

OSP PROCUREMENT UPDATE

January 2022

Goods and Non-Prof/Tech Procurement Update

The mission of this monthly newsletter is to provide you with helpful, timely and informative procurement information. We welcome your feedback as we strive to better serve you as our valued customer.

This newsletter includes the following information:

1. [Pertinent procurement information](#)
2. [List of contracts awarded during the last month](#)
3. [List of contracts that were amended \(extended, changed, or updated\) during the last month](#)
4. [List of contracts that were eliminated during the last month](#)
5. [Link to contracts expiring in 7 months](#)

1. Pertinent Procurement Information

State Procurement Selects 2022 Priorities – Midwestern Region

Voted on by NASPO's Primary Member, the NASPO Top 10 Priorities for State Procurement identifies areas of importance for state procurement offices and staff and informs NASPO programming throughout the year.

E-Procurement

State-to-finish system creation and adoption; increased state-wide agency utilization of eProcurement/ERP solutions.

Customer Service to Agency Stakeholders

Responsiveness to agency stakeholders' needs; maintaining trust, compliance with service level agreements, and high satisfaction levels.

Training & Certification

Promoting training and certification programs that elevate the procurement profession and develop skillsets for the future.

Continuous Process Improvement

Continuous review and improvement of current procurement processes to eliminate waste and gain new sources of value and efficiencies.

Promoting Supplier Diversity

Implementing strategies to create opportunities for small businesses and women, minority, and veteran-owned businesses to participate in state government contracting.

Tracking Performance Metrics to Achieve Procurement Goals

Performance management; using key performance indicators (KPIs) to track performance and achieve procurement goals: savings/cost avoidance, procurement function, and customer service experience.

Central Procurement Office as a Strategic Leader

Strategic leadership, active participation in policy setting, and statewide planning comprehensive governance and oversight centralized data gathering and analysis for increased business insight and responsiveness to stakeholder needs.

Transparency & Integrity

Transparent policies and practices, fair and open competition to promote integrity and accountability, and increase public and stakeholder trust.

Effective Contract Administration

Standardizing processes for effective contract administration; monitoring contract and supplier performance.

Talent Management & Succession Planning

Recruiting and retaining skilled procurement professionals; remote work capacity; succession planning talent management strategies.

Coming next month, you won't want to miss the OSP Newsletter article: 4 Steps for Dealing with Price Volatility in Commodities

Spread the word: COVID-19 Testing Master Contract Program

The COVID 19 Testing Master Contract Program is a partnership between the Minnesota Department of Health and the Department of Administration to supply robust testing options to Minnesotans. The State has several vendors under contract that offer a variety of testing options to state government and Cooperative Purchase Venture (CPV members). More information is available via the following link: [COVID-19 Master Contract Program](#)

Web-based Construction Document Distribution System / Quest – Contract Release C-952(5)

The state contract with Quest CDN has been amended to remove the annual subscription feature. Any current subscription will be allowed to run until its natural expiration date. No new annual subscriptions will be accepted after 12/31/2021. Existing subscriptions that expire between now and February 28, 2022, will be allowed to renew for one year.

If you have any questions or comments, please contact the contract administrator, Doug Heeschen at doug.heeschen@state.mn.us or 651.201.2422.

Update: Freight: Small Package and Express Delivery Services Statewide - Contract Release F-555(5)

Statewide Contract No. 202500 with FedEx Corporate Services, Inc. has been executed and is valid through November 26, 2026. This new agreement replaces Contract No. 117885 which was extended through February 25, 2022. Agencies and Cooperative Purchasing Venture (CPV) members are now directed to start using Contract No. 202500.

Statewide Contract No. 121740 with United Parcel Service (UPS) expired on November 27, 2021. The State of Minnesota is negotiating the terms of the new agreement. The State anticipates a delay in executing a new Master Contract; therefore, State Agencies may use their ALP authority to procure delivery services. Non-contract orders should be placed directly with vendors by issuing DPO orders under the market value pricing provided directly by the vendor. Contract Release F-555(5) will be updated on OSP's website as updates become available.

For more Information and assistance, please contact the contract administrator, Kathryn Kemerley, at kathryn.kemerley@state.mn.us or 651.201.3171.

