

# A Small Business Enterprise Resource Guide



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[How to Contract with Ramsey County](#)

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## Introduction

Thank you for your interest in doing business with Ramsey County. Ramsey County's hope is that this Resource Guide will help connect Small Business Enterprises ("SBE") to organizations that provide programs and services to assist in the economic growth and promotion of small businesses.

The Ramsey County Procurement Manager leads Ramsey County's centralized procurement management function within the County's Finance Department. Procurement includes the acquisition and contracts related to all supplies, equipment, materials, labor services, professional services and client services and contracting made by or on behalf of the County, its agencies, departments, officials, and authorized agents. Ramsey County values its Contractors and we continue to strive to ensure our procurement serves the needs of the County while providing efficient and effective expenditure of County funds with maximum protection of County taxpayer and Contractor interests.

If you are an organization that focuses on providing programs and services to help small businesses and would like to be added to this Resource Guide, or, if you have any procurement questions or comments related to Ramsey County, please do not hesitate to contact Ramsey County Procurement.

## Resource List

### Association of Women Contractors

1337 St. Clair Ave – Ste 4  
Saint Paul, MN 55105

Telephone: 651-208-2327

Website: [www.awcmn.org](http://www.awcmn.org)

**Purpose:** The Association of Women Contractors is an organization committed to assisting women-owned companies in the construction industry to become an active voice in the business community. The organization promotes contract opportunities, relevant business education and provides a forum for women contractors to network with General Contractors and each other.

### Associated Builders and Contractors, Inc. (ABC)

10193 Crosstown Circle  
Eden Prairie, MN 55344

Telephone: 952-941-8693

Website: [www.mnabc.com](http://www.mnabc.com)

**Purpose:** Associated Builders and Contractors (ABC) is a national association that advances and defends the principles of the merit shop in the construction industry and provides its members with an opportunity to succeed.

### Grand Avenue Business Association

752 Grand Avenue, Suite 1  
St. Paul, MN 55105

Telephone: 651-699-0029

Email: [info@grandave.com](mailto:info@grandave.com)

Website: [www.grandave.com](http://www.grandave.com)

**Purpose:** The mission of the Grand Avenue Business Association is to provide marketing, advocacy, and education to help member businesses prosper and enhance the quality of life along the Avenue and surrounding community.

**Minneapolis Saint Paul Regional Economic Development Partnership (GREATER MSP)**

Securian Building  
400 Robert Street North, Suite 1600  
Saint Paul, MN 55101

Telephone: 651-287-1300 or 855-287-1300

Email: [info@greatermsp.org](mailto:info@greatermsp.org)

Website: <https://www.greatermsp.org/>

**Purpose:** The Minneapolis Saint Paul Regional Economic Development Partnership (GREATER MSP) is a private non-profit organization dedicated to providing public and private sector leadership, coordination and engagement to grow the economy of the 16-County Minneapolis Saint Paul region. With its economic development partners throughout the region, GREATER MSP is advancing a coordinated regional economic development strategy, a coordinated regional brand to promote the region's assets, and a coordinated regional business retention, expansion, and recruitment program to stimulate capital investment and job creation in the region.

**Minnesota Black Chamber of Commerce (MBCC)**

401 Robert Street North, Suite 150  
Saint Paul, MN 55101

Telephone: 651-224-4320

Email: [info@minnesotabcc.org](mailto:info@minnesotabcc.org)

Website: <http://www.minnesotabcc.org/>

**Purpose:** MBCC is a 21st century business association dedicated to the economic development, job creation, and advocacy that is critical to the growth and future success of its member businesses and the community at-large. MBCC is a vibrant organization whose members own and/or manage businesses in manufacturing, wholesale, retail, trades, professional services, and non-profit sectors. The chamber leadership works to 1) support and maintain an effective chamber; 2) provide services to build strong members; and 3) develop policy, advocacy, and strategic alliances to benefit its members and the community.

**Minnesota Chamber of Commerce**

400 Robert Street North, Suite 1500  
Saint Paul, MN 55101

Telephone: 800-821-2230 or 651-292-4650

Email: [mail@mnychamber.com](mailto:mail@mnychamber.com)

Website: [www.mnychamber.com](http://www.mnychamber.com)

**Purpose:** The mission Minnesota Chamber of Commerce is to proactively lead the business community statewide to: Advance nonpartisan, pro-business, responsible Minnesota public policy that creates jobs and grows the economy, provide member services to address evolving business needs, Be nonpartisan. The Minnesota Chamber of Commerce is the state's largest and premier business organization, representing more than 2,300 businesses of all types and sizes across Minnesota. Your needs are our priorities as we work with you to make Minnesota a better place for businesses to locate, stay and grow.

