

# Understanding Ramsey County Purchasing and Contracting

Purchasing and Contracting Division

- **Background:**
  - Purchasing and Contracting governance
  - Organizational structure
  - Open data portal
  
- **Purchasing methods:**
  - Direct purchase vs. competitive solicitation
  - Competitive solicitation and contracting process
  
- **Purchasing and contracting policies:**
  - Ramsey County cooperative contracts
  - MN Secretary of State registration
  - Debarment
  - Prevailing wage

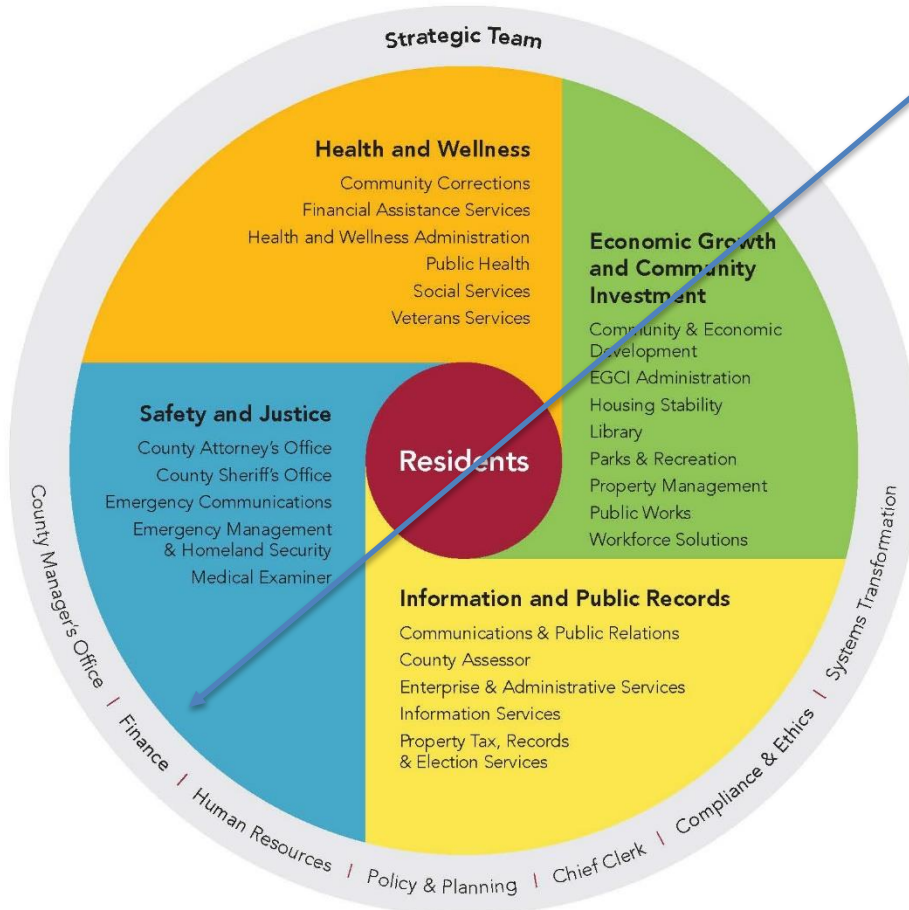
# Purchasing and Contracting Governance

County contract purchases must be in accordance with

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

Contract purchases must include access to the public through a fair and transparent selection and contracting process.

## Ramsey County organizational structure



## Ramsey County Purchasing and Contracting Division

- Purchasing and Contracting Division:** Responsible for county-wide purchasing and contracting over \$10,000. Develops Purchasing and Contracting policies and procedures. Provides county-wide contract management for departments and program areas (except for Sheriff's Department and County Attorney's Office).
- Departments/Program Areas:** Responsible for providing subject-matter expertise and programmatic assistance with purchasing and contracting.

# Ramsey County Open Data Portal

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

## Total procurement spending

Procurement spending includes all funds spent with vendors for:

- supplies.
- equipment.
- materials.
- construction and labor.
- professional and client services.

Total procurement spending 2024

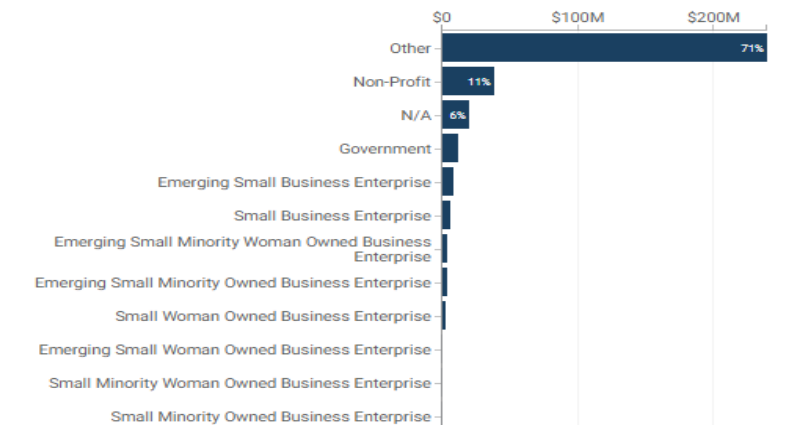
Updated biweekly

**\$420M**

1/1/24 to today

### Total procurement spending 2024

Data updated every two weeks.