Shredding of Confidential Records – Contract Release S-828(5)

This enterprise contract will be extended through 1/31/2023. The companies have all requested price increases due to the cost impacts they have faced from labor shortages and increased fuel costs. Price increases will be effective February 1st.

If you have any questions or comments, please contact the contract administrator, Doug Heeschen, doug.heeschen@state.mn.us or 651.201.2422.

Going, Going, Gone! - Minnesota Department of Public Safety (DPS) - Selling Network Security Appliances

Minnesota's Department of Public Safety (DPS) purchased 180 WatchGuard Firebox M200 network security appliances in 2018. The intended project was shelved. 163 of these units have never been removed from the boxes. 17 have been unpacked and gently used. DPS is offering these devices for sale to registered [Minnesota Cooperative Purchasing Venture](#) members.

Although the M200 appliances go "End Of Life" and become functionally useless after December 31, 2022, the units retain some exchange value. WatchGuard will accept the old M200 units and give a discounted price on new models, on a one-for-one 'trade-up' basis. These trade-up discounts would effectively reduce the cost of new security appliances.

Boxed units are priced at \$300 apiece. Gently-used units are priced at \$250. Customer pays shipping and handling. These units come "as is," **without a warranty**. If intended for use, they require download of updated software in order to function. (No warranty and no download are required for trade-up exchanges). Appliances are available on a first-come, first-served basis until all have been sold. Interested parties should contact Cathy Clark, DPS, at cathy.clark@state.mn.us or 651.201.7549.

Targeted Group (TG), Economically Disadvantaged (ED), Veteran-Owned (VO) – New Contracts Awarded in December 2021



- Restorations & Construction Services, LLC (TG-A) – One-time Buy / Replace Windows/Tuckpointing at DHS Brainerd
- Nordic Group, Inc. (VO) – One-time Buy / Storage Bay Addition at Minnesota State Veterans Cemetery Duluth
- Project One Construction, Inc. (TG-W) – One-time Buy / Install Large Motor Activity Space - CABHH Willmar
- Climate Makers, Inc. (TG-W) – One-time Buy / Replace AC Unit at MCF St. Cloud
- Hotsy Minnesota (VO) – Contract Release S-1087(5) Vegetation Sprayers, De-Icing Systems, & Pressure Washers
- Diamond Industrial Cleaning Equipment, Inc. (ED-M) – Contract Release S-1087(5) Vegetation Sprayers, De-Icing Systems, & Pressure Washers
- RJ Sayers Distribution, LLC (VO) – Contract Release S-1087(5) Vegetation Sprayers, De-Icing Systems, & Pressure Washers

State Agencies Only

Updated Purchasing Card FAQs

Have questions about purchasing cards (PCards)? Find your answers in the [SWIFT PCard FAQ](#), which has been updated for the new year.

Acquisitions Training Opportunities Available to State Agencies

The OSP offers training programs during the year to educate purchasing staff. These classes are for State of Minnesota employees only and registration is required. Registration for class training will be completed in the Learning area of [Self Service](#). Please refer to the instructions and course codes linked [here](#). Instructions for ELM enrollment can be found on our [website](#).

Please contact the OSP Training Coordinator at OSP.Training.Coordinator@state.mn.us if you have any questions experience difficulties enrolling in a class.

Type of Training	Location	Date and Time
ALP Certification \$25,000 Level Session 3 - Day 1 Session 3 - Day 2	Online: Virtual	Wednesday, February 23, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, February 24, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 4 - Day 1 Session 4 - Day 2	Online: Virtual	Wednesday, March 9, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, March 10, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 5 - Day 1 Session 5 - Day 2	Online: Virtual	Wednesday, April 20, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, April 21, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 6 - Day 1 Session 6 - Day 2	Online: Virtual	Wednesday, July 20, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, July 21, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 7 - Day 1 Session 7 - Day 2	Online: Virtual	Wednesday, September 21, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, September 22, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 8 - Day 1 Session 8 - Day 2	Online: Virtual	Wednesday, October 12, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, October 13, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 9 - Day 1 Session 9 - Day 2	Online: Virtual	Wednesday, November 16, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, November 17, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification \$25,000 Level Session 10 - Day 1 Session 10 - Day 2	Online: Virtual	Wednesday, December 7, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, December 8, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
How to Solicit a Construction Project	Online: Virtual	March 3, 2022 9:00 am - 12:00 pm
How to Solicit a Construction Project	Online: Virtual	October 6, 2022 9:00 am - 12:00 pm
Taking The Mystery Out of Service Contracts	Online: Virtual	March 17, 2022 9:00 am - 12:00 pm

