, Peripherals, and Service Storage
- C-1121(5) Public Cloud Hosting Services
- D-156(5) Deicers: Alternative Chemical Deicers
- D-218(5) Door Hardware – Locks Closers & Exit Devices
- E-109(5) Equipment Maintenance Cost Reduction Program
- E-120(5) Elevators/Escalator Maintenance
- E-69(5) Electrical Supplies
- E-79(5) Electrical Work in 87 Counties
- F-359(5) Filters: Heating & Air Conditioning
- F-537(5) Fire Extinguishers: Inspection, Maintenance
- F-547(5) Test & Inspect of Fire Alarm & Suppression Systems
- G-186(5) Glass Replacement (Supply and Install)
- H-63(5) Environmental Emergency Response-Full Service

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## Good & Services CPV Contract Examples



- H-94(5) Hazardous Material Recycling: Used Oil, Filter, Sludge Absorbent & Antifreeze
- L-245(5) Lubricants: Lube Oils & Greases
- L-290(5) Lamps: Fluorescent, Incandescent & High Intensity Discharge (HID)
- M-499(5) Mailroom Equipment, Supplies, and Maintenance Statewide
- O-69(5) Oil Changes & Lubrication Services
- O-85(5) Overhead Door Repair and Replacement
- O-86(5) Office Supplies
- P-719(5) Painting – 87 Counties
- P-836(5) Parking Lot Repair Small Scale Bituminous Paving and Repair
- P-888(5) Parking Lot Striping, Pavement Marking
- P-949(5) Park & Playground Equipment
- R-454(5) Rags: Wiping & Sorbent Materials
- R-477(5) Rental: All-Weather Entrance Mats
- R-635(5) Roof Maintenance: Repair, Leaks, & Gutters Under \$50,000
- S-1012(5) Salt: Ice Melt Products for Sidewalks
- S-752(5) Safety Shoes and Boots
- S-813(5) Electronic Premises Security Systems
- S-830(5) Signs: Interior ADA Compliant and Braille
- S-917(5) Shelving-Mobile Track Furnish & Install
- S-986(5) Sewer & Pipeline Inspection
- T-572(5) Tools: Industrial Supplies and Equipment, Maintenance, and Repair
- X-XXX(5) Vehicles Autos, Light Duty Trucks, Cab & Chassis, Alternative Fuels (Propane, Electric Low Speed Neighborhood)
- T-757(5) Small Hand & Power Tools
- W-148(5) Waste Containers & Transfer Equipment
- W-197(5) Water Treatment Chemicals & Technical Support, Heating and Cooling

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## C-871(5) Computer Equipment, Peripherals & Related Services (MN-NASPO)



VENDOR	EQUIPMENT AWARDED	CONTRACT #
FIREFLY ****TG VENDOR***	SERVERS	99988
APPLE	DESKTOPS, LAPTOPS, TABLETS	97221
CTL	DESKTOPS, LAPTOPS, TABLETS, SERVERS & STORAGE	10011
DELL	DESKTOPS, LAPTOPS, TABLETS, SERVERS & STORAGE	97222
EMC	STORAGE	97224
FUJITSU	DESKTOPS, LAPTOPS, TABLETS, SERVERS & STORAGE	101414
HP INC	DESKTOPS, LAPTOPS, TABLETS	97227
HP ENTERPRISE	SERVERS & STORAGE	97228
HITACHI	SERVERS & STORAGE	105429
IBM	SERVERS & STORAGE	97230
LENOVO	DESKTOPS, LAPTOPS, TABLETS, SERVERS & STORAGE	97231
NETAPP	STORAGE	97232
NIMBLE	STORAGE	101416
PURE STORAGE	STORAGE	101417
TRANSOURCE	DESKTOPS, LAPTOPS, TABLETS, SERVERS & STORAGE	999999
TEGILE	STORAGE	101703
XIOTECH	STORAGE	97234



## Available Opportunities & Selection Process



### Professional/Technical Services

Advertised Solicitations for Professional/Technical services contracts between \$25,000 and \$50,000 are posted on OSP's website; P/T solicitations over \$50,000 are posted in the State Register or in SWIFT if conducted electronically.