**Minnesota Department of Employment and Economic Development (DEED)**

Small Business Assistance Office  
332 Minnesota Street, Suite E-200  
Saint Paul, MN 55101

Telephone: 800-310-8323 or 651-259-7476

Email: [deed.mnsbao@state.mn.us](mailto:deed.mnsbao@state.mn.us)

Website: <http://mn.gov/deed/business/help/sbao>

**Purpose:** The mission of the Minnesota Department of Employment and Economic Development (DEED) is to enhance the economic success of individuals, businesses and communities by improving opportunities for prosperity and independence. DEED is the state's principal economic development agency. DEED programs promote business recruitment, expansion, and retention; international trade; workforce development; and community development.

#### **Minnesota Department of Revenue**

600 North Robert Street  
Saint Paul, MN 55146

Telephone: 651-556-3000  
Email: [businessincome.tax@state.mn.us](mailto:businessincome.tax@state.mn.us)  
Website: [www.taxes.state.mn.us](http://www.taxes.state.mn.us)

**Purpose:** The mission of the Minnesota Department of Revenue is to gain compliance with tax laws to fund public services for Minnesota. The MN Department of Revenue helps Minnesota businesses comply with State tax laws.

#### **Minnesota Pollution Control Agency (MPCA)**

520 North Lafayette Road  
Saint Paul, MN 55155

Telephone: 651-296-6300  
Email: See website  
Website: [www.pca.state.mn.us](http://www.pca.state.mn.us)

**Purpose:** The Minnesota Pollution Control Agency (MPCA) monitors environmental quality, offers technical and financial assistance and enforces environmental regulations. The MPCA finds and cleans up spills or leaks that can affect our health and environment. Staff develop statewide policy, and support environmental education. The MPCA works with many partners — citizens, communities, businesses, all levels of government, environmental groups and educators — to prevent pollution and conserve resources.

#### **Minnesota Society of Certified Public Accountants**

1650 West 82<sup>nd</sup> Street, Suite 600  
Bloomington, MN 55431

Telephone: 952-831-2707  
Email: [General mailbox](mailto:General mailbox)  
Website: [www.mncpa.org](http://www.mncpa.org)

**Purpose:** The Minnesota Society of Certified Public Accountants (MNCPA) is a not-for-profit professional organization. They have offered services that support CPAs and other accounting professionals since 1904. Their purpose is to help their members succeed professionally while being mindful of serving the public. Their initiatives include: Provide education, encourage leadership, offer member resources, serve the public.

#### **Minnesota Technical Assistance Program (MnTAP)**

200 Oak Street S.E. Suite 350  
Minneapolis, MN 55455

Telephone: 612-624-1300 or 800-247-0015  
Email: [mntap@umn.edu](mailto:mntap@umn.edu)  
Website: [www.mntap.umn.edu](http://www.mntap.umn.edu)

**Purpose:** The mission of The Minnesota Technical Assistance Program (MnTAP) is to help Minnesota businesses develop and implement industry-tailored solutions that prevent pollution at the source,

maximize efficient use of resources, and reduce energy use and costs to improve public health and the environment.

**Minnesota National Association for the Advancement of Colored People (MN NAACP)**

Saint Paul NAACP – Chapter 4052  
270 North Kent Street  
Saint Paul, MN 55104

Telephone: 651-649-0520

Email: [naacpstpaul4052@gmail.com](mailto:naacpstpaul4052@gmail.com)

Website: <http://www.naACP-stpaul.org/Contact>

**Purpose:** The mission of National Association for the Advancement of Colored People (NAACP) is to ensure the political, educational, social and economic equality of rights of all persons and to eliminate race-based discrimination. Founded in 1913, the Saint Paul branch serves all individuals who may experience discrimination based on race, gender, religion, age, disability, or culture.

**Minnesota Procurement Technical Assistance Center (MN PTAC)**

50 Sherburne Avenue, Suite 309  
Saint Paul, MN 55155

Telephone: 651-201-2629

Email: [Christina.nebel-dickerson@state.mn.us](mailto:Christina.nebel-dickerson@state.mn.us) (Program Director)

Website: <https://mn.gov/admin/business/vendor-info/ptac/>

**Purpose:** The MN PTAC program helps businesses navigate through the complicated intricacies of obtaining federal, state and local government contracts. Our Area Managers advise and assist clients in the identification of market opportunities as well as the preparation and proper submission of applications, certifications, and registrations necessary for them to do business with government entities.

**Minnesota Women in Networking (WIN)**

333 Washington Avenue North, Suite 300  
Minneapolis, MN 55401

Telephone: 612-708-6001

Email: [info@mnwin.org](mailto:info@mnwin.org)

Website: <http://www.mnwin.org>

**Purpose:** WIN is a Twin Cities based organization in which women lift each other up for business success. Our members are primarily entrepreneurial-minded women who are small business owners or key players in business to business services. WIN's welcoming atmosphere of networking and professional development is centered on three pillars for women in business to: 1) make meaningful business connections, 2) learn ways to succeed in business and 3) leave every WIN experience re-energized for the work ahead. In addition to offering networking and professional development events within the WIN organization, WIN also provides workshops, facilitation and presentations for other organizations and businesses to help them be more effective with their networking.

