

# City of Saint Paul 2015 Procurement Fair



*HREEO Champions Justice and Equity by confronting issues of discrimination & providing innovative avenues for accessibility and economic opportunities for all residents and businesses.*



Human Rights & Equal Economic Opportunity

# Agenda

1. What the City Buys
2. How the City Buys
3. Scheduled 2015 Projects
4. Panel Discussion - Becoming Bankable to Get the Contract
5. Networking
6. Supplier Portal Breakout Sessions



# 2014 Statistics

150+ Solicitations via [www.stpaulbids.com](http://www.stpaulbids.com)

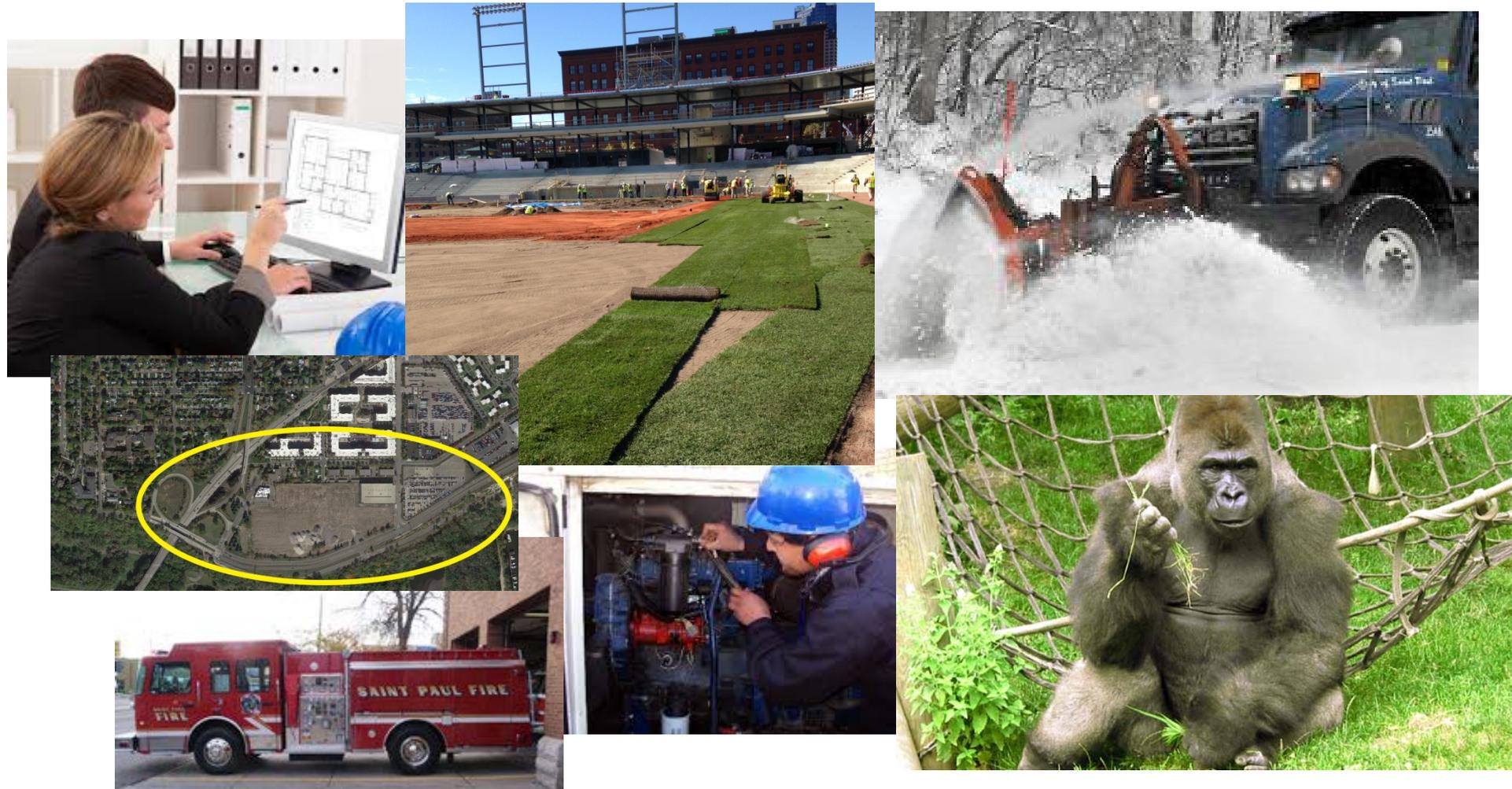
450+ Contracts

4000+ Purchase Orders



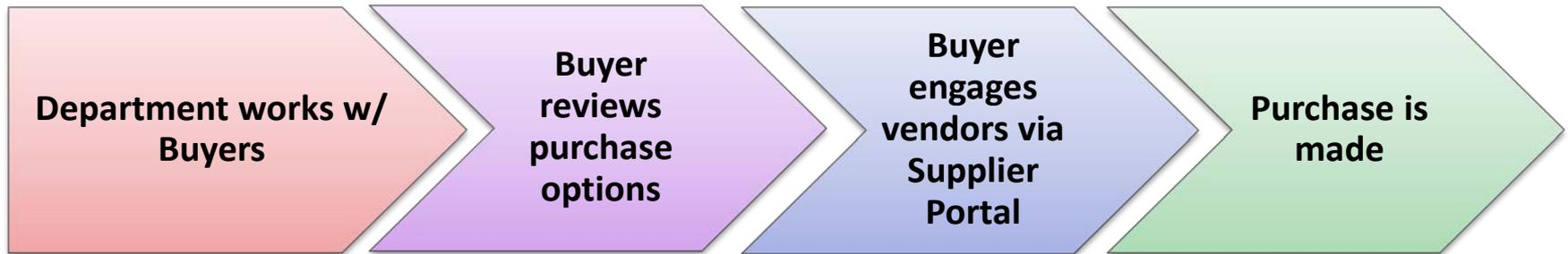
Human Rights & Equal Economic Opportunity

# What the City Buys



Human Rights & Equal Economic Opportunity

# How the City Buys



# Other Opportunities for Vendors

1. State of Minnesota – CPV (Cooperative Purchasing Venture) contracts
2. NJPA (National Joint Powers Alliance)
3. GSA (U.S. General Services Administration) - Schedules 70 and 84
4. US Communities

