Dear Vendor Name,

The State of Minnesota is committed to diversity and inclusion in public procurement.  If the total value of your Contract may exceed $500,000, including all extension options, you must track and report, on a quarterly basis, the amount paid to diverse businesses both: 1) directly to subcontractors performing under the Contract, and 2) indirectly to diverse businesses that provide supplies/services to your company (in proportion to the revenue from this Contract compared to your company’s overall revenue).  If you comply with the above State requirements, you will be set up in a free portal to help report the said above spend and the requirement will continue as long as the contract is in effect.

SWIFT Contract number has been identified as a contract with reporting requirements. Please send the following information to [support@starssmp.com](mailto:support@starssmp.com) within two businesses days they will send by email a link to the portal, log-in information, portal guidance manual and information on accessing the training video.

|  |  |
| --- | --- |
| Legal Company Name: |  |
| Doing Business AS- Name (if different than legal name): |  |
| Federal Tax ID: |  |
| Corporate Address: |  |
| Corporate City: |  |
| Corporate State |  |
| Corporate Zip: |  |
| Company Email: |  |
| Primary Contact Name: |  |
| Primary Contact- Email |  |

Once you are a registered user, please set up this contract in the portal. You will be able to access State of MN approved/certified suppliers from within the tool to add them as your subcontractors for a contract. If you have a supplier that is not available from the existing list, please follow the process for setting up each diverse subcontractor and supplier associated with this contract.  This includes direct spend with diverse subcontractors, and also includes “indirect spend,” which is the proportion of spend your company pays to diverse suppliers for items like office supplies, utilities, materials, cleaning services, and so on, that can be related back to your contract with the state.

Please contact us if you have questions about using the portal, how subcontractors and suppliers are designated as diverse small businesses, and how quarterly reporting is used and monitored.