mn DEPARTMENT OF HEALTH

Conference and Meetings in External Venues Procedure

Chapter 5: Finance

Procedure Number: PR516.02 (Replaces PR516.01 aka Policy 110.04)
Effective Date: 3/17/2020
Reviewed By: Chief Operating Officer, Health Operations Team
Approval: Financial Management Director

Purpose Statement

The purpose of this procedure is to outline the required steps to procure conference or meeting space at an external venue.

Out of Scope:

- This procedure does not apply to events hosted at MDH facilities. For the required steps to use MDH internal spaces, see MDH Procedure 401: Conference Room Use, MDH Facilities Internal Space.
- This procedure does not apply to MDH sponsoring an event hosted by an outside organization. For the required steps to sponsor an event, see MDH Procedure 513: Requests from Outside Organizations to MDH for Support of an Event.
- This procedure does not apply to MDH staff attending an event hosted by an outside organization. For the required steps to pay for conference registration fees, see MDH Procedure 510: Reimbursement of Conference, Seminar, and Academic Tuition Fees.

Events are to be held in MDH facilities, a government-owned facility, or another no-cost location whenever feasible. Use of the Conference-Meeting Request for External Venues Form is required for all meetings, conferences, or other events regardless of whether they have a cost for room rental (or catering cost in lieu of room rental).

All facility use agreements or contracts must be signed by an authorized official of the department. Authorized officials are those who have delegated authority from the Commissioner of Health to sign contracts. Staff without delegated authority must not sign facility use agreements or contracts.

For events of 200 people or fewer, in the metro area, Facilities Management will pay for reasonable conference/meeting space when appropriate MDH-leased space or other no-cost facilities are not available. The maximum cost Facilities Management will pay is posted on the intranet and updated annually. All other costs—

travel, lodging, food, speakers, meeting materials—are the responsibility of the conference/meeting sponsor. In cases where there is no charge for conference/meeting space when purchasing catering services, the amount paid by Facilities Management may be applied to the catering cost.

If you are going to charge attendees a fee to attend the conference, see MDH Procedure 515: Charging for Workshops Seminars Conferences.

Applicability

This procedure applies to all MDH staff and management, contractors, divisions and offices, councils, boards, commissions and other entities associated with the Minnesota Department of Health.

Definitions

Event: a gathering of people for a conference, meeting, workshop, seminar, or training.

Total Event Cost (TEC): Total event cost includes food and beverages, meeting room rental, participants' and MDH employees' lodging, audio-visual and IT equipment rental, Internet access, and other facility charges. TEC does not include speaker or conference planner expenses and general travel costs for MDH employees. Finance uses the TEC to determine the appropriate procurement methodology to use in soliciting a vendor.

Procedure Steps

Step No.	Responsible	Procedural Step
1.	Division Staff (the requestor)	a. Determine the need and geographic location of an event. b. Contact the desired site to see if the dates are available for the event and if they can accommodate your needs. c. Complete the Conference-Meeting Request for External Venues Form and obtained the required signatures from the activity manager and division director (or designee). Please provide the following lead times to Finance based on your Total Event Cost: • Zero dollar events: 1 week • $1-$10,000: 4 weeks • $10,001+: 6 months (Finance needs to go through the full solicitation process)
2.	Division Purchasing Liasion (DPL)	Upload the conference form as an attachment to a PRISM request. Note: at this stage the amount is an estimate only.

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3.	PRISM Approver	PRISM will send an auto generated e-mail that a purchasing request is ready for approval. Log into PRISM and verify the following prior to approving: • The appropriate SWIFT account code has been budgeted for the event, • The appropriate funding source was selected, • Funds are available for the selected funding source, and • The event is an appropriate use of the funds.

4.	Financial Management Event Coordinator	a. Review approved Conference-Meeting Request for Exernal Venues form and follow-up with the requestor for missing or inaccurate information. Based on total event cost, determine and implement appropriate solicitation process:
		   • $0-2,000 place order directly with the vendor;
		   • $2,000.01-$5,000 – review the targeted vendor list and obtain quotes as necessary;
		   • $5,000.01-$25,000 – if available, follow the equity select process and directly award purchase order
		   • $5,000.01-$10,000 – review the targeted vendor list and obtain quotes as necessary; a minimum of two solicitations sent with a minimum of one sent to a tg/ed/vo group
		   • $10,000.01-$25,000 – If not using the equity select process, an event must be processed and the solicitation must be posted through the SWIFT system for a minimum of 7 days per ALP.
		   • $25,000.01-$50,000 – An event must be processed and the solicitation must be posted through the SWIFT system for a minimum of 7 days per ALP.
		   • $50,000.01+ - Dept of Admin must process as an event and the solicitation must be posted through the SWIFT system per ALP. Notify DPL that request was forwarded to the Department of Administration and provide updates as they become available.
		b. Forward site information to Division Staff for final approval by email.

5.	Division Staff	a. Review site information and costs. b. Inform FM Event Coordinator of any revision needed for pricing or event specifications (e.g., more or less equipment,

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		date changes, extra lodging or meeting rooms, etc.). Note: If the TEC is over $10,000 and a solicitation was awarded, any scope changes (e.g., date change or adding things that were not called for in the solication) cannot be made without causing a re-bid. c. Respond to email with approval to proceed with purchase order (and contract if required).
6.	Financial Management Event Coordinator	1. If a vendor requests a contract, encourage use of a state purchase order without a contract. If vendor requires a contract, consult with MDH Legal Unit on contract language prior to obtaining a signature from an authorized official in Financial Management. 2. Create PO. 3. Send PO (and contract, if required) to vendor and cc Division Staff.
7.	Division Staff	a. Contact vendor(s) to make final arrangements for services. b. Inform FM Event Coordinator immediately of any revisions to the request (e.g., more or less equipment, date changes, extra lodging or meeting rooms, etc.). c. After the event, review and approve invoice(s). Submit invoice(s) to health.invoices@state.mn.us noting assigned purchase order number on each invoice.
8.	Financial Management, Accounts Payable	Process invoices(s) within 10 business days of receipt of invoice from division staff.

Forms

- [Conference-Meeting Request for External Venues Form](#)

Related Information

- [Dept. of Administration Purchasing Policy 33: Procuring Conferences, Meetings and Events, and Related Goods and Services](#)
- [MDH Procedure 533: Food and Beverages for Meetings Procedure](#)
- [MDH Procedure 515: Charging for Workshops Seminars Conferences Procedure](#)
- [MDH Procedure 526: Professional/Technical Contracts](#)
- [MDH Procedure 528: Purchasing Procedure](#)
- [MDH Procedure 510: Reimbursement of Conference, Seminar, and Academic Tuition Fees](#)

- [MDH Procedure 513: Requests from Outside Organizations to MDH for Support of an Event](#)
- [MDH Procedure 401: Conference Room Use, MDH Facilities Internal Space](#)

Resources

- [MDH List of External Meeting Venues](#) – list of community spaces MDH has used in the past, list not maintained by MDH Finance

History

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- Replaces PR516.01 aka Policy 110.04