**Neighborhood Development Center (NDC)**

663 University Avenue West, Suite 200  
Saint Paul, MN 55104

Telephone: 651-291-2480

Email: Not Applicable

Website: [www.ndc-mn.org](http://www.ndc-mn.org)

**Purpose:** The mission of the Neighborhood Development Center is to empower entrepreneurs and community partners to transform low income neighborhood economies from within. NDC believes that residents, small businesses and neighborhood groups in all communities have the talent, energy and ability to engage and revitalize their own communities.

#### **Saint Paul Area Chamber of Commerce (SPACC)**

401 North Robert Street, Suite 150  
Saint Paul, MN 55101

Telephone: 651-223-5000

Email: [info@saintpaulchamber.com](mailto:info@saintpaulchamber.com)

Website: [www.saintpaulchamber.com](http://www.saintpaulchamber.com)

**Purpose:** The Saint Paul Area Chamber of Commerce (SPACC) defines economic development as those activities intended to encourage the accumulation of wealth through the creation and retention of jobs; attraction, expansion and retention of businesses, expansion of the tax base and improvement of the business climate. The Chamber's economic development activities are guided by a series of principles which serve to further the interests of its members.

#### **Small and Disadvantaged Business Opportunities Council (SADBOC)**

1 Federal Drive, Suite 2250  
Saint Paul, MN 55111

Telephone: 612-370-2320

Email: NA

Website: <https://minnesota.feb.gov/programs/sadboc>

**Purpose:** The mission of the Small and Disadvantaged Business Opportunities Council (SADBOC) is to provide several programs and services to help small and disadvantaged business. The SADBOC is a regional hub for all government activity and their work relates to five themes: Communicate, Reduce Costs and Improve Efficiency, Facilitate Service Delivery, Partner with Community Groups, and Coordinate Emergency Services.

#### **SPEDCO**

3900 Northwoods Drive, Suite 225  
Arden Hills, MN 55112

Telephone: 651-631-4900 or 866-977-3326

Email: [spedco@visi.com](mailto:spedco@visi.com)

Website: [www.spedco.com](http://www.spedco.com)

**Purpose:** SPEDCO is a non-profit certified development company whose mission is to help small businesses obtain financing for job creation, to fund business expansion and to promote economic development throughout the state of Minnesota and nine counties in western Wisconsin.

#### **Summit Academy OIC**

935 Olson Memorial Highway  
Minneapolis, MN 55123  
Telephone: 612-377-0150

Email: [info@saoic.org](mailto:info@saoic.org)

Website: [www.saoic.org](http://www.saoic.org)

**Purpose:** Summit Academy OIC (SAOIC) is a nonprofit educational and vocational training center that prepares and empowers adults residing in the most economically depressed neighborhoods in the Twin Cities to become educated, employed, contributing members of their community. Summit Academy offers training in both the construction and healthcare fields.

## **Twin Cities GLBTA Allied Business Community**

310 East 38<sup>th</sup> Street, Suite 209  
Minneapolis, MN 55409

Telephone: 612-460-8153

Email: [info@twincitiesquorum.com](mailto:info@twincitiesquorum.com)

Website: [www.twincitiesquorum.com](http://www.twincitiesquorum.com)

**Purpose:** The Twin Cities GLBT Allied Business Community champions the business case for a fully inclusive community as a conduit for economic development and a leader in the continuum of change. They assist and develop certified GLBT owned enterprises and support their entrance into the supply chains of forward thinking equality-minded companies through fully inclusive Supplier Diversity programs as well as creating visibility and business activity for all member businesses and organizations.

## **Additional Resources**

- CERT
  - [CERT Introduction](#)
  - [CERT Eligibility Criteria](#)
  - [CERT New and Renewal Certification Application](#)
  - [CERT Business Size Standards](#)
- [Small Business Guide to Ramsey County Procurement](#)
- MN Statutes:
  - [§15.71 Public Contracts; Definitions](#)
  - [§181.59 Discrimination Prohibited](#)
  - [§331A.04 Designation of a Newspaper for Official Publication](#)
  - [§375.21 Contracts of County Boards](#)
  - [§471.425 Prompt Payment of Local Government Bills](#)
  - [§471.345 Uniform Municipal Contracting Law](#)
  - [§471.59 Joint Exercise of Powers](#)
  - [§574.26 Contractors' Bonds for Public Work](#)
- [Ramsey County Procurement Terms](#)
- [Ramsey County Purchasing](#)