## Professional Technical Master Contracts Available to CPV Members



- Accessibility MN (17MN)
  - Improve the accessibility for all Minnesotans by providing cost effective captioning, remediation, and document/template creation and conversion services.
- Arbitration/Mediation/Facilitation (15AMF)
  - Streamlined process for procuring these types of services with a pre-qualified roster of vendors.
- Court Reporting/Deposition/Tape Transcription Services (17ACR)
  - 4 pre-approved vendors with Maximum Rates established at master level.
- Drug and Alcohol Testing (17ADT)
  - Administer regular, random, and pre-employment drug and alcohol testing in compliance with Federal OTETA standards
- MNSITE(18ASK) Minnesota Seeking IT Expertise – Used to procure professional IT consulting services. Program can be used for staff augmentation or deliverables based contracts.
- Aerial Imagery (16AAP)
  - 9 pre-approved vendors qualified to perform aerial imagery data collection services i.e. high-resolution imagery, planimetric data, photogrammetric and cartographic products.

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## State of MN Preferences



- Targeted Groups (TG)
  - Must be certified, eligible, and approved for the specific products and services
    - Up to 6% preference
- Economically Disadvantaged (ED)
  - Up to 6% preference
- Veteran Owned (VO)
  - Up to 6% preference
- Environmental Preference
  - Up to 10% preference

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## Contract Continuous Improvement



- Diversity and Inclusion - Targeted Group/Economically Disadvantaged/Veteran-Owned (TG/ED/VO) Small Business Procurement program/Equity Select
- Sustainable purchasing partnership with MPCA
- Buyer/Acquisition Management Specialist for each contract
- Contract Feedback Form
- Vendor Performance Report/Contract Compliance

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## OSP Website- Info Central



[mn.gov/admin/mmd](http://mn.gov/admin/mmd)

- Solicitation Announcements
- Vendor Management Information
- Acquisitions Staff (Goods and Services)
- Professional/Technical Contracts Staff
- Small Business (TG/ED/VO) Program Info
- Online Vendor Registration

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## Navigating the Home Page



Materials Management Division

Acquisitions

minnesota north star

About MM | Contact Us | Admin Home

Home | Acquisitions | Construction | Professional/Technical Contracting | Vendor Information | Cooperative Purchasing | MMCAP

## Acquisitions Staff

ALP Manual

Call Phone

Information

Common Procurement

Terms

Cooperative

Purchasing

Opportunities

Customer and User

Groups

DOD/DHS Certified

Providers

Emergency

Purchasing

Expiring Contracts

Forms

Human Rights

Changes

International Trade

Industrial and Other

Manufacturing

Laws &amp; Rules

Governing Purchasing

&amp; Contracting

Local Purchase

Authority (ALP)

Materials Procurement

Updates

Nonvisual Access

Technology

Purchasing Policies

## Acquisitions

The Acquisitions section of the Materials Management Division (MM) serves to support the Commissioner of Administration's statutory responsibilities (Minnesota Statutes Ch. 160) to provide leadership and service to government entities in the acquisition of products and services in a socially and environmentally responsible fashion. Acquisitions is responsible for the procurement, timely and cost effective delivery of products and services to government entities and private industry of Minnesota government. Acquisitions has clients that include state agencies, local units of government, and professionals from other states.

## IT Accessibility Standards

Effective September 1, 2010, all information technology procured or developed must adhere to the State of Minnesota Accessibility Standards and associated processes. The standards can be found at [www.mn.gov/it/accessibility/standards.pdf](http://www.mn.gov/it/accessibility/standards.pdf).

## Attention State Agencies &amp; Cooperative Purchasing Members

Flood Emergency Resources

The Materials Management Division of the Department of Administration has many contracts with vendors and state agencies to provide materials, equipment and services to assist governmental entities in a time of flood. These contracts provide eligible Cooperative Purchasing vendor members and state agencies the ability to order these goods and services without having to go through the bidding process. The vendor will bill the state and the state will pay the vendor any dollar amount that is allowed by the contract release without being limited by their individual delegations of authority.

The list below is not a complete list of state contracts. For your convenience, we are providing this list of State Contracts Available to Cooperative Purchasing Venture Members.

For detailed information on any of our contracts, log in to the secure area of our website.