# Contract Compliance

1. Affirmative Action
2. Vendor Outreach
3. Prevailing Wage
4. Section 3

# 2015 Changes

1. Responsible Contractor Law
2. Vendor Outreach Form

# Department of Public Works

# Department of Public Works

## Department of Public Works

### Our Mission:

*“To preserve and enhance infrastructure to ensure a safe and livable Capital City for all”*



# Department of Public Works

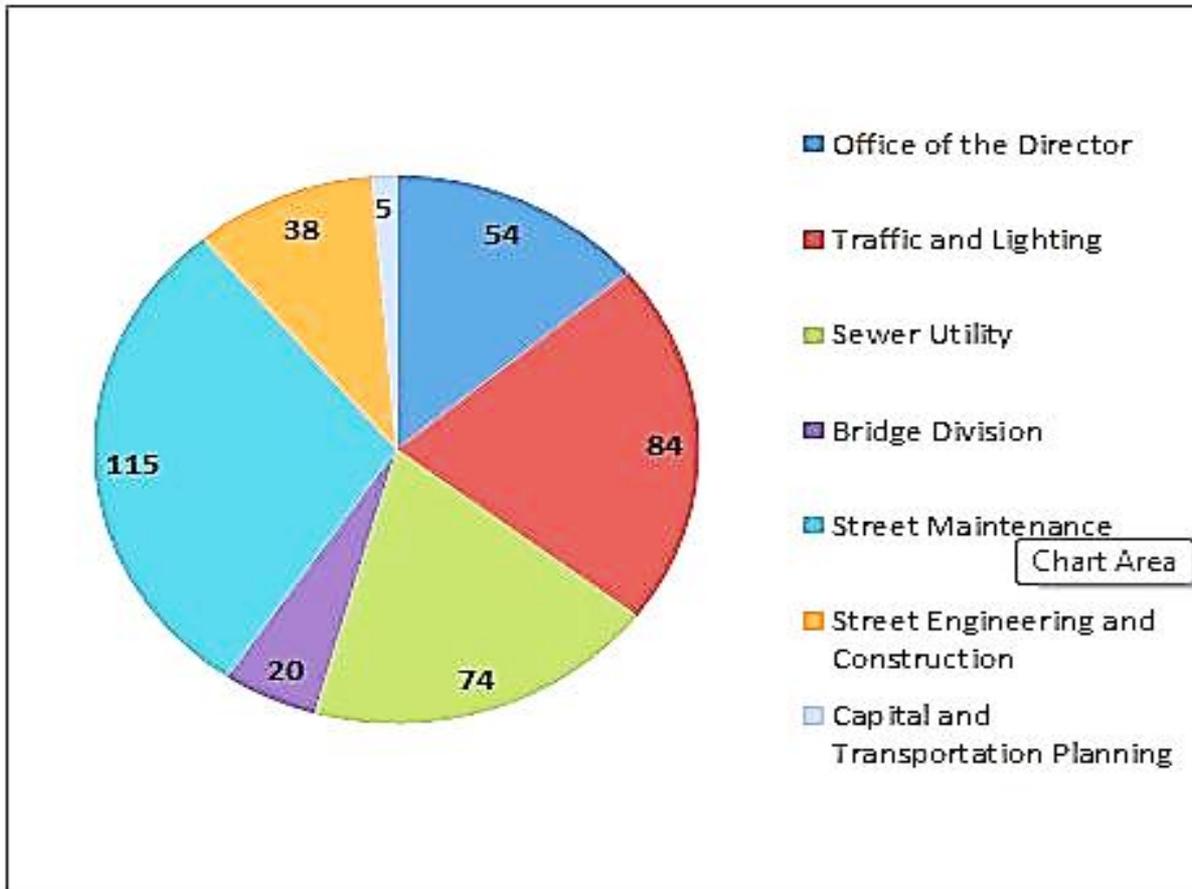
## **Public Works by the Numbers** *The Infrastructure*

- **1,254 Miles of Sewer**
- **851 Miles of Street**
- **1,007 Miles of Sidewalk**
- **2,315 Alleys**
- **391 Traffic Signals**
- **Approx. 40,000 Street Lights**
- **Approx. 60,000 Traffic Signs**
- **2,048 Metered Parking Spaces**
- **370 Miles of Pavement Markings**
- **86 City-Owned Bridges**
- **71 City-Owned Stairways**
- **214 Miles of Proposed New Bikeways**



# Department of Public Works

## Public Works by the Numbers



☐ **390 Full-Time Employees**

☐ **7 Divisions**

☐ **4 Locations:**

**Dale Street Campus**

**Asphalt Plant**

**Sewer Maintenance**

**City Hall Annex**

# Department of Public Works

## 2015 Street Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>St. Paul Street Vitality Paving Program- SPSVP</i>	<i>5 major street reconstruct/rehab projects ranging from \$1.5M to \$4.5M</i>	<i>March - April</i>	<i>Traffic Control, Concrete, Asphalt, Trucking</i>
<i>Raymond Avenue from Hampton to Energy Park Drive</i>	<i>Street Reconstruction \$2.075M</i>	<i>April - May</i>	<i>Traffic Control, Concrete, Asphalt, Trucking</i>



# Department of Public Works

## 2015 Street Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Ford Parkway and Randolph Avenue Reconstructions</i>	<i>2 - County Street Reconstruction projects (\$3-\$6M)</i>	<i>February - March</i>	<i>Traffic Control, Concrete, Asphalt</i>
<i>E. 7<sup>th</sup> Street Streetscape Pedestrian &amp; Bike</i>	<i>Sidewalk, Lighting, Trees, Bike Facilities \$1.6M</i>	<i>May - June</i>	<i>Trucking , Concrete</i>
<i>Citywide Sidewalk Reconstruction</i>	<i>Citywide contract - \$780K</i>	<i>March - April</i>	<i>Trucking, Concrete</i>



# Department of Public Works

## 2015 Sewer Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Sewer Cleaning &amp; Televising Project</i>	<i>2 projects ranging from \$340-460K</i>	<i>January - March</i>	<i>Traffic Control</i>
<i>Raymond Ave Sewer Repair</i>	<i>\$500K – completed by June 5, 2015</i>	<i>January - March</i>	<i>Traffic Control, Fencing Pavement Restoration</i>
<i>Baker-Brown Sewer Lining</i>	<i>\$1.8M</i>	<i>January - March</i>	<i>Traffic Control Portable Restrooms Dumpsters</i>