This chart highlights the percentage of county procurement spending with:

- Small Business Enterprises.
- Minority-Owned Business Enterprises.
- Women-Owned Business Enterprises.
- Minority-Women-Owned Business Enterprises.
- nonprofit organizations.
- government organizations.

All vendors that are not small businesses, nonprofits or government organizations are grouped as 'Other' or 'N/A'.

# Direct purchase vs. competitive solicitation

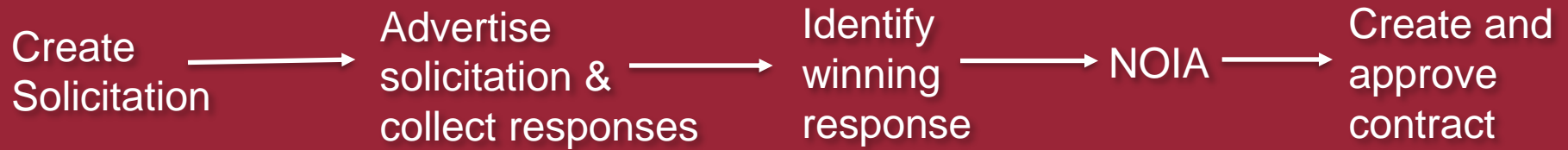


Methods used to purchase goods or services without competition.

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

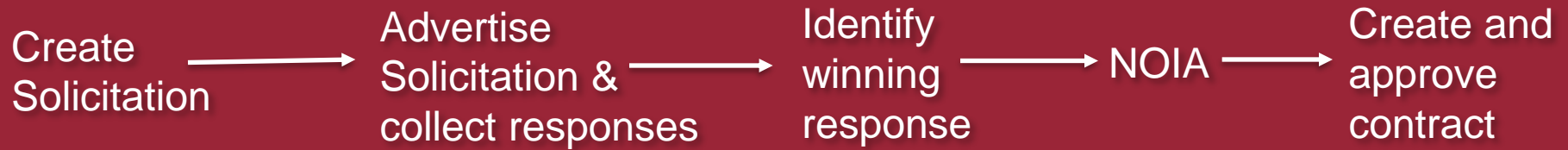


Methods used to obtain quotes, proposals, or bids for the purpose of determining the most advantageous contract.



## Creating competitive solicitations

- **Good/service categories:**
  - **SEML (supplies, equipment, materials and labor)**
  - **Construction**
  - **PCS (Professional and client services)**
  - **Expenditure Grant Agreements**
  - **Design-Build**
- **Purchasing and Contracting Staff:** Purchasing and Contracting staff collaborate with department/program area staff, County Attorney's Office, Risk Management, and IS to create a solicitation document.

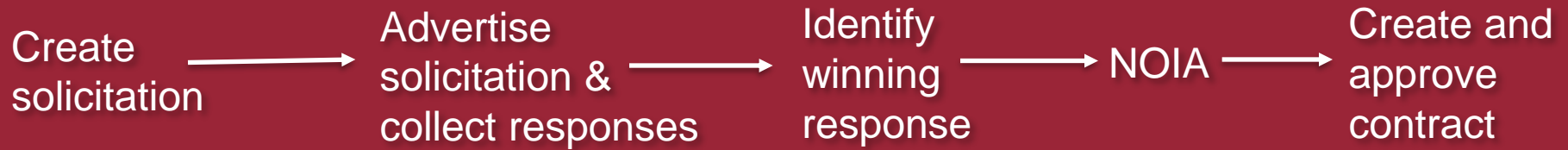


## Types of solicitations:

<b>Small Business Enterprise Quote (SBEQ) \$10,000.01 - \$250,000</b>	<b>Request for Proposal (RFP) \$10,000.01+ (professional services, client services, and expenditure grant agreements)</b>	<b>Request for Bid (RFB) \$10,000.01+ (SEML/Construction)</b>
<ul style="list-style-type: none"> <li>• Sent via email to CERT certified small business enterprises (SBE's)</li> <li>• Must receive two responses from SBEs.*</li> </ul>	<ul style="list-style-type: none"> <li>• Posted to DemandStar</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Web-based application form posted on RamseyCounty.us</li> </ul>	<ul style="list-style-type: none"> <li>• Posted to DemandStar</li> <li>• Public Opening*</li> </ul>

