

## Getting Started

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- Does your company offer goods or services purchased by Minnesota government? The Department of Administration (Admin) helps Minnesota government purchase what it needs, and helps companies position themselves to 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, people with substantial physical disabilities, veterans 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/oep](http://www.mn.gov/admin/oep)

Phone: 651-201-2402

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

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# Minnesota's Small Business Procurement Program



## Minnesota's Small Business Procurement Program

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The Office of Equity in Procurement (OEP) provides the best value in state administrative services by successfully connecting small and diverse businesses with state contracting opportunities to help strengthen the state's small business economy.

The OEP team helps ensure greater equity in state contracting and construction. Through the state's Small Business Procurement Program, OEP works to assist small businesses with the process of becoming certified, promotes opportunities to do business with the state, and provides assistance to small businesses owned by women, minorities, people with substantial physical disabilities, veterans, and businesses located in economically disadvantaged areas of Minnesota as they seek state contracts.

### Targeted Group Businesses

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- ✓ Targeted Group businesses are owned and operated by minorities, women, and people with substantial physical disabilities.
- ✓ 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 be listed in the state's Directory of Certified Vendors, listed online at <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.

### Economically Disadvantaged Businesses

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- ✓ Economically Disadvantaged businesses are located, or the owner resides, in parts of Minnesota that have high unemployment and/or low median income.
- ✓ 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 be listed in the state's Directory of Certified Vendors, listed online at <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.

### Veteran-Owned Businesses

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- ✓ Verify your status as a veteran or a veteran with a service-connected disability.
- ✓ To do this, you'll need to complete an online request for a Veteran Status Verification with the Minnesota Department of Veterans Affairs at <https://gibill.mn.gov/Home>.
- ✓ To complete the online form, you'll need your DD 214 and, if applicable, your summary of benefits letter from the US Department of Veterans Affairs (USVA).
- ✓ Alternatively, Minnesota also accepts federal verification from SBA. Send OEP a copy of your <https://veterans.certify.sba.gov/> verification and work with us to confirm Minnesota as your principal place of business.

- ✓ Once verified, apply to be certified as a veteran-owned business.
- ✓ 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 be listed in the state's Directory of Certified Vendors, listed online at <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.

### More Resources

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***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 \(mn.gov\)](https://mn.gov).
- ✓ 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/professionatechnicalcontracts/information-for-state-agencies/professional-technical-coordinators.jsp>