OSP PROCUREMENT UPDATE
December 2021

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

Humor and leadership: Laugh more, lead better

Humor "is a superpower in business, now more than ever," says Naomi Bagdonas, a lecturer at the Stanford Graduate School of Business. In the class she leads with co-lecturer Connor Diemand-Yauman, a member of McKinsey's Consortium for Learning Innovation, the duo amuse and introduce students to the science and benefits of leading with laughter in business settings and a new world of remote interactions. Here's a sample of their zany shtick, closed caption and a transcript is also provided.

https://www.mckinsey.com/featured-insights/leadership/laugh-more-lead-better?hdpid=c8cafcda-d0f5-4e55-83ec-d6ce3917ee05&hctky=11842587&hlkid=0912d09fa2dc4ffdb6bf3a76fdc14b69

We're all leaders - "It's time to become remotely humorous." Happy New Year Everyone!

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

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Blinds: Horizontal and Vertical – Contract Release B-305(5)

This enterprise contract expired on November 30, 2021, and at this time OSP does not intend to issue a new solicitation. Agencies may utilize their delegated purchasing authority to procure window blinds. If your window blind procurement requires installation, refer to Appendix Q for applicable construction terms and conditions. If agencies need assistance soliciting and awarding a contract for these services, please complete and submit a Requisition Initiation Form (RIF) located within the secure area of OSP's website.

If you have any questions or comments, please contact the contract administrator, Tou Yang at tou.yang@state.mn.us or 651.201.2437.

Construction Document Distribution System – Quest 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.

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

Statewide Contract No. 117885 with FedEx Corporate Services, Inc. has been extended through February 25, 2022. A new five-year Master Contract with FedEx is being negotiated and the State anticipates execution by December 31, 2021. Statewide Contract No. 121740 with United Parcel Service (UPS) expired on November 27, 2021 and will not be extended. 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's. 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.

State Agencies Only

Notice on New Local Taxes

The Minnesota Department of Revenue will be administering the following new sales and use taxes effective January 1, 2022: **Roseau County 0.5% Sales and Use Tax**.
The sales and use tax rate changes apply to sales made on or after January 1, 2022. They will be in addition to all other taxes in effect. Local sales tax applies to retail sales made and taxable services provided within the local taxing area (county/city limits). The tax applies to the same items that are taxable under the Minnesota sales and use tax law.

Purchase orders entered in SWIFT on or after January 1, 2022 will calculate the new tax rates for each county/city. Existing purchase orders and/or their vouchers will need to be adjusted to pay the correct tax if delivery occurs after various dates. Please note that the dates will be different based on whether goods or construction materials are being delivered. Check the tax notice for the affected city for the correct dates.

For assistance in changing the sales tax on a PO, please consult the Update the Sales Tax Settings on an Existing Purchase Order Quick Reference Guide.

Reminder: Late Payments on Purchasing Card Statements

US Bank is now charging late fees on past due purchasing card accounts. Agencies will be invoiced in the amount of up to one percent (1%) per month on the amount overdue, or a minimum of $2. Late fees will be included on your monthly statement from US Bank, but will not be available during P-Card reconciliation in

SWIFT. To pay for a late fee associated with a P-card statement, agencies will need to manually add this fee to their monthly P-Card voucher.

Agencies are reminded to pay P-Card statements on time to avoid potential late fees, take advantage of available rebates, and avoid potential violations of Minn. Stat. § 16A. Purchasing Policy 1b requires that Purchasing Card Coordinators use Access Online to review statements and monitor account activity.

If you have questions regarding processing payments for purchasing cards, contact Angie Brandt at angie.brandt@state.mn.us.

For questions regarding the state contract or Purchasing Card Use Policy 1b, please contact Sean Torin at sean.torin@state.mn.us or 651.201.2405.

You're Invited: Agency Procurement Coordinators Meeting - Hosted by Office of State Procurement Acquisitions

An Acquisitions Procurement Coordinators Meeting has been scheduled for Tuesday, January 6, 2022, 1:00 p.m.- 2:30 p.m. CT via Microsoft Teams. The meeting is intended to serve state agency procurement coordinators overseeing ALP Buyers and related activities. This informational group is administered by the Office of State Procurement and is designed to provide and discuss information related to state policies, procedures, procurement law, enterprise contracting, and other issues presented by its members. The Office of State Procurement is responsible for assembling the agenda.

Please feel free to share this announcement with others in your agency that you feel may be interested and want to attend.

