



RAMSEY COUNTY

*Working with you to enhance our quality of life*



# Understanding Ramsey County Procurement

Procurement Division

## OUTLINE

- Background:
  - Procurement governance
  - Organizational structure
  - Open data portal
- Procurement methods:
  - Direct purchase vs. competitive solicitation
  - Competitive process overview
- Other procurement policies:
  - Ramsey County master contracts
  - MN SoS registration
  - Debarment
  - Prevailing wage

# Procurement governance

County procurements must be in accordance with

- Federal Regulations;
- State Statutes;
- Ramsey County Home Charter, Administrative Code and Policies and Procedures.

Procurements must include open access via a fair selection and contracting process and be transparent to the public.

## Ramsey County organizational structure

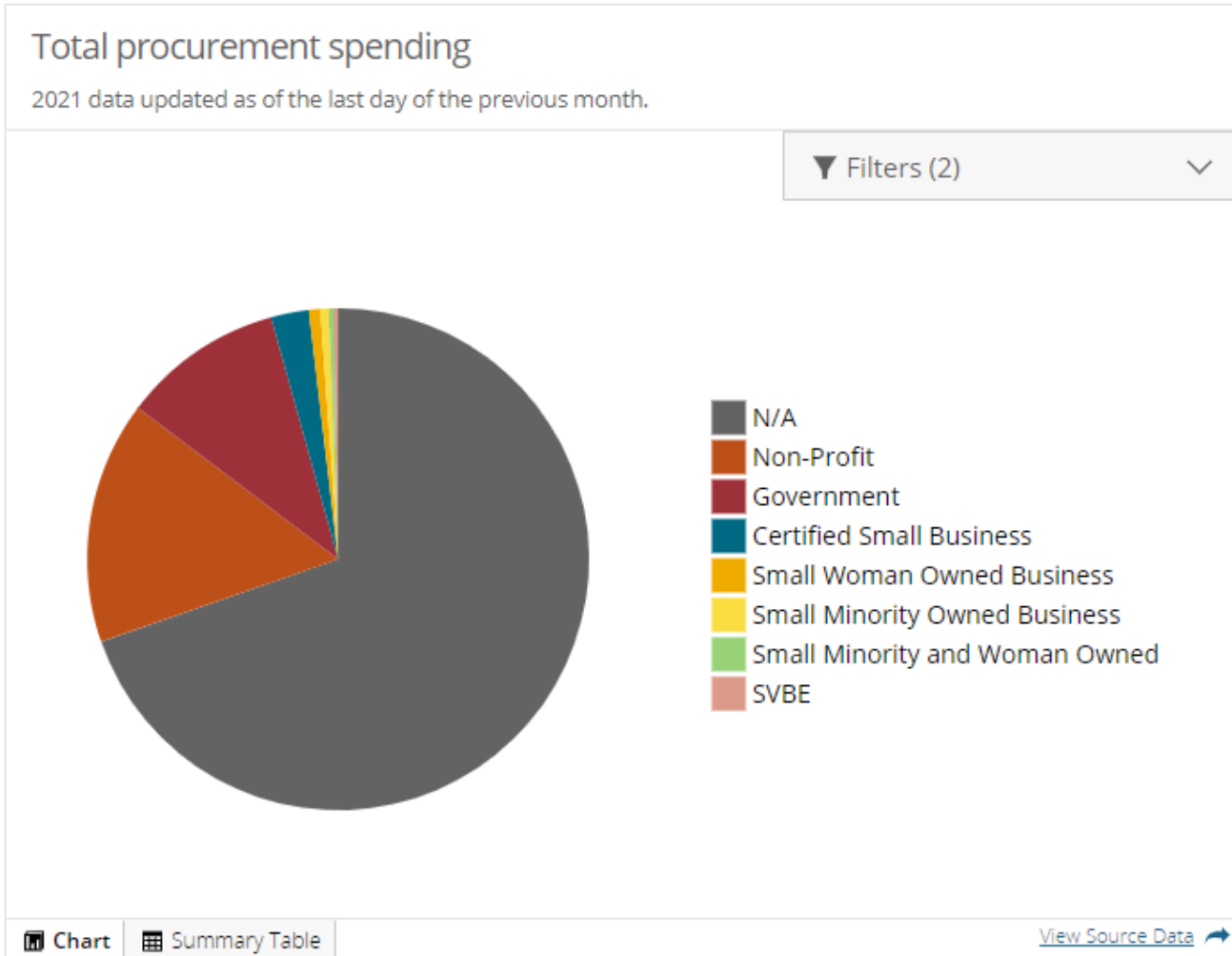


## Ramsey County procurement structure

- **Central Procurement:** in charge of procurement over \$10,000 (County-wide). Responsible for Procurement Policy and Procedure.
- **Contract Managers & Administrators:** involved with procurement and contract management for specific departments or service teams.
- **Department staff:** provide subject-matter expertise and assist with procurement for their department.