Type of Training	Location	Date and Time
Taking The Mystery Out of Service Contracts	Online: Virtual	November 3, 2022 9:00 am - 12:00 pm
Purchasing Authority Overview	Online: Virtual	January 20, 2022 9:00 am - 12:00 pm
Purchasing Authority Overview	Online: Virtual	September 29, 2022 9:00 am - 12:00 pm
How to Procure a Conference, Meeting or Event	Online: Virtual	April 7, 2022 8:30 am - 12:00 pm
How to Procure a Conference, Meeting or Event	Online: Virtual	October 13, 2022 8:30 am - 12:00 pm

NASPO Procurement U Gives Back – Free Course Training will continue through the end of 2022

Because the [Procurement U Gives Back Program](#), has been wildly successful during 2021, they will continue with the opportunity for you to enroll in these courses for free until December 31, 2022! Best of all, these courses are completely self-paced, and there is no deadline to finish them. Don't miss this great opportunity for professional development! Continue to enjoy access to over 40 free contact hours, and stay tuned for additional offerings throughout 2022.

NIGP: The National Institute for Public Procurement / Upcoming FREE Webinars

NIGP webinars focus on a wide variety of topics facing the procurement professions. Attend regularly to learn about the latest changes in policy & legislation impacting public procurement, technology trends, and overall trending topics in the profession. Key procurement topics to help guide successful outcomes.

MARKET RESEARCH: JOB ORDER CONTRACTING AS AN ALTERNATIVE PROJECT DELIVERY METHOD

Gain a better understanding on construction procurement trends, solicitation activities and the differences between project delivery methods. *Brought to you by Gordian.*

[FEBRUARY 3](#) | 2PM - 3:30PM (EST)

CONTEMPORARY BUSINESS PRACTICES, FINDING COMMON GROUND

Learn how to better develop mutually beneficial partnerships to ensure fair competition and inclusion to achieve your entity's new regulation goals. *Brought to you by NIGP Business Council.*

[FEBRUARY 10](#) | 2PM - 3:30PM (EST)

SWIFT Training and Resources

The SWIFT training team is offering online training through webinars, training guides and video tutorials, as well as one-on-one sessions.

- **Webinars:** Enroll in upcoming webinars on Enterprise Learning Management (ELM). Webinars run 60 to 120 minutes and include live demos of SWIFT processes.
- **Training Guides and Video Tutorials:** Find User Guides and Quick Reference Guides on our [Training Guides](#) page, as well as video tutorials on our [Training Videos](#) page.

- **Introduction to SWIFT eLearning:** This online class demonstrates how to navigate SWIFT, use SWIFT reporting tools, and find additional SWIFT resources. After learning this material at your own pace and passing the quiz, you'll receive a Certificate of Completion.
- **One-On-One Sessions:** Request a one-on-one session with a SWIFT trainer by emailing your request to: SWIFT.Project@state.mn.us

To enroll in a SWIFT webinar, sign in to the [Self Service](#) or [Admin Portal](#) and select the **Learning Management** tile.

1. On the **Find Learning** tile, enter "SWIFT" in the search field, and press the **Search** button.
2. From the *Search Results*, select the webinar you would like to take.
3. Press the **Enroll** button to enroll in the webinar.
4. For webinars, make sure to check your email later for an invitation, which will provide a link and instructions on how to attend the webinar.