\*Required by MN State Statute





## **Advertise solicitation & collect responses**

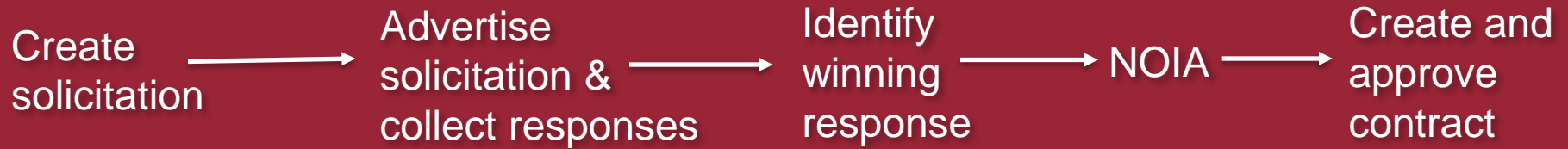
- **Purchasing and Contracting:**

- Advertises RFB for SEML/Construction solicitation documents\*
- Release via email (SBEQ only), RamseyCounty.us (Expenditure Grant Agreement only) or DemandStar
- Collects responses (quotes, bids, or proposals)

- **Vendors/Contractors:**

- Receive/download solicitation document
- Attend pre-solicitation conference (if applicable)
- Submit a written response:
  - SBEQ and RFP: send to Purchasing and Contracting via email
  - RFB and RFP: upload response on DemandStar.com

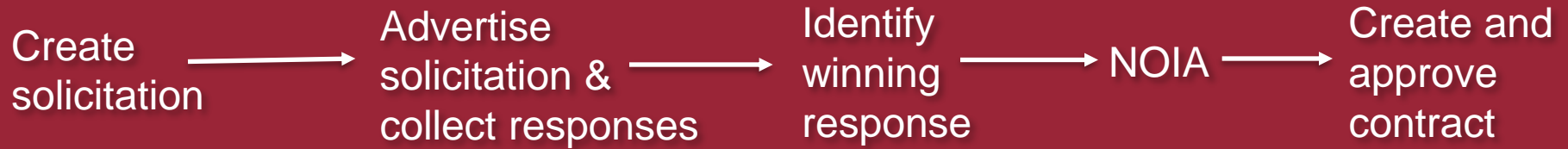
\*Required by MN State Statute



## Identify winning response

SEML & Construction	Professional Services/Client Services/Expenditure Grants & 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>

- **SEML & Construction:** Purchasing and Contracting staff identifies lowest bid in coordination with Department/program area
- **Professional Services/Client Services/Expenditure Grant Agreements and Design-Build:** Purchasing and Contracting staff sends proposals to an evaluation team

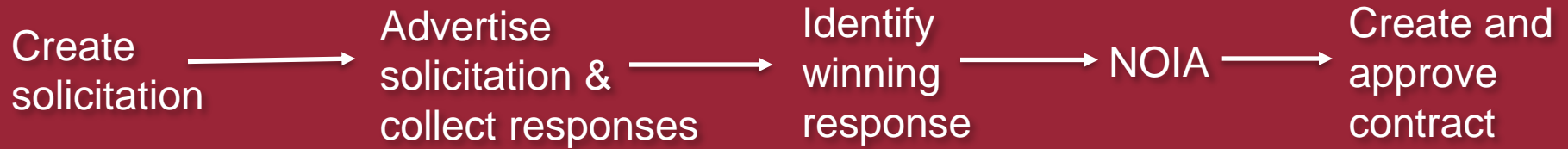


## Notice of Intent to Award

**Purchasing and Contracting Staff:** sends Notice of Intent to Award to selected vendors/contractors.

**Vendor/Contractor:** selected vendor/contractor submits the following documentation.

- W-9 form
- Certificate of Insurance
- Bid Bond (if applicable)
- Supplier Portal Form (for Professional Services/Client Services)
- All vendors/contractors must be properly registered with the Minnesota Secretary of State (see Minn. Stat. §5.12 and Minn. Stat. §303.03)



## Create and approve contract

### **Professional Services/Client Services/Expenditure Grant Agreements and Design-Build contracts:**

1. Purchasing and Contracting staff creates a draft of the contract and sends to the vendor/contractor.
2. Vendor/contractor reviews draft contract. Requested changes are negotiated with Purchasing and Contracting staff in collaboration with department/program area staff, County Attorney's Office, Risk Management, and/or IS Department, as applicable.
3. Finalized contract is routed for electronic approval.

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

1. Purchasing and Contracting creates the contract, which includes the Standard Terms and Conditions listed in the RFP or RFB.
2. Contract is routed internally for approval. (vendor/contractor accepts Terms and Conditions when submitting a bid or quote.)
  - Construction contracts over \$175,00 must be approved by Board Resolution

# Ramsey County Cooperative Contracts

- A Ramsey County cooperative contract can be used by any Ramsey County department or other cooperative groups. Only entities that have a Joint Powers Agreement with the county may utilize a Ramsey County cooperative contract.
- Cooperative contracts must be selected through RFB/RFP process

# Minnesota Secretary of State Registration

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

# Debarment

Ramsey County does not contract with vendors/contractors that have been debarred by the State of Minnesota. If the contract uses federal funds, Ramsey County does not contract with vendors/contractors that have been debarred by the federal government.

(Minnesota debarment list)

<http://www.mmd.admin.state.mn.us/debarredreport.asp>)

(Federal debarment records)

<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.



# Questions?

## **Purchasing and Contracting Division**

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