# Ramsey County Open Data Portal

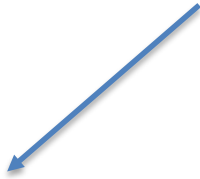
<https://opendata.ramseycounty.us/>



## OUTLINE

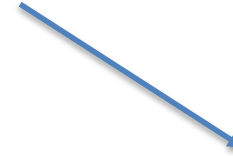
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# Direct purchase vs. competitive solicitation



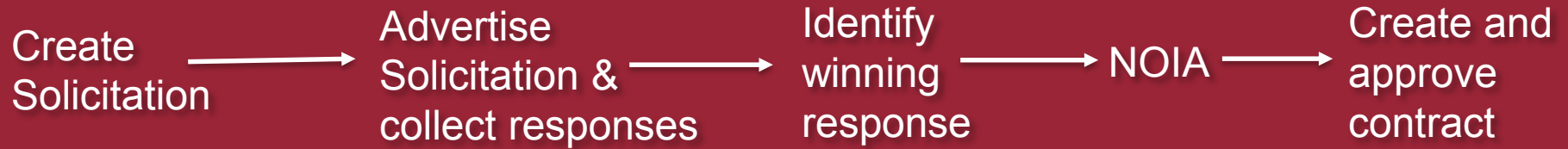
Methods used to purchase goods or services without competition.

- Small order purchase
- Sole/single source purchase
- Emergency purchase



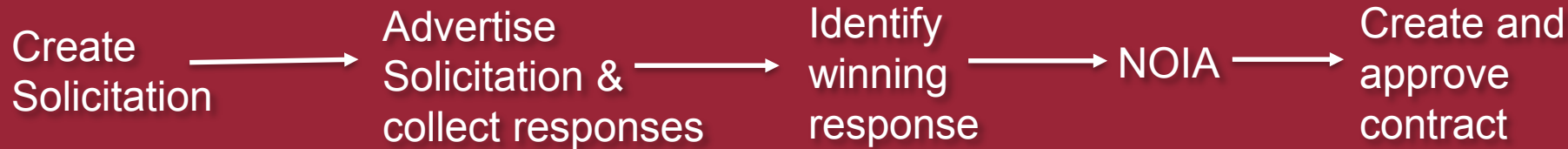
Methods used to obtain quotes, proposals, or bids, for the purpose of determining the most advantageous contract.





## Create solicitation

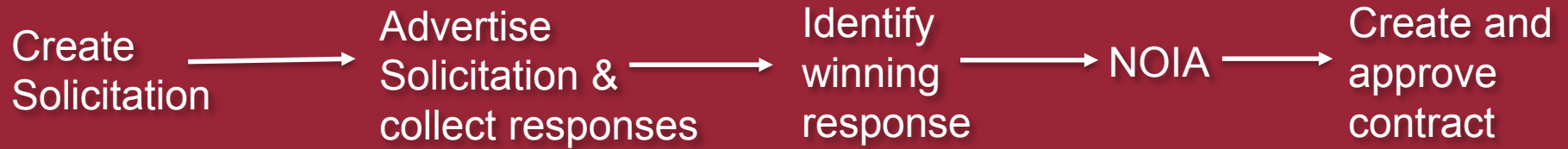
- **Good/service categories:**
  - **SEML: supplies, equipment, materials, labor**
  - **Construction**
  - **PCS: Professional and client services**
  - **Design-Build**
- **RC Staff:** Procurement collaborates with RC staff (including department staff, contract administrators & managers, Attorney's Office, Risk Management) to create a solicitation document.



## Types of solicitations:

<b>Small Business Enterprise Quote (SBEQ) \$10,000.01 - \$250,000</b>			
<ul style="list-style-type: none"> <li>• Sent via email to CERT certified SBEs (small business enterprises)</li> <li>• Must receive two responses from SBEs.*</li> </ul>			

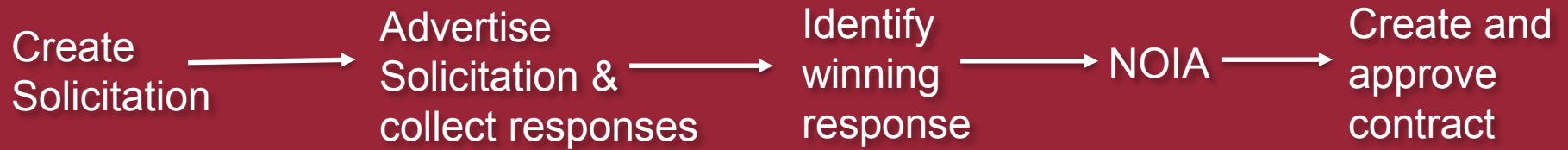
\*Required by MN State Statute



## Types of solicitations:

<b>Small Business Enterprise Quote (SBEQ) \$10,000.01 - \$250,000</b>	<b>Request for Quote (RFQ) \$10,000.01 - \$175,000</b>		
<ul style="list-style-type: none"> <li>Sent via email to CERT certified SBEs (small business enterprises)</li> <li>Must receive two responses from SBEs.*</li> </ul>	<ul style="list-style-type: none"> <li>Posted to Demandstar</li> </ul>		