2. Contracts Awarded – December 2021

Contract #/ Release #/ PO #	Contract Title
A-210(5)	Mobile Traffic Control and Safety Devices
C-796(5)	Brush Chipper- Engine and PTO Driven and Stump Grinders
C-1027	DPS Emergency Communications Network Conference 2022
C-1071	Software Licensing, Maintenance, Support, and Data Hosting for RtVision, Inc. - MNIT
E-100	Automated Dispensing Cabinet for DHS/MMCAP
E-110(5)	ATVs, Utility Vehicles, Track Systems, and ACCS
F-513(5)	Freight Services: Long Haul & Ltl Statewide
P-977(5)	Pavement Marking Materials: Preformed Thermoplastic
S-907	Lodging: Call Out and Scheduled Events DPS ONLY
S-1028	Software License Renewal of First Databank, Inc. - MNIT
S-1087(5)	Vegetation Sprayers, De-Icing Systems, & Pressure Washers*
S-1102	Snow Removal and Deicing MnDOT Central Services Facility, Fort Snelling
T-765(5)	Truck Body Components and Custom Bodies
12205	Articulating Wheel Loaders and Related Accessories
12370	Tractors: Skid Steers and OEM Attachments
203271	Storage Bay Addition at Minnesota State Veterans Cemetery Duluth*
203593	Replace AC Unit at MCF St. Cloud*
204513	Install Large Motor Activity Space - CABHH Willmar*
204592	Replace Windows/Tuckpointing at DHS Brainerd*
02AS0032	Upgrade Fire Alarm Controller at Anderson Building
B1301-3000014969	Stainless Steel Slip-On Testing Unit 240 Gallon - Commerce

2. Contracts Awarded – December 2021 (continued)

Contract #/ Release #/ PO #	Contract Title
SSJ 442	LeadingAge Membership
SSJ	Waters Xevo TQ-GC Laboratory System
SSJ	Slalom, LLC for MDH
RIF 435	Firearms Examiner Training
*Contract Release includes TG / ED / VO supplier(s) contract(s)	

3. Contracts Amended – December 2021

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
A-175(5)	Automobiles: Sedans, Vans, and SUVs	MY22 Rollover of remaining Toyota and Ford Vehicles
A-203(5)	Audio-Visual Products – Sales, Services, and Rental	Extended to 12/31/2022
A-210(5)	Mobile Traffic Control And Safety Devices	Amended to add product to Contract No. 202192
B-312(5)	Snow Plow Equip: Blades, Guards, Edges, & Bolts	Extended to 12/31/2022
B-318	Banking Services - Lottery	Extended to 04/30/2024 with revised terms
C-583(5)	Cleaning Supplies: Miscellaneous	Amended to update pricing
C-720	Coffee Concentrate (Liquid), Hot Chocolate and Dispensing System for State Agencies and Cooperative Purchasing Venture (CPV) Member	Extended to 03/31/2022
C-841(5)	Oracle Software, Licensing, Support & Maintenance	Extended to 01/14/2023
C-850	Canteen Supplies - Mn Doc, Minncorr Only	Extended to 01/31/2023
C-1054	Camera: Indoor/Outdoor IP PTZ Camera W/Wiper MnDOT Only	Extended to 04/30/2022
C-1140(5)	eProcurement NASPO PA (SciQuest/Jaggaer)	Reinstated contract with updated terms, conditions, and pricing / amended to 06/29/2026
E-98(5)	Erosion Control Materials	Extended to 11/30/2022
F-436	Fish Food for Salmon and Steelhead Trout, MNDNR Only	Extended to 03/31/2022
F-454	Fish Food for Salmon and Trout	Extended to 12/31/2022
F-515	Food Service: Minnesota DHS Programs (Only)	Amended to extend 3 contracts to 12/31/2022 and 2 contracts to 12/31/2023
F-531(5)	Fuels: Spot Price Program for Fuel Products	Contract No. 169682 extended to 7/31/2022, with updated Price Schedule
F-556(5)	Fire Protection Services (Fire Alarm, Fire Suppression, and Special Hazard Systems)	Extended to 11/30/2022
G-182(5)	Gas: Propane, LP - Spot Price Program	Extended to 08/31/2022
I-62	iPads & iPhones for TED and STAR Programs	Extended to 03/31/2022 to accommodate rebid

