

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

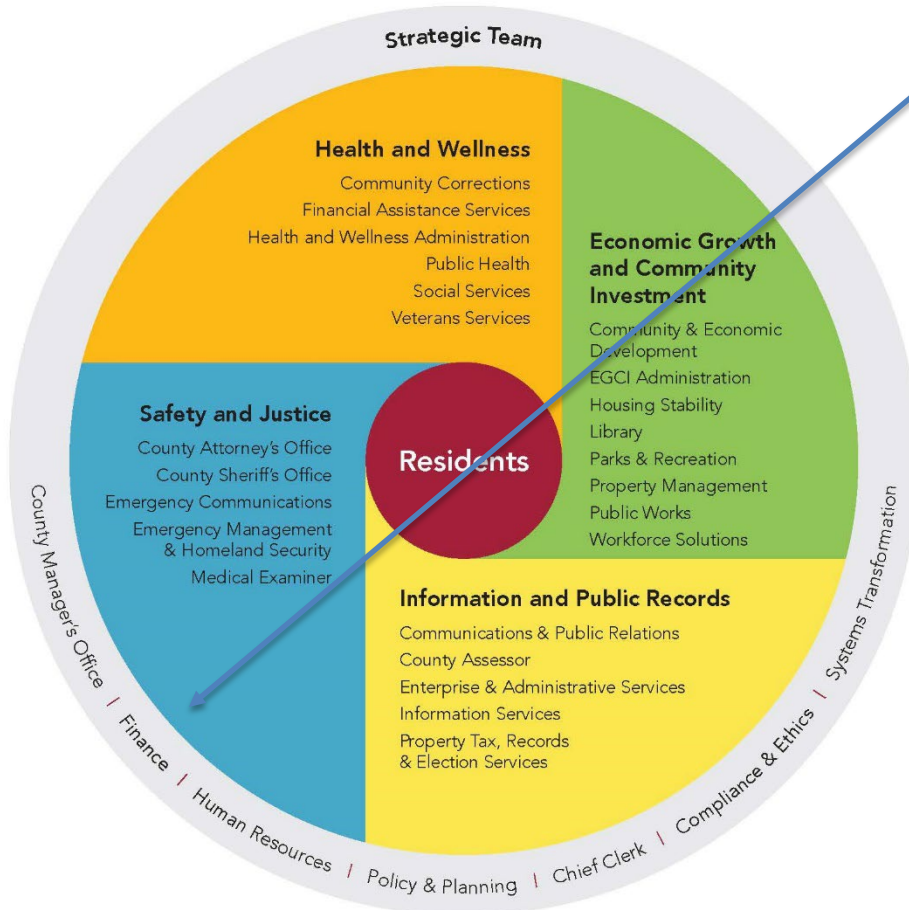
Purchasing and Contracting Governance

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

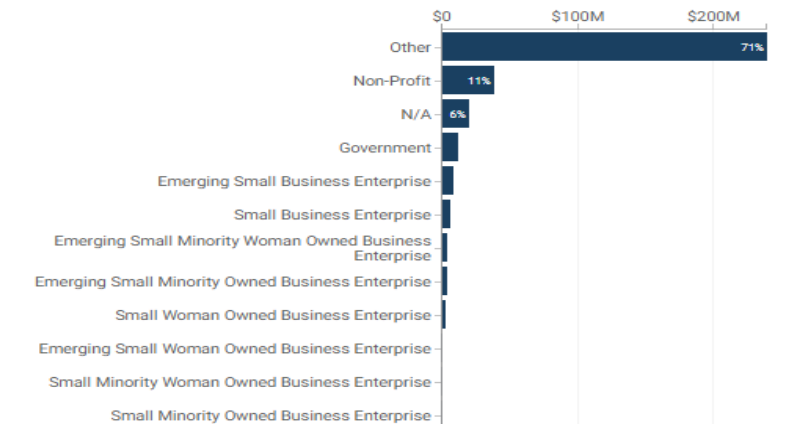
Updated biweekly

\$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

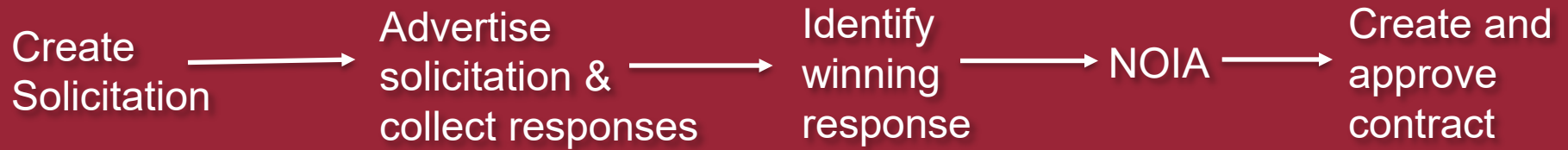


Methods used to purchase goods or services without competition.