# Department of Public Works

## 2015 Sewer Projects

<i>Robie Sanitary Lift Station &amp; FM</i>	<i>\$1.05M</i>	<i>February - April</i>	
<i>Superior Street Tunnel Rehab</i>	<i>\$850K</i>	<i>May – June</i>	<i>Traffic Control, Fencing Pavement Restoration Miscellaneous Supplies</i>
<i>Sherman Street Tunnel Rehab</i>	<i>\$3.275M</i>	<i>July - September</i>	<i>Traffic Control, Fencing Pavement Restoration Miscellaneous Supplies</i>



# Department of Public Works

## 2015 Bridge Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Kellogg Boulevard Bridges at Market &amp; St. Peter</i>	<i>Two bridges to replace under one contract - \$7.1M</i>	<i>March 2015</i>	<i>Traffic Control Asphalt, Concrete Iron, Trucking</i>
<i>Kellogg Blvd near RiverCentre - Epoxy Overlay</i>	<i>Overlay and Expansion Joint Repair - \$260K</i>	<i>June 2015</i>	<i>Traffic Control, Concrete, Iron</i>
<i>Grotto Street Stairway Rehab</i>	<i>Rehabilitation of Stairway - \$200K</i>	<i>July 2015</i>	<i>Traffic Control, Iron</i>
<i>Maryland Avenue Bridge near Jackson</i>	<i>Rehab Westbound Side of Maryland Bridge - \$1.2M</i>	<i>April 2015</i>	<i>Traffic Control, Iron, Concrete, Asphalt</i>



# Department of Public Works

## Any Questions Relating to Specific Projects Contact:

**Sewer Projects: Aaron Hass @ 266-6171**

**Street Projects: Kevin Nelson @ 266-6236**

**Bridge Projects: Brent Christensen @ 266-6182**

**Traffic Projects: Paul St. Martin @ 266-6118**

# Office of Technology and Communications

# Office of Technology And Communications

## OVERVIEW

- Tarek Tomes, CIO
- 76 employees
- Divisions within OTC include, Application Development and Support, Operations & Project Management



# Office of Technology And Communications

## Major Functions

- To support and maintain the city's technology and infrastructure
- To develop and support applications that will improve city business processes
- To manage and assist city departments with technology projects
- To produce high quality video and audio communications
- To always be in the forefront of future technology

# Office of Technology And Communications

## 2015 Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Need</b>	<b>Potential SWMBE Opportunities</b>
Telephone upgrade	Upgrade existing analog telephones to digital	Q4	Hardware, Software, IT consulting
Managing Surplus equipment	Create a process for donating and/or disposing of City computers and related hardware	Q1	Hardware
Microsoft SharePoint	Create a strategy for the City to leverage SharePoint 2013 and its feature set	Q2	IT Consulting, Software



# Office of Technology And Communications

## 2015 Projects (continued)

<b>Project</b>	<b>Description</b>	<b>Anticipated Need</b>	<b>Potential SWMBE Opportunities</b>
Microsoft Lync	Create a Lync 2013 adoption strategy	Q2	IT Consulting
Enterprise Service Bus Initiative	Determine the approach and associated technology solution for efficiently and effectively passing data between systems. This is tightly coupled with the BI initiative	Q1	IT Consulting



# Office of Technology And Communications

## 2015 Projects (continued)

<b>Project</b>	<b>Description</b>	<b>Anticipated Need</b>	<b>Potential SWMBE Opportunities</b>
Mobile Application Solutions Initiative	Create a Mobile Applications strategy for the City to operate more effectively by providing access to information where people are	Q1	Hardware, Software, IT Consulting
Business Intelligence Initiative	Create a BI strategy for the City of St Paul to consume and deliver the information necessary to make effective decisions	Q1	IT Consulting



# FIRE DEPARTMENT



# Fire Department

## OVERVIEW

- Fire Chief Tim Butler
- 471 Employees
- 15 Fire Stations
- 2013 Responses: Fire – 9,137 and EMS – 29,578
- Divisions: Operations, Executive Services, and Fire Prevention
- Responds to all life safety hazards including: fire, emergency medical services, and hazardous materials incidents

# Fire Department

## 2015 Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
Station 19	\$2.1 million Addition to Fire Station	January	General Contracting
Fire Station 6	Window Replacement	March	Windows
Fire Station 7	Roof Replacement	March	Roof
Fire Station 18	A/C Replacement	March-April	Air Conditioner
Fire Station 20	A/C Replacement	March-April	Air Conditioner



# Saint Paul Regional Water Services



# Saint Paul Regional Water Services

## **SPRWS**

- We provides drinking water to 420,00 people
- Serving the City of St Paul and surrounding communities
- Staff of 250 employees
- Engineering Division provide planning work to support the Utility

# Saint Paul Regional Water Services

## 2015 Projects - SPRWS

Project	Description	Anticipated Supplier Portal Release Month	Potential SWMBE Opportunities
Water Main Replacement - in conjunction with street reconstruction	Bid through Public works projects	January -March	
Water Main Replacement - independent of street reconstruction	One project – various location \$500K	February -May	



# Saint Paul Regional Water Services

## 2015 Projects - SPRWS

Project	Description	Anticipated Supplier Portal Release Month	Potential SWMBE Opportunities
Water Tower Painting & Water Tower Construction	\$100K \$3.5M	Spring 2015	Water tower Construction to be designed by consultant.
Tank Demolition & Asbestos Abatement @ Treatment Plant	\$100K - \$200K	Summer 2015	



# Saint Paul Regional Water Services

## 2015 Projects - SPRWS

Project	Description	Anticipated Supplier Portal Release Month	Potential SWMBE Opportunities
Electrical Improvements – Treatment Plant & Pump Station	\$100K \$5M	Design Spring 2015	Electrical construction to follow design
Replace Chemical Storage Tanks – Treatment Plant	\$200K	Fall 2015	Removal of existing tanks and placement of new tanks by contractor



# St. Paul Public Library

# St. Paul Public Library

## OVERVIEW

The Saint Paul Public Library system is made up of a large central library, twelve neighborhood libraries of different sizes and a bookmobile. Additionally, library services are provided electronically and through our community services in locations all over the city.