3. Contracts Amended – December 2021 (continued)

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
J-408	Janitorial - MnDOT Detroit Lakes, Morris, and Moorhead	Extended to 03/31/2022
M-410	Service/Inspec./Repair - Plant Management Only	Extended Contract No. 171652 to 01/31/2023
O-64(5)	Oxygen: Medical Equipment	Extended to 12/31/2022 with updated price schedule
P-707(5)	Printed Envelopes, Plain, Window & Kraft	Extended to 12/31/2022
P-937	Parts for Automated Logic Corporation and Distech Controls Energy Systems. Service, Repair, and Electrical Work for Distech Controls Energy Systems.	Extended to 11/30/2022
P-992	Personal Protective Equipment	Extended to 12/31/2022
R-569	Rubbish Disposal: MN Academies for Deaf & Blind	Extended to 12/31/2022
S-635(5)	Sign Blanks: Aluminum	Amended to updated pricing
S-752(5)	Safety Shoes And Boots (State Agencies & CPV)	Extended to 04/30/2022 to allow time for new solicitation
S-863(5)	Snowplow Truck Components and Accessories	Amended for Contract No. 193068 assignment to Contract No. 200755
S-884	Service: Sign Language Interpreting & Related Services	Extended to 06/30/2022
S-885(5)	Service: Spoken Language Interpreting and Related Services Statewide	Price and Minimum Increase on Contract No. 153726
S-914	System support, software subscription/upgrade, and upgrades to equipment for Minnesota Metro Radio System – MnDOT	Amendment replaced with new Exhibit E, Appendix C, Amendment 1 and Exhibit I.
S-934(5)	GPS Survey, Mapping & Equipment	Extended Contract No. 171661 to 001/31/2023 with updated product and price list
S-989(5)	Service: Repair/Maintenance of Janitorial Equipment	Extended to 08/31/2022
S-1023	Telephone Answering Service – IDEPC and EPR, MDH Only	Extended to 04/30/2022
S-1035(5)	Specialty Lab Equipment & Service	Amended to add items to Contract No. 141216
S-1072	Service: Cable Service Fergus Falls Vets Only - MDVA	Extended to 12/31/2022 allowed under the current agreement
S-1076	Snow Removal and Ice Control Services for National Guard Facilities	Extended to 09/30/2022
S-1079	Software Value Added Resellers	Extended to 04/07/2022
S-1087(5)	Vegetation Sprayers, De-Icing Systems, & Pressure Washers	Amended to updated equipment motors on contract No. 203218
T-533(5)	Tubing And Fittings (Steel)	Extended to 01/31/2022
T-603(5)	Trailers & Accessories	Amended to change end date to 1/31/2022
T-730	Telecom: Next Gen 911 Network DPS	Extended to 11/30/2022 to provide time for a new solicitation

3. Contracts Amended – December 2021 (continued)

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
T-740(5)	Tires	Amended Goodyear Contract No. 151827- Update Approved Dealer Listing 12/16/2021 & 12/29/2021
T-766	Secure Transportation	Extended to 01/31/2023
T-781(5)	Portable Toilets and Sink	Extended Contract No. 152437 to 12/31/2023
T-791	Tubs: Apollo Tubs Advantage Bathing System	Extended to 01/31/2023
U-133	Unmanned Aircraft System For MnDOT	Extended to 12/31/2022
W-213	Warehouse Services - OHE	Extended to 06/11/2022 to provide time for a new solicitation
184958	Willow River Dam Rock Arch Rapids	Tasks, items or work related to existing contract scope were modified
186588	HVAC Replacement at Region 2 Headquarters	Tasks, items or work related to existing contract scope were modified
192359	Furnish and Install Walk-In Cooler/Freezer at BCA	Extended to 01/31/2023

4. Contracts Eliminated - December 2021

Contract #/ Release #/ PO #	Contract Title	Reason for Elimination
T-512	Telecom: Offender/ Client/ Resident Phone/ Kiosk/ Debit/ Credit	Contract at the end of its life and allowed to lapse. Replaced by Contract Release T-512(5), which covers same products and services under an enterprise wide contract
113921 / B-305(5)	Blinds: Horizontal & Vertical Window Blinds	Contract eliminated 12/21/2021; no longer needed

5. Contracts Due to Expire in 7 Months

We hope this information is helpful to you and your entity. If you have any suggestions on how we can serve you better, feel free to call or email me.



Luke Jannett | Acquisitions Manager

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2446

Luke.Jannett@state.mn.us