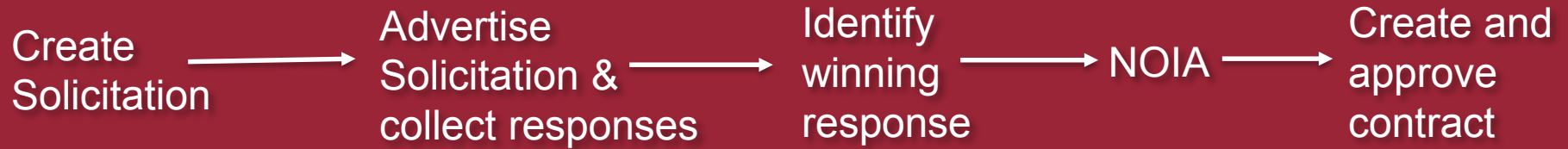
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## Types of solicitations:

<b>Small Business Enterprise Quote (SBEQ) \$10,000.01 - \$250,000</b>	<b>Request for Quote (RFQ) \$10,000.01 - \$175,000</b>	<b>Request for Bid (RFB) \$175,000+ (SEML/Const)</b>	
<ul style="list-style-type: none"> <li>• Sent via email to CERT certified SBEs (small business enterprises)</li> <li>• Must receive two responses from SBEs.*</li> </ul>	<ul style="list-style-type: none"> <li>• Posted to Demandstar</li> </ul>	<ul style="list-style-type: none"> <li>• Posted to Demandstar</li> <li>• Published in newspaper*</li> <li>• Public opening*</li> </ul>	

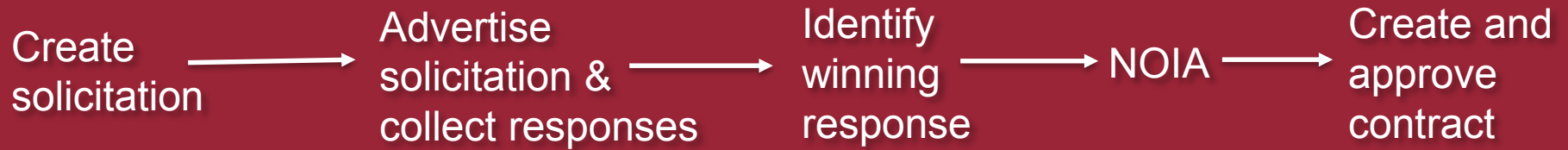
\*Required by MN State Statute



## Types of solicitations:

<b>Small Business Enterprise Quote (SBEQ) \$10,000.01 - \$250,000</b>	<b>Request for Quote (RFQ) \$10,000.01 - \$175,000</b>	<b>Request for Bid (RFB) \$175,000+ (SEML/Const)</b>	<b>Request for Proposals (RFP) \$175,000+ (PCS)</b>
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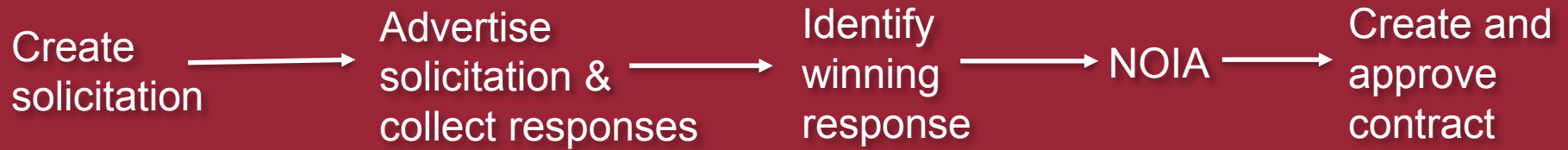
\*Required by MN State Statute



## Advertise solicitation & collect responses

- **RC Staff:** Procurement advertises solicitation:
  - Advertises solicitation document via email or Demandstar (and newspaper for RFBs and RFPs\*)
  - Collects responses (quotes, bids, or proposals)
- **Vendors:** gather information about solicitation
  - Receive/download solicitation document
  - Attend pre-solicitation conference (if applicable)
  - Submit written questions to Procurement (if applicable)
  - Submit a response:
    - SBEQ and RFQ: send to Procurement via email
    - RFB and RFP: upload response on Demandstar.com