# St. Paul Public Library

## 2015 Projects

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>George Latimer Central Library Renovation</i>	<i>Update of the circulation center and creation of a business incubator in a historic library</i>	<i>May-August</i>	<i>Furniture Shelving Automated Materials Handling equipment Media equipment Finishings, eg. carpet, flooring, lighting</i>



# PARKS AND RECREATION DEPARTMENT



# Parks and Recreation Department

## OVERVIEW

- Mike Hahm, Director
- Approx. 500 employees
- 6 Divisions
- Own and operate over 170 parks and recreation facilities (3,452 acres, 24 Recreation Centers, 4 golf courses, 200 miles of trails, 4 swimming facilities, CHS Field, Como Zoo and Conservatory)

# Parks and Recreation Department

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Play Area Renovations</i>	<i>6 projects ranging from \$250-500k</i>	<i>January February March</i>	<i>Asphalt Cement Landscaping</i>
<i>Palace Rec Center Renovation</i>	<i>Building renovation and expansion. Approx. \$3.9M</i>	<i>February</i>	<i>Traffic Safety Building Trades (electrical, plumbing, carpentry, HVAC) Concrete</i>
<i>Water Street Parking Lot</i>	<i>New bituminous parking lot, \$230K</i>	<i>January</i>	<i>Asphalt Concrete</i>
<i>Tennis Courts</i>	<i>5 Tennis court renovations at various location, \$500k</i>	<i>January</i>	<i>Asphalt</i>



# Parks and Recreation Department

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Various Park Improvements</i>	<i>4 projects ranging from \$80K - \$350K</i>	<i>January March May</i>	<i>Concrete, asphalt, landscaping, earthwork, site furnishings</i>
<i>Frogtown Park and Farm</i>	<i>New park development, approx. \$800K</i>	<i>January</i>	<i>Earth work, electrical, plumbing, concrete, asphalt, landscaping, site furnishings</i>
<i>El Rio Vista Artificial Turf Field</i>	<i>New artificial turf multi-use field approx \$1.5M</i>	<i>July</i>	<i>Earthwork, lighting, artificial turf supplier</i>



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT



# Department of Planning & Economic Development

## OVERVIEW

DIRECTOR: Jonathan Sage-Martinson

MISSION: To actively create opportunities and encourage investment for the benefit of Saint Paul residents and businesses, which preserve, grow and sustain downtown and the city's diverse neighborhoods.

70 employees that work within four teams:

- Administration & Finance
- Economic Development
- Housing
- Planning, includes Heritage Preservation & Zoning



# Department of Planning & Economic Development

## 2015 Projects – HRA/PED

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Palace Theatre (\$9 million)</i>	<i>Renovation of the 1916 theatre</i>	<i>August</i>	<i>General Requirements, Site Construction, Concrete, Masonry, Wood and Plastics, Thermal and Moisture Protection, Finishes, Specialties, Equipment, Furnishings, Special Construction Conveying Systems, Mechanical, Electrical</i>



# Department of Planning & Economic Development

<b>Project</b>	<b>Description</b>	<b>Anticipated Supplier Portal Release Month</b>	<b>Potential SWMBE Opportunities</b>
<i>Victoria Park (\$413,000)</i>	<i>Construction of roads and trails</i>	<i>Fall</i>	<i>General Requirements, Site Construction, Concrete, Asphalt, Site Grading, Electrical/Light Pole Installation</i>
<i>Planning Guidelines (\$95,000)</i>	<i>Two guideline creation and writing projects (Lowertown Historic District Guidelines and Central Station Redevelopment Guidelines)</i>	<i>Unknown</i>	

# Department of Planning & Economic Development

## PRIVATE DEVELOPMENT CONTRACTING OPPORTUNITIES



# Department of Planning & Economic Development

Project	Description	Potential SWMBE Opportunities
<p>2700 University Avenue (\$36 million)</p> <p>Flaherty &amp; Collins Ryan Cronk <a href="mailto:rconk@flco.com">rconk@flco.com</a> 317-819-1572</p>	<p>New construction 248 apartments 3,000 s.f. retail</p>	<p>General Requirements, Site Construction, Concrete, Masonry, Metals, Wood and Plastics, Thermal and Moisture Protection, Doors and Windows, Finishes, Specialties, Equipment, Furnishings, Special Construction, Conveying Systems, Mechanical, Electrical, Appliances, Bath Fixtures, Lighting, Storm Water, Landscaping, Cabinetry, Green Requirements</p>



# Department of Planning & Economic Development

<b>Project</b>	<b>Description</b>	<b>Potential SWMBE Opportunities</b>
<p><i>East 7<sup>th</sup>/Bates Senior Housing</i> <i>(\$15.5 million)</i></p> <p><i>Dominium</i> <i>Owen Metz</i> <i>ometz@dominiuminc.com</i> <i>763-654-5618</i></p>	<p><i>New construction</i> <i>113 apartments</i></p>	<p><i>General Requirements, Site Construction, Concrete, Masonry, Metals, Wood and Plastics, Thermal and Moisture Protection, Doors and Windows, Finishes, Specialties, Equipment, Furnishings, Special Construction, Conveying Systems, Mechanical, Electrical, Appliances, Bath Fixtures, Lighting, Storm Water, Landscaping, Cabinetry, Green Requirements</i></p>



# Department of Planning & Economic Development

Project	Description	Potential SWMBE Opportunities
<p><i>Brownstone</i> (\$13 million)</p> <p><i>Model Cities</i> Craig Johnson cjohnson@modelcities.org 651-632-8354</p>	<p><i>New construction</i> 35 apartments 12,000 s.f. commercial space</p>	<p><i>General Requirements, Site Construction, Concrete, Masonry, Metals, Wood and Plastics, Thermal and Moisture Protection, Doors and Windows, Finishes, Specialties, Equipment, Furnishings, Special Construction, Conveying Systems, Mechanical, Electrical, Appliances, Bath Fixtures, Lighting, Storm Water, Landscaping, Cabinetry, Green Requirements</i></p>



# Department of Planning & Economic Development

Project	Description	Potential SWMBE Opportunities
<p><i>Dorothy Day (\$20.6 million)</i></p> <p><i>Catholic Charities Tracy Berglund Tracy.Berglund@cctwincities.org 612-204-8310</i></p>	<p><i>New construction 278 bed shelter 193 units SRO housing</i></p>	<p><i>General Requirements, Site Construction, Concrete, Masonry, Metals, Wood and Plastics, Thermal and Moisture Protection, Doors and Windows, Finishes, Specialties, Equipment, Furnishings, Special Construction, Conveying Systems, Mechanical, Electrical, Appliances, Bath Fixtures, Lighting, Storm Water, Landscaping, Cabinetry, Green Requirements</i></p>



