

## BACKGROUND

Minnesota State is the 4th largest system of higher education in the United States. It is comprised of 37 state colleges and universities on 54 campuses located throughout Minnesota. Nearly 396,000 students are served by more than 16,000 faculty and staff each year.

Minnesota State and individual colleges and universities purchase or contract across a wide variety of categories that include, but are not limited, to office supplies and equipment, professional and other types of services, infrastructure and construction, academic-related supplies and services.

## GETTING TO KNOW THE COLLEGES AND UNIVERSITIES

- Vendors may contact individual colleges and universities directly to introduce themselves.
- A map of college and university campuses that are part of Minnesota State can be found at [MinnState.edu](http://MinnState.edu).
- General system purchasing and contracts information also can be found on our website.
- Minnesota State does not have preferred vendors, but we use Master Contracts that are competitively bid.

## CONTACT MINNESOTA STATE



**Minnesota State**  
30 East 7th Street  
St. Paul, MN 55101-7804

Toll-free: 800-456-8519  
International: +1-651-556-0596  
MN Relay: 800-627-3529

**[MinnState.edu](http://MinnState.edu)**

*Minnesota State is an affirmative action,  
equal opportunity employer and educator.*

# VENDOR RESOURCES



# MINNESOTA STATE

Extraordinary Education.  
Exceptional Value.

**[MinnState.edu](http://MinnState.edu)**



## STATE OF MINNESOTA NEW VENDOR INFORMATION

- Vendors interested in working with Minnesota State must register with the State of Minnesota.
- Once registered with the state, create an account for our vendor portal.
- The state also operates a Targeted Group/Economically Disadvantaged/Veteran-Owned Small Business Procurement Program.
- Please note: registration does not guarantee your organization will be selected to do business with Minnesota State.

## MINNESOTA STATE VENDOR PORTAL

- Get started at [MinnState.edu/Vendors](https://MinnState.edu/Vendors)
- Registering with our database does not guarantee our business with your company.
- After you complete the short registration process, we will review your information and keep it on file until one of the following occurs:
  1. New Vendors who secure an opportunity within Minnesota State will be invited back into the system to provide additional information before payments can be initiated.
  2. Vendors requesting an update will be contacted by our Vendor relations team to confirm information updates.

## CURRENT MINNESOTA STATE VENDORS

Visit Minnesota State vendor resources online at [MinnState.edu/Vendors](https://MinnState.edu/Vendors) and:

- View current Minnesota State Request for Proposal (RFP) listings
- Read about bidding policies
- Subscribe to the listserv for potential opportunities

## MINNESOTA STATE PURCHASING AND CONTRACTING OPPORTUNITIES

### Formal RFPs and RFBs

Announcements are posted on the Minnesota State Register, on the State of Minnesota Solicitation Announcements website, or on the Minnesota State Sourcing website. **Links to these websites can be found at [MinnState.edu/Vendors](https://MinnState.edu/Vendors).**\*

*\*Note: Minnesota State is implementing a new e-Procurement tool which will include a web portal for vendors to access all non-construction-related solicitations and other important information and services. An announcement will be made when that is available.*

### Professional Technical Consultants Procurement Methods

Several methods are used to select professional technical consultants based on project size, complexity, and specific requirements.

- Direct Professional Contracts are generated from selected consultants if costs are less than \$50,000.
- Professional Technical Master Minnesota State IT Contract(s) may be used to provide services for a school using a work order template.
- Facilities Professional Technical Contracts are a tool for campuses to accelerate selecting and securing consultant services.

### Facilities Professional Technical Master Contracts

- Consultant firms must meet qualifications in one or more of the 30 specialized services (includes architecture, engineering, owner's representatives, environmental consultants, geoscientists, land surveyors, landscape architects and real estate firms). Membership is opened annually for new master contracts and for adding specialized services to existing master contracts.

### State of Minnesota Buy.IT Programs

- The State of Minnesota Department of Administration and the Office of MN.IT services have partnered to bring fast and easy ways to help state agencies, other government, and local units of government to contract for professional IT-related services.

**Become a vendor by using the link found at  
[MinnState.edu/Vendors](https://MinnState.edu/Vendors).**

## COMMODITY PURCHASES

### Non Master Contract Vendors – General Bidding Threshold

- \$0.00 to \$25,000 - One quote
- \$25,000 to \$50,000 - Minimum of two quotes
- Over \$50,000 - Formal Solicitation (see above)

### Purchase from Minnesota State Master Contracts or Cooperative Purchasing Master Contract programs

These contracts have been competitively bid with terms and conditions varying with each contract. They are usually publicly bid out every 5-7 years and awarded.

- Minnesota State and State of Minnesota Master Contracts. Up to \$3,000,000 without Board Approval.
- E&I Purchasing Cooperative, Government Services Administration, Midwest Higher Education Compact, National Joint Powers, University of Minnesota, U.S. Communities and NASPO ValuePoint Cooperative Purchasing Organization. Up to \$1,000,000 without Board Approval.

## MINNESOTA STATE VALUES AND PROCESS

Minnesota State appreciates your interest in providing goods and services to its community. As we execute sourcing strategies we must be cognizant our values, which extend beyond just finding a particular good or service for the best price. Our intention is to foster relationships with key vendors that embrace the system's values of price, quality, compliance, service, speed, local relationships, and targeted group businesses (minority, women, veteran, and disadvantaged businesses).

Vendors are not permitted to solicit business on Minnesota State premises unless requested. Cold calls or drop-ins are not permitted. Vendors will be contacted based on current project needs.

**We appreciate your interest in doing  
business with Minnesota State!**



**Links to vendor information available at [MinnState.edu/Vendors](https://MinnState.edu/Vendors)**