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

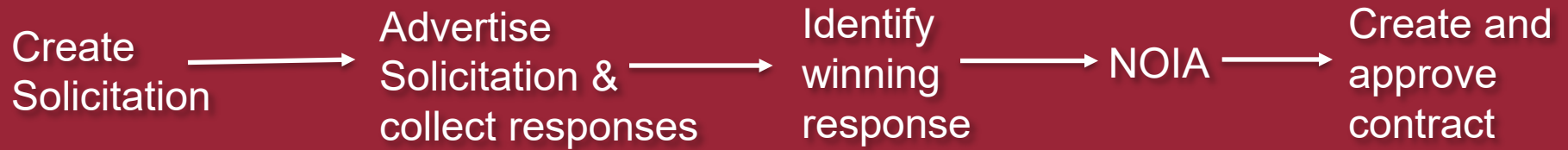


Methods used to obtain quotes, proposals, or bids for the purpose of determining the most advantageous contract.



Creating competitive solicitations

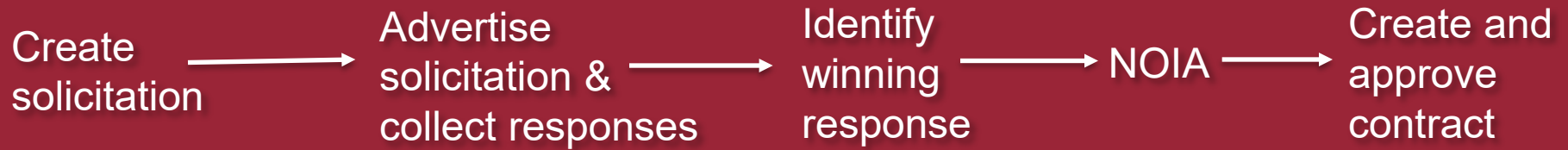
- **Good/service categories:**
 - **SEML (supplies, equipment, materials and labor)**
 - **Construction**
 - **PCS (Professional and client services)**
 - **Expenditure Grant Agreements**
 - **Design-Build**
- **Purchasing and Contracting Staff:** Purchasing and Contracting staff collaborate with department/program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



Types of solicitations:

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

*Required by MN State Statute



Advertise solicitation & collect responses

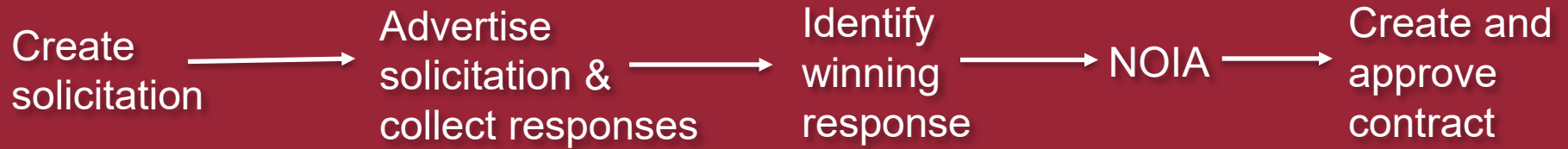
- **Purchasing and Contracting:**

- 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

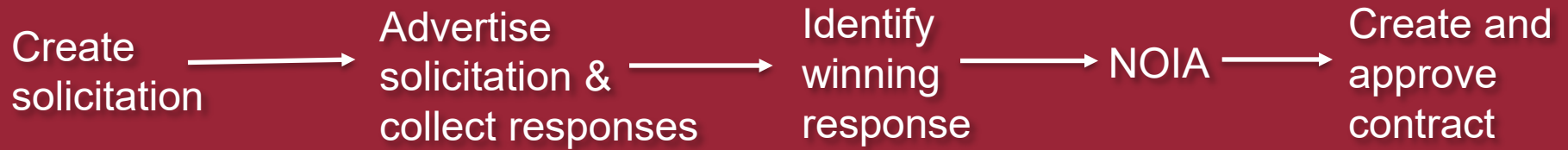
*Required by MN State Statute



Identify winning response

SEML & Construction	Professional Services/Client Services/Expenditure Grants & Design-Build
<ul style="list-style-type: none"> • Must award to lowest responsive and responsible bidder. 	<ul style="list-style-type: none"> • Conduct evaluation process and award to highest scoring contractor.

- **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

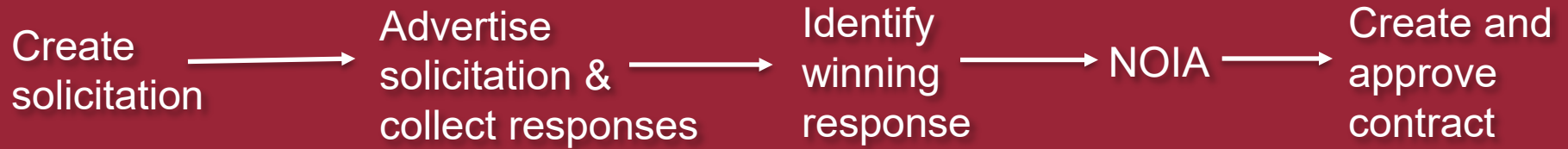


Notice of Intent to Award

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)

<https://mn.gov/admin/osp/government/suspended-debarred/>

(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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