# Department of Planning & Economic Development

<b>Project</b>	<b>Description</b>	<b>Potential SWMBE Opportunities</b>
<p><i>Skyline Tower</i> <i>(\$9.31 million)</i></p> <p><i>CommonBond</i> <i>Cynthia Lee</i> <i>Cynthia.Lee@commonbond.org</i> <i>651-290-6245</i></p>	<p><i>Rehabilitation of 504 units of rental housing</i></p>	<p><i>Window replacement, replacement of horizontal waste and vent lines, vertical waste and vent stacks, all domestic water supply lines, asbestos removal, some kitchen/bath replacement</i></p>



# Department of Planning & Economic Development

<b>Project</b>	<b>Description</b>	<b>Potential SWMBE Opportunities</b>
<p><i>Seven Corners Hardware Site (\$200,000)</i></p> <p><i>Opus Matt Rauenhorst Matt.rauenhorst@opus-group.com 952-656-4681</i></p>	<p><i>Environmental Soil Clean-Up/Demolition</i></p>	<p><i>Excavation, Environmental soil remediation, demolition, site grading</i></p>



# Contact Information

**WWW.STPAULBIDS.COM**

Procurement@ci.stpaul.mn.us

651-266-8900

## SUPPLIER PORTAL: HOW DO I ADD A PROXY TO MY ACCOUNT?

A Proxy is a person who receives a copy of a Supplier Contact's messages. This may be useful, for example, before an extended absence when the Supplier Contact may not have immediate access to e-mail or the Web. A person who has been set up as a proxy can monitor events and let the Supplier Contact or a colleague know that a bid opportunity has come up. A proxy cannot submit event responses.

The screenshot shows the City of St Paul Supplier Portal. At the top, there is a navigation bar with the text "SAINTPAULMINNESOTA" and "City of St Paul Supplier Portal". Below this, there is a "Welcome St. Paul Procurement" message and links for "Contact Us", "Help", and "Logout".

On the left side, there is a "Messages" section with a link to "Inbox (161)". Below this are sections for "Events" (Browse Open Events, Search Events, My Responses, Events With Plan Holders List), "Performance" (Evaluations, Event Metrics), and "My Account" (Update Account Information, Change Password). A blue arrow points to the "Update Account Information" link.

In the center, there is a yellow alert box that says "Urgent: Your account registration status is not complete. Update your account information." Below this is a table of "Unread Messages":

Date	Title	Priority
12/23/2014	The City of St. Paul Event: 183 has been amended	Normal
12/19/2014	The City of St. Paul Event: 178 has been amended	Normal
12/19/2014	The City of St. Paul Event: 177 has been amended	Normal
12/19/2014	Bidding opportunity: Event #183 is or will be available for response	Normal
12/04/2014	One or more lines on event: 150 have been cancelled	Normal

On the right side, there is a "Links" section with links to "Section 3 Program", "CERT Program", "Vendor Outreach Program", "Affirmative Action", and "Event Bid Tabulations As Read At Bid Opening". Below this is an "Announcements" section with a "Welcome to StPaulBids.Com" message and "Email Questions to: stpaulbids@d.stpaul.mn.us". It also includes "Before You Try to Register, Please Review These Tips:" and lists browser requirements (Internet Explorer 7.0, 8.0, or 9.0 - not higher, Firefox 3.5 and higher, Chrome 1.0 and higher, Safari 4.0 and higher), instructions to click on the Compatibility View icon, to turn off the pop-up blocker, and to drill down to the 5-digit specific code when selecting commodity codes.

Log into your Supplier Portal Account and select "Update Account Information."

Browser: https://www.stpaulbids.com/lmj | stpaulbids.com

File Edit View Favorites Tools Help

Supplier Portal | Infor Login Page | Supplier Portal (2) | Google | SPNet - City of Saint Paul L.

**SAINTPAULMINNESOTA** The most livable city in America. **Supplier Portal** Welcome, St. Paul Procurement [Logout]

Home Messages Events Performance My Account Contact Us Help User Preferences

### Account Information

Supplier: St Paul Procurement -- Collapse All View as pdf

**Registration Status**

**Registration status: Not complete**

Your account has been set up in the City of Saint Paul Supplier Portal, however your registration is not complete. Please log in at www.stpaulbids.com to complete your registration.

- you have not answered all required questions as part of the registration process.

**Supplier Information**

[Edit](#)

**General Information**

Supplier Number: 1561

Tax ID Type: Federal Tax Id  
Tax ID: 12-3456789

**Address Information**

Address: 15 W KELLOGG BLVD  
City: ST PAUL  
State: Minnesota  
Postal Code: 55102

The Account Information Screen opens. Scroll to the bottom click on "Edit" My Proxy Notifications.

Browser: https://www.stpaulbids.com/lmj | stpaulbids.com

File Edit View Favorites Tools Help

Supplier Portal | Infor Login Page | Supplier Portal (2) | Google | SPNet - City of Saint Paul L.

I understand that, pursuant to chapter 84 of the City of St. Paul Code of Ordinances, the Vendor Outreach Program applies to this bid, and that under the Vendor Outreach Program the City requires submission of the Vendor Outreach Program Questionnaire in order for the bid to be responsive. I further understand that I will have up until the time of award, or 10 days after bid opening, whichever occurs first, to complete and submit my Vendor Outreach Program Questionnaire. Failure to submit this form will result in my bid being treated as nonresponsive.

**Diversity Codes**

[Edit](#)

**My Commodity Codes**

[Edit](#)

Commodity Code	Commodity Description	
005	ABRASIVES	<a href="#">Delete</a>
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR)	<a href="#">Delete</a>
913-45	Construction Sewer/Storm Drain	<a href="#">Delete</a>
913-81	Maint/Rep Sewer/Storm Drain	<a href="#">Delete</a>
914	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)	<a href="#">Delete</a>
918	CONSULTING SERVICES	<a href="#">Delete</a>

**My Proxy Notifications**

[Edit](#)

**Additional Contacts**

No data available

[Add](#)



https://www.stpaulbids.com/lmj Proxy Notifications

File Edit View Favorites Tools Help

Convert Select

Supplier Portal Infor Login Page Supplier Portal (2) Google SPNet - City of Saint Paul L.