If you would like to participate and receive an invitation, have questions, or just want to know more, please contact Acquisitions Manager Luke Jannett @ luke.jannett@state.mn.us or 651.201.2446.

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 1 - Day 1 Session 1 - Day 2	Online: Virtual	Wednesday, January 12, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, January 13, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
ALP Certification $25,000 Level Session 2 - Day 1 Session 2 - Day 2	Online: Virtual	Wednesday, January 26, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm Thursday, January 27, 2022 9:00 am - 11:00 am & 1:00 pm - 3:00 pm

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
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 continuing 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.

2. Contracts Awarded – November 2021

Contract #/ Release #/ PO #	Contract Title
A-175(5)	Current Model Year Automobiles: Sedans, Vans and SUVs
C-959	2022 Pipeline Safety Educational Conference, DPS Only
C-1014	Computer: GIS Software and Maintenance – ELA
C-1111	Explore MN Tourism 2022 Conference
C-1135	Catering: State Patrol Cadet Training Academy
E-110(5)	ATVs, Utility Vehicles, Track Systems, and ACCS
G-214(5)	Incentive Program: Monetary Cards
M-545	Aircraft Maintenance for DPS, DOT and DNR
S-844(5)	Shoes and Boots for Offenders
S-915(5)	Native Seed
S-1101	TV Services - DHS Forensics North Campus
201630	Luverne Readiness Center
203150	Low Voltage Cabling for Deed Headquarters
02JC0032	Replace AHU 3 & 4 at State of MN Courts
JS1RHQX9-RCT	DOC Wireless Deployment at MCF Rush City
G0201-300001105	MN Zoo Ford Expedition 4x4
SSJ424 / Event 30954	HTC SeparatR NXT Portable, Handheld, Rechargeable High Tension Median Cable Barrier Separater
SSJ441	KAPS® Unclaimed Property Management System.
SSJ	SAS Software for DHS
One-time Buy	Glulam Panels and Battens
***Contract Release includes TG / ED / VO supplier(s) contract(s)**	

3. Contracts Amended – November 2021

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
A-174(5)	Ford Law Enforcement Vehicles	Amended - Model year 2022's added to contract
B-271(5)	Breath Testing Preliminary Screening Devices	Extended to 01/31/2022
B-346(5)	School Buses	Amended to update North Central's Price Schedule
C-1151	DPS OJP 2021 MN Victim Assistance Academy	Amended to correct number of attendees
C-1152	Commissary Store Products - MINNCOR Only	Extended to 11/30/2022
F-537(5)	Fire Extinguishers: Inspection, Maintenance, Training, and Furnishing	Extended to 04/30/2022
F-555(5)	Small Package Delivery Services	Extended Contract No. 117885 to 02/25/2022 to allow time to execute a new Participating Addendum to new 5 year term NASPO ValuePoint Master Agreement.
F-556(5)	Fire Protection Services	Extended to 11/30/2022
F-564(5)	Single Engine Aircraft Tanker Services	Extended to 12/31/2022
H-94(5)	Hazardous Materials: Used Oil, Filter, Absorbent and Antifreeze Management	Amended to change the language for fees for used oil.
J-385	Janitorial Services to MPCA Baxter	Extended to 12/31/2022
J-390	Janitorial - BCA, Bemidji	Extended 11/30/2022
J-425	Janitorial - MnDOT Duluth Headquarters	Extended to 01/31/2022 to allow for new RFP
L-349	Laundry Service: Minnesota Veterans Home, Fergus Falls (Only)	Extended to 12/31/2022
M-403	Maint: Facility Mgmt/Auto Temp Control - MVH	Extended to 10/31/2022
M-552(5)	Moving Services: MN State Agencies and CPV Members	Amended Contract No. 140864 - Attachment A Price Schedule; extended to 05/31/2022
M-557	Preventative Maintenance and Repairs on Bard™ HVAC Units for the Minnesota Department of Transportation (MnDOT) Traffic Management System (TMS) Shelters	Amended to include additional locations
M-562(5)	Installation and Maintenance of Granular Activated Carbon (GAC) Water Filtration Systems, Reverse Osmosis (RO) Systems, and Other Related Systems, Statewide	Extended to 12/31/2022
M-566(5)	MINNCOR Consolidated Contract	Annual review of contract release
O-86(5)	Office Supplies	Amended to allow HP Rewards Program participation by entity
O-87(5)	Operation Of Closed Landfills – Leachate Collecting, Hauling and Disposing	Extended to 02/28/2022