## Welcome Municipalities

Legislation passed in the 2009 Legislative Session encourages all municipalities defined in Minnesota Statute § 471.59 to use the state's contracts available under the Cooperative Purchasing Venture. For your convenience, we are providing this list of State Contracts Available to Cooperative Purchasing Venture Members. The list is updated frequently.

## Information for Vendors:

Solicitation Announcements

Online Vendor Registration

E-Verify

FAQs for Vendors

Prevailing Wage Reporting

Veterans Preference

## State Agencies &amp; Secure Area Sign-In

MMCOR Initiatives

Minnesota State Industries

Minnesota Statutes

Minnesota's Bookstore

NIGP Minnesota Chapter

North Star Home Page

MN IT Services (formerly

Office of Enterprise Technology)

## Contract

Purchase Orders

Contract Firms

Expiring Contracts

MMCAP Contracts

MVD Updates

Solicitation Posting Firms

## Quick Links:

Administration Department

MINNCOR Initiatives

Minnesota State Industries

Minnesota Statutes

Minnesota's Bookstore

NIGP Minnesota Chapter

North Star Home Page

MN IT Services (formerly

Office of Enterprise Technology)

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## Registering as CPV Member



### Cooperative Purchasing Venture

## What is it?

The Cooperative Purchasing Venture (CPV) allows members to purchase goods and services under contracts established by the State of Minnesota.

## Who is eligible?

There are two types of eligibility.

1. Governmental units – defined as any political subdivision, licensed non-profit hospital in Minnesota, or any agency of the State of Minnesota, another state or the United States government (M.S. § 471.59, subd. 1).
2. Entities eligible to receive surplus capital property through Minnesota's surplus property program (M.S. § 16C.23).
3. Registered Combined Charities organizations (M.S. § 43A.50).
4. Charitable organizations in Minnesota that are a recipient of a state grant or contract (M.S. § 309.50).
5. Community health clinics in Minnesota (M.S. § 145.9268).
6. Entities in other states that are eligible for their state's cooperative purchasing program (M.S. § 16C.03, subd. 10).

Details are online at [www.mn.gov/mmd/submit/cpv2.htm](http://www.mn.gov/mmd/submit/cpv2.htm)

## CPV helps members:

- Reduce or eliminate time researching product specifications
- Enhance and simplify product selection
- Attain maximum value
- Minimize time identifying new vendors
- Decrease or eliminate the time and expense required to award, process and maintain a contract

## CPV membership includes:

- Immediate access to contract information via the Materials Management Division's website
- Email notifications upon request of important contract information
- Prompt, efficient member support, such as assistance with contract interpretation

**Easy access to contracts**  
Your membership provides easy access to contract information through the Materials Management Division's web site at [www.mn.gov/mmd/submit/cpv2.htm](http://www.mn.gov/mmd/submit/cpv2.htm)



## Save money and time

CPV offers an easy way for you to save money and time. Members save on a wide variety of products by following a simple three-step process:

- 1) Look up the item or service in the index
- 2) Retrieve a copy of the contract release
- 3) Place a direct order with the vendor

## Use your membership often

Members report they've achieved significant savings through the CPV program. The state contracts prove most beneficial when purchasing standard commodities and larger, expensive items.

Apply for membership by completing the form on the other side of this brochure.

Questions? Call or email Sherry Brown at 651.201.2404 or [sherry.brown@state.mn.us](mailto:sherry.brown@state.mn.us)

## MEMBERSHIP IS FREE

**Waiver of Liability**  
Each party agrees that it is responsible for its acts and omissions, and not itself, to the extent authorized by law, and shall not be responsible for the acts of the other party and shall not be liable for any damages resulting from the other party's acts. The party that places an order is liable for any purchase order it issues. The political subdivision's liability is governed by Minnesota Statute § 471.59 (Political Subdivisions); the state's liability is governed by Minn. Stat. § 37.70 (Tort Claims).

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## Need Assistance?



Live Phone Support 8AM-4:30PM (M-F)

### 1. General Information-Department of Administration OSP Help Line 651-296-2600

- Small Business Program Information
- Locate a Buyer/Acquisition Management Specialist
- Is there a contract available?
- Vendor's looking for registration or opportunities

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## QUESTIONS

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