SAINTPAULMINNESOTA The most livable city in America Supplier Portal Welcome, St. Paul Procurement [Logout]

Home Messages Events Performance My Account Contact Us Help User Preferences

Proxy Notifications

Back Add

First Name	Email Address	Receive Notifications?
No data available		

Navigation icons: Home, Previous, Next, End

Waiting for response from stpaulbids.com... 100%

Click on the "Add" button.

https://www.stpaulbids.com/lmj Proxy Notification - ...

File Edit View Favorites Tools Help

Convert Select

Supplier Portal Infor Login Page Supplier Portal (2) Google SPNet - City of Saint Paul L.

SAINTPAULMINNESOTA The most livable city in America Supplier Portal

Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Supplier Group **1 City of Saint Paul**

Supplier **1561 St Paul Procurement**

\* First Name Jasper

\* Last Name Bee

\* Email Address Jasper.Bee@yahoo.com

Receive Email Notification

\* = Required

Continue Cancel

100%

Fill in the name and email address of the Proxy. Click "Continue."

Proxy Notifications

	First Name	Last Name	Email Address	Receive Notifications?
<input type="checkbox"/>	Jaspe	Bee	jasper.bee@yahoo.com	<input checked="" type="checkbox"/>

Page size: 20

100%

The Proxy Information is created, you can add another, by clicking on "Add" following the same process above.

## SUPPLIER PORTAL: HOW DO I ADD AN ADDITIONAL CONTACT TO MY ACCOUNT?

To add other users to your account who have the same ability to respond to events as you do, you need to add an additional contact. This person will have the ability to submit responses to Events on behalf of your company. Please note that this is different than a proxy notification; proxies will not be able to respond to events.

The screenshot shows the City of St Paul Supplier Portal. At the top, there is a navigation bar with 'Welcome St. Paul Procurement', 'Contact Us', and 'Help'. Below this, a yellow alert box states: 'Urgent: Your account registration status is not complete. Update your account information.' The main content area features a table of unread messages:

Date	Title	Priority
12/23/2014	The City of St. Paul Event: 183 has been amended	Normal
12/19/2014	The City of St. Paul Event: 178 has been amended	Normal
12/19/2014	The City of St. Paul Event: 177 has been amended	Normal
12/19/2014	Bidding opportunity: Event #183 is or will be available for response	Normal
12/04/2014	One or more lines on event: 150 have been cancelled	Normal

On the left sidebar, under 'My Account', the 'Update Account Information' link is highlighted with a blue arrow. The right sidebar contains 'Links' and 'Announcements' sections.

Log into your Supplier Portal Account and select "Update Account Information."

Browser address bar: <https://www.stpaulbids.com/lmj>

Page Title: SAINTPAULMINNESOTA The most livable city in America. Supplier Portal

Page Header: Home Messages Events Performance My Account Contact Us Help User Preferences

Page Content:

**Account Information** -- Collapse All [View as pdf](#)

Supplier: St Paul Procurement

**Registration Status**  
**Registration status: Not complete**  
 Your account has been set up in the City of Saint Paul Supplier Portal, however your registration is not complete. Please log in at [www.stpaulbids.com](http://www.stpaulbids.com) to complete your registration.  
 - you have not answered all required questions as part of the registration process.

**Supplier Information** [Edit](#)

**General Information**  
 Supplier Number: 1561  
 Tax ID Type: Federal Tax Id  
 Tax ID: 12-3456789

**Address Information**  
 Address: 15 W KELLOGG BLVD  
 City: ST PAUL  
 State: Minnesota  
 Postal Code: 55102

Zoom: 100%

The Account Information Screen opens. Scroll to the bottom to "Additional Contacts" and click on "Add."

Browser address bar: <https://sourcelest.stpaul.city:444/imp/Sour>

Page Title: SAINTPAULMINNESOTA The most livable city in America. Supplier Portal

Page Header: Home Messages Events Performance My Account Contact Us Help User Preferences

Page Content:

**Diversity Codes** [Edit](#)

Diversity Code	Description	
SBE	Small Business Enterprise	<a href="#">Delete</a>

**My Commodity Codes** [Edit](#)

Commodity Code	Commodity Description	
005	ABRASIVES	<a href="#">Delete</a>

**My Proxy Notifications** [Edit](#)

Name	Email Address	Receive Notifications?	
Plum Bee	kelly.moch@ci.stpaul.mn.us	Yes	<a href="#">Delete</a>

**Additional Contacts** [Add](#)

No data available

Copyright (c) 2014 Infor. All Rights Reserved. Zoom: 100%

https://sourceest.stpaul.city:444/imp/Sour... Add / Update Conta... X

File Edit View Favorites Tools Help

Convert Select

Infor Login Page Supplier Portal (2) Supplier Portal Google SPNet - City of Saint Paul L.

Contact Information > **Commodity Codes** > Proxy Notifications > Registration Status

Enter information for other contacts in your company. These contacts can respond to events, and have additional user names and passwords.

**Become A Supplier Contact - Create An Account**

\* User Name   
 \* Password   
 \* Confirm Password

**Enter Information About Yourself**

Title   
 \* First Name   
 \* Last Name   
 \* Phone Number  Ext  (international prefix, phone number, extension)  
 Mobile Phone  Ext  (international prefix, phone number, extension)  
 Fax Number  Ext  (international prefix, fax number, extension)  
 \* Email Address   Receive Email Notification

**Mailing Address**

Address information will be defaulted from supplier if left blank

Address Line 1   
 Address Line 2   
 Address Line 3   
 Address Line 4   
 City  State Province  Postal Code   
 Country   
 Country

\* = Required



Copyright (c) 2014 Infor. All Rights Reserved. 100%

The "Become A Supplier Contact" Page Opens. Fill in all information marked with an Asterisk "\*" and click Continue.

https://sourceest.stpaul.city:444/imp/Sour... Supplier Registratio... X

File Edit View Favorites Tools Help

Convert Select

Infor Login Page Supplier Portal (2) Supplier Portal Google SPNet - City of Saint Paul L.