3. Contracts Amended – November 2021 (continued)

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
P-833	Printing for A Guide to Starting a Business in Minnesota for the Minnesota Department of Employment and Economic Development (DEED), Small Business Assistance Office (SBAO)	Extended to 10/31/2023
P-942(5)	Paper: Cut Sheet	Amended - New Price Schedule
R-700(5)	Repair Parts: Truck & Trailer Mounted Attenuator Parts	Extended to 11/30/2022
R-710(5)	Supplies And Repair Parts For Environmental Sensing System	Extended to 09/30/2022
S-792(5)	Lab Sampling	Amended to update Pace Price Schedule to remove outdated services
S-863(5)	Snow Plow Truck Components & Accessories	Amended Contract No. 193056 with updated pricing on all sections
S-871(5)	Industrial Sweepers, Sweeper-Scrubbers and Scrubbers	Extended Contracts No. 186089 and 198172 to 11/30/2022
S-953	Satellite TV Service: MCF - Faribault	Amended to expand channel list and add additional equipment purchase to the contract
S-995(5)	Service: ATM's Equipment and Services	Extended to 09/30/2023
S-989(5)	Service: Repair/Maintenance of Janitorial Equipment	Extended to 12/31/2022
S-1050	Installation of Active Sub-Slab Depressurization (SSD) Systems	Extended to 06/30/2022
S-1054	Service: Satellite Television Service - MDVA	Amendment required per the terms of the contract to expand channel list
S-1058(5)	Service: Transportation Analysis With Regional Data For Informed Strategies (Tardis)	Amended to add CPV language and clarify price schedule
S-1076	Snow Removal and Ice Control Services for National Guard Facilities	Extended to 09/30/2022
S-1082(5)	Salt: Brine Generator	Amended to add 200 tons for MnDOT Willmar location Sent 11/11/2021 & Due 11/19/2021
S-1096	Inspection, preventative maintenance, and repairs for Mettler Toledo truck scales	Contract amended to add Clarks Grove and St. Croix locations. Changed name from Mettler Toledo Inc to Mettler Toledo LLC
T-512	Telecom: Offender/ Client Telephone Calling System	Extended to 12/31/2021 current agreement while new system is implemented
T-636(5)	Truck: Cab and Chassis Vehicles	Contract No. 195787 amended to add 2022 model year and extended to 05/31/2022

3. Contracts Amended – November 2021 (continued)

Contract #/ Release #/ PO #	Contract Title	Reason for Amendment
T-674(5)	Telecom: Statewide Access & Backbone Network	Extended to 11/30/2022
T-685(5)	Primary Rate Interface (PRI) Service	Extended to 04/30/2022
T-731	Testing, Crime Laboratory Proficiency	Extended to 11/30/2021
T-763(5)	Truck, Light Duty, Components & Options	Extended Contract No. 176430 to 04/30/2022
T-737(5)	Telecom Services and Solutions - MNIT	Amended to extend current contract to provide time for a solicitation
T-740(5)	Tires	Amended - Goodyear - Update Authorized Dealer Listing
T-775(5)	Turf Equipment	Revised expiration date as of 11/18/2021, MTI Distributing Company Contract no. 188861
T-789	Telephony: Vocera Batteries and Accessories – DHS only	Extended to 10/31/2022
SSJ-433	Waters Performance Maintenance Plan for MDA test instruments	Renewed to 11/24/2022
RIF 351	Furnish and Install Walk-In Cooler/Freezer at BCA	Extended to 12/31/2021, amended to relocate the walk-in cooler/freezer
150852	Lake Vermillion-Soudan Underground Mine State Park North Lodging	Tasks, items or work related to existing contract scope were modified
155420	St. Louis River - Grassy Point/Kingsbury Bay Restoration	Tasks, items or work related to existing contract scope were modified
172432	Gitchi Gama State Trail - Cut Facse Wayside to Grand Marais	Tasks, items or work related to existing contract scope were modified

4. Contracts Eliminated - November 2021

Contract #/ Release #/ PO #	Contract Title	Reason for Elimination
L-381 / 119320	Lodging: St. Peter, DHS Direct Care & Treatment (DCT) Only	Contract expired 11/30/2021; agency use low and can procure under ALP Authority
T-763(5) / 176427	Truck, Light Duty, Components & Options	Contract expired 10/31/2021
B-305(5) / 113921	Blinds: Horizontal and Vertical	Contract expired 11/30/2021; agencies may procure under ALP Authority

5. Contracts Due to Expire in 7 Months

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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.

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