Minnesota state agencies (excluding MnSCU) purchased ~ $2.3 Billion in FY18

- Highways and Bridges - $615 million
- Real estate and professional services (e.g., architects, engineers) - $140 million
- Supplies - $171 million
- Computer and system services - $166 million
- Space rental and utilities - $17 million
- Equipment - $277 million
- Repairs to Equipment and Furniture - $60 million
- Building and improvements - $10 million
- IT professional/technical services - $125 million
- Communication - $17 million

This volume of goods and services are acquired through:

- 1,350 enterprise contracts, offering volume discounts to state agencies and local units of government
- OSP negotiated over $20 million in contract savings for government entities during FY17/FY18

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
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 (SMEs)
    - Risk Management
    - Legal Resources
    - Federal Supply Schedules
    - NASPO Value Point

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

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)
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

A-203(5) Audio-Visual Products – Sales, Services, and Rental

• Comprehensive contracts that will conveniently satisfy all of your district’s audio-visual needs.
• Available to CPV members
• Six Minnesota companies covering all 87 counties

A-203(5) Vendors

• Sales and Services:
  – iSpace Environments; Provision Media; Tierney Brothers; and Z Systems
• Rental:
  – Alternative Video Solutions and Maple Lane Media
• Terms, Conditions, and Pricing fully negotiated
  – Transparency protections
  – IT related terms and conditions to protect you including accessibility, data security, and data protection.
• Statutory Requirements Satisfied
• Approved Certificates of Insurance held by OSP
A-203(5) Sales

- Over 375 Unique Manufacturers
- 71 Defined Product Categories
  - Audio, video, and display products for classroom, auditorium, or conference room
- Broadcast Quality Video Equipment
- Interactive displays, monitors, and projectors
- Video walls for displays in auditoriums, cafeterias, or fitness rooms.
- Hologram, Virtual Reality, and Artificial Intelligence

A-203(5) Services

- Full Installation Services backed by warranty
  - Prevailing Wage Compliant
- Professional and Technical design and programming services — utilize the vendor’s proprietary expertise
- Maintenance and Repair
- Cabling products and standards approved by MN.IT
- Basic and Customized Training

A-203(5) Rental

- 36 categories of products available at fixed rates for one day up to an entire week.
- Assist with evening meetings, assemblies or large events like graduations (indoor and outdoor).
- Staging materials like lighting or pipe/drape available.
- Services to support rented products:
  - Delivery and Pickup
  - Setup and Teardown
  - Vendor Operation of Equipment
  - On-Site Technicians
  - Video Editing and Recording
C-871(5) Computer Equipment, Peripherals & Related Services (MN-NASPO)

<table>
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<tr>
<th>VENDOR EQUIPMENT AWARDED</th>
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C-871(5) General Info

- Direct with manufacturers, some utilize resellers
- Can include pre-loaded software
- Cost-effective prices for even just one unit – can negotiate lower prices for larger buys
- Shipping included

C-871(5) Desktops, Laptops, Tablets

- Major manufacturers include Apple, Dell, HP Inc, and Lenovo
- iPads and Chromebooks included
C-1046(5) Value Added Resellers

- Currently covers desktops, laptops, tablets, servers, storage, and software
- Includes services
- Contracts are with reseller/integrators

C-1121(5) Cloud Solutions

- Includes an array of SaaS, PaaS, and IaaS solutions and related services.
- Ordering entities MUST get written approval from OSP prior to ordering
- Two current contracts – both resellers
  - ECS Federal – AWS only
  - Carahsoft – reseller of an array of solutions

C-1121(5) Cloud Solutions

- Ordering entities responsible for negotiating security terms
- IT Security and Legal Risk analysis strongly recommended
C-1005(5) Multi-Function Devices

- Covers rentals, purchase, and maintenance
- Leases can be for as short as 12 months – possibly shorter if negotiated with the vendor
- Leases can be as long as 60 months

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 post-employment drug and alcohol testing in compliance with Federal DOT regulations.
- 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; e.g., high-resolution imagery, planimetric data, photogrammetric and cartographic products.
- Data Analytics (18ADA)
  - 13 pre-approved vendors qualified to perform a variety of services concerning data analytics.
OSP Website - Info Central

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

Navigating the Home Page

Registering as CPV Member
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 Assistance

QUESTIONS