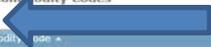
SAINTPAULMINNESOTA The most innovative city in America **Supplier Portal**

**Supplier Registration - Commodity Codes**

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > **Commodity Codes** > Proxy Notifications > Status

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes



Commodity Code	Description
No data available	



Copyright (c) 2014 Infor. All Rights Reserved. 100%

The Commodity Code Screen Opens. Click on Add.

# Commodity Codes

The screenshot displays the 'Supplier Registration - Commodity Codes' interface. It features a search bar at the top and a table of commodity codes. A blue arrow points to the 'Add' button on the left side of the table.

Commodity Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
037-18	Bar Equip/Ass
037-23	Card Games/Gifts Inc Recyc
037-25	Carnival/Fair Equip/Access/Sup
037-28	Collection Coin/Stamp/Comic Bk
037-34	Decoration Christmas/Party
037-35	Decorative House/Off Items INC
037-43	Gifts (Inc Gift Certificates)
037-52	Novelty/Advertising Specialty
037-56	Paper, Crepe

**HREO** Human Rights & Equal Economic Opportunity

Add to Add every commodity code that this contact wants to be notified of.

https://resource1.stpaul.city444/tmp/Source/SupplierRegistration... x

File Edit View Favorites Tools Help

Convert Select

Info Login Page Supplier Portal (2) Supplier Portal Google SPNet - City of Saint Paul L

SAINTPAULMINNESOTA The most beautiful city in America Supplier Portal

### Supplier Registration - Commodity Codes

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Select the commodity codes for which you want to get future bid notifications.

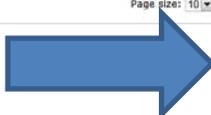
Selected Commodity Codes

Actions Details Add

Commodity Code	Description
<input checked="" type="checkbox"/> 005	ABRASIVES

Page size: 10

Back Continue Cancel



After all Codes have been added, click Continue.

Browser window showing the Supplier Portal page. The address bar displays <https://www.stpaulbids.com/lmj>. The page title is "Supplier Portal".

### Add / Update Contact - Proxy Notifications

Update Contact Information > Commodity Codes > Proxy Notifications > Registration Status

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

#### Proxy Notifications

Add

<input checked="" type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
<i>No data available</i>				

Navigation: Back, Continue, Cancel

Zoom: 100%

PROXY NOTIFICATIONS CAN ALSO BE SET UP FOR THE ADDITIONAL CONTACT. Follow the instructions above to set up a Proxy.



SAINTPAULMINNESOTA The most livable city in America

## Supplier Portal

### Add / Update Contact - Registration Status

#### Registration Status

**Registration status: Complete**

Your account has been set up in the City of Saint Paul Supplier Portal [www.stpaulbids.com](http://www.stpaulbids.com) and you will now receive email notifications of events related to the commodity codes for which you registered. Respond to open events through this account.

[Back](#)

[Done](#)

100%

The Additional Contact is Complete.



# Vendor Outreach Program & CERT

Business Inclusion of Small  
Businesses (SBE), Women-owned  
(WBE) and Minority-owned (MBE)

Tisidra Jones

City of Saint Paul  
Department of Human Rights &  
Equal Economic Opportunity (HREEO)

# VOP Compliance Monitoring

1. Applies on all City of Saint Paul contracts.\*
2. VOP monitors projects for compliance through B2Gnow:  
<https://stpaul.diversitycompliance.com>
3. Payment is tied to compliance.
4. Goals:
  - a) 10% SBE
  - b) 10% WBE
  - c) 5% MBE





# Meeting the Goals: From Start to Finish



# Good Faith Efforts

1. This is an ongoing evaluation throughout the life of the project.
2. 5 bids from CERT per scope of work
3. Documents required when goal is not met:
  - a. Goal Status Report
  - b. GFE Spreadsheet

# Goal Status Report

## Vendor Outreach Goal Status Report Saint Paul Vendor Outreach Program

Project: \_\_\_\_\_ Date of this Report: \_\_\_\_\_  
Developer: \_\_\_\_\_  
Form submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_  
PM or ED: \_\_\_\_\_

The purpose of this form is to document your efforts to comply with the Vendor Outreach Program requirements.

In the space provided below, please describe the actions you have taken towards meeting the Vendor Outreach Goal for this project: (Attach additional sheets if needed.)

*For questions on this form, contact the Vendor Outreach Coordinator, Dept. of Human Rights & Equal Economic Opportunity, Room 280 City Hall/Courthouse, 15 W Kellogg Blvd, Saint Paul, MN 55102. Phone: (651) 266-8904, fax: (651) 266-8919, email: [cert@ci.stpaol.mn.us](mailto:cert@ci.stpaol.mn.us).*

<b>Total Development Cost:</b> \$ _____	<b>Total Business Opportunities:</b> \$ _____
<b>Vendor Outreach Goal Set on this Project:</b> _____ % ( _____ % MBE, _____ % WBE and _____ % SBE)	
<b>Utilization to date:</b> _____ % MBE _____ % WBE _____ % SBE	
<b>Outreach/networking with potential certified subcontractors:</b> _____ _____ _____	
<b>Bid/award activity:</b>	
1. Number of bids sent out (attach bid list)	_____
2. Advertising or other recruitment information	_____
3. Due date of responses	_____
4. Number of responses received	_____





# Saint Paul's Commitment to Meeting the Goal

1. Businesses used to meet goals must be CERT certified.
2. If the process of getting certified is a barrier, we work with the business.
3. We want to help businesses get certified, because opportunities exist.

# VOP and CERT Relationship

1. VOP monitors projects for compliance through B2Gnow:  
<https://stpaul.diversitycompliance.com>
2. B2Gnow also houses our CERT database at:  
<https://cert.smwbe.com>
3. Both sides of the system talk to each, allowing for us to easily verify which subs or suppliers are CERT certified on projects.

# What is the CERT Program?

1. Started in 1999 as a multi-government collaborative
2. Current members are the City of Saint Paul, Ramsey County and Hennepin County
3. “One-stop shop” for certification
4. Centralized certification process for three government small business programs

# Subscribers to CERT

1. Minnesota Sports Facilities Authority
2. University of Minnesota-Office for Business and Community Economic Development
3. Minnesota Council on Foundations
4. Minneapolis Public Schools
5. Saint Paul Port Authority
6. Knutson Construction
7. McGough Construction
8. District Energy



# How Other Entities Use CERT

1. Will help companies and organizations to direct business to local small business owners.
2. Provides access to our local small, minority-owned and women-owned business enterprises.
3. Provide a means by which to establish good faith efforts by contractors.