\*Required by MN State Statute

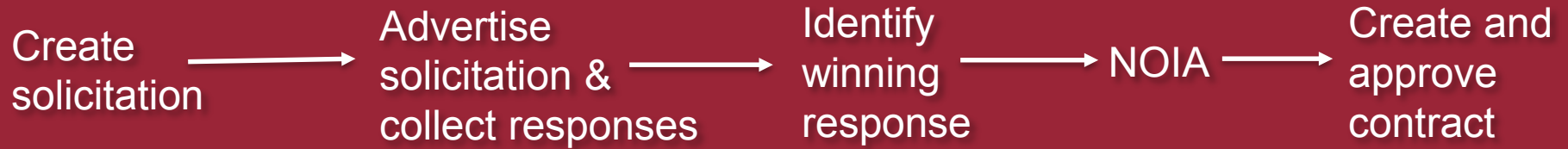


## Identify winning response

SEML & Construction	PCS & Design-build
<ul style="list-style-type: none"><li>• Must award to lowest (responsive and responsible) bidder.</li></ul>	<ul style="list-style-type: none"><li>• Conduct evaluation process and award to highest scoring contractor.</li></ul>

### RC Staff:

- **Procurement:**
  - **SEML & Construction:** identifies lowest bid
  - **PCS & Design-Build:** sends proposals to evaluation team
- **Department staff:** evaluate proposals (for PCS & Design-Build).



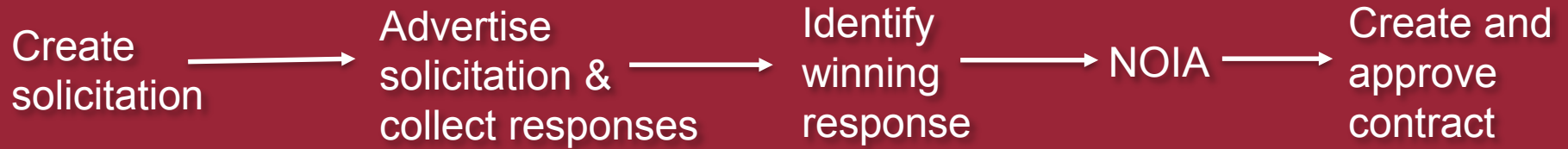
## Notice of Intent to Award

**RC Staff:** Procurement sends Notice of Intent to Award to selected vendor(s).

**Vendor:** selected vendor provides supporting documentation.

- W9 form
- Certificate of Insurance
- Bid Bond (if applicable)
- Supplier Portal Form (for PCS)
- Note: all vendors must be properly registered with the MN Secretary of State. (See Minn. Stat. §5.12 and Minn. Stat. §303.03)





## Create and approve contract

### **PCS & Design-Build contracts:**

1. RC staff create a draft of the contract and send to the vendor.
2. Vendor reviews draft. If changes are requested, those requests must be negotiated with appropriate County staff (department staff, Procurement, Attorney's Office, Risk Management, and/or IS Department, as applicable).
3. Successfully negotiated contract is routed for electronic approval. Vendor approves using County's Supplier Portal.
  - Note: PCS contracts over \$175,000 must be approved by RC Board of Commissioners

### **SEML & Construction contracts:**

1. Procurement creates the contract, which includes the Standard Terms and Conditions listed in the RFQ or RFB.
2. Contract is routed internally for approval. (Vendor accepts Terms and Conditions when submitting a bid or quote.)
  - Note: Construction contracts over \$175,000 must be approved by Board

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# Ramsey County Master Contracts

A Ramsey County Master Contract can be used by any Ramsey County department or other cooperative groups.

Master Contracts are used on an as-needed basis.

Must come from an RFB/RFP.

# MN Secretary of State Registration

- All contractors must be properly registered with the State of MN.
  - Verify [on MN SoS website](#)
  - Procurement confirms that Contractor's name and address on its solicitation response matches MN SoS registration.
- It is required [Minn. Stat. §5.12](#) and [Minn. Stat. §303.03](#)

# Debarment

Ramsey County does not contract with vendors that have been debarred by the State of Minnesota.

(MN Debarment List: <http://www.mmd.admin.state.mn.us/debarredreport.asp>)

Ramsey County will not enter into a Federally-funded contract with vendors who have been debarred by the Federal Government.

(Federal records can be searched at: <https://sam.gov/SAM/>)

# Prevailing Wage

- Ramsey County must pay Prevailing Wage for all labor services when anticipated cost of those services exceeds \$25,000.
- Union wage rate paid to the majority of workers, laborers, and mechanics in the locality of the project for those classifications over which the unions have jurisdiction and the local prevailing rate for those classifications of work in the localities over which the unions do not have jurisdiction. (MN Stat 177.42)

# Questions?

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