# Eligibility Criteria

<u>CERTIFICATION CATEGORIES</u>	<u>CRITERIA</u>
<b>SBE</b> (Small Business Enterprise)	<b>For profit, independent operation, below applicable size standard, located in 15 county metro</b>
<b>MBE</b> (Minority-owned Business Enterprise)	<b>51% ownership, day-to day control</b>
<b>WBE</b> (Women-owned Business Enterprise)	<b>51% ownership, day-to-day control</b>



# 15 County Marketplace

MN		WI
Anoka	Ramsey	Pierce
Benton	Scott	St. Croix
Carver	Sherburne	
Chisago	Stearns	
Dakota	Washington	
Hennepin	Wright	
Isanti		



# Application Process

1. Applying for CERT is FREE.
2. Prior to starting, have all of your materials together.
3. Currently, processing is taking 2-3 weeks.
4. Certification lasts for 3 years.
5. Online application can be found at:  
<https://cert.smwbe.com>

# CERT Capabilities

1. Largest online searchable database of its kind in Minnesota.
2. Able to search for certified businesses based on multiple criteria such as:
  1. Industry
  2. MBE/WBE/SBE
  3. Zip code
  4. NAICS code
  5. Ethnicity
  6. Gender
3. The CERT database is located at: <https://cert.smwbe.com/>



# Community Partners

1. Association of Women Contractors
2. Construction Partnering Program (MEDA)
3. National Association of Minority Contractors
4. North Central Minority Supplier Development Council
5. Women's Business Development Center

\*For a full list, ask for the Key Contacts List

# Construction Partnership Program

Top goals of CPP are:

1. Partner developing MBEs and WBEs with larger, established corporations that can provide guidance expertise and industry connections.
2. Build capacity in terms of revenue and employment.
3. Provide access to projects and jobs for MBEs and WBEs.

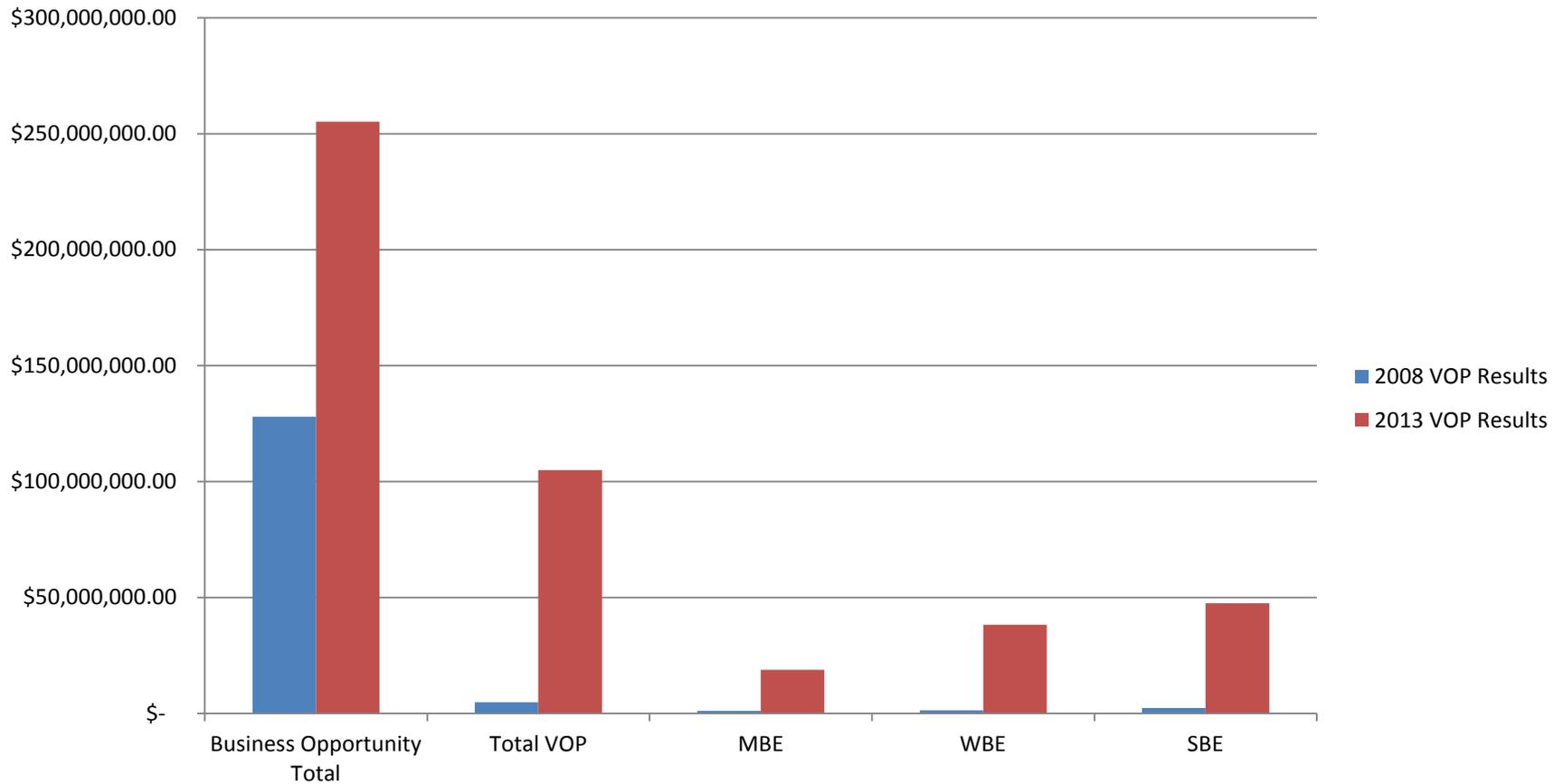


# 2014 Outreach Events

1. CERT Certification Workshops
2. Partnership with the Federal Reserve Bank of Minneapolis
  - a. Hosted a panel event looking at Expanding Access to Credit: The Possibilities
  - b. Held a Resource Fair where financial institutions and small businesses had an opportunity to interact



# VOP and CERT Outreach Impact For the City of Saint Paul



# Questions

Tisidra Jones

[tisidra.jones@ci.stpaul.mn.us](mailto:tisidra.jones@ci.stpaul.mn.us)

651-266-8904



Human Rights & Equal Economic Opportunity